



CRIME ANALYST I

JOB DESCRIPTION

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| Department: Police | Division: <u>Investigations/Administration Services</u> |
| Work Location: City <u>Hall Building</u> | Percent Time: 100% |
| Job Type: Civil Service | FLSA Status: Non-Exempt |
| Reports To: <u>Services Division</u> <u>Lieutenant Deputy Chief of Police</u> | Union: Non-Union |

JOB SUMMARY

Performs tactical, strategic, and administrative analysis using complex relational databases, highly secure law enforcement computer applications and other software to conduct statistical analysis, detect and analyze crime series/patterns, and forecast crime trends in order to organize, disseminate and present findings to the appropriate unit(s) for response. Creates reports, other documents, and delivers presentations to a variety of internal and external audiences. Performs a variety of other non-sworn functions to support Division services and activities. Works in collaboration with internal and external stakeholders to further the mission of the Urbana Police Department and to positively impact the citizens of Urbana. Directs a Crime Analysis Internship program. Work requires initiative and independent judgment and is performed under minimal supervision.

Scope:

The role of this non-sworn, civilian position is to provide analysis and data evaluation with the goal of increasing the efficiency and effectiveness of police operations. This is accomplished by developing statistical data resources to inform data-driven discussions and evidence-based decision making at all levels of the department, from command staff to patrol. These analyses include, but are not limited to: identifying evolving, current and long-term crime trends and patterns; determining and analyzing potential racial disparities in enforcement practices. This position is also responsible for timely responses to data analysis requests and preparation of a wide variety of reports including crime and patrol bulletins, research reports, department annual report, and informational reports for the community, media, and other entities. The position requires the ability to build and maintain collaborative relationships with other city departments, other law-enforcement agencies, community organizations, and University of Illinois researchers.

Distinguishing Characteristics

Crime Analyst I is the entry-level classification in the Crime Analyst series. Incumbents perform work and assignments requiring the application of basic data research and analysis principles. This level is distinguished from the Crime Analyst II and III levels by the performance of basic and routine tasks and duties assigned to positions within the class.

ESSENTIAL FUNCTIONS

- Supports the community-oriented policing strategy as envisioned by the City Council and set forth in the Department vision and values statement; identifies opportunities for creative approaches to public safety; participates in the coordination of police department efforts to impact perceived and actual crime problems; and provides data analysis relating to community concerns and initiatives.
- Plans, organizes, and/or conducts reviews and studies on crime, traffic, homeland security, resource allocation, budget, grant administration, geographic information, and population/demographic statistics.
- Receives, gathers and analyzes information of a confidential nature from various sources, placing facts in proper relationships; evaluates the information; and prepares comprehensive analytical reports based on available data to evaluate and identify crime series, patterns and trends.
- Uses all available resources, including Area-wide Records Management System (ARMS), Law Enforcement Agencies Data System (LEADS), Geographic Information Systems (GIS), and other systems and software to identify crime and document crime clusters.
- Uses criminal intelligence analytical techniques to draw conclusions regarding patterns of crime and criminal offenders; reviews published data relative to developing trends and patterns of criminal activity and makes such information useful to law enforcement personnel.
- Responds to ad hoc requests from the Chief of Police and Command Staff for meetings and briefings.
- Plans and organizes data collection strategies for crime analysis.
- Applies Geographic Information System (GIS) technology to prepare and display crime and other related data in support of investigative, management, and administrative tasks.
- Prepares a variety of statistical, analytical, and/or narrative reports which may include statistical or non-statistical data interpretation, manpower analyses, investigative analyses, findings and recommendations; prepare spreadsheets, graphs, charts, maps, bulletins and other supporting documentation for inclusion in such reports.
- Develops and administers presentations to Department members, other agencies, and the public regarding review and study findings; represents the department and responds to questions and concerns regarding partnerships between the department and citizen community involvement as well as business community involvement.
- Maintains a Crime Analysis Internship program, including recruiting and training students from a variety of departments from colleges and universities. Works with professors for students to receive course credit.
- Establishes and maintains cooperative partnerships with other law enforcement agencies.

- Initiates and lead collaborations for research projects and course development with University of Illinois professors and students in numerous departments, focusing on undertaking multidisciplinary projects to assess, improve, and evaluate Department and City practices.
- Assists in planning and establishing priorities and implementing data collection plans and targets.
- Participates in the development and implementation of operational and administrative programs, policies and procedures; analyze alternatives and make recommendations in various operational areas, such as bid specifications and grants.
- Performs quality control functions pertaining to the Department, including conducting quality inspections and audits, and maintaining required documentation.
- Receives and responds to comments and questions from Department members and outside entities, relating to assigned area of responsibility; reviews problems and recommends corrective action; prepares summary reports as required.
- Assists in the training of police employees about analytical capabilities.
- Performs frequent quality control checks of crime database to ensure accuracy and integrity.
- Performs other related duties as assigned.

