DEPARTMENT: **ALL APPLICABLE**
CLASSIFICATION: **COMPETITIVE**
APPROVED: **NOVEMBER 16, 2015**

CRIME ANALYST

DISTINGUISHING FEATURES OF THE CLASS: The Crime Analyst's role is generally to provide timely and relevant information on crime patterns and trends and to assist operational and administrative personnel in planning the deployment of resources for the prevention and suppression of criminal activities. The incumbent will aid in the investigative process and provide timely information to increase the apprehension of offenders and the clearance of cases. The work involves responsibility for gathering and reviewing crime incident data, arrest reports and calls for service submitted by police personnel for the purpose of identifying crime trends through statistical and spatial analysis. The work involves analyzing, categorizing, tabulating and mapping data on crimes and arrests for New York State reports, intra-departmental reports, preparing presentations to command staff and special assignments. This civilian works under the direct supervision of police personnel with considerable leeway to exercise independent analytical judgment on findings and recommendations. This work often involves a responsibility to improve the quantity and quality of available data. The work may involve handling confidential or sensitive information. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Performs routine crime analysis duties, such as developing regular crime and calls for service bulletins; conducts and presents historical analysis on both general and specific crime and calls for service information; performs tactical crime analysis, and assists with research projects;
2. Makes written and oral presentations, using charts and graphs, to inform deputies, investigators, and commanders of emerging or existing crime series, patterns, and trends, as well as suspect and victim profiles;
3. Conducts tactical crime analyses, identifying current crime series and hot spots; prepares tactical action plans;
4. Identifies crime patterns for commonalities and offender localities for investigative purposes;
5. Develops and produces crime maps using geographic information systems (GIS) applications and conducts spatial analysis of crime data;
6. Provides accurate, timely and relevant analysis of crime patterns and trends that aid in the efficient deployment of department resources and increases apprehensions and the clearance of criminal cases;
7. Analyzes known offenders' methods of operation (MO's) and establishes timelines to perform suspect / crime correlation in order to provide suspect leads and targets for surveillance or directed patrol;
8. Prepares numerous maps, charts, and graphs indicating criminal trends and provides analysis and explanations for these trends, as well as other correlations and indicators (e.g., possible suspects responsible for increases and decreases in specific crimes);
9. Collects and routes crime bulletins from surrounding law enforcement agencies; highlights relevant information or provides commentary as to the nexus and assesses offenders' risk level as it pertains to officer safety concerns;
10. Monitors the transfer of pawn data and routinely checks pawn databases for items stolen in the jurisdiction. Routinely checks on the activities of known thieves for pawn transactions that might link them to stolen property within the jurisdiction and outside agencies;
11. Monitors social media sites to determine crime trends and to locate potential stolen items.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Good understanding of the criminal justice system and criminal behavior; good knowledge of the principles, methods, and techniques used in data collections and crime analysis; good knowledge of basic research methods and procedures used in statistical analysis; ability to interpret crime statistics; ability to collect, analyze, and evaluate data in both qualitative and quantitative techniques; ability to use GIS mapping software and prepare accurate base maps, including geocoding; ability to use spatial analysis techniques to produce thematic overlays, including graduated symbol crime and offender maps, shaded maps and hot spot maps; ability to conduct demographic analysis; ability to understand, interpret, and analyze complex and detailed written material, including arrest reports; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases or other software related to the reporting and analysis of data; ability to organize material and prepare effective narrative reports and business correspondence; ability to plan and organize individual workload and meet established deadlines; ability to present data, reports, and comments clearly and concisely both orally and in writing; ability to establish and maintain cooperative relations with the public and other governmental and private agencies; good powers of observation; sound professional judgment; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in criminal justice, political science, or a closely related field; **OR**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in criminal justice, political science, or a related field **AND** two (2) years of paid full-time experience in research, data collection, or analytical report preparation.

SPECIAL REQUIREMENTS:
1.   Satisfactory completion of a background investigation.
2.   Possession of a valid New York State drivers license at time of appointment and for the duration of employment.