CITY OF LATHROP

CRIME AND INTELLIGENCE ANALYST

> *Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, performs a variety of manual and automated crime research and analysis for the enhancement and direction of proactive law enforcement operations; maintains a data base of information regarding a variety of offenders. Performs specialized technical support work utilizing automated law enforcement systems and software to provide crime data for police officers and management to use in the identifications and apprehension of criminal offenders. Performs other duties assigned.

DISTINGUISHING CHARACTERISTICS:

The **Crime and Intelligence Analyst** is responsible for establishing and implementing a systematic process for the collection and dissemination of pertinent information necessary to assist the Police Department's operational and administrative personnel in planning the deployment of resources for the prevention and suppression of criminal activities.

SUPERVISION RECEIVED/EXERCISED:

General supervision is provided by a police department Chief of Police or their designee. May provide supervision to lower level administrative staff, trainees and/or volunteers.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Data entry of all Field Interview and Identification cards

- Maintain the department's investigative files

- Research arrest; arrest info, arresting agency, location, associates, accomplices, outcome of arrest

- Analyze exact time crimes and time span crimes.

- Research criminal cases.

- Cross reference all information with Sheriff's Records System-Computer Automated Dispatch (CAD), Automated Reporting System (ARS), and Custody Information System (CUSINS)

- Prepare Daily Confidential Crime Information Bulletin for Lathrop Police Department with imported photo from DMV or CUSINS database – for stolen vehicles and wanted persons, and for possible outside agency dissemination.

- Run calls for service in TIBURON database for Administration (require exporting to excel an spreadsheet prepared for Administration)

- Run statistical reports using CRYSTAL and TIBURON databases

- Use data to help forecast future criminal occurrences

- Use data to assist in identifying existing and evolving crime patterns or series

- Prepare presentations and statistical reports

- Develop target profiles to use for tracking criminals

- Respond to requests to research computerized data to locate suspect descriptions, crime elements, and similar suspect vehicles.

- Match stolen property with recovered property from arrests and search warrants

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and retrieving and entering data using a computer keyboard. Additionally, the position requires near and far vision in reading work related documents and using the computer, and acute hearing is required when providing phone and face-to-face services. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Experience:

Two years of experience involving data analysis and evaluation for the implementation of programs in the criminal, behavior, or social science fields.

Education:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Crime and Intelligence Analyst. A typical way of obtaining the required qualifications is to possess the equivalent of three years of increasingly responsible experience in providing data analysis.

Training:

Any recent training such as academic courses and certification programs which are relevant to this job classification.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

Other Requirements:

Willingness and ability to work holidays, weekends, scheduled and emergency overtime; be available on-call as required; attend meetings, conference and seminars during work and non-work hours which may require travel, and comply with departmental grooming standards.

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Basic administrative research, analysis, and statistical methods; organizational concepts of police departments; law enforcement and the criminal justice system; personal computer hardware and software; computer applications particularly related to statistical analysis and data management.

Ability to:

Learn the necessary laws, policies, procedures, data bases and general orders associated with the position. Provide assistance to the investigative process. Provide analysis and recommendations concerning Police Department functions and investigations. Compile, organize, analyze and present statistical and technical data. Prepare comprehensive statistical and analytical reports. Read, interpret and develop maps, graphs and charts. Maintain accurate records and files. Review and verify output data to assure accuracy and efficiency.

Skill to:

Operate an office computer and a variety of word processing and software applications; effectively operate specialized law enforcement automated information and communication systems.