



Job Title	Intelligence and Crime Analyst
Department	Police
Employment Status	Full-Time
FLSA Status	Non-Exempt
Classification	Grade 6

Scope of Work

This position is responsible for supporting the Police Department with analysis of intelligence, data, and records processing and production. The position will also perform administrative duties in support of evidence management and technological management as needed. The position requires the ability to work outside of normal working hours as needed.

Supervision

Received	Under general supervision of Chief of Police, direct supervision as delegated.
Exercised	None

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

General Tasks:

- Reviews, organizes, and assesses crime information to identify patterns of activity and common characteristics of crimes.
- Summarizes data, and produces reports documenting the results of analysis that may indicate crime trends
- Collects, assesses, calculates and produces reports on overall relevant data for the Police Department
- Monitors social media for special events, possible criminal activity, and risk factors associated with violence.
- Maintains cross-reference files of criminal and case information to supplement and enhance officer incident reports. Proactively collects quantitative and qualitative data from other sources, including multi-agency databases. Interacts with representatives of other law enforcement agencies to exchange information on whether to pursue charges against perpetrators.
- Analyzes information to support criminal and social disorder investigations.
- May be required to work outside normal working hours to support emergency investigations and regional task forces.

- Maintains the records filing system and/or database used to manage, access, and preserve electronic and paper records.
- Assists in Department's Social Media content production.
- Assistance with preparation of Department accreditation process
- Producing information to inform the development of policies/procedures for the Department, including advising on administrative issues, including appropriate allocation of resources; and determining new procedures to prevent, detect, and investigate crimes.
- Provides administrative staff assistance and support to the day-to-day work of the Police Administrative Specialist, Lieutenants and Chief as needed.

Other Job Functions

- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Performs related duties as assigned.
- Follow safe work practices.

Requirements of Work

The following requirements may be substituted by any equivalent combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform the job:

- Position requires 2 – 3 years of purchasing/financial/accounting or similar administrative experience in program management, research, or related field.
- Completion of a four-year college degree program in Criminal Justice, Criminology, Sociology, Psychology, Political Science or related field.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill, training and experience which provides the following knowledge, ability, and skills:

Knowledge of	• Department policies and procedures. • Pertinent federal, state, and local rules, regulations, ordinances, and other regulatory standards applicable to the work • Techniques used for research, statistical analysis, and forecasting
Ability to	• Multi-task and prioritize work. • Analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals. • Maintain high level of confidentiality concerning all data and intelligence findings. • Establish and maintain effective working relationships with supervisors, coworkers, law enforcement officials, public safety agencies and the general public. • Work irregular hours including weekends, holidays, and extended hours in emergency, disaster, or other situations influenced by workload or staffing difficulties
Skill in	• Oral and written communications.

	• Word Processing • Database and/or spreadsheet applications • Research and Analysis • Troubleshooting and problem solving • Providing input into identifying and solving problems • The use and operations of different Social Media platforms
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Necessary Special Requirements

- Ability to pass Police Background Investigation before hire.

Physical Demands

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.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee must occasionally lift and/or move up to 20 pounds.
- Occasional periods of prolonged, extended or unusual work hours, outside of regular working hours, with occasional responses necessary without warning.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer