

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 4141

**TITLE:** CRIME ANALYST I

**GRADE:** S-20

**DEFINITION:**

Under the general supervision of the Crime Analyst II, extracts, compiles, and analyzes data on reported incidents of crime and traffic accidents in order to identify suspects, detect problem areas, and predict trends, in support of the traffic and criminal enforcement efforts of bureau or station personnel; and performs other related duties as assigned.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This is the full-performance level of crime analysis. Positions in the Crime Analyst I class are assigned to an operations unit in the Police Department, such as the Criminal Investigations Bureau, the Operations Support Bureau, or a district police station. In contrast, the Crime Analyst II is centrally located in the Police Department=s Patrol Bureau, where the incumbent coordinates the Department=s crime analysis program and oversees the work of the Crime Analysts I.

**ILLUSTRATIVE DUTIES:**

Extracts data from subsystems of the Police Records Management System (PRMS), such as Crime Analysis, Arrests, Warrants, Accidents, Investigation Management, Juvenile Contact, and Case History;

Reviews and analyzes criminal investigation reports filed in the area to which assigned;

Enters information into the Department=s automated Crime Analysis System;

Extracts and reviews data from manual and automated files;

Analyzes collected data to detect patterns, suspects, and trends in support of patrol and investigative activities;

Uses crime data and knowledge of police programs and patrol activities within an assigned area to identify opportunities for proactive law enforcement;

Briefs station commanders and patrol supervisors on criminal activity, and participates in the planning or proactive enforcement operations;

Presents crime analysis data in an effective format by using Geographic Information System (GIS) to plot areas of criminal activity, calls for service, and/or accidents and incidents;

When County staff, station personnel, or the public request information on criminal activity, uses Statistical Analysis System (SAS) or Query Management Facility (QMF) to extract specific data from automated files and produce reports that present the information requested in an understandable format, and provides the information to the requestors orally or in writing;

Supports the commander and crime prevention officers in meetings with community groups and other County agencies;

Keeps abreast of criminal investigation techniques and the Department=s investigation reporting procedures by maintaining a close working relationship with the criminal investigators;

Routinely confers and collaborates with the Crime Analyst II and other Crime Analysts I to identify crime trends and resolve problems.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

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Knowledge of the theory, principles, practices, and methods of crime analysis;  
Knowledge of techniques used to conduct statistical analysis;  
Knowledge of criminal investigation techniques;  
Ability to acquire competent excellence in use of computer applications, including Statistical Analysis System (SAS), Query Management Facility (QMF), Geographic Interface System (GIS), word processing, and graphics;  
Ability to learn the Police Department's reporting systems;  
Ability to acquire a working knowledge of Police Department operations and practices;  
Ability to analyze statistical data and draw sound conclusions;  
Ability to extract pertinent information from law enforcement reports;  
Ability to communicate clearly and concisely, orally and in writing, with law enforcement personnel and the public.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to the following:  
Graduation from an accredited four-year college or university with a bachelor's degree in criminal justice, public administration, business administration, or a related field that included course work in statistical analysis.

**CERTIFICATES AND LICENSES REQUIRED:**

Not applicable.

**NECESSARY SPECIAL REQUIREMENTS:**

Must successfully complete a criminal history background investigation prior to appointment.

REVISED:

June 5, 2000

ESTABLISHED:

April 27, 1998