

## SENIOR CRIME ANALYST

### JOB DESCRIPTION

**Classification Responsibilities:** A Senior Crime Analyst performs professional-level crime analysis and focuses on continuous efforts to streamline analytical processes based on current research and best practices. A Senior Crime Analyst duties include: researching, gathering, and analyzing crime data to assist with redistricting and patrol allocation, determine crime patterns, suspect characteristics, and/or demographic information; utilizing open source information to assist with gathering intelligence relating to ongoing investigations; identifying new analytical software and evaluating its effectiveness; utilizing computer systems and software to prepare reports, graphs, and maps for reports/presentations to both Command and Executive staff; preparing tactical crime bulletins or analytical products, with the purpose of assisting investigators and/or police leaders with immediate and long-range decision-making; and researching current trends and crime-fighting techniques and solutions. Assignments might be comprehensive and complex and entail interactions between multiple areas of the police department. Additional responsibilities include: developing, implementing, and maintaining a training plan/matrix to ensure that all Crime Analysts and Crime Analysis Technicians have baseline training and expectations; developing defined individual training requirements that directly correlate to assigned units (example: Operations, Administration, or Investigations); developing and administering measurable guidelines to ensure newly acquired skills are accurately put into practice and of value long-term to the department; coordinating with Crime Analysts and Crime Analysis Technicians, and their Lieutenants to develop continuity and standardization within analytical practices and procedures, and to address potential operational concerns; and streamlining work processes. A Senior Crime Analyst may be asked to provide feedback regarding a Crime Analyst's or Crime Analysis Technician's skills and proficiency but will not supervise them. A Senior Crime Analyst will also interact with Police Department leadership to provide input on crime analysis related policy development/revision and make presentations regarding the abilities of the police department's crime analysis function.

**Distinguishing Features:** This class is distinguished from the Crime Analyst primarily by the scope of additional responsibilities regarding the coordination of a training plan/matrix, software and technology resources, and process improvement elements. A Senior Crime Analyst is assigned to the Administrative Bureau and work is performed under the general direction of a Police Planner and indirectly report to a Police Lieutenant. Assignments are generally in the form of broad requests and objectives that require independent initiative, judgment, latitude, and considerable flexibility in developing/designing a training plan and selection of methods and procedures. Work performance is reviewed and evaluated through employee-engaged conferencing, written product performed and produced, and results achieved. 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 training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree. Considerable (3- 5 years) full-time experience in conducting research and analysis (administrative, operational, or investigative) in a law enforcement environment.

**Special Requirements.** Because of the confidential, sensitive nature of information handled, successful completion of a background investigation is required. Continuous and active participation in one or more crime analyst associations, such as the Arizona Association of Crime Analysts (AACA) or International Association of Crime Analysts (IACA) will be required for this position. Must be able to achieve analyst certification from either the IACA or the International Association of Law Enforcement Intelligence Analysts (IALEIA) by the end of the first year in the position. Must be able to become an AZPOST certified general instructor through the Mesa Police Department's General Instructor school by the end of the first year in the position.

**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.** Experience in managing a training budget and knowledge of current crime analyst training courses is preferred. One year of lead or supervisory experience is also preferred. Experience leading process improvement projects, experience working with Microsoft Office Products, Geographic Information Systems (GIS), Statistical Product and Service Solutions (SPSS), and general programming experience related to the criminal justice field is highly desirable.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with the general public, other City employees, and outside law enforcement personnel in order to collect information for conducting crime analysis. Gives oral presentations on crime statistics and trends. Produces written documents such as reports and crime analysis bulletins with clearly organized thoughts using proper sentence structure, punctuation, and grammar in order to disseminate crime statistics, suspect information, and Modus Operandi (M.O.) patterns. Develops written department procedures and best practices outlining the steps entailed in producing various analytical products. Provides feedback to PD leadership regarding a Crime Analyst's or Crime Analysis Technician's skills and proficiency. Provides input on crime analysis related policy development/revision.

