Crime Analyst
Limited-term, Full-Time

Salary Grade: G-21   **Union Status:**   Non-Represented
FLSA Status: Non-Exempt   **EEO Category:**   Professionals

Nature of Work

Under the supervision of a Detective Sergeant and the general direction of the Police Chief and/or their designee, this position is responsible for researching, analyzing, and developing crime analysis work products, disseminating information and intelligence data related to crime and criminal investigations as part of the Department's proactive policing strategies. The Crime Analyst will be responsible for forecasting, data modeling, and generating dynamic content using enterprise, department databases, and third-party data sources for crime trend analysis to assist the entire police department with the deployment and coordination of resources.

The incumbent will be able to effectively listen and communicate at an advanced level in oral and written form to understand problems and explain data and information visually to stakeholders. The Crime Analyst must possess strong technical knowledge, an analytical demeanor, ingenuity, a creative problem-solving approach, and be able to provide a high level of customer service to internal staff, prosecutors, and other law enforcement jurisdictions.

Distinguishing Characteristics

The Crime Analyst is a journey-level, non-sworn position responsible for applying complex and advanced statistical analysis techniques to assist with crime prevention, maintaining up-to-date metrics related to crime trends, "hot spots" for the overall effort to improve processes in preventing and reducing crime, and assisting with investigations. Work in this series is distinguished from the higher level by its lack of supervisory responsibility and from the lower level by the highly specialized nature of the research and technical analysis required with direct emphasis on criminal investigations.

Essential Functions

- Collects, conceptualizes, analyzes, interprets, and prepares police data to evaluate police deployment, responses, and problem-solving efforts; provides accurate, timely, and relevant analysis of crime patterns and trends that aid in the efficient deployment of department resources.
- Reviews, analyzes, and organizes information, reports, databases, agency and citizen videos, and open-source information concerning specific criminal cases to relate those patterns to crimes that are concurrently being investigated and disseminate information as needed to provide operational units effective operational strategies for the prevention and investigation of crimes.
- Provides case support through developing suspect leads, locating addresses, vehicles, associates, or other relevant information on offenders, identifying victims and associated cases; assists supervisors with the intake and triage of criminal case referrals from other agencies and patrol officers.

- Conducts research and strategic crime analysis to identify crime patterns and trends; analyzes long-term crime patterns and trends using probability studies and statistical analysis such as random samplings, correlation, and regression analysis and forecast future criminal activity; recommends proactive measures to implement long-range plans for crime prevention.
- Creates various work products including but not limited to link charts, graphs, PowerPoint presentations, crime bulletins, and displays for later use in court hearings and trials.
- Uses and develops department databases, electronic spreadsheets, geographic information systems (GIS) applications, desktop publishing, word processing, and statistical applications to analyze, extract, and present crime data; recommends systems or software to improve department processes to police management.
- Prepares monthly statistical analysis presentations and strategic assessments for use in budget projections and staffing deployments.
- Works closely with detectives, officers, support staff, internal stakeholders, and various federal, state, and local agencies to develop rapport, communicate, and exchange case information.
- Establishes working relationships with other organizations such as regional work groups, WA State Fusion Center, NW HIDTA, task forces, and other entities assisting law enforcement.
- Works with local, state, and federal prosecutors as necessary and/or directed to ensure successful case prosecutions; trains others in the packaging and presentation of information needed to assist prosecutors with their review of cases.
- Participates in regional investigative meetings, both virtually and in person.
- Establishes and maintains cooperative, effective working relationships with coworkers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable, and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

Necessary Knowledge, Skills, and Abilities

Knowledge of:
- Principles and practices of public law enforcement, including applicable federal, state, and local laws, regulations, and ordinances.
- Principles of data collection, record keeping, analysis, and research techniques and methods.
- Principles of mathematics and statistics.
- Geographic information system (GIS) software
- Excel, Access, SQL, and related software.
- Reporting and writing for presentations and informational purposes.
- Criminal justice system functions and processes, including GIS mapping.
- Proper use of crime-related terminology and crime prevention concepts.
- Modern office practices, methods, and equipment.
- Proper use of the English language, spelling, vocabulary, grammar, and punctuation.

Skill and Ability to:
- Perform complex crime analysis work, open source intelligence, and threat assessments.
- Identify crime series, patterns, trends, and hot spots.
- Develop and link-local intelligence.
- Organize large amounts of information and coalesce such information into more easily understandable formats.
- Apply the principles and processes unique to crime and research analysis.
- Use electronic spreadsheets, desktop databases, and statistical software to manipulate, analyze, and/or present data.

- Use SQL or other software programs to create, query, and maintain relational databases.
- Prepare accurate statistical and narrative reports that will withstand significant scrutiny and review.
- Make effective presentations.
- Follow directions and incorporate recommendations supervisors, detectives, and other staff provide.
- Handle a fast-paced work environment with sometimes changing priorities.
- Work collaboratively and effectively in small groups or, at times, independently with varying degrees of direction.
- Effectively communicate orally and in writing to diverse stakeholder groups both internally and externally.
- Maintain personal integrity beyond reproach.
- Professionally conduct oneself at all times, using discretion when dealing with sensitive and confidential information.
- Establish and maintain an effective professional working relationship network.
- Demonstrate proficiency in using various specialized and standard computer software programs.

Education and Experience Requirements

- Bachelor's Degree in Criminal Justice, Statistics, Computer Science, Finance, Business Administration, or any related field, AND;
- Two years of work experience in data analysis, research, and reporting, including the use of computer databases, spreadsheets, geographic information systems (GIS), structured query language (SQL), and statistical applications to manipulate, analyze, and present data required, OR
- A combination of experience and training enabling the individual to perform the position's essential functions may be considered.

Preferred Qualifications

- Certificate in Crime Analysis or equivalent certification.
- Experience working in a law enforcement agency or criminal justice system
- Experience utilizing police and/or investigative case management systems and/or crime analysis software programs.
- Experience in program development and planning, especially in a computerized technical research and reporting environment.

Special Requirements

- Must achieve Level II ACCESS certification within six months of appointment and maintain it as a condition for continued employment.
- Ability to obtain and maintain an active membership with the NW Regional Crime Analyst Network or other professional associations.
- Must be willing to work non-traditional hours as required on occasion.
- Possession of and the ability to maintain a valid Washington State Driver's License throughout employment with a good driving record.

- Successful completion of a comprehensive pre-employment background to include polygraph examination and criminal history check.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

Working Conditions and Physical Abilities

- Work is performed in an office setting within a police station adjacent to armed officers. May be required to work extra hours on nights/weekends. Occasional travel to off-site locations is required. Hand-eye coordination and fine manipulation skills are necessary to operate computers and office machinery. The position requires the ability to speak and hear to exchange information, sit for extended periods, and bend and stretch to retrieve and maintain files and records.

Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce, and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportuni9ty Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions, or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to perform the essential functions of the job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
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