

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Crime Analyst		
<b>Job Code:</b>	PR1370	<b>Job Family:</b>	Professional
<b>Pay Grade</b>	608	<b>Date Reviewed:</b>	07/07/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Performs a variety of strategic, tactical and administrative duties relating to the systematic process of collecting, categorizing, analyzing and disseminating information on crime patterns, trends and potential suspects. Collects and organizes crime and criminal information from available resources; studies and analyzes crime scenes, patterns and trends; and prepares and presents detailed statistical, analytical and research reports.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Performs a variety of crime analysis activities; reads, interprets and summarizes offense and crime reports and field interview cards to obtain information about crimes committed.
2. Organizes summarized information into clear and concise reports; develops and prepare charts, graphs, maps, bulletins and related materials in order to track and present findings related to criminal activity.
3. Communicates and exchanges criminal activities reports, trends and patterns to various division heads and administrators.
4. Conducts background research on possible suspects with various State, County and Federal agencies; utilizes various data bases to research information.
5. Determines criminal association and patterns of criminal activity relating to specific offenders or groups of offenders. Conducts background research on suspects or criminals; collects, compiles and analyzes intelligence data; and maintains records and intelligence files on certain repeat criminal offenders to recognize modus operandi.
6. Serves on a variety of boards, and committees. Prepares and presents multiple administrative reports and other necessary correspondence.
7. Develops and produces crime maps using geographic information systems applications. Conducts spatial analysis of crime data; prepares a variety of mapping products; and prepares and presents a variety of charts, graphs and reports.

8. Interacts and communicates with Police personnel, other City employees and the community on crime analysis/research issues; and responds to ad-hoc requests for data, information and various reports.
9. Maintains awareness of new developments in the field of crime analysis; incorporates new developments as appropriate into programs.
10. Performs other related duties as required.
11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**

- Operations, services and activities of a crime analysis program.
- Principles of data collection and analysis.
- Recent developments, current literature and information related to crime analysis.
- Principles, practices, methodologies and techniques of crime analysis, crime prevention, law enforcement and police records processing.
- Methods and techniques used to prepare composite drawings from oral description.
- Modern office equipment including computers and applicable software.
- Statistical and criminological theory.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.
- Pertinent Federal, State and local laws, codes and safety regulations.

- **Skill in:**

- Gathering, recording and organizing data.
- Critical thinking and problem solving.
- Delivering presentations.
- Research and data mining.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Determine trends in criminal and other related activities.
- Collect and analyze statistical criminal data.
- Determine appropriate visual presentations of statistics or facts.
- Organize information into clear and concise reports.
- Prepare facial composite drawings from oral description.
- Recognize trends, patterns, series and offender associations relating to crime in reports.
- Perform a variety of research utilizing various data bases.
- Interpret and explain City policies and procedures.
- Maintain accurate and detailed records.
- Operate office equipment including computers and supporting word processing and spreadsheet applications.
- Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's degree from an accredited college or university with major course work in police science, criminal justice, public administration, mathematics/statistics or a related field and two years of increasingly responsible crime analysis and research experience.

## **OTHER REQUIREMENTS**

None.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.