**Manual/Physical:** Enters, searches, and retrieves information utilizing a terminal or personal computer (PC) in order to collate and analyze crime statistics, maintain histories of crime information, and compile crime bulletins. Arranges and files police reports, crime statistics, bulletins, and articles in a prescribed manner in order to maintain a history of crime-related statistics and perform crime analysis. Creates charts, schedules, graphs, and maps to illustrate crime patterns/trends and statistical findings utilizing computer-aided graphics. Observes, compares, and monitors data including departmental reports and computer-generated statistics to determine compliance with crime analysis procedures. Inspects and monitors computer software for proper operation.

**Mental:** Develops training plans/matrix, individual training requirements, and measurable guidelines for Crime Analyst and Crime Analysis Technicians. Analyzes new software products and its effectiveness. Streamlines work processes. Comprehends and analyzes written materials including police reports and crime statistics in order to provide conclusions about crime patterns and trends in disseminated crime bulletins. Analyzes raw crime data in order to make recommendations in a written report format regarding patterns and trends in criminal activity. Prioritizes own work. Resolves procedural and operational problems by applying problem solving techniques. Learns job-related

material through on-the-job training regarding computer databases unique to City-developed systems and Mesa Police Department rules and procedures. Conducts a variety of procedural and operational studies in order to outline problems and recommend solutions.

**Knowledge/Skill Abilities:**

Knowledge of:

theory, principles, practices, and methods of crime analysis;  
research design methods, procedures, and techniques used in statistical and data analysis as they relate to criminal justice;  
analytical software related to crime analysis;  
proper practices and methods of data collection, processing, preservation, and retention;  
project management and control techniques; and  
auditing procedures, office and equipment management procedures, and clerical processes.

Ability to:

develop and implement training requirements and training matrix;  
evaluate analytical software products and their effectiveness;  
learn computer software applications in use or being developed by the City for crime analysis;  
analyze and accurately interpret data findings;  
streamline work processes;  
navigate and leverage law enforcement records management systems (RMS), such as Versaterm;  
practice effective spreadsheet design (Excel);  
utilize mapping applications, such as Geographic Information Systems (GIS)  
understand and become proficient with business analytics software, such as Statistical Product and Service Solutions (SPSS) or Tableau;  
obtain data from multiple sources of origin, and understand and explain the nuances of each;  
participate in the hiring process of new Crime Analysts and Crime Analysis Technicians;  
learn the uniform crime reporting (UCR/NIBRS) processes and requirements;  
learn the principles and practices of police and public administration;  
acquire knowledge of law enforcement needs, techniques, methods, and legal demands;  
prepare concise and comprehensive reports, including necessary supporting documentation, concerning crime analysis recommendations;  
prepare clear and accurate graphical representations of detailed and complex statistical findings or of crime analysis results;  
understand the appropriate times to utilize the various types of analytical products (timelines, flowcharts, link charts) and be able to work with the applicable software (I2 Analyst Notebook, RFFlow, etc);  
prepare and disseminate findings to citizens via Crime Prevention Officers, public records requests, and City Council;  
make oral presentations to police and City leadership;  
provide feedback to police leadership;  
appear in court to provide evidentiary testimony as required;  
lead teams in continuous process improvement efforts based on best practices;  
handle multiple projects simultaneously and use good judgment in prioritizing work assignments;

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work under pressure within time constraints;  
possess crime analysis certification from either the International Association of Crime Analysts (IACA)  
or the International Association of Law Enforcement Intelligence Analysts (IALEIA)  
possess AZPOST certification as a General Instructor; and  
establish and maintain effective working relationships with fellow employees, supervisory personnel,  
and outside agency personnel.

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.

New 6/25

JV

CS4907

EEO-Prof

JOB FCTN-ADM

Non-DOT Safety and Security-Y

CDL-N

RESP-N

PAY GRADE: 54

IND-8810

SWORN-No

Non-DOT Random-N

DOT-N

INCREMENTS 060-200