

Reports to: Supervisor of Records
Pay grade: 107

FLSA: Exempt

CRIME ANALYST

NATURE OF WORK

Serves the public with professional and technical work in collecting, analyzing, and disseminating crime and law enforcement data for the City of Rockford Police Department.

DISTINGUISHING FEATURES

Work involves acquiring, analyzing, preparing and disseminating information relevant to actual and anticipated criminal activity in an effort to increase the effectiveness of patrol deployment and investigations, and deployment of special operations. Position can be fast-paced, requiring flexibility in an unpredictable environment. Position will have access to information that is extremely confidential in nature and will have involvement in staffing levels, shift assignments and other operational and personnel issues including those pertaining to union positions.

ESSENTIAL FUNCTIONS *(These essential duties are only illustrative.)*

Searches and retrieves information and crime data for analysis concerning crime trends, investigations, and manpower allocation. Explains the results of the research effectively in oral, written, and presentation form when required.

Identifies and monitors criminal activity and intelligence files.

Conducts NCIC queries for criminal history, drivers' license, and vehicle and article files.

Provides sworn personnel with analysis support regarding problem-oriented policing/community policing projects.

Tracks crime trends and patterns, gives direction to patrol via maps, spreadsheets, charts, and roll call information.

Briefs Command Staff on crime patterns and trends.

Identifies suspects, M.O.'s, vehicles and locations for Patrol and Investigations.

Distributes crime analysis information to sources outside of the department in accordance with the guidelines of the Freedom of Information Act, and then only with the approval of the Police Chief or his designee.

Train police recruits on responsibilities of Crime Analysis.

Prepares annual survey to determine whether the crime analysis process, as currently employed, is efficient and if its by-products are effective tools for prevention and suppression of crimes selected for the agency for analysis.

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Maintains reasonable and predictable attendance.

Performs other duties as assigned or required.

SUPERVISION RECEIVED

Works under the supervision of the Lieutenant of the Special Operations Group, Intelligence Unit, who reviews work for the effectiveness of services provided, user satisfaction, and results achieved.

SUPERVISION EXERCISED

Supervision is not a responsibility of this position.

WORKING CONDITIONS & PHYSICAL DEMANDS

Work is essentially sedentary with occasional walking, standing, reaching, bending and lifting up to 25 pounds. Some travel may be required. Computer work requires manual dexterity. Overtime and flexible hours will be required. Will carry communication device such as pager/PDA/phone in order to support operation.

SUCCESS FACTORS (KSAs)

Knowledge of the techniques required in graphic illustration of crime trends and other law enforcement analysis.

Knowledge of the most basic principles of research methodology and statistical procedures.

Knowledge of application software including Records Management Systems (RMS), SQL databases, and other various versions of common office software, such as Microsoft products.

Ability to learn specialized software including ESRI ArcView, Crystal Reports, and LEADS. LEADS Full Access Certification will be required.

Ability to plan, organize, and carry out moderately complex analysis effectively; conduct research projects and prepare related reports.

Ability to communicate concisely both orally and in writing.

Ability to establish and maintain effective working relationships with associates, officials, and other law enforcement agencies.

Ability to operate a motorized vehicle.

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EDUCATION, TRAINING & EXPERIENCE

Possession of a Bachelor's Degree in the field of Criminal Justice, Sociology, public administration, or any other field relevant to the above job description, with 3 years' experience in law enforcement and/or other relevant job experience. Any satisfactory equivalent combination of experience and training, which ensures the ability to perform the work, may be substituted for the required experience.

NECESSARY SPECIAL REQUIREMENTS

LEADS Full Access Certification.

Must be able to withstand an extensive background investigation.

Possession of a valid Illinois Driver's License.

Residency requirement: Classified employees hired after January 1, 1984 must live anywhere in Winnebago County or anywhere within an area fifteen (15) miles from the Public Safety Building within six (6) months of their date of completion of probation. Employees hired prior to January 1, 1984 shall be subject to their conditions of employment in effect at that time.