CITY OF OVERLAND PARK – POSITION DESCRIPTION

TITLE:	Crime Analyst, Senior	**BAND/LEVEL:**	TEC III
DEPARTMENT:	Police	**JOB NO:**	4440
DIVISION:	Services Bureau-Support Services	**DATE:**	12/1/2017
REPORTS TO:	Supervisor, Crime Analysis	**FLSA STATUS:**	Non-Exempt
FT/PT/SEASONAL:	Full-time	**COST CENTER:**	221
REPLACES:	Crime Analyst	**LAST REVISED DATE:**	2/18/2016

JOB SUMMARY STATEMENT: Performs the four following types of crime analysis: tactical, strategic, administrative, and intelligence. Performs 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 Department performance.

DUTIES AND RESPONSIBILITIES (In general, irrespective of assignment):

1. Collects, analyzes and maintains information relating to criminal activity and overall department performance. Instructs, assists, and provides responses to requests from department members related to crime analysis and National Incident Based Reporting System reporting requirements. Retrieves and analyzes data retrieved from computer searches of internal and external databases, police department reports and various open source documents to identify crime, crime patterns, relationships and trends. Utilizes data to forecast future crime occurrences and develops target profile analyses.

2. Applies a variety of statistical methodologies & geographical analysis techniques to collect, refine and interpret complex data to produce and present related reports. Testifies in court as required.

3. Designs and produces 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, district attorney, local media, and citizens.
4. Provides direct support for significant investigations and city-wide emergency operations.

5. Provides direct support for the administrative strategic and tactical functions of the police department.

6. Assists in suspect identifications and conducts lawful and procedurally correct record checks on individuals, vehicles, licenses, weapons, etc., using various computer systems including the National Crime Information Center, REJIS, Coplink and I/LEADS.

7. Maintains current knowledge of local, regional and national criminal and other law enforcement sensitive activity via the computer websites relating to extremist or terrorist organizations/activities.

8. Reads and reviews law enforcement sensitive intelligence databases that are extremely confidential.   Properly downloads preserves and protects confidential information within police department guidelines for future case prosecution.

9. Maintains a working knowledge of rules governing records dissemination outside the department and reporting and classification standards for police reports. Maintains data in secure confidential manner. Reviews department policies to ensure compliance with federal and state guidelines for reporting and disseminating information. Recommends necessary changes.

10. Creates and maintains computerized and/or hard copy files of spreadsheets, databases and other reports related to the tactical, strategic, administrative, and intelligence analysis functions of the department.

11. Attends and participates in various intra departmental meetings, roll calls, and various metro-wide meetings to share information. Assists in project planning, report preparation and presentation on criminal activity, crime trends and patterns; and conducts liaison with a variety of professional contacts at the local, state and federal levels.

12. Presents crime and intelligence analysis-related training as necessary.

13. Responds to citizen and Kansas Open Records Act (KORA) requests for information on crime trends and/or statistics as they relate to specific areas of the city.

14. Maintains close working partnerships with various local, national, and international crime and intelligence analysis units, groups and associations to further develop and share crime and intelligence information. Maintains a high level of proficiency in crime analysis by partnering with local and national professional associations.

15. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks.

16. The employee must be punctual and timely in meeting all requirements of performance, including but not limited to attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

DUTIES AND RESPONSIBILITIES (By assignment):

Crime Analyst – Administrative:

1. Conducts in-depth analysis of all administrative data related to the operation and performance of the Police Department. This includes long range trend analysis, in-depth causal analysis, and future criminal activity predictability studies using crime data.

2. Conducts in-depth research and analysis of all performance standards and comparisons through the execution and analysis of the annual Benchmark Cities survey. This includes compilation of data, the identification of promising benchmark programs, and analysis of their functionality for the Overland Park Police Department.

3. Prepares and analyzes the City Manager Quarterly Standards of Performance Report, conducting an analysis on the data and advising the administration of opportunities for improvement.

4. Compiles and analyzes monthly data to prepare monthly Accountability Based Strategic Operations Plan (ABSTRAT) reports, analyzes crime trends and patterns to identify and recommend problem solving and deployment strategies and recommendations for consideration by command level decision makers.

5. Audits secure crime data systems to include auditing and verifying the accuracy of the Intergraph records and managing its master name index file.

6. Provides macro level information related to crime trends and data to assist the Chief and Deputy Chiefs with the formation of future Departmental policy and action plans.

