CITY OF OMAHA
CLASS SPECIFICATION

CLASSIFICATION TITLE: CRIME ANALYST

BARGAINING UNIT: CIV MANAGEMENT   **CODE NUMBER: 2250**

PAY RANGE CODE: 14.2 MC   **REVISION DATE: 2/22/18**

NATURE OF WORK:

This is administrative and technical work in the Crime Analysis unit of the Omaha Police Department. It is a non-sworn support position whose purpose is to compile crime statistics; collect, analyze and disseminate information related to crime patterns and crime trends; provide crime mapping and geographic analysis; maintain and update intelligence data files; and provide complex analytical support to assist in the prevention and suppression of criminal activities. An incumbent in this classification exercises independence in the performance of duties and receives general guidance from a superior.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Compiles and analyzes data, performs calculations, and prepares various statistical reports for internal and external customers, and for monthly and quarterly reports.

Identifies crime series, patterns, and trends and prepares crime bulletins to disseminate the information.

Prepares a variety of mapping (GIS) products.

Develops suspect information for investigative follow up; responds to requests for research of computerized data to locate suspect descriptions, crime elements, and suspect vehicles.

Develops and manages databases, electronic spreadsheets, desktop publishing, word processing and statistical applications. Manipulates, analyzes and presents data.

Provides analytical support to police administration and operations.

Determines best analytical techniques for information gathering processes and participates in the development of new processes and methods.

Collects and organizes criminal information from all available resources, including the Uniform Crime Reporting (UCR) system, the National Incident-Based System (NIBRS), field interview reports, intelligence sources, other agencies, media, crime bulletins, and crime reports in order to study and analyze past and existing crime series, patterns and trends.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of law enforcement and criminal justice systems.

Knowledge of principles of statistics and quantitative analysis, qualitative analysis, and demographic and social variables affecting public safety.

Knowledge of relational databases including querying, editing, and manipulating data.

Knowledge of analytical techniques to include research methods and crime theory.

Knowledge of English language (usage, spelling, grammar and punctuation).

Ability to apply critical thinking skills.

Ability to perform duties with credibility and integrity.

Ability to demonstrate assertiveness while possessing excellent interpersonal skills.

Ability to maintain confidentiality of information.

Ability to work in a collaborative manner.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to use open source documentation, computer databases, electronic spreadsheets, geographic information systems (GIS) applications, desktop publishing, word processing, and statistical applications to compile, manipulate, analyze and present crime data.

Ability to present facts, opinions, and possible solutions to all levels of the police department.

Ability to understand oral and written instructions.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to adhere to safety policies, procedures, and guidelines, as well as standard operating procedures of the City of Omaha and the Omaha Police Department.

Ability to develop and maintain Tactical, Strategic, Administrative, and Intelligence analytical capabilities as follows:

Tactical Analysis

- Prepare and publish crime analysis bulletins, maps, charts, graphs, and presentations to keep personnel updated on crime trends on a regular basis.

- Develop and produce crime maps using geographic information systems (GIS) applications and conduct spatial and temporal analysis of crime data.

- Develop relationships with outside agencies and law enforcement and make arrangements for case information exchange.

- Create profiles of known offenders and arrestees and research their past crimes through multiple databases or other available sources in order to establish their MO(s).

- Use graphing and automated solutions (link analysis, event flow analysis, activity charting) to highlight criminal activities and prepare analytical crime reports.

- Review a variety of information, including crime reports and associated databases, for the purpose of finding patterns in criminal activity. Relate those patterns to crimes that are currently being investigated.

- Forecast criminal trends based on analyses of current and past criminal activity.

- Provide tactical case support including but not limited to: developing suspect leads, locating address, vehicles, associates, etc., for known offenders; identify victims and associated cases; search selected databases for stolen property.

Strategic Analysis

- Provide input and direction for command staff related to the use of analytical products for intelligence-led policing and informed decision-making.

- Conduct research and perform long-term analysis of trends, patterns, series and problems for police staff; forecast future criminal activity.

- Assist operations and management personnel in planning the deployment of resources for the prevention and suppression of criminal activity.

- Prepare maps, charts, and graphs indicating criminal trends to determine strategic solutions to reduce crime.

- Monitor local, regional, and national crime trends.

- Work closely with crime prevention officers to provide current crime trend and pattern information to better inform the community on crime prevention techniques.

- Interact and communicate with police personnel, other city employees, and the community on crime analysis/research issues, and respond to requests for various information and statistical reports.

Administrative Analysis

- Collect, analyze, and interpret data and statistics using quantitative and qualitative methods. Prepare and present complex and detailed statistical reports. Update Police Department website with current statistics and reports.

- Provide information to police, City administration, and City Council for decision-making purposes; present analysis and statistics in various internal and external forums; and participate and provide information to police/City committees.

- Conduct beat reconfiguration studies.

- Study current literature on research methodology and police issues, and make appropriate recommendations for improvements in crime analysis practices.

- Provide crime analysis training to police and city personnel, outside professional groups, and other agencies/individuals/groups visiting the police department.

- Ensure that the policies and procedures pertaining to crime analysis comply with standards of accreditation.

Intelligence Analysis

- Develop a system to identify, document and track potential suspects

- Prepare maps and charts such as link analysis, time flow, commodity flow, telephone toll, and other computerized charts to clarify and organize information for further investigation and/or prosecution in criminal court.

- Determine structure and operation on a tactical level of organized criminal groups, by researching and analyzing intelligence relating to patterns, trends and movements of the groups; prepare time flow, link analysis and other charts to illustrate and clarify the structures and operations of groups.

- Research, evaluate, and analyze criminal and intelligence data by computer using software applications such as ArcGIS, Microsoft Office Suite, i2 Analyst's Notebook, and Pen-Link to identify individuals in a conspiracy, understand the hierarchical structure of criminal organizations, determine the flow of currency/narcotics, and establish the chronological sequence of events impacting crime in the city.

Ability reach, bend, stoop, walk, and push up to 25% of the time.

Ability to sit and use hands to grasp, handle or feel from 76% to 100% of the time and to stand 25% of the time.

Ability to move objects weighing up to ten (10) pounds up to 33% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's degree in criminal justice, statistics, geographic information systems, public administration, crime analysis, computer science, or a related field.

One (1) year of experience in statistical reporting procedures, geographic information systems and mapping, or analytical work connected with crime reporting in the area of police administration preferred.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed in an office setting amid normal conditions of dust, odors, fumes, and noise.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Telephone	Calculator	Computer
Copier	Printer	Scanner

Previous Revision Date(s): 4/29/93
10/31/96
3/27/03
5/29/08
10/26/17