

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Class Code: 003509
Grade 25
FLSA: Exempt**

CRIME ANALYST SUPERVISOR

DEFINITION OF SERIES:

The Crime Analyst Series covers positions that are involved in researching and analyzing criminal incidents to identify crime patterns and trends using computer, databases, and information from internal and external sources and/or agencies to independently identify areas where criminal activity may occur, and to create visual presentations, such as spreadsheets, maps, and graphs. The information provided by the Crime Analyst is used by the Montgomery County Police Department to formulate crime prevention strategies, devise solutions to improve public safety, and support the effective deployment of law enforcement resources and assist detectives in identifying and apprehending suspects by analyzing four types of data – tactical (which is concerned with immediate and high-level threats such as murders, theft, rape and abduction), administrative (which concentrates on supplying the heads of law enforcement agencies with information about crime patterns and trends), strategic (which is focused on properly deploying and utilizing law enforcement officers), and intelligence (which is focused on collecting information about a subject to predict future behavior and make operational decisions).

DISTINGUISHING CHARACTERISTICS:

Positions assigned to this class supervise Crime Analysts in the collection, analysis, and presentation of criminal, offender, and juvenile data. This class differs from other class in the series in that it exercises full, supervisory authority over a group of subordinate employees. Positions assigned to this class also perform the most complex crime analysis assignments.

MAJOR DUTIES:

The Crime Analyst Supervisor ensures that the work of the unit complies with all Federal, State, and County regulations and follows accepted practices in the field. Supervisory responsibilities performed by an employee in this class include: directing, assigning and controlling workflow; establishing performance measures, developing goals and objectives, effectively recommending hiring and disciplinary actions; writing and revising position descriptions; and conducting training and performance evaluations. Employees in this class also work on highly confidential requests and/or conducts the most complex and/or unique crime and intelligence analysis assignments.

EXAMPLES OF DUTIES: (Illustrative Only)

- Oversees the work of employees engaged in crime data collection, data analysis, and the dissemination of the information generated by crime analysis software and other tools. Ensures consistency in the creation of standardized reports and other output documents. Provides overall direction to the unit and ongoing program development and evaluation, including hiring, prioritizing and assigning work, training and mentoring staff, providing feedback, conducting performance evaluations, recommending disciplinary actions and termination.
- Reviews incoming requests and assigns to crime analyst based on staffing, the nature of the request, legal considerations, complexity, the systems and software applications required to access, extract, analyze, interpret data, and geographic area, and deadlines.

- Assists crime analysts in identifying and solving problems related to the provision of crime analysis services to commanders and other personnel.
- Collects, analyzes, and integrates complex information to develop options or logical conclusions for difficult issues. Prepares statistics, data queries, or maps on demand, analyzes beat and shift configurations, and prepares information for community or court presentation. Evaluates databases to track crimes such as murders, rapes, robbery, drug and gang activity, sexual assaults, etc. Creates specialized statistical reports for use at periodic and daily briefing to display the level of criminal activity and abatement efforts, success and failures.
- Monitors police activity, and builds an automated data base for use in planning, information retrieval and reporting and other police business.
- Studies crime reports, arrest reports, and police calls for service to identify problems that may require the development of short and long term crime suppression strategies, tactics, or initiatives. Analyzes these phenomena for all relevant factors and sometimes predict or forecast future occurrences, and issue bulletins, reports, and alerts to their agencies. Works with police department to develop effective strategies and tactics to address crime and disorder.
- Acts as a liaison with command staff, participates in CountyStat and MCP CrimeStat meetings, and conducts and prepares analyses for departmental programs. Evaluates and reviews information obtained and develops ways and means to deploy this information to Detectives, Police and others involved in police work to aid in process improvements. Schedules and conducts meetings to advise department executives about cross-district or regional crime patterns and trends. Advises law enforcement management on solutions to crime problems and formulating crime prevention strategies.
- Researches and identifies ways to improve the integrity and quality of the collection, analysis, and dissemination of crime data. Develops, coordinates, and reviews crime data collection, analysis and dissemination procedures to identify the most effective methods and practices to share information within and outside the department.
- Works on highly confidential requests and/or conducts the most complex and/or unique crime and intelligence analysis assignments
- Performs related duties as required.

