

CRIME ANALYST

NATURE OF WORK

This is responsible work in the Crime Analysis unit where the position is responsible for applying principles of intelligence and crime analysis to interpret information regarding overall impact on the criminal investigative process.

Work involves gathering and manipulating information to analyze crime trends; maintaining files and statistics related to crime patterns; coordinating the Problem Resolution Team meetings; and participating in a variety of meetings relevant to the mapping of crime in the City of Lincoln. Supervision is received from an administrative superior with work being reviewed in the form of reports, conferences and results achieved.

EXAMPLES OF WORK PERFORMED

Creates, maintains and manipulates databases of police incidents using mainframe and personal computer software; reviews and troubleshoots data errors, inconsistencies, file transfer problems, software and printer problems.

Uses desktop publishing, mugshot software and graphics software to create layouts and designs of crime bulletins, wanted persons flyers and similar publications.

Disseminates intelligence information to assist in prevention and detection of criminal activity.

Examines data files and geocoded crime maps to locate crime clusters; draws upon knowledge of criminal activity, criminal behavior and physical environments to develop hypotheses about the relationship of crimes to one another, and to offenders; reviews specific police reports to discern modus operandi patterns.

Acts as a department liaison with other law enforcement agencies on criminal intelligence matters, such as gang intelligence or sex offenders' data.

Accesses crimes on a map, analyzing the clusters and looking at methods of operation, times and dates for similarities or methods of operation; builds spreadsheets to assist in plotting data on maps; communicates with officers, detectives and commanders to exchange information regarding crime trends, patterns and offenders.

Updates and maintains weekly files of crime patterns for others to use on ArcView_dependent software; designs and publishes large maps of City using ArcView software; distributes throughout the Department.

Reads daily reports to keep updated on crime patterns and to enter on Crime Analysis Bulletin Board.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of Crime/Intelligence Analysis techniques and practices.

Knowledge of GIS (ArcView) software in order to plot crimes on a map.

Considerable knowledge of database applications, spreadsheets, graphics, desktop publishing, word processing and geographic information system software and techniques.

Knowledge regarding the elements of crimes, nature of criminal offense patterns (modus operandi) and crime classification.

Knowledge of the geography of the city.

Ability to exercise independent judgment, prioritize projects and manage multiple requests for information.

Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities.

Ability to maintain the confidentiality of information.

Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a four year college or university with major course work in computer science, research methods, statistics, criminal justice, social sciences or related field and experience in crime research, crime analysis, law enforcement or criminal records maintenance.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent and some experience in crime research, crime analysis, law enforcement or criminal records maintenance; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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