

CRIME ANALYST

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:

This is a full-performance professional classification specializing in the basic analysis of criminal justice information and activities and the conversion of raw crime data into valid information. The focus of work assignment is on tactical crime analysis: i.e., immediate and high-level threats including murders, theft, assaults, rapes and abductions. Positions assigned to this class are concerned with the identification of repeat incidents, crime patterns and links known offenders in order to prevent or disrupt criminal activities. The Crime Analyst generally operates on a more narrowly defined scope than the Crime Analyst Senior/Lead and Crime Analyst Supervisor.

MAJOR DUTIES:

Under general supervision, employees in this class are responsible for studying crime reports, arrest reports, and police calls for service to identify emerging patterns, series, and trends of violations of law and criminal activity. They analyze these phenomena for all relevant factors and sometimes predict or forecast future occurrences, and issue bulletins, reports, and alerts to their agencies. They work with police officers and police leadership to develop effective tactics and strategies to address crime and disorder. The position may support law enforcement personnel by conducting research on a set of criminal behaviors to generate leads, may be required to present analytical information in legal proceedings, such as depositions and courtroom testimony), and/or support the department's community policing efforts to decrease the likelihood of future crimes.

EXAMPLES OF DUTIES: (Illustrative Only)

- Performs a variety of tactical, strategic, administrative, and/or intelligence analysis for the Department. Monitors local and regional crime trends. Monitors police activity, community complaints, periodic crime sprees, etc.,
- Conducts research and strategic crime analysis to identify crime patterns and trends of specific offense categories and/or at a county-wide and/or regional level. Extracts data from Computer Aided Dispatch (CAD) system, subsystems of the Records Management System (RMS), such as arrests, warrants, crashes, field interviews, and case histories. Analyzes data to identify trends

and patterns in suspect characteristics, methods of operation, and spatial and temporal information.

- Performs regular, and periodic studies for individual criminal cases, types of criminal activity, and interrelationships.
- Collects, analyzes and integrates information to develop options or logical conclusions for issues. Collects, reviews, and collates both verified and unverified data from various sources. Collects and organizes criminal information from all available resources, including the Uniform Crime Report (UCR), the National Incident-Based Report System (NIBRS), other agencies, the media, crime bulletins, and review of crime reports and supplements, in order to study and analyze past and existing crime series patterns and trends.
- Creates statistical reports for use at periodic and daily briefings to display the level of criminal activity and abatement efforts, success and failures.
- Evaluates and reviews information on crime patterns and trends and develops ways and means to share this information with law enforcement personnel and others involved in police work to aid in reducing crime. Evaluates databases to track crimes such as murders, rapes, robbery, drug and gang activity, sexual assaults, etc. Uses crime data and knowledge of police programs and patrol activities within an assigned area to identify opportunities for proactive law enforcement. Searches stolen property databases to identify or establish connections to other cases.
- Facilitates criminal investigations through case linking, suspect identification, and identification of criminals' modus operandi. Develops and tests hypotheses, develops victim and suspect profiles, and forecasts criminal activity.
- Meets with police personnel to discuss and determine data and information needed to support development and implementation of crime prevention, reduction, and investigative strategies and initiatives. Works with operations and management personnel to plan the deployment of resources to prevent and suppress criminal activity, and develops and prioritizes problem areas in the County, top offenders, and crime problems on which to focus activities.
- Establishes and maintains collaborative relationships with assigned departments and agencies.
- Conducts crime data analytics projects using qualitative and quantitative investigative techniques. Conducts studies and analyses of datasets to uncover performance trends using a variety of tools and systems including, but not limited to, databases, geospatial mapping software, statistical analysis applications, data integration and manipulation tools and techniques. Reviews, maintains and updates databases, reports, bulletins, and files.
- Supports Police district executives and crime prevention officers in meetings with community groups and other County agencies. Assists command staff with presenting information for the department's CompSTAT program. Attends meetings of groups such as task forces and interacts with a wide range of investigative personnel from other local, state, and federal law enforcement agencies.
- Researches and prepares comprehensive technical reports and correspondence using a variety of software applications. Writes reports of findings of analysis and intelligence information including recommendations such as when and where to deploy resources, the identity of possible suspects, profiles of suspects and victims, and potential avenues of investigation. Makes written and oral presentations of findings including maps, charts and graphs to assist in prevention, detection and investigation of criminal activity.
- Presents crime analysis data in an effective format by using Geographic Information System (GIS) to plot areas of criminal activity, calls for service, and/or crashes and incidents.

- May be required to present analytical information in legal proceedings (depositions and courtroom testimony).
- Performs related duties as required.

SUPERVISORY CONTROLS:

Employees in this class have independent control over how the work is performed, and they proceed on their own to plan their daily and ongoing work efforts, independently arranging the sequence of work, obtaining needed materials or supplies, data or information, and selecting appropriate methods and procedures and varying these as necessary to treat different situations. Most problems and deviations in the work assignments are addressed in accordance with instructions, policies, previous training, or accepted crime analysis practices. Unusual and non-standard matters which do not have clear precedent are referred to the senior/lead crime analysts and/or the supervisor. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and other requirements.

SUPERVISION EXERCISED: Employees in this classification do not supervise other positions.

