



Title: Crime Analyst

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

The purpose of this position is to analyze all complaints received by the City of Thibodaux’s Police Department. Track and map all crime and crashes occurring in the City of Thibodaux and make recommendations on deploying resources. Create map and crime bulletins that are dispersed to the Thibodaux Police Department, local agencies, and the public.

ESSENTIAL FUNCTIONS:

The crime analyst’s essential functions are to perform routine crime analysis, make written and oral presentations based on the statistics gathered, conduct tactical criminal analyses, identify crime patterns, and utilize computer databases to present crime data.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	M	Collect and gather data to conduct analysis to provide accurate, timely and relevant analysis of crime and crash patterns and trends that aid in the efficient deployment of department resources and increases apprehensions and the clearance of criminal cases.	50%
2	M	Analyze various crimes, crashes, incidents, calls for service, arrests and other data generated throughout the department. Attend briefings, detective and crime analyst meetings to provide and receive information on crime series and trends. Use a variety of computer software applications to retrieve and record statistical quantitative information.	30%
3	M	Provide written and oral presentations using charts and graphs to inform the department of emerging or existing crimes, crashes, patterns and trends as well as suspect and victim profiles.	20%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge of a specific vocation, administrative, or technical nature which may be obtained with two year associate’s degree, diploma or equivalent from a college, technical, business, or vocational, school; or experience in the field of criminal analysis and law enforcement.
Experience	Over one year up to and including three years.
Supervision	Job has no responsibility for the direction or supervision of others.
Human Collaboration Skills	Work requires regular interaction involving exchange and receipt of information.
Freedom to Act	Receives Direction: The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.
Technical Skills	Advanced-Work requires skills and knowledge in approaches and systems, which affect the design and implementation of major programs and /or processes within a department. Independent judgment to provide decision-making information to the Chief of Police may be assigned to this position.
Fiscal Responsibility	This job title has no budgetary/fiscal responsibility
Reading	Advanced- Ability to read literature, books, reviews, scientific or technological journals, abstracts and legal documents. Ordinarily, such education in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced- Ability to apply fundamental concept of theories; work with advanced mathematical operations and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Intermediate – Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling and grammar, using all parts of speech. Ordinarily such education is obtained at the high school up to college level. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Must be at least 21 years of age, pass the required Civil Service Examination and be in a selectable position. Must be able to obtain a valid driver’s license without record of suspension or revocation in any state; felony convictions and disqualifying criminal histories within the past three years are not allowed; misdemeanors will be evaluated on an individual basis. We reserve the right to reject any applicant on misdemeanor convictions; post certification preferred.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium	Heavy X	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	communicating with co-workers, observing work duties, observing work site
Sitting	F	driving, desk work, meetings
Walking	F	around work site, to other departments/offices/office equipment
Lifting	O	equipment, supplies, files
Carrying	O	equipment, supplies
Pushing/Pulling	O	equipment
Reaching	O	for supplies and files
Handling	O	paperwork
Fine Dexterity	O	computer keyboard, telephone keypad, calculator
Kneeling	R	retrieving items from lower shelves/ground
Crouching	R	retrieving items from lower shelves/ground
Crawling	R	under equipment
Bending	R	making repairs, retrieving items from lower shelves/ground
Twisting	O	getting inside vehicle
Climbing	O	ladders, step stool
Balancing	R	on equipment, on ladders, on step stool
Vision	F	Computer screens, driving, observing work site, reading
Hearing	F	communicating with co-workers and public and on telephone,
Talking	F	communicating with co-workers and public and on telephone
Foot Controls	F	driving
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Police Vehicles, service weapon, computers, and radios.

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	F
Physical Danger or Abuse	F
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	S
Noise and Vibration	N
Wetness/Humidity	S
Physical Hazards	D

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 2 below)	(2)

(2) Outdoors and vehicle.

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	X
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A



SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

	_____ Signature of Employee	_____ Date
_____ Job Title of Supervisor	_____ Signature of Supervisor	_____ Date
_____ Job Title of Department Head	_____ Signature of Department Head	_____ Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.

Created: 1/24/2012