

CITY OF MADERA

CRIME ANALYSIS TECHNICIAN

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direction, collects, analyzes, prepares and disseminates information regarding criminal activity; facilitates inter and intra-departmental information sharing; works with community groups and individuals in providing programs; provides public information and outreach; maintains appropriate work records; serves as a technical resource for Police personnel; performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Crime Analysis Technician** is the single position classification responsible for the analysis of criminal activities, sprees, trends and patterns within the City of Madera. Work requires sound judgment, knowledge of data analytics, and strong communication skills.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Police Chief or other Police command staff. This position does not routinely exercise either technical or functional supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Collects, compiles, and researches statistical data for the Madera Police Department. Performs geographic, tactical, spatial, and procedural analysis of crime in the City of Madera, including analysis of crime sprees, trends, and patterns. Performs systematic analysis for identifying and analyzing current and anticipated patterns and trends in crime and disorder.
- Prepares graphic representations of detailed statistical findings of crime analysis results; interprets and explains findings, both orally and in writing.
- Plans, collects, and analyzes open source information from the internet and other similar sources, while staying attentive to new social media sources and trends.
- Works effectively to promote the exchange of information within the Madera Police Department; assists external agencies with requests for statistics, data, and/or special project assignments.
- Develops and maintains an effective liaison with State and local law enforcement agencies to exchange intelligence information.

- Communicates effectively with a diverse population, both orally and in writing; communicates effectively with non-English speaking residents.
- Prepares routine interdepartmental reports to provide data to support Police operations; prepares informational documents and reports to be shared with senior and management staff, as well as elected officials.
- Works collaboratively with the City's neighborhood watch, business watch, and similar programs; participates in community outreach events; serves as Police Department representative, working with businesses and residents to promote safe neighborhoods and to establish and maintain a positive relationship with the businesses, neighborhoods, and City residents.
- Attends and participates in organizational and community meetings; meets with school, business and community groups to create partnerships; responds to and resolves community questions and concerns.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
- Works various days and scheduled hours depending on the needs of the department; assigned work will require evening and weekend attendance at work, as well as work during normal City office hours; day-to-day and week-to-week schedules may not be consistent.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in keeping records and preparing reports using a computer key board. Additionally, the position requires near and far vision in reading written reports and work related documents and acute hearing is required when providing phone and face-to-face service.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Crime Analysis Technician**. A typical way of obtaining the required qualifications is to possess the equivalent of two years of administrative or clerical experience in a law enforcement agency and a high school diploma or equivalent.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

Geographic Information Systems (GIS) and Statistical Analysis System (SAS) technologies. Local geography including streets, the location of public buildings and other public facilities. Recent developments, current literature, and information related to crime analysis. Principles, practices, methodologies, and techniques of data analysis, crime analysis and prevention, law enforcement and police records processing. Pertinent Federal, State and local laws, codes, ordinances, and safety regulations. City and department policies, procedures, rules and regulations.

Ability to:

Identify and distinguish crime patterns and trends. Perform statistical research and studies, such as collect and interpret data, develop and test hypotheses, draw valid conclusions, and present narrative and statistical data and recommendations. Create and test statistical models used to predict criminal activity. Prepare and present accurate, comprehensive, and concise reports, recommendations and oral presentations. Generate reports, maps, charts, graphs, and other visual or electronic aids. Communicate effectively orally and in written form. Interpret and explain City and department policies, procedures, rules, and regulations. Establish and maintain effective working relationships with those contacted in the course of work including the general public. Work under pressure and within challenging deadlines.

Skill to:

Intermediate level skill in the use of personal computers (including but not limited to Word, Excel, Power Point, crime analytics software, and mapping software). Excellent written, verbal, interpersonal communication and presentation skills. Skilled in public speaking; researching, developing and making presentations; conducting workshops and presenting ideas clearly and concisely.