SUPERVISORY CONTROLS:

Overall objectives and resources available are set. The employee has full technical and management responsibility for the work of the unit, and independently determines, or in consultation with the supervisor, plans and carries out the work, collaborating with internal and/or external stakeholders. The employee has full control over how the work is performed and is responsible for planning and carrying out all aspects of program development, implementation and evaluation, resolving most of the conflicts which arise, coordinating the work with others, and interpreting policy on own initiative in terms of established objectives. Typically, this involves planning the work effort, identifying potential problems, resolving problems, coordinating with others outside the work unit, and determining the methods, procedures or approaches to be used. The employee keeps the supervisor informed of program status and achievements, and of potentially controversial matters or far-reaching implications. The work is reviewed in terms of effectiveness in meeting objectives, and in terms of quality, accuracy, volume, timeliness, and adherence to established methods, standards, and policies.

SUPERVISION EXERCISED:

Supervises the work of a group of crime analysts who support law enforcement operations in devising solutions to crime problems and formulating crime prevention strategies and performing related tasks using information technology systems. Participates in or recommends decisions or actions on a variety of personnel matters, including selection, orientation, training, performance management, leave approval, promotion, and transfer; coaches, develops and counsels employees; enforces unit policies and procedures, provides feedback on work performance, and implements minor disciplinary measures; makes changes to work methods or procedures; prepares or reviews work records and reports; etc.

GUIDELINES:

Guidelines are available but do not apply completely or cover new or unusual situations. The employee must use independent judgment and initiative in interpreting and applying guidelines to situations. The guides governing the work include established accepted principles and methods of law enforcement investigative techniques and crime data analytics, such as standard practices in the field, regulations, policies and procedures of the department, crime investigation and analytical procedures, and federal, state and county laws and regulations. Work may involve a variety of substantive issues and unique, complex problems requiring the analysis of unusual circumstances or interpretation of incomplete or contradictory data, and the identification of various alternative solutions or approaches. The employee uses initiative and resourcefulness in deviating from traditional methods, to develop new methods or criteria, or to propose new policies.

COMPLEXITY:

The work involves overseeing and conducting analytical work in support of law enforcement activities. The employee determines program needs, establishes program priorities and allocates resources; plans, organizes and coordinates the collection and maintenance of crime data and the criminal analysis process, and the development and implementation of program guidelines. In addition, the employee is involved the analysis and assessment of unusual or nonstandard issues, deciding how to proceed after analyzing crime reports, arrests reports, and police calls for service to identify emerging patterns, series, and trends. The analysis of crime data may require that the employee implement new or different analytical approaches to identify various alternatives or devises new methods/techniques.

SCOPE AND EFFECT:

The work involves carrying out a range of advanced and specialized crime analysis assignments focusing on tactical, strategic, administrative and intelligence activities at the county, regional, national and international levels. The employee analyzes a variety of unusual issues and situations and problems in conformance with established criteria (e.g., department guidelines, best practices, etc.). The purpose of the work is to identify areas of criminal activity and disseminate information to law enforcement personnel. The finished service is used by the County to reduce this activity and to develop long-term strategies, tactics and crime suppression initiatives that create safer communities.

CONTACTS:

Personal contacts include employees in the work unit to coordinate work, department staff to present the results of analysis and advise on courses of action to be taken, police departments and other law enforcement agencies at the state, federal and local level, and correctional facilities, to

gather information for use in police services and to provide subject matter expertise. These contacts are generally cooperative in nature with parties working toward mutual goals and involve the presentation of ideas and technical information.

PUBLIC SERVICE /ASSISTANCE:

The employee may periodically interact with the public, but this interaction is incidental to the primary purpose of the job.

HAZARDS:

The work is primarily sedentary, performed in a typical office setting, and presents no significant hazards. No special measures are taken to control environmental conditions.

MINIMUM QUALIFICATIONS:

Education: A Bachelor's Degree with a major in computer science/information systems, statistics, police science, criminal justice, criminology, sociology or a closely related field; and

Experience: Five (5) years of experience in a law enforcement, criminal investigation or field directly related to the assignment; and three (3) years of experience at a lead or supervisory level.

