

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4142

TITLE: CRIME ANALYST II

GRADE: S-22

DEFINITION:

Under general supervision, performs advanced/specialized crime analysis work, such as gang-related activities analysis or problem and pattern analysis in particular area or field (i.e., Advanced Analysis and Support of Major Crimes and Narcotics, Operations and Support, Advanced Intelligence Analysis, or Geographic Profiling Specialist, GIS Specialist, SAS Specialist) AND/OR supervises lower level crime analysts within a patrol division and oversees the most complex high profile cases within that division; performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Crime Analyst II is distinguished from the Crime Analysis Program Manager in that the Crime Analyst II performs advanced/specialized crime analysis work and/or supervises lower level crime analysts within a particular patrol division, whereas the Crime Analysis Program Manager has overall responsibility for the entire Crime Analysis Program.

The Crime Analyst II is distinguished from the Crime Analyst I in that the Crime Analyst II performs advanced/specialized work (e.g. GIS Specialist, SAS Specialist, Link Analysis, Case Lead, Organized Crime and Homeland Security Intelligence Analysis, among others) and/or oversees and trains the Crime Analyst I in a particular patrol division, whereas the Crime Analyst I is considered journey level or full-performance.

ILLUSTRATIVE DUTIES:

Provides supervisory oversight of the Crime Analyst I within a particular patrol division;
Trains new employees at the Crime Analyst I level;
Applies advanced training techniques in the applicable field or area of expertise to crime series, trends and patterns County-wide to assist Crime Analysts I and to assist in criminal apprehension;
Serves as “help desk” to troubleshoot for Crime Analysts I;
Meets with Crime Analysts I to discuss, determine, and review crime trends, series, and patterns;
Serves as member of Advisory Counsel for Crime Analysis Program Manager in the planning and direction of the Crime Analysis Program;
Serves as back up for Crime Analysis Program Manager;
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 of 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 Analysis Program Manager and other Crime Analysts I and Crime Analysts II to identify crime trends and resolve problems.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of supervisory principles and techniques;
Knowledge of the theory, principles, practices, and methods of crime analysis;
Knowledge of criminal investigation techniques;
Knowledge of the Police Department's reporting systems;
Thorough knowledge of Police Department operations and practices;
Ability to assess training needs and to effectively train other Crime Analysts
Ability to use and understand computer applications, including Statistical Analysis System (SAS), Query Management Facility (QMF), Geographic Information System (GIS), word processing, and graphics;
Ability to conduct statistical analyses to determine crime trends, patterns, series, and predictions;
Ability to analyze statistical data and to draw sound conclusions;
Ability to extract pertinent information from law enforcement reports to assist in analysis function;
Ability to communicate clearly and concisely, orally and in writing, with law enforcement personnel and the public;
Thorough knowledge in area of specialty assignment, including Advanced GIS/mapping, geographic profiling, link analysis, intelligence analysis (organized crime rings and/or terrorism rings).

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; PLUS
Three years of experience performing work comparable to the Crime Analyst I level or equivalent, including documented proficiency in conducting advanced analysis, preferably in a criminal justice or law enforcement setting, and summarizing findings and conclusions both orally and written.

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CERTIFICATES AND LICENSES REQUIRED:

Certified Field Training Instructor in the field of Crime Analysis for the Department.

NECESSARY SPECIAL REQUIREMENTS:

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

REVISED: July 18, 2006
REVISED: June 5, 2005
ESTABLISHED: April 27, 1998