JOB TITLE: Police Department Civilian Crime Analyst
DEPARTMENT/DIVISION: Police
REPORTS TO: Police Deployment Unit Sergeant

SUMMARY: Supports the Intelligence Led Policing function of the Police Department by collecting, analyzing, and disseminating timely and accurate information describing crime patterns and/or crime data within the city.

ESSENTIAL JOB FUNCTIONS:

- Analyze crime data and present information to show crime patterns and trends that may increase investigative leads, link crimes or suspects and/or assist in solving cases.
- Collate crime data into an organizational format for comparison and analysis.
- Produce charts, maps and reports to accurately represent emerging crime patterns.
- Facilitates Crime Data Preparation and Presentation for Command Staff.
- Responds to internal and external requests for information including the exchange of crime information with other law enforcement agencies, neighborhood groups, and general public inquiries; provides statistical analysis and recommendations for crime reduction for neighborhood meetings and apartment managers.
- Interprets data from a variety of law enforcement agencies and other sources; reviews and evaluates reports and records related to criminal activity and acts as a liaison with criminal intelligence units from other agencies.
- Reviews and approves Field Contact Interview submissions to make subject information available for police personnel.
- Contributes to the development of new tools and methods to assist in crime reduction initiatives and department success.
- Reviews and maintains sensitive confidential information
- Assists the Chief of Police or designee with various department surveys, reports, and projects.
- Performs other duties as assigned

SUPERVISORY/BUDGET RESPONSIBILITIES:

- None.

KNOWLEDGE, SKILLS, AND ABILITIES:

- English Language: the structure and content of the English language, including the meaning of words and grammar. Able to communicate effectively orally and in writing
- Public Information: laws and guidelines related to releasing police record information, especially regarding confidentiality and chain of custody.
- Open Records Act: laws and guidelines related to fulfillment of requests for information.
- Police Records Information Resources: Databases and repositories of information used within the law enforcement field.
- Office Software: current word processing, presentation, spreadsheet, database, and computer-aided-drawing programs used by the City.
- GIS Software Products.
- Basic Math: add, subtract, multiply, or divide quickly.

- Research: conducting research including design and measurement, sampling and survey, and data handling by the use of computers.
- Reporting: researching, analyzing, and compiling data and preparing concise documents.
- Mechanical/Technical: safe operation of diverse office equipment, especially computer, scientific calculator, copier, fax machine, and paper shredder.
- Social Perceptiveness: being aware of others' reactions and understanding why they react the way they do.
- Critical Thinking: using logic and analysis to identify the strengths and weaknesses of different approaches.
- Service Orientation: actively looking for ways to help people.
- Active Listening: listening to what other people are saying and asking questions as appropriate.
- Information Management: knowing how to find information and identifying essential information and keeping sensitive information confidential.
- Relationships: Ability to relate well with police officers, other city employees, city officials, other governmental agencies and the general public.
- Attendance: Regular, reliable, and punctual attendance is an essential function of the job

MINIMUM QUALIFICATIONS:
- Graduation from an accredited college or university with a Bachelor's Degree in law enforcement, criminal justice administration, police sciences, political science, computer science or closely related field.

PREFERENCES:
- Master's Degree in Criminal Justice, Political Science, Computer Science or related field of study.
- Crime Analyst/Criminal Intelligence Analyst Certification
- 3-5 years of experience in Data Analysis, report writing and data collection.
- Comprehensive knowledge of research design methods, procedures, and techniques used in statistical research and analysis.
- Comprehensive knowledge of statistical program languages, performing data searches, and managing data.
- Comprehensive knowledge of computer software packages designed for statistical data.
- Comprehensive knowledge of report writing software such as Crystal Reports.
- Comprehensive knowledge of Geographic Information Systems (GIS) used in crime analysis such as ArcView/ArcGIS.
- Comprehensive knowledge of Microsoft Office products Access, Excel, Word, Power BI and SharePoint.
- Ability to work under pressure within time constraints.
- Excellent written and verbal communication skills.
- Good organizational skills.
- Experience in an environment requiring frequent verbal and written communication.
- Experience in a customer service oriented position.

WORKING CONDITIONS:
- Frequent reaching, sitting, standing, walking, talking, seeing and hearing.
- Occasional lifting and carrying up to 25 pounds
- Able to grasp, handle, and feel, type.
- Work is typically performed in the standard office environment.
- Direct contact with citizens, police personnel, city personnel, and outside agencies.

CONDITIONS OF EMPLOYMENT:
- Must pass pre-employment drug test.
- Must pass Polygraph and Psychological screening
- Must pass criminal history check.
- Must pass motor vehicle records check.
- Must possess a valid TX Drivers License.