

CITY OF CHATTANOOGA

Classification Specification Title: Crime Analyst

Department: Police

Pay Grade: GS.10

Supervision Received From: Crime Analyst Supervisor

FLSA Status: Exempt

Supervisory Responsibility For: None

Established: 11/21/14

Revision Dates: 4/1/25;

8/27/24; 10/20/23; 1/11/23

CLASSIFICATION SUMMARY:

Incumbents in this classification conduct a variety of crime, intelligence, and statistical analyses in support of Police Department activities. A Crime Analyst collects and analyzes data related to crime patterns, crime trends, traffic statistics and human intelligence; assists with administering crime analysis databases and the report management system; assists in monitoring and researching known subjects within the city; assists with creating local, state, and federal statistics for City-wide and in-house reporting requirements; ensures work quality and adherence to established policies and procedures.

SERIES LEVEL:

The Crime Analyst is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification; only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Collect, collate, and analyze a variety of criminal, statistical, intelligence, economic, geographic, and open source information in support of Department activities, utilizing both quantitative and qualitative methodology.

Utilize diverse sources of information, including calls for service, crime, census, demographic, and open source data. Convert large amounts of data into actionable intelligence.

Provide intelligence to assist in identifying crime problems. Forecast criminal trends based on analyses of current and past criminal activity. Develop and test these crime prediction and resource allocation statistical models; assist in advising sworn staff of areas of high crime probability.

Analyze known offenders, MOs, and timelines to perform suspect/crime correlation in order to provide suspect leads and targets for surveillance or directed patrol.

Develop and prepare charts, graphs, maps, reports, bulletins and related materials in order to track and present findings related to criminal activity.

Present analysis to police administrators and City officials. Make written and oral presentations using maps, charts and graphs to inform police officers, detectives, investigators and

commanders regarding emerging or existing crime series, patterns and trends, as well as suspect and victim profiles.

Establish and maintain effective communication and working relationships with sworn personnel, city employees, representatives of other agencies, the media and the general public.

Answer inquiries from the public, businesses, community groups and websites regarding crime activity, trends and patterns.

Proactively monitor local, regional and national crime trends.

Proactively monitor social media and open sources of information.

Ensure the accuracy and relevance of all work products and analysis.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's degree in Mathematics/Statistics, Computer Science, Geographic Information Systems (GIS), Crime Analysis, or other relevant field and two (2) years' experience interpreting and making inferences from statistical information; building databases; collecting, organizing and summarizing data to provide usable analyzed information; and/or computer programming or any combination of equivalent experience and education. This is a safety-sensitive position requiring pre-employment background check, polygraph, drug screening, and fingerprinting.

LICENSING AND CERTIFICATIONS:

Crime Analysts are expected to acquire and maintain good-standing membership of state and international analysis organizations (Tennessee Association of Law Enforcement Analysts/TALEA and International Association of Crime Analysts/IACA) in order to complete the regular training and certifications needed to maintain adequate knowledge of new and evolving techniques, software, and products in the crime analysis field, facilitate communication with other agencies to promote information sharing and collaboration.

Employees in this position must be eligible to obtain and maintain eAgent certifications.

KNOWLEDGE AND SKILLS:

Knowledge of tactical, strategic and administrative analysis, statistics and their applications; relevant crime analysis methods, policies, procedures and strategies to promote local, state or national security operations for the protection of people, data, property and institutions; structure

and principles of applicable federal, state and local laws, ordinances, codes, rules and regulations; statistical research methods; data analysis techniques and methods and customer service principles.

Skill in using a computer and related software applications; interpreting, applying and communicating applicable laws, ordinances, codes, rules and regulations; developing and interpreting statistical data; speaking in public; managing databases; applying independent judgment, personal discretion and resourcefulness in interpreting and applying guidelines; identifying alternative solutions and establishing and maintaining effective working relationships with other employees and those contacted in the course of the work; oral and written communication; multitasking; computer operations, statistical and mapping (GIS) software; open source and social media searches and platforms.

PHYSICAL DEMANDS:

Positions in this class typically require fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.