

## Crime Analyst / Crime Scene Technician

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### SUMMARY DESCRIPTION

Under general supervision, performs a wide variety of specialized and technical non-sworn law enforcement duties in support of Police Division operations and services including in the areas crime scene investigations, processing, and identification of forensic evidence. To collect, analyze and evaluate crime related data from a variety of sources; to provide timely information and recommendations to law enforcement operational and administrative personnel regarding patterns, series and crime trends; to provide information and assist with the coordination of investigations between jurisdictions; and to provide investigative support and assistance to officers, detectives and other specialized units by searching databases and reports and preparing a variety of publications, correspondence, charts and graphs to aid in the investigation of criminal activities. Performs a variety of other non-sworn law enforcement, clerical, and administrative functions in support of Police Division services and activities not requiring Peace Officer status.

### REPRESENTATIVE DUTIES

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Perform a variety of specialized and technical non-sworn law enforcement duties in support of the Police Division including in the areas of in the areas crime scene investigations, processing, and identification of forensic evidence.
2. Identify, document, preserve, and collect evidence at crime scenes at major crime scenes in support of other personnel; perform photography duties as requested. Process and complete finger print examinations submitted by personnel from crime scenes.
3. Dictate and/or write reports in reference to investigations; complete evidence voucher for evidence or property collected; book evidence or property into evidence.
4. Perform a variety of clerical and administrative functions in support of the Police Division services and activities; provide training to new personnel related to area of assignment; attend committee meetings; assist with special projects as assigned.
5. Maintain various logs and records; gather information and prepare routine reports as assigned; enter, input, and retrieve a variety of information using a computer terminal.
6. Assists the department in meeting the basic objectives of crime prevention and suppression, apprehension, and the recovery of stolen property.
7. Collects, collates, analyzes and disseminates information concerning crime patterns and trends.
8. Provides information to assist operations personnel (patrol and investigative officers) in the identification of *specific* and *immediate* crime problems and the arrest of criminal offenders.

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9. Strategic analysis and projections concerned with long-range problems and long-term increases or decreases in crime. Strategic analysis also includes the preparation of crime statistical summaries and the provision of resource acquisition and allocation of information.
10. Provides administrative analysis focusing on the provision of economic, geographic, or social information to administrators. Administrative tasks may include grant writing and the preparation of feasibility studies, special research projects, and city council reports.
11. Perform other duties as assigned.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Basic law enforcement theory, principles, and practices and their application to a wide variety of services and programs.

Standard law enforcement information, communications, and record keeping terminology.

Principles, practices, and safe work methods used in collecting, processing, logging, storing, and safeguarding evidence, property, and materials including hazardous materials

Pertinent federal, state, and local laws, codes, and regulations and department rules, policies, and procedures.

Modern office procedures, methods, and equipment including computers.

Computer applications such as word processing, spreadsheet, and database applications.

Automated law enforcement information systems and procedures.

Public and agency desk procedures and methods for providing services and information including those related to collecting, maintaining, and releasing information, files, and documents.

Law enforcement record keeping and records management principles, procedures, techniques, and equipment.

Research and report writing techniques.

Methods and techniques used in customer service and public relations.

Methods and techniques of public speaking and instruction.

Principles and practices of record keeping and reporting.

Principles of business letter writing and basic report preparation.

English usage, spelling, grammar, and punctuation.

Geographic features and locations within the area served.

Effective research methods and practices.

Basic statistics and methods of graphic presentation.

Identification of evolving or existent crime patterns and series

Forecasting future crime occurrences

Initiation of target profile analyses

Provision of investigative leads

Provision of support data to community policing and crime prevention programs

Methods in assisting with case clearance processes

Provision of data to support departmental planning activities

Analysis of operational data for deployment planning, resource allocation, and budgeting.

Pin Mapping.

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**Ability to:**

Perform a variety of non-sworn law enforcement activities; exercise independent judgment and work with a minimum of supervision.

Learn methods and techniques related to basic police functions including in the areas of in the areas crime scene investigations, processing, and identification of forensic evidence..

Understand the organization, operation, and services of the City, the Police Division, and of outside agencies as necessary to assume assigned responsibilities.

Understand, interpret, and apply pertinent federal, state, and local codes, laws, and regulations including vehicle codes, penal codes, and municipal codes.

Understand, interpret, and apply general and specific administrative and departmental policies, procedures, and guidelines.

Prepare clear, concise, factual, and thorough reports and statements.

Prepare, maintain, file, and index a variety of reports, records, and other written materials.

Operate and use modern office equipment including a computer and various software packages.

Operate specialized automated law enforcement information and communication systems including public safety computer systems to access and maintain data.

Use and operate assigned tools and equipment including portable radio, camera, and evidence/fingerprint kit.

Exercise good judgment in maintaining critical and sensitive information, records, and reports.

Use sound judgment in following and applying appropriate laws, regulations, policies, and procedures.

Analyze situations and adopt a course of action.

Deal tactfully and courteously with the public and law enforcement personnel.

Organize and prioritize work assignments.

Understand and follow oral and written instructions.

Type and enter data accurately at a speed necessary for successful job performance.

Work varied hours including evenings, weekends, and holidays.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Demonstrate an awareness and appreciation of the cultural diversity of the community.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Gather data, separate facts and assumptions, and prepare recommendations.

Prepare statistical charts, graphs, and exhibits.

Learn to prepare completed staff work for oral and written presentations.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in administration of justice, criminology, or a related field.

**Experience:**

Prior sworn or non sworn law enforcement or analytical experience. Two years experience working in a Police agency.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

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**DESIRABLE QUALIFICATIONS**

Graduate of the POST accredited Intelligence Analysis course.

Grant writing experience with funding sources similar to OCJP, DOJ, etc.

Working knowledge of the Department of Justice Uniform Crime Reporting requirements.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Office and field setting; travel from site to site; exposure to inclement weather conditions; some exposure to fumes, airborne particles, and toxic or caustic chemicals; some exposure to moving mechanical parts; public contact; the noise level in the work environment is usually moderate but may be very loud due to sirens, etc.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office and field setting; to walk, stand, or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or more heavy weights; operate law enforcement and general office equipment requiring repetitive hand movement and fine coordination; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

Bargaining Group: Miscellaneous

FLSA Status: Non-Exempt

March 2011

**ACKNOWLEDGMENT**

I acknowledge that I have read the job description and requirements for the Crime Analyst / Crime Scene Technician position and I certify that I can perform these functions.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\*Management has the right to add or change these duties of the position at any time.