CRIME ANALYST

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, an incumbent of this position performs systematic and analytical processes in order to identify patterns and trends in crime and criminal activities and provides information to assist operational and administrative personnel in developing strategies to combat and reduce crime, including: optimal deployment of resources for preventing and suppressing criminal activities, aiding the investigative process, increasing apprehensions, and clearing cases. Incumbents gather data and information from a variety of resources including computerized records, daily crime reports, information from other criminal justice agencies and community resources, etc., perform statistical analyses to evaluate and develop pertinent information on crime patterns, criminals and trends, prepare reports and disseminate crime-related data and information to management, patrol, investigative units, and other Westchester County law enforcement agencies. May participate in intra/inter-agency meetings and conferences, testify at court proceedings and make presentations as needed. Supervision is not a responsibility of this position. Does related work as required.

EXAMPLES OF WORK (Illustrative only):

Extracts, compiles and analyzes data on reported incidents of crime in order to identify suspects, detect problem areas, and predict trends, in support of criminal enforcement efforts;

Prepares and presents statistical crime reports and maps identifying countywide trends to assist the County's police departments, District Attorney's Office, Probation Department and other law enforcement agencies in collectively crafting strategies to reduce crime;

Identifies emerging or existing crime problems and patterns using statistical calculations, graphing and mapping methods;

Reviews, analyzes and categorizes crime and arrest data in preparing statistical reports on crimes and arrests occurring by geographical region, or time and date of offense;

Analyzes the linkages and similarities between crimes, offenders, suspects and victims based upon statistical research and findings to determine and report on trends and patterns that will assist departmental managers in formulating effective crime reduction policies;

Prepares crime related and other maps utilizing Geographic Information Systems (GIS);

Coordinates the gathering and sharing of data with other law enforcement agencies and other segments of the criminal justice community;

Inputs and maintains crime and arrest data and other pertinent information in computerized records;

Conducts research, analysis, and prepares a variety of studies and reports as requested on topics of interest to law enforcement agencies to assist them in decision-making;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Reviews and interprets information obtained on cell phones and social media to provide analysis and identify trends to assist law enforcement and ADAs in combatting crime;

Attends and participates in intra/interagency meetings and conferences as assigned;

May testify at court proceedings;

Uses computer applications such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

Performs other incidental tasks, as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the criminal justice system and criminal behavior; good knowledge of the principles, methods and techniques used in data collection and crime analysis; good knowledge of basic research methods and procedures used in statistical analysis; knowledge of administrative reporting and control procedures and techniques; ability to interpret crime statistics; ability to collect, analyze and evaluate data in both qualitative and quantitative techniques; ability to use GIS mapping software and prepare accurate base maps, including geocoding; ability to use spatial analysis techniques to produce thematic overlays, including graduated symbol crime and offender maps; ability to conduct demographic analysis; ability to understand, interpret, and analyze complex and detailed written material, including arrest reports; ability to develop and maintain effective working relationships; ability to organize material and prepare effective narrative reports and correspondence; ability to present data, reports and comments clearly and concisely both orally and in writing; ability to plan individual workload and meet established deadlines; ability to read, write, speak, understand and communicate sufficiently in English to perform the essential functions of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; accuracy; tact; courtesy; resourcefulness; initiative; integrity; good judgment; discretion; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and either: (a) two years of experience working with and analyzing criminal information in a law enforcement agency which included using SPSS, ArcView/ArcGIS or other analytical software utilized for law enforcement purposes; or (b) two years of experience using SPSS, ArcView/ArcGIS, or other analytical software utilized for law enforcement purposes, which included responsibility for preparing and providing data, performing statistical analyses, creating tables, etc.; or (c) two years of experience conducting investigative work in or for a law enforcement agency which involved analyzing criminal information using SPSS, ArcView/ArcGIS, or other analytical software utilized for law enforcement purposes.

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Master's Degree* in criminal justice, statistical analysis, or a related field may be substituted for one year of the above stated experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.