

CRIME ANALYST

JOB DESCRIPTION

Classification Responsibilities: A Crime Analyst supports the Police Department by providing advanced analytical services that inform strategic decision-making, resource deployment, and proactive policing efforts. This position is responsible for conducting complex statistical and geospatial analysis of crime data using a variety of tools and methodologies, including regression analysis, probability studies, temporal and spatial modeling, and link analysis. The Crime Analyst synthesizes large datasets to identify crime trends, series, and patterns; develops target-suspect profiles; and creates actionable intelligence products that support investigative efforts, crime suppression strategies, and community engagement initiatives.

Primary duties include: preparing and presenting reports and briefings for Police Department leadership, patrol districts, and specialized units; responding to requests for intelligence or statistical products; and making presentations to both internal and external stakeholders, including community groups and interagency partners. This position may also support operational functions such as the automated scheduling system, strategic planning efforts, and CompStat meetings.

A Crime Analyst is assigned either to a Patrol District or to the CompStat Unit and is responsible for tailoring analytical outputs to the needs of their assigned command staff. Crime Analysts collaborate regularly with detectives, command staff, external agencies, and data specialists to ensure accurate, timely, and impactful analysis. Additional duties may be assigned based on departmental needs and priorities.

Distinguishing Features: Work is performed under the general direction of a Police Lieutenant, Police Sergeant, or administrative supervisor with considerable latitude for independent initiative, judgment, and the selection of methods and procedures. Work performance is evaluated through presentations, written reports, and measurable results. This class is FLSA exempt-professional.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of education, training, or experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Criminal Justice, Criminology, Social Science, Statistics, or a related field; and two (2) years of professional experience performing crime or intelligence analysis in a law enforcement agency, military intelligence, criminal justice, government, academic, or business environment. A Master's Degree in Crime Analysis, Criminal Justice, Public Administration, Statistics, Data Science or closely related field can be substituted for years of experience.

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

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualifications. Master's degree in Criminal Justice, Crime Analysis, Public Administration, Statistics, Data Science, or a related field. Coursework or training in quantitative methods, data analytics, and programming languages (such as SQL, Python, or R). Experience conducting statistical research and analysis using automated systems and large datasets. Proficiency in data visualization and analytical tools such as Power BI, Tableau, GIS, SAS, and SPSS. Programming experience and knowledge of data structures, queries, and automation techniques. Prior professional experience in the criminal justice or intelligence field, especially related to crime analysis, intelligence, or law enforcement operations.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, City employees, and outside law enforcement personnel to gather and exchange information relevant to crime analysis. Prepares and delivers oral presentations on crime statistics, patterns, and trends to various audiences including police personnel, community groups, and interagency partners. Produces written documents such as CompStat reports, crime analysis bulletins, and analytical summaries with clearly organized content, proper grammar, and appropriate formatting to disseminate crime statistics, suspect information, and Modus Operandi (M.O.) patterns. May also write or modify computer scripts or queries to support specific crime analysis projects.

Manual/Physical: Operates a computer workstation to enter, search, retrieve, and analyze crime data for statistical reporting and bulletin creation. Sorts and organizes police reports, crime statistics, bulletins, and related documents in a systematic manner to maintain historical records and support analytical functions. Utilizes computer-aided graphics software to create charts, graphs, schedules, and maps that visually represent crime patterns and statistical trends. Reviews and monitors departmental reports and computer-generated data to ensure consistency and adherence to crime analysis procedures. Performs quality checks on software tools and data systems to verify proper functionality and data accuracy. Meets scheduling and attendance requirements.

Mental: Comprehends and interprets written materials such as police reports and crime statistics to identify and summarize crime patterns, trends, and correlations for inclusion in crime bulletins and reports. Analyzes raw crime data to develop written recommendations that inform law enforcement strategies and decision-making. Independently prioritizes workload to meet deadlines and support operational needs. Acquires job-specific knowledge through on-the-job training, including the use of City-developed databases and familiarity with Mesa Police Department policies and procedures. Conducts procedural and operational studies to identify inefficiencies, outline problems, and recommend data-driven solutions.

Knowledge/Skill/Abilities:

Knowledge of:

research design principles, methodologies, and techniques used in statistical and geospatial analysis; statistical concepts and procedures, including regression analysis, probability theory, time-series forecasting, and correlation techniques; Microsoft Office products (example: Word, Excel, Outlook); possess a working knowledge of research methods, data interpretation, and intelligence analysis techniques; data processing methods and tools, including ETL (Extract, Transform, Load) procedures and database management; crime mapping and geographic analysis using GIS software (example: ArcGIS); and principles of effective written and verbal communication, including technical report writing and presentation development.

Skill in:

high level of proficiency in both verbal and written communication skills; interpreting and synthesizing large datasets to identify meaningful patterns, relationships, and trends; developing clear, concise, and actionable analysis products tailored to varied audiences; and creating professional-quality charts, maps, bulletins, and reports under tight deadlines.

Ability to:

Understand and apply Uniform Crime Reporting (UCR) processes, National Incident-Based Reporting System (NIBRS) standards, and relevant data quality protocols; learn and interpret the principles of law enforcement operations, police administration, and public policy as they relate to crime analysis; develop subject matter expertise in crime trends, criminal behavior patterns, and analytical methodologies relevant to law enforcement strategy; operate and adapt to analytical software applications, including tools developed or supported by the City, for the purpose of crime and intelligence analysis; create clear, compelling visualizations and graphic representations of complex statistical data and crime trends using advanced software tools; manage multiple priorities under pressure and meet strict deadlines with attention to detail and accuracy; build and maintain effective working relationships with internal departments, supervisory personnel, and external partner agencies; and communicate analytical findings and recommendations clearly and professionally, both verbally and in writing, to technical and non-technical audiences;

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 7/26

CLP/js/ah

CS4509.DOCX (Full-time)

CS4590 (Part-time)

CS4802 (Special Assignment)

EEO-Prof

JOB FCTN-ADM

Non-DOT Safety and Security-Y

CDL-N

RESP-N

PAY GRADE: 53

PAY GRADE: 53

PAY GRADE: 53

IND-8810

SWORN-No

Non-DOT Random-N

DOT-N

INCREMENTS 60-200