

CRIME SPECIALIST

DEFINITION

Under general supervision, performs specialized technical work utilizing crime and intelligence data; evaluates and interprets crime information; prepares and disseminates information regarding crime activity, series, trends and patterns.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Department Director or designee. Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

The Crime Specialist reviews, tracks and researches crime and intelligence data and prepares statistics, graphs, charts, maps, and other documents to aid in the presentation of data; to include determining criminal activity, series, trends and patterns. Incumbents create associations, detect and understand crime patterns, and develop correlations in order to assist in the aid of deployment of resources, and the apprehension of subjects

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but are not limited to the following:

Perform geographic, tactical, spatial, and procedural research of crime series, trends, and patterns of crime on a local and regional basis.

Develop and maintain an active database that is shared between municipalities.

Develop and maintain an effective liaison with state, federal and local law enforcement agencies to exchange intelligence information.

Perform systematic research, tests, and associations for identifying and current and anticipated patterns and trends in crime and disorder.

Collect, compile and research complex statistical data; reviews reports and abstracts technical data.

Assist external agencies with requests for statistics, data, and/or special project assignments.

Maintain awareness of new developments in the field of crime analysis; incorporate new developments as appropriate within policy guidelines.

Prepare graphic representations of detailed and complex statistical findings and interpret and explain findings.

Participate in meetings, committees, and other related groups.

May be assigned off-site, and may be required to work evenings, weekends, and holidays.

May testify in court as required.

Perform related work and other duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Geographic Information Systems (GIS) and Statistical Analysis System (SAS) technologies.

Local geography including streets, the location of public buildings and other public facilities.

Recent developments, current literature, and information related to crime analysis.

Principles, practices, methodologies, and techniques of data analysis, crime analysis and prevention, law enforcement and police records processing.

Pertinent Federal, State and local laws, codes, ordinances, and safety regulations.

City and department policies, procedures, rules and regulations.

Skill to:

Safely operate a motor vehicle.

Operate office equipment, including computers and supporting applications and software.

Ability to:

Identify and distinguish crime patterns and trends.

Perform statistical research and studies, such as collect and interpret data, develop and test hypotheses, draw valid conclusions, and present narrative and statistical data and recommendations.

Create and test statistical models used to predict criminal activity.

Prepare and present accurate, comprehensive, and concise reports, recommendations and oral presentations.

Generate reports, maps, charts, graphs, and other visual or electronic aids.

Communicate effectively orally and in written form.

Interpret and explain City and department policies, procedures, rules, and regulations.

Establish and maintain effective working relationships with those contacted in the course of work including the general public.

Work under pressure and within challenging deadlines.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in criminology, criminal justice, mathematics/statistics, public administration, behavioral science, GIS, or related field;

AND

Two (2) years of professional crime and intelligence experience for a military or law enforcement agency. Applicable experience may be substituted for the required education on a year-for-year basis.

Special Requirement(s):

Possession and continued maintenance of a valid California Driver's License is required at time of appointment.

Successfully complete a polygraph exam and an extensive background investigation prior to appointment.

Possession of a Certified Crime and Intelligence Analyst (CCIA) certificate issued by an accredited college or university and recognized by the California Department of Justice is desirable.

Possession of a GIS Certificate of Advanced Study issued by an accredited college or university is desirable.

APPROVED: *Signature on File*
 Director of Personnel Services

DATE: February 22, 2017

New Class: 2/17/17