

CITY OF GLENDALE

TITLE: Police Crime/ Stats Analyst CLASS CODE: 643

REPORTS TO: Police Commander GRADE: 21

DEPARTMENT: Police FLSA: E

JOB SPECIFICATION DATE: July 1, 2005 bwg

JOB SUMMARY:

Researches, collects, and analyzes crime statistics from records of department operations. Conducts administrative, strategic and tactical crime analysis including geographic and temporal measures.

ESSENTIAL FUNCTIONS:

1. Conducts research and statistical studies specific to the needs of the Police Department by analyzing data gathered from police department records.
2. Conducts crime trend/pattern analysis activities using qualitative, temporal and geographic measures, and statistical methods.
3. Publishes weekly specific crime reports and statistics.
4. Prepares statistical information for the City Council, the media or citizens upon request.
5. Creates query programs (SQL/Access) to retrieve criminal activity data and analyzes and manipulates the data in spreadsheets, creating reports, graphs, maps, and presentations of criminal activities.
6. Conducts administrative, strategic and tactical crime analysis.
7. Initiates contacts with other law enforcement agencies to provide and obtain information about local and national crime trends.
8. Conducts studies of criminal activity to determine the impact upon operations and efficiency of the Patrol Investigation and Community Action Team Services.
9. Researches and provides statistical data to be used and retained for budgeting, allocation of resources, forecasting and other operational purposes,
10. Participates in quality control in the department's Uniform Crime Report process by reviewing reports.
11. Researches and studies current literature of new concepts, theories, equipment, and programs applicable to statistical tracking and makes recommendations
12. Train other personnel on shared computer software programs and attend interagency meetings on crime analysis and investigations.

SECONDARY FUNCTIONS:

13. Administrator or ArvCiew/Crime View and ATAC program databases.
14. Performs other duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles and functions of crime analysis; statistics, statistical analysis techniques; methods of tracking and communicating data; which include research methods, the relevant elements of criminal activity, problem solving, and understanding law enforcement computer information systems and programming.

Geographical Information Systems (GIS) experience in mapping.

Research and analytical techniques, and the relevant elements of criminal activity.

Statistics and statistical methods of tracking and communicating data.

Automated law enforcement computer information systems and computer programming.

Police Patrol, Investigation divisions, and criminal activity information systems.

Ability to:

Conduct research of criminal activity statistics relevant to department operations.

Prepare accurate and complete written reports.

Operate a personal computer and law enforcement data information systems.

Ability to effectively use the following: word processing and electronic spreadsheet software, Access database query programming (SQL), Geographical Information Systems (GIS software).

Communicate effectively and establish and maintain effective working relationships with police personnel and other law enforcement, city staff and the general public.

Work independently and possess strong project management and organizational abilities.

WORKING CONDITIONS:

Office setting, requires extended periods of sitting and concentration.

May need to be flexible with work schedule.

MINIMUM REQUIREMENTS:

Bachelor's Degree in Police Science, Criminal Justice, Public or Business Administration or a related field with coursework in computer sciences, statistics, and sociology, and one year working with statistical analysis using automated systems/records. Preference will be given to previous police or public administration experience and experience using Geographical Information Systems (GIS), and Microsoft Access/Excel products.

Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS:

Because of the confidential and sensitive nature of information handled, successful completion of a polygraph and background investigation is required.