Marginal Functions:

1. Stays abreast of new trends and innovations in the field of crime analysis.
2. Travels as needed to further the collection and analysis of data.

JOB REQUIREMENTS

Education & Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Education equivalent to a Bachelor’s degree from an accredited college or university in Criminal Justice, Sociology, Psychology, Geographic Information Sciences, Information Systems, Statistics, or Research Methodology or a closely related field;
- Two years of experience performing research and statistical analysis.
 - ○ A Master’s degree in the above-referenced areas may be substituted for one year of experience.

Preferred Qualifications

Preferred Attributes

- Experience performing research and statistical analysis for a law enforcement agency.
- Certification as a Certified Law Enforcement Analyst through the International Association of Crime Analysts (IACA), or International Association of Law Enforcement Intelligence Analysts (IALEIA) Certification.

- Experience with GIS and/or working knowledge of ESRI products.
- Experience with and/or working knowledge of data visualization software (e.g., PowerBI, Tableau, ArcGIS Dashboards, etc.)

Knowledge of

- General law enforcement functions and procedures, statutory crime elements research, statistical analysis design and techniques and basic computer operation.
- Current developments in the field.
- Techniques required in graphic illustration of crime trends and other law enforcement analysis.
- Functional knowledge of analysis processes, types, functions, and assessments; laws and procedures pertaining to sensitive and confidential information.

Skills

- Principles and practices of statistical analysis and making appropriate recommendations.
- Research and analytical techniques used in the extraction and presentation of information in clear, concise and accurate reports.
- Skill in responding courteously and informatively to citizen requests for services, information and problems of concern.
- Excellent writing and grammatical skills.
- Excellent interpersonal skills.
- Proficiency with Microsoft Office products, particularly Word, Access, Excel, and PowerPoint.
- Proficiency with GIS programs.
- Effective oral presentation skills.

Ability to

- Perform technical report writing.
- Create and distribute data and information sets in a variety of formats for print and electronic delivery, including but not limited to social media platforms, the City website, e-mail and hard copies.
- Maintain effective working relationships with management, coworkers, external stakeholders, and members of the public.
- Utilize record-keeping systems for information storage and retrieval in accordance with state requirements.
- Develop and maintain positive working relationships with other employees, government officials, external stakeholders, and the public.
- Learn various computer systems used by the Department to acquire crime related information, including but not limited to [ARMS-department Records Management System \(RMS\)](#) and LEADS.
- Ability to review, classify, categorize, prioritize, and analyze data and reports.

- Learn of the geography of the city and accurately categorize police activity according to response zone and beat structure.
- Show initiative, independent action, and tact under pressure.
- Maintain confidential information and comply with privacy laws and requirements.
- Multi-task.
- Organize work, set priorities, meet critical deadlines and follow up on assignments with minimal supervision.
- Exhibit sound and accurate judgment by supporting and explaining decisions, conclusions and predictions.

Licenses, Certifications and Memberships Required

- L.E.A.D.S. certification within one year of appointment.
- Ability to obtain and retain security clearance with appropriate law enforcement information sources.

Job Dimensions

Supervision received

- This position works under the supervision of the Deputy Chief of Police. The incumbent performs a variety of routine duties within established policies and procedures.

Level and complexity of supervision exercised

- This position is not responsible for supervising any staff positions.

Security Level

- Level CJIS: essential functions require unescorted access to unencrypted criminal justice information or unescorted access to physically secure locations or controlled areas (during times of CJI processing).
- Level PII: essential functions require access to and responsibility for detailed personally identifiable information (PII) that is protected, personal, or sensitive AND/OR access to and responsibility for information related to the City's finances.

Physical Demands and Working Conditions

- Physical Demands: vision sufficient to read rules, regulations, policies, procedures, computer screens, and computer printouts with no color deficiencies; hearing sufficient to hear conversations in person and over the telephone; speech sufficient to make oneself heard and understood in person, in front of groups, in meetings, and over the telephone; mobility sufficient to safely move around in an office environment, and travel to other locations to attend meetings; strength sufficient to safely lift and carry routine office supplies up to 10 lbs. occasionally; dexterity sufficient to safely operate office equipment including computers and laptops; and endurance sufficient to maintain efficiency throughout the entire shift and perform during extended hours as required.

- Working Conditions: primary work environment is a climate-controlled office setting. Work schedule is typically Monday through Friday, 8 a.m. – 5 p.m. with one hour for lunch, but hours may vary with workload. Attendance at evening meetings may be occasionally required.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress.

Hearing: Hear in the normal audio range with or without correction.

The physical demands and work environment characteristics described herein 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.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Class Specification History

General revision: 2/28/24

General revision: 6/26/19

New classification approved: 3/23/2016

For HR/Finance Use

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| Job Class Code | Pay Grade <u>108</u> |
| EEO Category 6–Administrative Support | LVL |