CRIME ANALYSIS TECHNICIAN

Purpose:

To actively support and uphold the City's stated mission and values. To perform technical support to the Crime Analysis Unit through the quality control of uniformed crime reporting and the production of summary statistical reports.

Supervision Received and Exercised:

Receives general supervision from higher-level management staff.

Distinguishing Characteristics:

This is a full journey-level classification within the Crime Analysis Unit performing a variety of clerical duties and assists in the collection, analysis and dissemination of crime-related information. Employees in this class are distinguished from the Records Clerk II by the performance of more complex tasks, including assessing police reports for crime trends and patterns, analyzing data, preparing statistical reports, and providing general research assistance to professional staff. Many of the assignment are limited in scope and are standardized within clearly defined procedural framework, while some others require discretion and the ability to work autonomously.

Essential Functions:

Duties may include, but are not limited to, the following:

- Analyze crime data and compile the federally mandated monthly Uniform Crime Reports (UCR). This process includes the daily review of reports and coding of crimes.

- Review police reports and supplements for accuracy and completion and provide quality control on UCR codes as documented on police reports. This involves making appropriate changes to these codes in the record management system to reflect UCR guidelines and incident report dispositions.

- Assist crime analysis in developing crime trends and patterns by communicating any noted crime trends and suspect information to the

Tactical Crime Analyst. Pull cases for the Crime Analysts on possible trends over a period of time.

- Produce periodic discrepancy reports from modules of the Tempe Police Department record management system and work within the Records Bureau on addressing these discrepancies.

- Analyze monthly arrest and citation date and summarize data into the Monthly Arrest Register report and Monthly Citation Report. Work with the Records Bureau Arrest Clerk to verify this information.

- Track and enter domestic violence reports into the Tempe Police Department Domestic Violence Database Application. Analyze the domestic violence date quarterly to produce a domestic violence statistical summary report for the Governor's Office.

- Analyze and compile the quarterly hate crime date and statistics. Ensure the information is updated on the Crime Analysis website and work with the designated Criminal Investigations Divisions Sergeant on verifying this information.

- Work with the Office of Management Budget and Research Management Assistant on producing the annual police department summary staffing report for the Federal Bureau of Investigation (i.e., the H Form Report).

- Analyze and troubleshoot software applications including SIRE, the Tempe Police Department Domestic Violence Database Application, and the Tempe Police Department record management system.

- Document outstanding issues and concerns relating to the future record management system and implementation of the National Incident Based Reporting System at the Tempe Police Department.

- Respond to requests for UCR, hate crime, and domestic violence statistics from citizens, businesses, and other law enforcement agencies.

- Complete all statistical reports required by the state and Federal Bureau of Investigation.

- Provide assistance in undertaking police research conducted by the Office of Management, Budget and Research professional staff.

- Work with other law enforcement jurisdictions in sharing crime information and identifying crime trends and patterns.

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- Download and clean aggregate calls for service and crime data using statistical software applications.

- Prepare monthly UCR and calls for service reports for Department-wide distribution.

- Maintain electronic UCR databases and all documented operational protocol related to the Crime Analysis Technician position.

- Ensure proper disposal of confidential materials.

- Research data and provide reports to the Office of Management, Budget and Research as requested.

- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Three years of administrative and analytical support work, preferably in a law enforcement environment that includes experience working with criminal justice computer data systems.

Education:

Equivalent to the completion of the twelfth grade supplemented by clerical courses, basic crime analysis courses, computer courses, and/or other training that would increase skills in dealing with statistical reporting. An Associates Degree is desirable.

License/Certification:

None

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 105

Effective February 2007

Status: Non-Exempt / Classified

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