

POSITION TITLE: Part Time Crime Analyst
DEPARTMENT: Civilian
CATEGORY: Technical
REPORTS TO: Lieutenant/Sergeant
FLSA STATUS: Non-Exempt
PREPARED BY:
PREPARED DATE:

POSITION SUMMARY:

Performs crime analysis for tactical, strategic, administrative and intelligence purposes. Perform in-depth, systematic, analytical processes to provide timely and pertinent information regarding crime patterns, crime trends and crime correlations. Collects, analyzes, presents and disseminates information regarding actual and anticipated criminal activity. Assists department staff in the development, implementation and evaluation of problem-oriented policing projects and current departmental performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Collect, analyze and maintain information related to criminal activity and overall department performance. Create, instruct and assist with responses to requests from department members in areas related to crime analysis, intelligence functions and Uniform Crime Reporting (UCR) reporting requirements. Analyze data retrieved from computer searches of internal and external databases, police department reports, reports from other jurisdictions, bulletins and various other open-source documents to identify crime, crime patterns, relationships and trends. Utilize data to forecast future crime occurrences and develop target profile analyses.
2. Apply a variety of statistical methodologies and geographical analysis techniques to interpret complex data and produce and present related reports. Testify in court as needed.
3. Design and produce various statistical, analytical and confidential products (reports, maps, spreadsheets and other documents) using a variety of computer software which may be utilized by department personnel, other law enforcement agencies at the local, state and federal levels, governing body, states attorney, local media and citizens.
4. Provide direct support for both routine and significant investigations, including village-wide emergency operations.
5. Provide direct support for the administrative strategic and tactical functions of the police department.
6. Assist in suspect identification and conduct lawful and procedurally correct record checks on individuals, vehicles, licenses, weapons, etc., using various computer systems.
7. Maintain current knowledge of local, regional and national criminal or other law enforcement sensitive activity via computer websites relating to extremist or terroristic organizations/activities.
8. Read and review law enforcement sensitive intelligence databases that are extremely confidential. Properly download, preserve and protect confidential information within police department guidelines for future case prosecution.
9. Maintain working knowledge of rules governing records dissemination outside the department and reporting and classification standards for police reports. Maintain data in a secure and confidential manner. Review department policies to ensure compliance with federal and state guidelines for reporting and disseminating information.
10. Create and maintain computerized and/or physical copy files of spreadsheets, databases and other reports related to the tactical, strategic, administrative, and intelligence analysis functions of the department.
11. Attend and participate in various departmental meetings, roll calls and district meetings to share information.
12. Identify directed patrol problem areas within the police departments patrol beats.
13. Review the departments camera systems during criminal investigations.
14. Review Critical Reach Bulletins for patterns, trends and possible suspect identifiers.

15. Review and analyze recent parole releases for similar crimes and patterns.

SUPERVISION RECEIVED:

General supervision received from the Lieutenant, Sergeant, or Division Commander.

MANAGERIAL/SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities.

POSITION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Education: Two years or sixty hours of study at an accredited college or university is preferred.

Experience: Thorough knowledge of the goals and objectives of the Police Department, laws and ordinances of the Village, State, and federal governments is preferred, in addition to:

- Ability to understand and carry out complex oral and written instruction.
- Ability to collect, analyze and interpret data using quantitative and qualitative methodology.
- Ability to prepare and present complex and detailed statistical reports.
- Ability to communicate clearly and concisely in both oral and written forms.
- Ability to handle significant problems and tasks while maintaining a deadline.
- Knowledge of or ability to learn crime mapping for predictive policing, to generate maps of statistical data for predictive policing.
- Knowledge of or ability to learn programs used to analyze data and prepare reports, tables, maps and bulletins.
- Ability to create a Microsoft spreadsheet

CERTIFICATIONS, LICENSES, REGISTRATIONS:

Possession of a valid Illinois driver's license.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Ability to work in an office environment, and utilize a computer desktop

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment for this position generally involves activities in an office environment in Police Headquarters.