

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT

CRIME ANALYST

DEFINITION

Under the direction of police management, the Crime Analyst will play a crucial role in enhancing officer and public safety through data-driven analysis and real-time intelligence dissemination. The position involves using advanced technology and analytical tools to support proactive policing strategies, aid investigations, and improve crime prevention efforts. Growth and flexibility in the position will be important as the pace in which technology and crime continues to evolve.

EXAMPLES OF DUTIES

Under direction and in collaboration with patrol and support services, the crime analyst will study crime patterns and trends to determine how these trends affect the City of Daly City, and how best the City can respond 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 future crime patterns to efficiently deploy resources. 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. Produce statistical reports for use by management in the communication of department efforts towards crime reduction and quality of life improvements. Collaborate extensively with law enforcement, community, and vendor partners to strengthen relationships towards the department mission. Utilize all current and future technology applicable to the position. Communicate pertinent information in real-time using computer programs, in-person dialogue and police radio transmissions to support, guide and direct enforcement and investigative efforts. Willingness to seek continued professional development, either independently or through department direction in the related field, and complete other tasks as identified and assigned by the Chief of Police.

MINIMUM REQUIREMENTS

Knowledge of: Methods of identifying and disseminating through all platforms, 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.

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 desirable.

Education: Graduation from high school or equivalent required, and completion of at least 60 semester units (two years) of college level education desirable. Focused education in Criminal Justice, Business Administration, Public Administration, Statistical Analysis, or related field highly desirable. 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 as identified by the Department.

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