



City of Winder

Job Description: Senior Crime Analyst

Department: Police

Rev 5/14

EEO Function:

Pay Grade: 20

EEO Category: Professional

Status: Exempt

Pay Type: Salary

Position Number: 6338

I. Chain of Command/ Reports To

Police Lieutenant or through the Chain of Command to the Chief of Police

II. Job Summary

Under general supervision to perform a variety of specialized duties involving compiling and disseminating statistical data relevant to crime, crime patterns and crime trends. Duties and responsibilities include, but are not limited to, performing complex criminal activity; assists in collecting, compiling, and analyzing data from a variety of sources to identify and evaluate crime series, trends and patterns; develops reports on crime series, and forecasting; assists in preparing crime summaries, statistical reports, spreadsheets, charts, maps, diagrams and graphs; and performs a variety of specialized studies as assigned to aid in staffing and deployment of police personnel.

III. Essential Duties and Functions

- Follow and promote Policy and Procedures of the City of Winder.
- Handles confidential files and materials.
- Perform a variety of statistical analysis; provide information to assist in identifying crime problems; develop and test crime prediction and resource allocation statistical models; assist in advising sworn staff of areas of high crime probability; assist in developing and preparing charts, graphs, maps, reports and related materials in order to track and present findings related to criminal activity.
- Creates maps and spreadsheets based on temporal, location, or sequence of criminal operations or activities based on analysis of data or information.
- Create confidential law enforcement bulletins regarding crime trends, wanted persons and officer safety.
- Performs crime analysis using various research methods and tools to track crime incidents; provides complex statistical reports and identifies crime and forecast trends as it relates to the community at large; performs the more difficult statistical, spatial, analytical work; develops programs, queries, and analyzes data using departmental and external databases to identify patterns and trends.
- Assist in maintaining a variety of maps within the Police Department including police districts; ensure sufficient copies are available for police staff.
- Assist in generating and preparing local, state and federally mandated Uniform Crime and Arrest Reports; assist in developing year-end statistical reports for police chief.

- Prepares data used to make recommendations on manpower deployment and resource allocation.
- Creates wanted posters, crime alerts, and photo lineups.
- Coordinates, prepares, and presents current crime trends and patterns for presentation at City Council meetings, departmental command staff, and other law enforcement agencies and public audiences; and generates and distributes reports on findings.
- Attends meetings and serves as a liaison with other local, state, and federal intelligence analyst professionals; attends investigative and patrol lineups as needed to facilitate information flow.
- Maintain awareness of sex offenders within the City and Barrow County.
- Assists with media releases.
- Performs related duties as assigned.

IV. Knowledge, Skills, and Ability:

- Knowledge of and understanding of basic criminal and civil law.
- Knowledge of general office practices and procedures.
- Advance knowledge of Microsoft Word and Excel.
- Knowledgeable and proficient with computers and information technology, geographical information systems (GIS), and spatial analysis.
- Knowledge of the National Crime Information Center and the Georgia Crime Information Center rules and regulations.
- Knowledge of law enforcement computer systems (i.e., RMS, CAD).
- Ability to create and test statistical models used to predict criminal activity.
- Ability to prepare correspondence and memoranda.
- Ability to operate a variety of office equipment (i.e. phones, fax, printers, computer, etc.).
- Ability to read and understand complex written materials including state, federal and local laws, regulations, legal documents, and professional publications.
- Ability to communicate orally as needed to exchange information with other employees, other professionals and the public.
- Ability to establish and maintain effective working relationships with employees, public officials, professionals and the general public as needed to answer questions and provide technical expertise in the maintenance and retrieval of documents and records.
- Ability to collect, analyze, and interpret data and statistics using quantitative and qualitative methodology.
- Ability to use standard City software as intended.
- Ability to interact effectively with a variety of individuals and groups with varying educational, ethnic, and socio-economic backgrounds.
- Ability to promote a positive work environment.
- Ability to maintain confidentiality.
- Ability to present department documents.
- Ability to work routinely under highly stressful conditions.
- Ability to follow the chain of command.
- Ability to pass drug testing as noted in policy.
- Ability to maintain high ethical standards, both on and off duty.
- Skill in understanding and following oral and/or written instructions.

- Skill in establishing and maintaining effective working relationships with City employees and the public.

V. Licenses and Certifications Required

- Georgia Crime Information Center (GCIC) certified.
- Crime analysis certification is required within twelve (12) months of hire.
- The International Association of Crime Analysts (IACA) Membership.

VI. Qualifications

- Bachelor's degree in Criminal Justice, Geography/GIS, Statistics, or related field.
- Minimum of 21 years of age.
- Two (2) years of data analysis, research methods and/or statistics (law enforcement/military environment preferred).
- Experience with ArcView and MapInfo, (Penlink preferred).
- Never been convicted of a Felony.
- Must be a citizen of the United States.
- Must pass a detailed background investigation.
- Work evenings, weekends and/or holidays as required.
- Must be able to be bonded and pass a credit check.

VII. Physical Requirements

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and communicate effectively in writing and verbally. The employee frequently is required to stand, walk, sit for extended periods, and use the computer keyboard and mouse. The employee is occasionally required to stoop, kneel, and crouch. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Occasionally lift and/or move up to 35 pounds.

Hearing: Hear in the normal audio range with or without correction. Able to hear in-person; as well as, distinguish radio and telephone conversations, recognize differences or changes in sound patterns and loudness or pitch.

Attendance: Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the City's ability to provide critical services to employees, the department and the public.

VIII. Working Conditions:

This position works in an office environment. While performing essential duties of the job, employees work in an environment under constant deadlines, frequent interruptions and a high degree of contact with the employees and public. This position may be exposed to dust, cleaning fumes, and works around office equipment. The noise level in the work environment may be moderate to loud.

Some travel may be required to maintain training requirements.

All department personnel are subject to involuntary transfers at the discretion of the Chief of Police. Transfers and shift assignments are based on the needs of the department.

IX. Supervisory Controls/Responsibility:

None.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.