

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: Crime Analyst

UNION:231

CLASS TITLE: Program Specialist

SG:S-6

CS:N

DEPARTMENT: Police

FLSA:N

EEO4CODE:PR

JOB SUMMARY:

This civilian position is responsible for strategic tactical criminal intelligence analysis and technical crime analysis research and reporting work in support of the proactive policing activities of the Bellingham Police Department. The position is responsible for data collection, research, analysis and reporting of community crime trends utilizing information generated from the criminal justice system and community agencies. This position will also participate in the collection, analysis and dissemination of information relating to the criminally involved individuals, organized crime groups, emerging criminal groups, terrorist groups, and threats to public officials or private citizens. The information provided assists the Police Department in determining efficient and effective use of policing resources.

SUPERVISORY RELATIONSHIP:

Reports to the Lieutenant of Investigations. Works independently in carrying out established program goals and objectives. Serves as a member of the departmental support services team, maintaining liaison with management staff and personnel of patrol and investigations divisions. Works under federal, state and local regulations in the maintenance and dissemination of criminal justice information as well as City and departmental policies and procedures.

ESSENTIAL FUNCTIONS OF THE JOB:

1. **Planning and Evaluation:** Develops and implements unit work plans based on research and report generation needs identified by staff. Research activities may be in response to criminal activity concerns and/or policing issues identified from both within or without the Department. Recommends policies and procedures for the Criminal Intelligence Unit and programs. Establishes productivity measures and maintains records on unit productivity.
2. **Information Gathering:** Obtains criminal history and activity information from within and without the criminal justice system from law enforcement, court, and prosecutors records and from contact with individuals within and without the criminal justice system. Establishes and maintains communications with officers, prosecutors, probation officers, and in the case of juvenile offenders, school personnel, to exchange information about criminal activity, offenders, trends, etc. Assists in the classification of information in the following areas: unclassified, restricted, confidential, and sensitive.
3. **Data Analysis and Reporting:** Using various computer software, analyzes crime data for statistics, patterns and trends. Produces written reports and recommendations. Alerts law enforcement officials of unusual or noteworthy findings. Files reports with various state and local agencies as required under law or contract. Meets with patrol and investigation staff on a regular basis to provide updates and feedback on criminal activity, trends, and information of note. Develops and maintains GIS/Crime Data maps.

4. Trend Analysis: Monitors national, regional and local crime trends, public concerns about crime. Brings trend information to the attention of operations personnel.
5. Criminal Intelligence Record Files: Processes computerized and manual crime and data information files and insures security and integrity of this information.
6. Agency Intelligence Liaison: Participates in various community organizations concerned with crime prevention and law enforcement. Participates in national activities and provides technical assistance to other agencies.
7. Training and Education: Provides training and orientation to Police uniformed personnel and unit staff on unit work and projects.

ADDITIONAL WORK PERFORMED:

1. May perform special projects for the Bellingham Police Department related to crime analysis and prevention.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

- A working knowledge of the criminal justice system, of crime analysis and reporting as well as legal, technical and organizational aspects and sources of current knowledge in the field.
- Strong problem analysis and decision-making and planning and organizing skills.
- Strong adaptability/flexibility, stress tolerance and time management skills.
- Strong oral communications skills to include interpersonal sensitivity for working with a diversity of personnel, public agency officials and citizens. Public presentation skills.
- The ability to establish and maintain effective working relationships with Department personnel, agency and community members.
- Excellent research, both technical and statistical, and writing skills.
- Computer skills for developing and utilizing a variety of software, such as spreadsheet, data base software, and word processing, to analyze and compile crime analysis information and for storage and retrieval of such information.
- Ability to obtain a working knowledge of City and Departmental operations, policies and procedures, and pertinent federal, state and local regulations.
- Physical ability to perform assigned duties which are generally of a sedentary nature.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.

WORKING ENVIRONMENT:

Work is generally performed in an office environment. Some driving is required.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Education: B.A. with emphasis in criminal justice, sociology, behavioral psychology or related social science. A combination of post-secondary education and experience may substitute.

- Experience: One year of work experience utilizing computer databases, spreadsheets, geographic information systems and statistical applications to manipulate, analyze and present data required. One year of work experience in criminal intelligence analysis, research and reporting within the criminal justice system preferred. Program development and planning, especially in a computerized technical research and reporting environment, also preferred.

NECESSARY SPECIAL REQUIREMENT:

- Valid Washington State driver's license at the time of hire and good driving record. A three-year driving record abstract must be submitted at time of hire.
- Ability to obtain and maintain a recognized Criminal Intelligence Analyst Certification.
- Must be able to obtain and maintain FBI Security clearance for restricted intelligence data.
- Must be able to pass a Police security clearance (includes polygraph and background check) prior to hire.

PREPARED BY: K. Hanowell/D. MacDonald
2/93
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REVIEWED BY: _____
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Joint Classification Committee Allocation: _____ August 18, 2003