Substitution(s):

An advanced degree and/or additional experience in the use of databases and sophisticated analytics tools, geographic information systems (GIS) and software similar to that used by the County in conducting crime analysis may be substituted for experiential or educational requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:***Thorough Knowledge of:***

- County, State, and Federal laws, regulations, court decisions, and issues related to police work and skill in applying this knowledge to a variety of complex criminal analysis cases.
- Crime analysis principles, techniques, and procedures - – the crime analysis process and the intelligence cycle, types of crime and intelligence analysis, goals of crime and intelligence analysis.
- Computer operations, relational database structures and files management, spreadsheet applications, and Internet research methods including but not limited to search engines, news-groups, and list-serves.
- Investigative research, intelligence/data collection methods and techniques, and statistical and analytical principles, techniques and procedures.
- Various law enforcement models – Intelligence-led policing, data-driven policing, community policing, problem-oriented policing, etc.
- Supervisory principles, practices, and procedures.
- Department operations, rules, regulations and procedures.

Skill in:

- Advanced critical thinking skills such as inductive, deductive, abductive and analogous reasoning.
- Establishing and maintaining effective working relationships with others inside and outside the unit and department, and to train, schedule, assign, monitor, review, and evaluate the work of assigned subordinates.
- Human relations and in motivating performance in others.

- Communicating orally and in writing to exchange and/or present highly technical information to executives, high level managers and administrators.
- Conducting advanced statistical analyses such as correlation and regression analysis, temporal analysis, statistical inference and statistical association.
- Manipulating data sources to include crime analysis software, GIS mapping software, law enforcement and intelligence databases, statistical analysis systems, and other applications.
- Researching and preparing technical reports, recommendations, correspondence, and presentations.
- Identifying trends and patterns in statistical information and artifacts to problem-solve and generate recommendations, and in assessing and predicting the characteristics of criminal groups or criminal operations using data obtained from a variety of sources.
- Developing and administering policies and procedures related to crime and data analysis.
- Developing training programs and resources related to crime analysis to subordinates, and to personnel throughout the department.
- Proficiency in applying methods and techniques of fact finding, interview techniques, analysis, and resolution of complex problems.
- Advanced information technology tools, e.g., SQL Server Reporting Services, Pen-Link, i2 Analyst Notebook as well as more standardized tools such as MS Word, desktop publishing, Microsoft Excel, Oracle, Crystal Reports.
- Leading and training others and advising staff and others outside of the work unit on work related issues.

Ability to:

- Make recommendations on investigation unit suppression goals while providing measures or indicators for each goal.
- Learn, operate and then mentor other analysts on emerging technologies/software related to crime and intelligence analysis.
- Establish and maintain effective working relationships with others with regional, national, and international organizations such as MAGLOCLLEN, MCAC, HIDTA, INTERPOL, etc.
- Develop specialized training programs for others on the crime/intelligence analysis process and the resources (e.g., crime analysis software, GIS mapping software, law enforcement and intelligence databases, statistical analysis systems, etc.) used to conduct crime analysis and assign, monitor and review the work of assigned subordinates.
- Monitor laws, regulations, policies, and procedures associated with crime and intelligence analysis to assess impact on department/unit policies, procedures, programs, and operations.
- Develop and recommend improvements in the department's crime analysis program.

Licenses, Registrations, Certifications, or Special Requirements:

- Preferred: Possession a certification as a Criminal Intelligence Certified Analyst (CICA) from the International Association of Law Enforcement Intelligence Analysts (IALEIA); and/or
- Preferred: Possession a certification as a Certified Law Enforcement Analyst (CLEA) from the International Association of Crime Analysts (IACA).

Work Environment:

The work is primarily performed in an office environment and presents no significant hazards to employees. The employee operates personal computers, plotters, and printers, utilizing relational databases, graphics, Geographic Information Systems (GIS), text and statistical analytical software

packages, spreadsheets, word processing, and related applications, but does not need to take special measures to safeguard against injury.

Physical Demands:

The work requires ordinary physical effort including: sitting at work stations using microcomputer equipment or reviewing the work of others for extended periods of time, walking, standing, bending, and reaching for or carrying light items associated with working in an office environment.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of twelve (12) months and, if promoted to a position in this class, will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

BARGAINING STATUS: Positions assigned to this class are normally unrepresented.

MEDICAL PROTOCOL: Medical History with a Drug/Alcohol Screen.

PROMOTION POTENTIAL: This is the highest level of the Crime Analyst series. May be competitively promoted into a vacant position provided that the employee meets the qualifications.

CLASS SPECIFICATION HISTORY:

Class Established: November 2018
Revised Class Code: February 2023