

Crime Analyst



General Summary of Classification:

Provides information relative to crime patterns and trend correlation to aid in the prevention, suppression and resolution of criminal activity; collects, correlates, analyzes and trends crime data to identify existing and developing crime patterns; creates charts, graphs, maps and spreadsheets with coordinated or determined time, place or sequence of criminal operations or activities based on analysis of data or information; generates and distributes reports on findings to aid administrative and operational law enforcement personnel planning the deployment of resources for the prevention and suppression of criminal activity, aiding the investigative process, increasing apprehensions and clearing cases; and performs other duties as assigned.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.

- Utilizes various department-specific and task-specific databases and software to collect, analyze, evaluate, interpret and report crime data related to crime series, patterns and suspect profiles to identify developing patterns, trends and changes in criminal activity, and creates and disseminates complex crime data in the most relevant, actionable format;
- Utilizes excellent interpretative analysis and investigative skills to cull through, compile and analyze complex data sets;
- Prepares an array of comprehensive tactical, strategic and administrative crime and intelligence products (reports and visual presentations to include maps, charts and graphics, etc.) that are actionable, defensible and timely;
- Prepares and reports findings related to tactical analysis focused on high-level tactical threats, strategically deploying and utilizing law enforcement resources for solving and reducing crime, and for supplying the information necessary to ensure that police personnel have the resources needed to safely and efficiently perform their jobs;
- Liaisons with other agencies on a daily basis to obtain and/or disseminate information about criminal activity;
- Develops, or assists with the development of, intelligence data reports and related products, may include briefings;
- Provides training to Henrico County Police Department personnel as needed;
- Performs other duties as assigned.

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Excellent research, investigation and problem solving skills with the ability to provide accurate and appropriate responses to civilian or sworn personnel's inquiries and requests; knowledge of research methodologies; excellent critical thinking skills with sound reasoning and judgment; excellent data analysis and trending skills; and working knowledge of HPD specific policies and procedures, and state and federal regulations to ensure compliance.
- **Technical:** Excellent computer skills with the demonstrated ability to: proficiently use ArcGIS, typical business software, proprietary systems, and other applications to perform assigned tasks, query and organize data, synthesize complex data sets; identify, consider and weigh relevant factors and impact, make accurate interpretations and recommendations.
- **Communication, Customer Service and Interpersonal:** Excellent written and oral skills with the ability to communicate complex information clearly and accurately, both verbally and in writing, with a diverse group of stakeholders using non-technical language to provide excellent customer service; ability to produce accurate data rich reports and related materials within prescribed deadlines and under pressure; ability to deliver accurate and effective presentations; ability to establish and maintain effective and productive working relationships with all relevant stakeholders.
- **Decision-making, and Authority:** Ability to understand and follow complex instructions, policies and data to effectively and efficiently meet the department's operational needs and goals; ability to consistently make sound decisions independently, appropriately involving supervisor as needed; excellent organization skills with the demonstrated ability to plan and execute assigned work effectively to successfully complete assigned tasks accurately and in a timely manner within established deadlines; ability to plan, organize, and conduct presentations, which may include training sessions.
- **Leadership:** Non-supervisory. Ability to work independently with minimal supervision and as part of a team.
- **Environment:** Works in an office setting; may work in various locations based on assigned duties, such as cross training.
- **Physical:** Visual and hearing acuity sufficient to interact accurately with a diverse audience. Physical ability sufficient to perform assigned duties in an office environment and at various other duty-related locations as needed.

Minimum Education and Experience:

Education: Four (4) year degree in criminal justice, statistics or other related field preferred;

Experience: Two (2) years of relevant experience;

OR: Any equivalent combination of education and experience which provides the necessary knowledge, skills and abilities.

Other Requirements (License, Certifications, Training, etc.):

Required of All:

- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of NIMS ICS 700. Additional NIMS ICS training courses may be required.

NOTE: This is a class specification and not an individualized position description. A class specification defines the general nature and scope of duties and responsibilities of positions in a job classification Class specs are not intended to describe and does not list all of the job duties and responsibilities that may be assigned to a specific position in a job classification.