

**CITY OF SALEM
CRIME ANALYST**

00407

NATURE OF WORK

Provides a variety of professional, analytical, and administrative work assisting the Police Department with crime analysis and operational support tasks.

Work involves the collection and categorization of crime data; entry of crime data into, and retrieval from, mainframe and personal computer systems; analysis of quantitative information to develop apparent crime series, trends, patterns and potential suspects; preparing tables and computer graphic displays; drafting written narratives of analysis results and conclusions for review by supervisor and command staff; preparing and disseminating approved memos, articles and reports to field officers, Police management, and City officials; researching and responding to inquiries from news media representatives and the general public; and performing related tasks as required. Work is assigned through general work objectives and desired results and the employee is expected to develop methods or routines to complete assignments in a timely fashion.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the essential duties listed and many will involve essential duties which are not listed).

Inputs and retrieves criminal information utilizing the City's computer systems and links to outside agencies including the Salem Unified Network (SUN), Regional Area Information Network (RAIN), Law Enforcement Data System (LEDS) and the U.S. Department of Justice.

Conducts regular analysis of crime incident data collected from police reports, computer aided dispatch information, law enforcement agency publications, news media, or other sources to identify current and future crime patterns or trends.

Provides analytical support to investigations of criminal activity which may include link charting, flow charting, event charting, phone toll analysis, or other forms of visual investigative analysis. Prepares a variety of analytical reports and recommends investigative direction.

Prepares charts, tables and maps of crime incidents utilizing IBM compatible personal computer hardware and software including word processing, spreadsheet, data base management and Geographic Information System (GIS) programs.

Performs research on law enforcement practices and procedures that includes use of the Internet . Assists in evaluating Police Department operations and recommends various reforms and improvements.

Provides administrative assistance to the Planning & Research Unit supervisor on routine tasks. Writes comprehensive police reports of analysis results and drafts staff reports to the City Council.

Represents the Police Department, as delegated, at a variety of meetings with other departments or agencies.

Performs other related work as assigned.

WORK QUALIFICATIONS

Graduation from a four-year college or university with major course work in Business Administration, Public Administration, Police Science, Criminal Justice Administration or related field (experience with statistical analysis in a law enforcement agency is desirable); or any equivalent combination of education, experience or training that provides the following knowledge, skills and abilities:

Considerable knowledge of the principles and practices of law enforcement and criminal investigations, organization and case analysis, and computerized information systems.

Considerable knowledge of the operations, functions, policies and procedures of the law enforcement agencies or the ability to rapidly acquire such knowledge.

Ability to assemble, organize, analyze and present statistical and factual information derived from a variety of original and secondary sources concerning possible trends in criminal activity.

Skill in the use of personal computers and applicable software to analyze, illustrate and map a variety of statistical data (experience with ESRI software preferred).

Ability to express ideas effectively both orally and in writing.

Ability to establish and maintain effective interpersonal relationships with others.

Considerable ability to plan, prioritize and complete work assignments independently.

Skill in exercising resourcefulness, tact, and perspective in developing solutions and recommending new techniques.

Must be able to pass a background investigation.

Possession of a valid Oregon Class C driver's license and the ability to meet city driving standards.

Work is performed in an office setting during regular business hours.. Work involves meeting deadlines, coping with interruptions, changing priorities, gaining the cooperation of others, and utilizing a variety of modern office equipment and computer software.

Revised from Intelligence Analyst: 1/2000
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Personnel Director