GUIDELINES:

Guidelines, which are available and cover most situations encountered, include established accepted practices, principles and methods of crime analysis, police work and investigative and techniques examination procedures, department regulations, federal, state and county laws, computer system applications and processes related to police work. The work is covered by policies, principles, and guidelines and the incumbent is required to exercise judgment in accomplishing operational objectives. The employee uses ingenuity and resourcefulness to interpret and apply guidelines to these situations, or to make modifications, adapt, or deviate from existing guides (such as precedents, conventional methods and procedures, and normal practices) and may recommend new methods of accomplishing work objectives. Employees have access to supervisory guidance when encountering unusual or difficult circumstances or obstacles.

COMPLEXITY:

The work involves conducting analytical work in support of law enforcement activities. The employee monitors, researches and collects local, regional and national crime data, and interprets information to determine the meaning, significance or interrelationships among data, and systematically identifies situations or conditions that may not be apparent. This analysis includes: (1) assembling and categorizing facts or information; (2) examining the facts or information to ascertain their significance or meaning; and (3) determining what action to take. Work is made complex by the variety, volume and types of data collected and information regarding crime incidents. Employees base their decisions on crime patterns, trends identified, and correlations found, and the course of action chosen is selected from many alternatives consistent with standard practices or department guidelines. The recommendations developed by the analyst affects the operations and policies of the department and impacts the safety of County residents.

SCOPE AND EFFECT:

The work involves carrying out a range of crime analysis assignments focusing on tactical, strategic, administrative and intelligence activities at the county and regional level. The employee analyzes a variety of conventional 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 crime activity and disseminate information to law enforcement personnel. The finished product is used by the department to reduce this activity and to develop tactics and long-term strategies that create safer communities.

CONTACTS:

Personal contacts include employees in the work unit and department staff to present the results of analysis and provide recommendations on courses of action to be taken

Personal contacts include employees in the work unit and department staff to present the results of analysis and provide recommendations on courses of action to be taken. They further include respective Police Departments and other law enforcement agencies at the local, state, and federal level, including correctional facilities. The purpose of these contacts is to gather information for use in police services and to provide subject matter expertise, advice, and recommendations to reduce crime. This information is also used to assist law enforcement in more effective use of resources. 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:

Assistance to the public is incidental to the primary purpose of the job and the employee rarely interacts with the individuals outside of the County government.

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.

Experience: Three (3) years of experience in a law enforcement, criminal investigation or field directly related to the assignment.

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:***Considerable Knowledge of:***

- The operations, rules, regulations and procedures related to a law enforcement agency and the operations, practices, and information management systems.
- County, State, and Federal laws, regulations, court decisions, and issues related to police work and skill in applying this knowledge to a variety of criminal analysis cases.
- Crime analysis and criminal investigation principles, techniques, and procedures.
- Investigative research, intelligence/data collection methods and techniques, and statistical and analytical principles, techniques and procedures.

- The methods and techniques of fact finding, , analysis, and resolution of problems,
- Computer operations and relational database structures and files management and spreadsheet applications.
- Internet research methods including but not limited to search engines, news-groups, and list-serves.
- The application of law enforcement CompStat principles.
- Understanding of criminal behavior

Skill in:

- Critical thinking skills
- Researching, compiling data and preparing technical reports, recommendations, correspondence, and presentations.
- Conducting statistical analyses and interpreting reports to determine crime trends, patterns, series, and predictions and to draw sound conclusions.
- Extracting pertinent information from law enforcement reports and data bases, manipulating data sources using crime analysis software, GIS mapping software, law enforcement and intelligence databases, statistical analysis systems, and other applications.
- Applying methods and techniques of fact finding, , analysis, and resolution of problems to identify trends and patterns in statistical information to problem-solve and generate recommendations and assess and predict the characteristics of criminal groups or criminal operations using data obtained from a variety of sources.
- Communicating orally and in writing to exchange and/or present information to law enforcement personnel.
- The use of information technology tools, e.g., MS Word, desktop publishing, Microsoft Excel, Oracle, Crystal Reports.
- Creating reports, spreadsheets, graphs, charts, maps, and tables.

Ability to:

- Develop and recommend improvements in procedures from data studies and lessons learned.
- Apply logic and sound judgment in assessing and predicting characteristics of criminal groups or criminal operations using data obtained from a variety of sources.
- Learn, operate emerging technologies/software related to crime and intelligence analysis.
- Establish and maintain effective working relationships with others.

Licenses, Registrations, Certifications, or Special Requirements:

- Ability to obtain certification as a Criminal Intelligence Certified Analyst (CICA) from the International Association of Law Enforcement Intelligence Analysts (IALEIA); and/or
- Ability to obtain 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 workstations using microcomputer equipment or, walking, standing, bending, and reaching for or carrying light items associated with working in an office environment.

PROBATIONARY PERIOD:

Individuals appointed or promoted to a bargaining unit position class will be required to serve a probationary period of six (6) months. Individuals appointed to a non-bargaining unit position in this class will be required to serve a probationary period of twelve (12) months, or if promoted to a non-bargaining unit position, 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 in the Office, Professional, and Technical (OPT) bargaining unit.

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

PROMOTION POTENTIAL:

This is the introductory level of the Crime Analyst series. May be competitively promoted into a vacant Crime Analyst Senior/Lead or Supervisor position provided that the employee meets the qualifications.

CLASS SPECIFICATION HISTORY:

Class Established: October 2010

Revised: August 2013

October 2014

Classification Study: November 2018 (M)