

City of South San Francisco  
Human Resources Department

**Crime Analyst**  
Class Description

**Definition**

Under direction, provides analysis of a variety of criminal activity to identify patterns of actual and anticipated criminal activities and underlying reasons and causes of crime, identify crime series, trends and leads; identify investigative leads by determining related cases and potential suspects; use computers and other intelligence databases to gather information to assist in criminal investigations; disseminate analytical findings to departmental personnel and others; and does related work as required.

**Distinguishing Characteristics**

This is a professional classification, performing a variety of qualitative and quantitative analysis. It is distinguished from other professional analytical classifications by the knowledge and ability to analyze and summarize criminal activity and identify patterns and trends.

**Typical and Important Duties**

1. Research, analyze and collect data from a variety of sources, including crime and patrol reports, criminal intelligence, and law enforcement bulletins to identify and evaluate crime series, patterns, and trends; develop and provide statistical information for the department, City Council, other City departments and the public.
2. Perform tactical analysis related to the recognition and identification of series crimes; perform mathematical calculation of probability and recognize patterns on cluster of activity for use by detectives and patrol to prevent crimes or aid in the apprehension of suspects.
3. Use a variety of computerized database systems to maintain and obtain accurate criminal activity information and records; analyze and evaluate data fields and test technology applications to identify discrepancies.
4. Prepare policy and procedure recommendations for law enforcement technology systems; prepare training documentation and provide training to end users.
5. Review data from a variety of reports, media articles, law enforcement bulletins and criminal intelligence to maintain current knowledge of criminal activity and law enforcement issues.
6. Prepare technical reports of quantitative and qualitative data and make related visual presentations that include maps, charts, graphs, and diagrams; prepare integrated sound, text, and graphic presentations, using a variety of geographic information systems (GIS) programs to show criminal activity.
7. Prepare and distribute a variety of information related to criminal activity, including bulletins, wanted-persons posters, and video surveillance images; distribute information related to serious habitual offenders, sex offender registrants, parolee information; prepare and distribute a variety of weekly and monthly information reports, as required.

8. Develop and maintain effective liaison with local, State, and federal law enforcement agencies; exchange criminal intelligence and crime information; respond to inquiries regarding local intelligence and crime problems.
9. Study offender and victim characteristics and methods of operation.
10. Establish criminal profiles that include prior crimes and criminal relationships as well as criminal organizations.
11. Analyze dates, times, geography, and environment of crimes to forecast date, time, and location of next crim.
12. Assist in the preparation of grant applications to secure funds; monitor grant reporting procedures for compliance; gather compile and evaluate data to assist in evaluation of grant programs; may assist in the preparation of an assigned budget.
13. Testify in court as required.
14. Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
15. Performs other related duties and responsibilities as assigned.

### **Job-related Qualifications**

#### Knowledge of:

- Principles and practices of crime analysis.
- Methods for researching, collecting and collating crime and intelligence data from a variety of sources.
- Methods and techniques of research, collection, and statistical analysis of crime data as applied to law enforcement activities.
- Computerized geographic information systems, computer aided dispatch and records management systems as used in law enforcement; State-wide justice and crime information systems.
- Report preparation, including presentation of statistical data and related analysis.
- Recent developments, current literature and information related to crime analysis.
- Modern office equipment and computers including word processing, and database applications.
- Pertinent local, state and federal laws, codes, ordinances, City functions, policies, rules and regulations.
- Basic principles of budget preparation and monitoring.

#### Ability to:

- Research, collect, analyze, and present data and information related to criminal activity.
- Compile and interpret statistics and analyze various crime data; prepare extensive reports, maps, charts, graphs, and other visual aids.
- Track and present findings related to criminal activity, patterns and trends.
- Prepare predictions of criminal activity based upon previous reported activity and an analysis of typical behavior patterns.
- Interpret and explain department and City policies and procedures; respond to requests and inquiries from the general public.
- Evaluate information from multiple sources and determine the importance and limitations

of data.

- Prepare policies and procedure recommendations for the use of law enforcement applications and systems.
- Communicate clearly and concisely, both orally and in writing.
- Preserve confidentiality of sensitive material routinely encountered as part of work assignments.
- Effectively testify in court.
- Operate a personal computer with proficiency and familiarity to produce effective professional reports, charts, spreadsheets and other documents.
- Establish and maintain effective working relationships with those contacted in the course of work.

Skill in:

- Using a personal computer and associated applications.

### **Experience and Training**

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two years of experience involving crime data collection, statistical research and analysis, and working with criminal intelligence automated systems.

Training:

A bachelor's degree from an accredited college with major coursework in criminal justice, statistics, mathematics, political or social sciences, or a related field.

### **Licenses and Certificates**

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, a valid appropriate California driver's license and a satisfactory driving record.
- Possession of, or ability to obtain, Certification in Crime and Intelligence Analysis issued by the California Department of Justice within 12 months of appointment.

### **Special Requirements**

Essential duties require the following physical skills and work environment:

Physical Skills:

Able to use standard office equipment, including a computer; sit, stand, walk, kneel, crouch, stoop, squat, twist, and maintain sustained posture in a seated or standing position for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person, over the telephone, and to make public presentations; lift and carry 35 pound boxes, files, and materials.

**Work Environment:**

Mobility to work in a typical office and/or field setting.

**Ability to:**

Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; work protracted and irregular hours and evening meetings or off- shift work for meeting attendance or participation in specific projects or programs; available for evening meetings.

**Additional Information:**

- Approved: 3/2015
- Revised Date:
- Former Titles:
- Abolished:
- Bargaining Unit: Police Association
- DOT: No
- Status:
- Job Code: C210