Job Description

Job Title:	Crime Analyst/Accreditation Coordinator	Classification:	Classified
Department:	Police	Grade:	170
Occupational Group:	Administrative Support	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under general direction; conducts data analyses to identify trends, identify suspects, and identify problem areas, patterns of crime, and public safety hazards. Assists law enforcement in prevention and crime deterrence; apprehension and prosecution of criminals; recovery of stolen property. Coordinates the accreditation and re-accreditation activities to ensure the Police Department meets or exceeds accreditation standards.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Assists law enforcement personnel in meeting the basic objectives of crime prevention and suppression, apprehension, and recovery of stolen property by researching and providing data analyses.
2. Collects, collates, analyzes, and disseminates information concerning crime patterns and trends.
3. Provides information to assist operations personnel, patrol, and investigations in the identification of specific and immediate crime problems and the arrest of criminal offenders.
4. Researches, compiles, analyzes, and prepares a variety of periodic and special reports about targeted crimes and high incidence areas; recommends the resource allocation on the basis of findings and research.
5. Writes grants, initiates target profile analyses, participates in special research projects, and prepares other reports as requested.
6. Develops data queries; produces reports, charts, maps, graphs, and other statistical summaries to forecast future crime occurrences and provides investigative leads.
7. Provides data to support departmental planning activities; analyzes operational data for deployment planning, resource allocation, and budgeting.
8. Provides liaisons to the Commission on Accreditation for Law Enforcement Agencies, Inc., (CALEA) for all accreditation matters.
9. Reviews complex and technical issues concerning standards and the accreditation process; meets regularly with departmental staff to report progress on accreditation efforts.
10. Assigns accreditation projects to others; drafts recommended procedures and protocols to meet the objectives for accreditation for command staff review.
11. Maintains master and archive files for agency protocols and directives and CALEA ISSR files.
12. Establishes and maintains contacts with other agencies to provide support data to community policing and prevention programs.
13. Contributes effectively to the Police Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Law enforcement terminology and narcotics investigative techniques; collection, analysis, and dissemination of criminal intelligence information; electronic spreadsheets and databases; tools and applications for effective report and presentation delivery methods; law enforcement and criminal justice processes; training adult learners; Microsoft Office Suite.

Skill in: Demonstrating data and information analytical abilities to identify trends, patterns, and cause and effect; establishing and maintaining effective working relationships with other law enforcement agency and regulatory agency/organization staff, City officials, criminal justice system staff, and the public; customer service skills; keyboarding, data entry, word processing, and relevant computer hardware and software applications; researching methodology and statistical reasoning; communicating technical and non-technical information to large groups; interpreting and preparing a variety of statistical and narrative records and reports; presenting data and reports verbally and in written form; Microsoft Office Suite.

Education: High school diploma or GED equivalent required. Graduation from an accredited college or university with a Bachelor's degree in Criminal Justice or Forensic Science is preferred. Accredited coursework in statistical analysis or related discipline is required.

Experience: One year full-time work experience in criminal pattern analyses, statistical analysis, or intelligence-based operations is required. Advanced coursework may be substituted for the work experience required.

Licenses and Certifications: Possess and maintain a valid state issued driver’s license. International Association of Crime Analyst membership is preferred, but not required.

Physical Demands Requirements and Working Conditions

This is primarily an office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in-person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	