City of Madison

Job Description

Title   Crime Analyst   Department   Police Department

Exempt/Nonexempt **N**   Pay Grade 10   Reports to Investigative Division Commander

New Position   X   Effective Date   11-28-2022

Subordinate Staff   None

The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor does it address performance standards that must be maintained.

<u>**General Position Summary**</u>: This position provides pertinent information relevant to crime patterns, crime series and crime trends. Performs crime analysis work for the Police Department, including performing difficult statistical and analytical research involving the use of computer applications, random statistical samplings, correlation and regression analysis, probability studies, analysis of crime data for crime pattern detection and target-suspect profiles. Disseminates information and reports utilized in making operational changes and decisions.

<u>**Essential Function/Major Responsibilities:**</u>

- Collects, categorizes, interprets and analyzes data from a variety of sources to identify and evaluate crime series, trends and patterns.
- Develops, prepares and disseminates crime summaries, statistical reports, spreadsheets, charts, maps diagrams and graphs and related materials to track and present findings related to criminal activity, patterns and trends
- Maintains internal databases, documentation and maps.
- Prepares and produces a variety of maps, reports and other graphic presentations displaying layers and attribute data from the database using cartographic techniques to represent spatial data.
- Develops and maintains data layers using GIS (Geographic Information Systems) tools and processing techniques.
- Conducts a wide variety of research projects using diverse methodologies and technologies.
- Disseminates data, reports and other pertinent information to Command Staff, and state and federal agencies.

- Provides information to teams to make a game plan, and respond to internal and external information requests from Police personnel, City personnel and other agencies.
- Formulates and maintains crime analysis bulletins; and maintain updated crime statistics for the city website.
- Assists Command Staff with developing reports on crime, criminal activity, and areas of interest to present to City Council.
- Completes departmental statistical reports and analyses for CALEA accreditation compliance purposes.
- Performs other job duties as required. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

Secondary Functions:

- Conducts training and provides assistance in the use of the department's automated systems and records management systems.
- Attends primary and recurring certification training.
- Assists in the management the department's web page content.
- Represents the department on various committees and teams, as assigned.
- Provides support in long- and short-range planning and forecasting, as requested.
- Provides administrative support to the department as needed.

Job Scope:

- Data provided by this position may impact department-wide and city-wide decision-making.
- The Investigative Division Commander or his or her designee will oversee all of the work of the Crime Analyst to ensure compliance with Departmental policies, proper criminal computer/electronic information procedures.

Supervisory Responsibilities:

- None

Interpersonal Contacts:

- This position has contact with Command Staff, coworkers, representatives of other law enforcement agencies, other city agencies, business development and planning agencies, and members of the general public.
- This position will provide data driven presentations to Command Staff, coworkers, other government entities, schools, and community groups.
- The purpose of these contacts is to collect, give, or exchange information, provide services, and to motivate, influence and provide real time crime statistics to the department, communities and interest parties.

Specific Job Skills:

- Strong technical knowledge of Geographic Information Systems (GIS), Records Management Systems (RMS) and Computer Aided Dispatch systems.
- Knowledge of research methodology, statistical analysis, and survey design.
- Knowledge of the current automated data processing hardware, software, geographic information systems, web page design, data extraction, and data analysis software.
- Ability to quickly develop skill with COMPSTAT (a computerization and quantification program used by police departments) and/or similar programs.
- Skill in variety of computer applications using industry standard software (i.e. RMS, CADS, Web content management, etc.).
- Skill in utilizing research methodology and statistical techniques which are most appropriate to the question or problem at hand.
- Skill in designing, implementing and monitoring diverse types of data analysis systems on a department-wide basis.
- Skill in maintaining effective interpersonal working relationships with other public safety personnel and officials at different levels of government in terms of tact, discretion, information sharing and persuasion.
- Skill in communicating information of a complex nature effectively and concisely to City officials as well as other public and private parties on a continuous basis through the use of highly developed oral and written skills and computer presentation tools.
- Ability to complete highly varied and diverse tasks and assignments under general direction, independent of direct supervision.
- Ability to develop specific and complex approaches and solutions to new and unusual problems and situations.
- Ability to exercise a high degree of analytical ability, creativity and initiative and to make recommendations based upon the analysis and interpretation of research findings.
- Ability to train and assist others in the use of data, statistical conclusions and various department automated systems.

Education and/or Experience:

- Bachelor's Degree in statistics, computer science, math, business, police science, criminal justice, or other related fields highly preferred.
- One year minimum experience in analysis or statistical research.
- Direct experience in crime analysis and statistical research and analysis using automated systems/records is highly desirable.
- A combination of related training, education and experience equivalent to a Bachelor's degree.
- Formal coursework in quantitative methods and program languages is preferred.

Ongoing Education:
- Must obtain and maintain NCIC, Level B Certification within one month of employment.
- Certifications related to Crime Analysis will also be required within a specified time period.
- Must maintain ongoing education and skill in related computer applications and statistical applications.

Job Conditions:

- All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.
- Due to sensitive and confidential nature of information handled, must successfully complete a police background investigation, including polygraph examination, as well as all additional APOSTC requirements for this position.

Physical Capabilities:

- Requires primary sedentary work, but may involve walking or standing for periods of time and exerting up to 10 pounds of force on a regular and recurring basis.
- Requires dexterity for constant keyboarding and use of computer technology.
- Requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

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Department Head Approval, Date

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Mayor Approval, Date