

CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Supervisor, Crime Analysis	BAND/LEVEL:	MGT II
DEPARTMENT:	Police Department	JOB NO:	5335
DIVISION:	Services Bureau/Support Services Division	DATE:	12/1/2017
REPORTS TO:	Police Captain	FLSA STATUS:	Non-Exempt
FT/PT/SEASONAL:	Full-time	COST CENTER:	221
REPLACES:	Manager, Crime Analysis	LAST REVISED DATE:	3/25/2012

JOB SUMMARY STATEMENT: Supervises the Crime Analysis Unit. Responsible for analyzing criminal data and providing information and advice regarding crime patterns, trend correlations, and related suspect data to various police personnel. Provides recommendations on the deployment of police resources to deal with current and emerging crime problems. Serves as a member of the Department’s Command and Control Center response team.

DUTIES AND RESPONSIBILITIES:

1. Supervises, directs and makes daily assignments to Crime Analysis Unit (CAU) personnel to accomplish unit and department goals and objectives. Provides direction and guidance in areas of crime and statistical analysis. Prepares employee evaluations, mentors staff in career planning and recommends disciplinary action.
2. Supervises the gathering, analysis and dissemination of crime/police related statistical information. Prepares reviews and approves detailed analytical reports. Analyzes and summarizes statistical information. Ensures requests for information from various department units and administrators are properly achieved. Supervises the dissemination of all suspect and crime information from the CAU.
3. Ensures department informational data bases containing suspect information include physical identifiers, photos, composite drawings, etc, are designed and maintained within appropriate guidelines. Recommends modifications to computer entry procedures when necessary.
4. Coordinates data collection, analysis, and development of the annual Benchmark City Survey Report with numerous Police Chiefs across the U.S.
5. Assists other City staff in the development of the GIS (Geographic Information System) to be used in crime analysis.
6. Attends meetings and serves on committees within and outside the department to discuss crime and statistical analysis and intelligence information for all types of crimes. Maintains a close working relationship with various local, national and international crime analysis associations to further develop crime analysis methods and techniques within the Department.
7. Must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with which interaction is required to accomplish work and employer goals.
8. 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.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- High school education plus business or correspondence schools or college (equivalent to 1-2 years).
- Bachelor's degree in Criminal Justice, Criminology, GIS, Statistics or Public Administration preferred.
- Must successfully pass polygraph exam 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:

- Three years experience in law enforcement and crime analysis.

SKILLS:

- Analytical skills.
- Attention to detail.
- Working knowledge of computer software applications such as database creation, desktop publications, spreadsheets, word-processing and internal department software.
- Communication skills (oral and written).
- Facilitation skills.
- Human Relations/Interpersonal skills.
- Reading skills.
- Listening skills.
- Project management skills.
- Public speaking/presentation skills.
- Time management skills.
- Basic math and accounting skills.
- Supervisory/leadership skills.

MENTAL REQUIREMENTS:

- Ability to meet deadlines.
- Diplomacy and judgment.
- Ability to train and guide others.
- Ability to prioritize multiple tasks.
- Ability to read and comprehend City, state and federal regulations.
- Ability to read and understand police files and codes.
- Ability to organize computerized files and retrieve data effectively.
- Alpha and numeric recognition.
- Logical reasoning.
- Ability to carry out assignments through oral and written assignments.
- Ability to recognize and protect confidential information.
- Ability to work independently.
- Ability to work in hectic environment with many interruptions.
- Ability to analyze and recommend possible solutions.
- Ability to learn and understand various computer software such as database management, word processing, desktop publication, and geographic information systems.

PHYSICAL REQUIREMENTS:

- Hand and eye coordination adequate to input computer.
- 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):

- Direct:
 - Crime Analysts
 - Crime Analysis Unit Volunteers

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.