



## **Title: Crime Analyst**

**FLSA STATUS:** Exempt from overtime under FLSA.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from Police Commander.

This classification does not supervise on a regular basis but may be asked to occasionally supervise and/or perform lead functions over temporary or seasonal employees.

### **MINIMUM QUALIFICATIONS**

- **Education:** Bachelor's degree in any field or equivalent
- **Experience:** Minimum of three years related experience. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:** Valid AZ Drivers License upon hire.

### **PREFERRED/DESIRABLE QUALIFICATION(s):**

- Experience in a municipal or government setting.

### **JOB SUMMARY**

The purpose of this position is to collect, analyze, interpret, and integrate crime, staffing, and deployment, performance, and related quantitative and qualitative data, and support investigations and related programs. Performs complex statistical and analytical research involving the use of computer applications, random statistical samplings, correlation and regression analysis, and probability studies; develops reports and materials; develops links regarding pattern detection, crime and criminals, terrorist and organized crime, social and demographic factors within communities; maps crime, shows correlations, and analyzes crime specifics; works with other city police departments on crime issues; updates and tracks department gang and intelligence files; presents reports to the department; completes special tasks or projects as required.



### **ESSENTIAL FUNCTIONS**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

<b>#</b>	<b>Essential Functions</b>
1	Gathers intelligence and conducts research on individuals for the police department. Conducts research on criminal activity, criminals, or suspects under investigation; works with outside departments and agencies; evaluates information; manages and prepares individual Crime Analysis and Crime Intel Request for information; provides assistance as requested; supervises internship program.
2	Reviews daily crime activity and reports. Assists with investigations by compiling information; analyzes findings; writes reports; prepares graphs, charts, tables, and other illustrative materials; prepares monthly CARE / Compstat report; prepares and presents information.
3	Maps various crimes and creates reports.
4	Utilizes various computer programs to help with crime, such as Crimeview and Command Central. Performs complex statistical and analytical research; reviews crime reports; collects ancillary information; identifies patterns and trends; correlates new data with existing information and intelligence; makes recommendations for improvements in crime analysis practices.
5	Disseminates information to officers and the public on crime. Maintains and secures crime data and files; reviews information for compliance with applicable local, state, and federal regulations; meets with Lieutenants and Sergeants weekly and as needed; supplies information to outside agencies and departments; works with local jurisdictions to determine related criminal activity; prepares weekly reports for Traffic division which includes data driven approaches to crime and traffic safety.



**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

<p align="center"><b>Physical strength for this position is indicated below with “X”</b></p> <p align="center">The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	X	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

<p align="center"><b>Work Environment for this position is indicated below with “X”</b></p> <p align="center">The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.	X	Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Computers, laptop, printers, fax / scanner / copier, plotter and related software, vehicle.

**PROTECTIVE EQUIPMENT REQUIRED:**

None required.