

CITY OF HAYWARD

CRIME AND INTELLIGENCE ANALYST

DEFINITION

Under direction, performs a wide variety of technical research and analysis of criminal justice information and activities in support of the Police Department. In addition, this position assists in conducting staffing utilization and allocation studies, planning and evaluating departmental programs, and assists in training police personnel on crime analysis and criminal apprehension. Performs other duties as required.

DISTINGUISHING CHARACTERISTICS

This is a journey level classification and it is expected that the full range of duties for this class be performed independently. This position specializes in analyzing criminal justice information and activities and converting raw data into valid criminal intelligence information. The Crime and Intelligence Analyst would also provide technical support to the department. This is distinguished from other Analyst classifications in the City by requiring professional certification within the field of Crime and Intelligence Analysis.

SUPERVISION RECEIVED

Receives direction from a Police Lieutenant or other designee as assigned.

SUPERVISION EXERCISED

May provide technical or functional direction to volunteers .

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

Selects input data and appropriate software for retrieval of data, develops and maintains large computerized databases, and maintains special files by pre-coding and performing audits.

Creates macros and editing programs used in searching, retrieving, and formatting data.

Maintains information on sex offenders and registrants, narcotic and arson offenders, parolees and individuals on probation.

Maintains liaison with parole, probation, the Department of Justice, and other police agencies at the local, state, and federal levels.

Researches, gathers, compiles, and prepares a variety of data from criminal offense reports, arrest reports, and intelligence information.

Assists in collecting and preparing Uniform Crime Reports (UCR) data for the department's monthly, quarterly and annual reports.

Researches and reports statistical crime data using software to produce a variety of reports.

Monitors crimes, identifying trends of criminal activity, and flagging hot spots.

Assists with the design, and revision of forms, and preparation of maps, charts, graphs, scatter grams and matrices.

Prepares daily, weekly, and monthly crime bulletins for dissemination to operational units within the police department.

May meet with citizen groups and organizations to improve community relations and crime prevention awareness.

Gathers intelligence information for the Patrol, District Command, and Investigations Units.

Furnishes support data for various programs such as crime prevention, truancy abatement, and grant programs.

Contacts and consults with various agencies for the purpose of obtaining intelligence information or gaining referrals to fulfill requests.

Coordinates intelligence information on various organized crime groups to local, state, and federal law enforcement agencies.

Responds to requests for analysis of specific general crime activity for administrative, investigative, and patrol tactical level use.

Assists in the planning, preparation, and teaching of various informational courses to officers and other police department employees.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Informational needs and objectives of police officers and other users of statistical crime data.

Knowledge of the organizational concepts of police departments, law enforcement, and the criminal justice system.

Variety of automated law enforcement systems and software used to compile and analyze data and prepare reports.

Database administration and design.

Basic administrative research, analysis, and statistical methods.

Methods of report writing.

Basic English grammar, spelling, vocabulary, punctuation, and sentence construction.

Ability to:

Learn the necessary laws, policies, procedures, databases, and general orders associated with this position which may include but are not limited to: the Automated Warrant System, California Law Enforcement Telecommunication System, Coplink, Smart Justice System, National Crime Information Center, Criminal Identification and Information, Juvenile Information System, Regional Crime Analysis Program, Western States Information Network, and Violent Crime Information Network computer databases.

Establish and maintain effective working relations with others and exemplify an enthusiastic, resourceful, and effective service attitude with co-workers, outside law enforcement agencies, the public, and others contacted in the course of the work.

Communicate clearly and effectively both orally and in writing and present clear and concise reports verbally and in writing.

Think logically, follow and apply detailed instructions, alter priorities in response to changes, work under stressful or changing conditions, organize, prioritize, and perform multiple tasks to complete job functions in an orderly and efficient manner.

Recognize developing criminal activity patterns.

Memorize, retain, and accurately recall information.

Resolve difficult operating problems in using varied computer information systems and software.

Interpret, research, analyze and distribute information from charts, graphs, maps, tables, etc. in an effective manner.

### EXPERIENCE AND EDUCATION

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

#### Experience:

Two (2) years of experience involving data analysis and evaluation for the implementation of programs in the criminal behavioral or social science fields.

#### Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work and experience in public or business administration, criminology, police science, behavioral science, social science, or a closely related field. Any recent training such as academic courses and certification programs relevant to this job classification is desirable.

#### License and Certificates:

Possession and maintenance of a valid Class C California Driver's License. Possession of Professional Certification in the Crime Analysis field is required within eighteen (18) months of appointment.

### SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, crouch, stoop, squat, walk, reach, bend and safely lift and move equipment and material weighing up to 35 pounds; converse by telephone, by email, in person, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and

professional manner. Willingness and ability to: work holidays, weekends, scheduled and emergency overtime, and on-call as required; attend meetings, conferences and seminars during work and non-work hours that may require travel, and comply with departmental grooming standards. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

June 2015  
AAP Group: 4  
FPPC STATUS: Designated  
FLSA STATUS: Exempt