7. Liaisons with state and national agencies and ensure vital criminal statistics are accurately reported.

8. Conducts and executes demographic and population based studies as directed by the Chief and Deputy Chiefs.

9. Compiles data for the Police Section of the International City Manager's (ICMA) Report.

Crime Analyst – Tactical / Strategic:

1. Creates ongoing strategic analysis of crime trends, criminal activity, and ongoing criminal enterprise locations. Prepares multiple strategic crime information bulletins for dissemination to area police agencies.

2. Provides strategic criminal analysis to mid-level and field commanders for strategic deployment of police resources.

3. Works closely with field commanders to develop specific analysis on crime trends and criminal enterprises to assist in development of suspect lists and recommended courses of action.

4. Compiles all data necessary to staff the weekly deployment meetings for the purpose of providing commanders at all levels the latest institutional knowledge of behavior in the City.

5. Gathers criminal and strategic information from other federal, state, and city entities.

6. Compiling, analyzing, and strategically comparing information from the nearly one hundred other area agencies to produce strategic analysis for dissemination to command levels throughout the Department.

7. Research available databases, such as the pawn shop lists, driver's license databases, mug shot databases, etc., for the compilation of research data.

8. Works directly with, investigations and patrol sections to assist with criminal investigation and interdiction.

Crime Analyst – Tactical / Intelligence:

1. Works directly with investigations and patrol sections for the purpose of criminal investigation and interdiction.

2. Accesses external databases such as websites, chat rooms, and blogs for the purpose of criminal investigations and criminal activity detection occurring in the public electronic domain.

3. Assists assigned Detectives with investigations of ongoing exploitation of children and the investigation of child pornography as required.

4. Conduct database searches related to the identification of stolen property and or criminal suspects and share results with investigative sources so criminal cases can be established.

5. Searches hate crime databases for the purpose of determining potential criminal activity arising from hate organizations in our area.

6. Reviews government sponsored databases to identify active and ongoing terrorists' notifications and subsequent information.

7. Searches websites which publish information regarding illegal juvenile activity, threats, etc.

8. Collects information to assist with criminal prosecutions, and analyzes related criminal trends and developments.

9. Produces link analysis and relationship based analysis for the purpose of criminal investigations.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:
- High school graduation or possession of GED Certificate. Bachelor's degree in Criminal Justice, Criminology, Statistics, GIS, or Public Administration preferred.
- Must successfully pass polygraph and police background check prior to employment.
- **Access to the Kansas Criminal Justice Information System (KCJIS) is required, so the following KCJIS requirements apply:**
  - Must be at least 18 years of age
  - Must have not been convicted of a felony or serious misdemeanor.

EXPERIENCE:
- Two years experience in analyzing data and developing charts, graphs, and reports, or four years of general experience in a law enforcement field.
- Computer skills in Microsoft Office Suite, WEB-based information sharing, database mining, graphics, and Geographic Information Systems (ArcView/ArcGIS preferred), are preferred. Experience in various law enforcement specific software such as Automated Tactical Analysis of Crime (ATAC), Analyst's Notebook, Intergraph Public Safety CAD and RMS, is preferred.

SKILLS:
- Strong analytical skills.
- Attention to detail.
- Computer software skills in database, spreadsheets, web page maintenance, word-processing and internet programs.
- Human relations/interpersonal skills.
- Good written and oral communications skills.
- Good reading skills.
- Good listening skills.
- Project management skills.
- Time management skills.

MENTAL REQUIREMENTS:
- Ability to read and comprehend city, state, and federal policies and regulations.
- Ability to read and understand police files and codes.
- Ability to organize computerized files and retrieve data effectively.
- Alpha and numeric recognition.
- Diplomacy and judgment.
- Ability to prioritize multiple tasks.
- Ability to work independently.
- Ability to work in hectic environment with many interruptions.
- Ability to analyze and recommend possible solutions.
- Ability to carry out assignments through oral and written instructions.
- Ability to recognize and protect confidential information.
- Ability to understand and operate various computer software .
- Ability to meet deadlines.

PHYSICAL REQUIREMENTS:
- Hand and eye coordination adequate to operate computer and other office equipment.
- Visual stamina and acuity to review alphanumeric data and to spend extended periods looking at computer screen.
- Ability to make and receive phone calls.
- Ability to identify and distinguish colors.
- Ability to sit and be attentive for extended periods of time.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):
- None.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.