

CITY OF DALY CITY
DUTY STATEMENT
EXEMPT

CRIME ANALYST

DEFINITION

Under direction of a police manager or supervisor, provide analysis of the underlying reasons and causes of crime; answer questions; examine perpetrators of criminal activities and crimes to identify crime series, crime patterns, and crime trends; identify investigative leads by determining related cases and potential suspects; forecast occurrences of crime; focus on people, organizations, and their interrelationships in order to anticipate and prevent future events of crime; disseminate analytical findings to departmental personnel and others; and to perform related work as required.

EXAMPLES OF DUTIES

Under direction, study crime patterns and trends, how these trends affect the City of Daly City, and how law enforcement responds to them. Collect, analyze, correlate, and evaluate data from crime, intelligence, and arrest reports, other documents, and law enforcement databases looking for crime patterns and trends. Study offender and victim characteristics and methods of operation. Analyze dates, times, geography, and environment of crimes. Forecast date, time, and location of next crime in a series. Summarize and analyze qualitative and quantitative data using calculations such as frequencies, percent changes, cross-tabulations, measures of central tendency, variation, and correlation. Produce complex reports and bulletins for the police department to develop strategies and tactics to effectively prevent and control crime and deploy personnel. Establish criminal profiles that include prior crimes and criminal relationships as well as criminal organizations. Develop crime-mapping analysis of geographic data from police reports, calls for service, and other sources. Create and maintain informational databases. Use complex databases and software applications such as geographic information systems (GIS) mapping tools and artificial intelligence networks.

MINIMUM REQUIREMENTS

Knowledge of: Methods of identifying essential information; data processing programs to produce bulletins and reports including graphics such as charts, maps, pictures, and diagrams; electronic matrixes and spreadsheets; statistical formulae including frequency, percentages, percent change, sum, average, standard deviation, regression analysis, forecasting, and correlations.

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Ability to: Identify complex problems and review related information to develop and evaluate options and implement solutions; perform cross tabulations, create charts and graphs, export objects to other applications; work with restricted law enforcement documents and highly confidential information; use logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions, or approaches to problems; combine separate pieces of information to form specific answers to problems or general rules or conclusions; effectively convey information to others in presentation form and effectively respond to audience inquiries; communicate information and ideas in writing while drawing conclusions and/or making recommendations in a narrative format that is objective, succinct, pertinent, articulate, and relevant; be self-motivated, perceiving departmental need and performing analysis on own initiative; sit at a desk and use a computer and telephone effectively. Interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, and respond in a positive manner to supervision. Attend work and perform duties on a regular and consistent basis.

Experience: Two years of responsible experience performing crime analysis or related work is required.

Education: Graduation from high school or equivalent and completion of at least 60 semester units (two years) of college level education. Work experience in law enforcement or closely related field can be substituted for college level training on a year-for-year basis. Possession of a Certification in Crime and Intelligence Analysis or ability to obtain within twelve months of appointment.

License: Possession of a valid Class C California Driver's License.