

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Criminal Intelligence Analyst

Department: Police
Pay Grade: 511
FLSA Status: Exempt
Job Code: P642

JOB SUMMARY

The purpose of this classification is to research, collect, collate, pattern analyze and disseminate statistical data and crime reports, educate agency personnel regarding to trends and “hot spots” in criminal activity.

ESSENTIAL JOB FUNCTIONS

- Performs difficult statistical and analytical research involving the use of computer applications including but not limited to OSSA (Crime Analyst Plus, MFR & CAD), Microsoft Office Programs (Word, Excel, Access, PowerPoint & Outlook), G.C.I.C., N.C.I.C., L-3, Arc View, Accurant, Clear, HSIN, Police to Police, Pen-Link, i2 Analyst Notebook and Crystal Reports to analyze random statistical samplings, correlation and regression analysis, and probability studies.
- Gathers and analyzes crime data for crime pattern-detection, suspect-crime correlation, target-suspect profiles, and crime forecasting.
- Prepares reports on crime data and trends to be used to direct specialized police personnel and training for the purpose of crime reduction and prevention.
- Uses numerous computer software programs (i.e. Microsoft Office, Crystal Reports, Pen-Link & i2 Analyst Notebook) to illustrate crime patterns/trends and statistical findings.
- Collects, collates, discovers and disseminates statistical information regarding the number of officer's departmental reports, arrests, citations, calls for service and the allocation of human capital.
- Coordinates crime analysis with other criminal justice agencies, whenever possible including local, regional, state and federal information sharing networks.
- Monitors crime trends and agency resource allocation to assist in crime prevention through statistical analysis and crime mapping.

- Communicates with the agency personnel, other City employees and outside law enforcement personnel in order to collect information for conducting crime analyses.
- Makes detailed presentations to agency personnel, city employees, elected officials, outside law enforcement agencies, civil leaders, neighborhood associations, community organizations, business representatives and the general public.
- Coordinates and attends meetings, serves on committees as a representative for the department and represents the department at community events on crime analysis and research issues.
- Monitors inventory levels of supplies; ensures availability of adequate materials to conduct work activities; initiates requests for new or replacement items.
- Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance.
- Prepares or completes various forms, reports, correspondence, time cards, supply lists, or other documents.
- Receives various forms, reports, correspondence, position control reports, budget reports, purchases, work request status reports, project reports, web content, policies, procedures, diagrams, programming manuals, technical support documentation, trade publications, catalogs, directories, equipment operating manuals, handbooks, reference materials, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates a personal computer, city vehicle, cellular telephone, shredder, and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, graphics, or other system software.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's degree preferred in criminal justice, mathematics, computer science, business administration, statistics, behavioral science, G.I.S., or related field from an accredited college or university; three (3) years of relevant work experience, preferably in law enforcement, criminal justice; statistics, or other analytical experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Other certifications including Certified Law Enforcement Analyst or relevant training is preferred.
- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Skilled in the compilation & analysis of data.
- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to review, classify, categorize, prioritize and/or analyze data for the purpose of planning and directing others on a broad scope. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to apply principles of persuasion and/or influence over others in favor of a service to coordinate activities of major projects, program, or designated area of responsibility.
- Ability to operate, maneuver and/or control forensic equipment, complex drafting or GIS software, controlling the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information to present information in a coherent, concise, manner, often in front of large groups.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate and analyze statistics, decimals, percentages, fractions, ratios, proportions, measurements; may include ability to perform mathematical operations with algebraic solutions or deductive geometry; may include ability to compute mean, median, mode, standard deviation, probability, regression, correlation; may include ability to calculate surface areas, rectangular coordinates, volumes, weights, and measures.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives affecting subordinate workers, crime victims and the general public while working in a fluid environment with guidelines, but significant variations.
- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

PHYSICAL DEMANDS

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation,

gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.