



JOB DESCRIPTION

TITLE: Community Crime Analyst
DEPARTMENT: Police
GRADE: 13
FLSA: Non-exempt
EEO DESIGNATION: Administrative Support
REVISION DATE: 11/03/2020

POSITION SUMMARY

Under the general supervision of the Chief of Police or designee, performs statistical and investigative analysis of crime, and prepares related reports and presentations. This position collects, compiles and analyzes crime data, as well as assists in the planning and development of department resources for prevention and suppression of criminal activity. Builds and maintains crime trend and analysis databases. Works closely with other city departments to analyze data to improve the livability of the Draper community.

ESSENTIAL FUNCTIONS:

- Performs daily review of all incident reports, field interviews, and investigative supplements to assess and determine the presence of any criminal patterns or trends, identify suspects in unsolved crimes, identify suspects or addresses that are reoccurring problems, and then communicate that information to the patrol or investigative operations.
- Performs statistical, investigative, and tactical analysis of crime and traffic related trends in the City.
- Creates and publishes reports for tactical, strategic, and administrative analysis.
- Creates timelines, flow charts, monthly dashboard, and link analysis to assist in solving investigations or to assist in analyzing intelligence information.
- Provides analysis of data to enhance the Communities That Care model.
- Develops and maintains a strong working relationship with department officers, department support personnel, and department supervisory staff.
- Coordinates with outside law enforcement agencies to facilitate the exchange of crime trend information and to identify and solve cross-jurisdictional crimes.
- Assists in the development of long-range planning by forecasting future crime trends and recommending specific training and resources needed.
- Utilizes various sources to collect crime data such as: incident reports, supplemental reports, arrest reports, monthly statistical reports, and intelligence sources from other agencies, citizen surveys, and related information.



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- Analyzes incident characteristics to identify trends and developing crime patterns.
- Monitors changes in crime demographics and disseminates regular crime analysis reports to command staff identifying changes needed in tactical operations and strategic planning.
- Compares projected crimes against reported crimes.
- Analyzes criminal patterns by multiple factors such as: type of crime, geographic factors, chronological factors, modus operandi factors, suspect and description demographics, victim and target descriptors, suspect vehicle descriptors, physical evidence information, etc.
- Works with investigators to help solve crimes.
- Develops a system of data retrieval (automated and hard copy) of information for use in the analysis process.
- Conducts briefings and submits reports to be used in tactical and strategic or administrative crime analysis.
- Provide analytical data for the development of community policing strategies.
- Attends meetings as required.
- Promotes a high level of customer service and good public relations.
- Perform all other duties as required.

MINIMUM QUALIFICATIONS:

- Must have two years experience related to research or analysis related work, preferably in a law enforcement setting.
- Bachelor's degree from an accredited college or university with major course work in criminology, statistics, computer science, information systems, social or behavioral sciences, or related field.
- Must possess a valid Utah driver's license.

KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to build and maintain crime trend and analysis databases utilizing a number of software programs (e.g. Fatpot, Microsoft Word, Excel, PowerPoint and/or Access).
2. Ability to conduct tactical, strategic and statistical analysis; analyze information to determine patterns and trends using methods and applications related to statistics.
3. Experience with database creation and maintenance as well as structured query language (SQL) and open database connectivity (ODBC) and exercise modern and complex principles and practices of data processing and computer science.
4. Working knowledge of modern office practices and procedures; working knowledge of grammar, spelling and punctuation.
5. Must have experience working independently establishing work or project priorities.
6. Ability to communicate effectively with the public under potentially adverse circumstances



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and to establish and maintain effective working relationships with both internal and external customers.

7. Ability to follow city policy, establish priorities, concentrate on tasks accurately, and accomplish duties in a timely manner.
8. Ability to use Microsoft Office Suite and demonstrate proficiency in Word, and Excel, database, records management, geographic information systems (GIS), graphical presentations, internet, email, ESRI based geographic information systems software and mapping technology and other related software.
9. Ability to safely operate a motor vehicle and utilize safe driving principles and practices.
10. Communicate clearly and concisely, both orally and in writing.
11. Project a professional image when serving the public, responding with a high degree of accuracy and with a high level of courtesy and a strong public service orientation.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Comfortable working conditions, talking, listening, handling light weight, intermittent sitting, standing and walking. Regularly sits at a desk or table; walks, stands or stoops; works for sustained periods of time maintaining concentrated attention to detail. The person in this position must have the visual ability to read and work with computers and other electronic tools in accomplishing tasks and to communicate verbally. May occasionally lift or otherwise move objects weighing up to 50 pounds. Travels regularly throughout the City and to other locations. Functions of the position may create exposure to mechanical and electrical hazards. This position has exposure to stressful situations as a result of human behavior. Work is often performed under deadlines and time constraints.

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.