

### **CRIME ANALYST**

#### **Duties and Responsibilities**

This class of positions encompasses the performance of complex, confidential, and sensitive research and analysis of crime and criminal activity data and identifying patterns in criminal activity by utilizing state of the art database applications, spreadsheet applications, and Geographic Information System (GIS) mapping technology to identify specific crime patterns; using spatial analysis techniques to produce thematic overlays; conducting demographic analysis; utilizing qualitative and quantitative analytical tools to assist the agency in designing tactical and operational initiatives and determining the appropriate allocation of personnel and other critical agency resources for crime prevention. There are three Assignment Levels within this class of positions based upon the level of responsibility and/or technical expertise required. All personnel perform related work and in the absence of the immediate supervisor, may perform the duties of that position.

#### **Assignment Level I**

Under supervision, performs research and analysis of criminal activity of more than ordinary difficulty and responsibility, such as the following:

#### **Examples of Typical Tasks**

Conducts confidential analytical work in the review, examination, and compilation of highly sensitive and complex data regarding criminal activities and investigations.

Maintains highly complex databases, maps, charts and reports utilizing state of the art spreadsheet, database, GIS mapping and link analysis software applications. Creates tables, charts and graphs and performs analysis to demonstrate relationships between entities and events. Produces computer generated maps displaying criminal activity.

**CRIME ANALYST** (continued)

**Assignment Level I** (continued)

**Examples of Typical Tasks** (continued)

Develops statistical data resources to assist in proactive and targeted investigations, preventative enforcement and education, identification of theft patterns, trends, and criminal organizations, and identification of known and repeat offenders. Recognizes and identifies conditions, trends, and patterns in area of specialization. Creates clearly written and effective reports and bulletins and other analytical products.

**Assignment Level II** (see Special Note under Qualification Requirements)

Under direction, in addition to performing the duties of Assignment Level I, performs responsible supervisory work and/or difficult and responsible work in research and analysis of criminal activity, such as the following:

**Examples of Typical Tasks**

Prepares multimedia presentations for crime strategy meetings, executive level briefings and conferences regarding crime patterns, problems, and statistics gathered from numerous commands within a borough, bureau, or specific geographic area.

Prepares complex and comprehensive reports, regarding crime statistics, for distribution to executive level agency personnel containing crime statistics gathered from numerous commands within a borough, bureau, or specific geographic area.

May assist in training and supervising subordinate personnel.

May serve as a liaison to various commands within the agency to facilitate the collection of data and preparation of comprehensive reports.

**CRIME ANALYST** (continued)

**Assignment Level III** (see Special Note under Qualification Requirements)

Under general direction, in addition to performing the duties of Assignment Level II, performs highly difficult and responsible supervisory work in the research and analysis of criminal activity, such as the following:

**Examples of Typical Tasks**

Serves as a lead liaison to other city government agencies, the Mayor's Office, and representatives of local, state, and federal government agencies for cooperation on collaborative crime prevention initiatives and to facilitate the seamless exchange of information.

As needed, takes a leadership role in preparing tactical, strategic, administrative and intelligence analysis, formulates methodology, and gives direction to AL I & AL II personnel on analysis priorities as necessary.

Coordinates AL I and AL II personnel in the identification of borough-wide, citywide and cross country patterns and alerts commanders and others to the existence of such patterns.

Serves as a project or team leader on crime analysis and research projects at the borough or bureau level.

Applies various statistical methods to analysis based upon disparate data sources, utilizes advanced level queries and responds to current crime issues and policing priorities.

Makes specific recommendations to executives on police responses and makes recommendations in crime strategy meetings and executive briefings.

**CRIME ANALYST** (continued)

**Assignment Level III** (continued)

**Examples of Typical Tasks** (continued)

Provides input regarding technology needs and upgrades; identifies and advocates for additional data sources, data access and analysis applications as needed.

Identifies training needs for all analysis personnel. Supervises and trains subordinates or less experienced personnel.

**Qualification Requirements**

A Baccalaureate degree from an accredited college in Criminal Justice, Criminology, Sociology, Statistics, Mathematics, Computer Science, Operations Research or a closely related field; and one of the following:

- (a) one year of satisfactory full-time experience in the analysis and/or research of data related to crime, criminals, criminal intelligence, and/or other social sciences in a police, judicial, or other criminal justice setting; or
- (b) a Master's degree from an accredited college in Criminal Justice, Criminology, Sociology, Statistics, Mathematics, Computer Science, Operations Research or a closely related field.

**Special Note:**

To be eligible for placement in Assignment Level II, individuals must have, after meeting the minimum requirements, three additional years of full time qualifying experience as described in (a) above; or two years of full time qualifying experience as a Crime Analyst Assignment Level I.

CRIME ANALYST (continued)

Qualification Requirements (continued)

Special Note:

To be eligible for placement in Assignment Level III, individuals must have, after meeting the minimum requirements, five additional years of full time qualifying experience as described in (a) above, or two years of full time qualifying experience as a Crime Analyst Assignment Level II.

Direct Lines of Promotion

From: None

To: None