



CRIME ANALYSIS SUPERVISOR

JOB SUMMARY: Under administrative direction, manages, plans and coordinates the activities and operations of the Crime Analysis and Prevention Unit; performs analytical processes in overseeing the investigation and collection of crime data, patterns and trends correlations; oversees community programs and events related to crime prevention topics; coordinates assigned activities with other divisions, outside agencies and the general public; and performs other related work as necessary.

DISTINGUISHING CHARACTERISTICS: This class is characterized by its responsibility for the administration and operations of the Crime Analysis and Prevention Unit in the Police Department.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Manages, plans, organizes and directs the operations of the crime analysis and prevention unit and personnel engaged in conducting research, criminal analysis and crime prevention methods.
2. Reviews the analysis and reports prepared by staff; closely supervises or participates in more complex or sensitive projects.
3. Participates in the development and implementation of unit goals, objectives, policies, procedures, and priorities.
4. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; identifies opportunities for improvement; recommends and implements changes.
5. Supervises and directs the activities of staff including employee selection, work assignment, performance evaluation, employee development, disciplinary action, and complaint resolution.
6. Manages or participates in departmental projects; monitors the progress of assigned projects including costs; performs quality checks during implementation; and works with other departments for final project closeout.
7. Oversees community outreach activities promoting crime prevention programs and events; plans and oversees the preparation, maintenance, and distribution of crime prevention literature and materials.
8. Oversees the investigation and collection of crime data and ensures that it is organized into tactical, strategic, and case management reports.
9. Participates in the development and administration of the unit budget; forecasts additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of expenditures and recommends adjustments as necessary.
10. Remains current on new trends and innovations in the field of crime analysis; recommends and implements new or revised practices, policies and procedures.
11. Participates in the development, maintenance, and modification of computer programs and software to assist crime analysis efforts.

12. Assists other law enforcement agencies by providing needed information and by participating in special programs created to secure, use, and exchange sensitive information with multiple agencies.
13. Appears in court to verify crime statistics and to testify on maintained crime data.
14. Performs related duties as assigned.

QUALIFICATION GUIDELINES:

ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. A TYPICAL COMBINATION INCLUDES:

EDUCATION: Bachelor's Degree from an accredited college or university of criminal justice, public administration, or a related field.

EXPERIENCE: Five years of progressively responsible professional level crime analysis experience which includes utilizing analytical and mapping software.

KNOWLEDGE OF:

- Operations, services, and activities of a crime prevention program.
- Crime analysis programs such as geographic information systems and crime mapping software.
- Applicable Federal, State and local laws, codes and regulations regarding dissemination of law enforcement records and information.
- Principles of supervision, training and performance evaluations.
- Principles of budget preparation and administration.
- Crime trends and patterns.
- Methods for collecting and evaluating statistical data.
- Methods to effectively present statistical information in written, graphical and oral formats.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets and databases.

ABILITY TO:

- Coordinate and direct crime analysis and prevention unit programs.
- Direct the work of lower level staff including selection, supervision, training and evaluation.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local laws, policies, and regulations.
- Participate in the development and administration of division goals, objectives and procedures.
- Participate in the preparation and administration of assigned budgets.
- Testify as a witness in a court of law
- Analyze data, use independent judgment, make conclusions and present recommendations in a clear and concise manner.
- Define objectives of a project, set goals and priorities, manage time and resources.
- Work under pressure.
- Operate a computer using relevant word processing, spreadsheet, database and other software.
- Interact and communicate effectively, both orally and in writing.

- Establish, maintain, and foster positive, harmonious and effective working relationships.

LICENSES:

- Valid Class C California driver license.
- Acceptable driving record at the time of appointment and throughout employment.

CERTIFICATIONS:

- Possession of, or the ability to obtain, a California Department of Justice Certificate in Crime and Intelligence Analysis within 18 months appointment.

SPECIAL REQUIREMENTS:

- Ability to successfully complete a comprehensive background investigation.

DESIRABLE:

- N/A

ADDITIONAL INFORMATION:

FLSA Exemption Status: Exempt
Employee Unit: Unit #3, Management
Job Family: Police Professional
Class Progression: Crime Prevention Specialist
Crime Analyst
Crime Analysis Supervisor

Reports to: Police Administrative Director
Supervises: Crime Prevention Specialist
Crime Analyst

CLASS HISTORY:

Date Class Established:
Revised Dates / Reason: 04/01/2020 / classification update
Previous Title(s):
Approved By HR Director:
Date Approved:

4/14/2020