

## **CITY OF MARGATE, FLORIDA JOB DESCRIPTION**

**JOB TITLE: CRIME ANALYST (Job Code 274).**

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### **GENERAL STATEMENT OF JOB**

This is responsible, technical, professional work dissemination of crime data and criminal trends for the Police Department. An employee in this class is responsible for performing analysis of police crime data to identify patterns, trends, common characteristics, and the underlying causes of criminal activity in order to facilitate increased apprehensions of criminals and improve operational efficiency. The incumbent serves as an administrative coordinator for operations and system analysis, conducts research studies and projects, publishes findings, and performs general analytic support. The employee is expected to exercise some initiative and independent judgment in performing assigned tasks within established policies, guidelines and procedures. Direction is received from the administrative supervisor in charge.

### **ESSENTIAL FUNCTIONS**

**The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.**

Responsible for publishing accurate, timely information relative to known offenders and suspects within the City, including maintaining BOLO information on the Police Department website under the direction of the CID supervisor.

Requests and receives information; compiles, classifies and disseminates information and intelligence from various agencies and other sources, and promotes these sources to maintain mutual exchange of information.

Researches and develops automated processing systems to match police requirements and assists in developing courses of action to obtain the goals of the Chief of Police and staff.

Maintains career criminal files, suspect/vehicle files, M.O. files and others to provide sworn officers with information on possible suspects and correlations between crimes and suspects.

Maintains computer files and prepares statistical analysis reports on crime incidents by type, area, and/or time, to forecast crime trends in which long-term police action may be appropriate.

Predicts crime volumes in time domain, such as time of day, day of week, based on historical crime data using statistical methods and techniques.

Summarizes and prepares any intelligence information warranting immediate attention in the manner prescribed by the supervisor in charge.

Conducts informational briefings with detectives.

Prepares composites and wanted posters of suspect and disseminates them to department members and other agencies.

Prepares or obtains photo line-ups.

Assists with or prepares investigative subpoenas.

Conducts background checks on suspects and witnesses.

Prepares missing child alerts.

Completes pawn file checks.

Examines and analyzes bank records, phone records, corporate and license records, etc.

Maintains the agency Crime Alert website page.

Utilizes crime analysis related software programs to collect, collate, analyze and evaluate crime data.

Prepares and disseminates crime analysis reports, maps and other documents.

Researches and analyzes criminal activity.

Prepares and disseminates intelligence flyers to Patrol and other agencies.

Maintains liaison with external agencies and information sources within the law enforcement community.

### **ADDITIONAL JOB FUNCTIONS**

Conducts other research as directed.

Performs emergency response duties as assigned.

Performs related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Associate's degree and at least two (2) years of experience as a crime analyst, plus certification as a Certified Crime Analyst from the Florida Department of Law Enforcement.

OR

Bachelor's degree with two (2) years' experience as an analyst with a law enforcement agency. Must obtain a certification as a Certified Crime Analyst from the Florida Department of Law Enforcement within two years of employment.

Must possess and maintain a valid Florida Driver's license

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Tasks involve frequent walking, standing, some lifting and carrying objects of light to moderate weight (5-20 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions. Requires the ability to convey a sense of authority.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal and police operations.

Intelligence: Requires the ability to draw valid conclusions in task processing and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively in Standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both the giving and receiving of instructions. Must be able to perform tasks when confronted with potentially violent individuals.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed with exposure to adverse environmental conditions, e.g., dirt, cold, rain, and fumes.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Requires considerable knowledge of techniques used for research, statistical analysis and forecasting.

Requires the ability to analyze facts and data, and present in a logical format to provide investigative leads.

Requires the ability to prepare clear, sound, accurate and informative reports of police data containing findings, analysis, conclusions and recommendations.

Requires the ability to express ideas clearly and concisely both orally and in writing.

Requires the ability to establish and maintain effective working relationships with other department members, members of other police agencies and the general public.

Must be proficiency in MS Word, Excel, and Power Point.

Knowledge of social media platforms, search techniques, and mobile applications as part of social media audits preferred.

## **EQUAL OPPORTUNITY EMPLOYER**

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

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Employee Name and Signature

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Date