

## CRIME ANALYSIS MANAGER

### NATURE OF WORK

This is responsible work managing the activities and employees of the Crime Analysis Unit. This is a civilian position.

Work also involves supervising a staff of crime analysts and crime analysis technicians engaged in assimilating intelligence information, analyzing police reports, data and statistics; producing products such as maps, bulletins, charts, graphs, tables, summaries, and briefing documents for both internal and external use. Supervision is received from an administrative superior with work being reviewed in the form of reports, conferences and results achieved.

### EXAMPLES OF WORK PERFORMED

Directs, supervises, assigns, evaluates, and reviews the work of subordinates, volunteers, and interns.

Creates strategic plans for unit operations and improvement. Assesses equipment, software, and training needs of unit and makes recommendations to superiors. Prepares and monitors budget unit budget.

Instructs staff in techniques of crime analysis. Prepares and delivers training classes concerning information resources, problem analysis, and problem-oriented policing. Assists others in developing problem-oriented policing strategies.

Maintains liaison with other police agencies, fusion centers, and organizations concerning criminal intelligence. Reads intelligence reports and information to assess reliability, and take appropriate action to catalog, disseminate, and recommend follow up actions.

Ensures compliance with regulations concerning the maintenance of intelligence information and files.

Manipulates databases, spreadsheets, documents, and computer applications to create products such as presentations, publications, maps, bulletins, and documents. Makes presentations to groups concerning trends, patterns, and issues. Organizes briefings and meetings to review current crime trends.

Operates a variety of computer hardware and software to collect and analyze information and to create products, including databases, desktop publishing, geographic information, graphics and presentation software. Operates audio-visual equipment necessary for presentations. Produces statistical analyses.

Oversees the maintenance of data files and the input of information into those files by subordinates. Conducts background investigations on applicants for various permits.

Performs related work as required.

### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of policing, criminal intelligence, and crime analysis.

Knowledge of statistical analysis and research methods.

Knowledge regarding the elements of crimes, nature of criminal offense patterns, crime statistics, and crime classification.

Knowledge of geographic information system, word processing, desktop publishing, database, graphics, and presentation software and experience with the application of ESRI ArcGIS.

Knowledge of the principals and practice of problem-oriented policing.

Ability to establish and maintain effective working relationships with law enforcement officials, co-workers, and the general public.

Ability to operate computer equipment and applications.

Ability to communicate effectively both orally and in writing.

Ability to maintain confidentiality of information.

Ability to conduct meetings, briefings, and presentations to audiences.

Ability to exercise independent judgment in prioritizing work, establishing goals and objectives and formulating plans.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited college or university with major course work in computer science, research methods, statistics, criminal justice, geography, social sciences or related field and experience in a progressively responsible position in crime analysis or analysis of intelligence data and some experience in a supervisory capacity.

MINIMUM QUALIFICATIONS

Graduation from a four-year college or university with major course work in computer science, research methods, statistics, criminal justice, geography, social sciences or related field; some experience as a crime or intelligence analyst, or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved by: \_\_\_\_\_  
Department Head Personnel Director

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