



# City of Tempe

## TACTICAL CRIME & INTELLIGENCE ANALYST TRAINEE+

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	490	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Police	<i>Salary / Hourly Minimum:</i>	\$24.123077
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$24.123077
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Tactical Crime & Intelligence Analyst+
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Paraprofessionals

### DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the Tactical Crime and Intelligence Analyst series. This class is distinguished from the Tactical Crime and Intelligence Analyst+ by the performance of the more routine tactical crime and intelligence analysis duties such as developing crime bulletins, identifying crime trends, as well as entering and cleaning crime and intelligence data. Trainees are required to successfully promote to the journey level.

### REPORTING RELATIONSHIPS

Receives general supervision from higher-level management staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	One year of experience performing applied tactical and/or intelligence crime analysis in a law enforcement agency. Experience using software related to Geographic Information Systems (GIS) and statistical analysis preferred in addition to Microsoft Office applications (Excel, Word, Access, and PowerPoint). Must also have knowledge of, and experience with, research and design techniques, general crime analysis principles, and the investigative and analytical practices employed in the acquisition and dissemination of criminal intelligence information.
<i>Education:</i>	Possession of a Bachelor's degree from an accredited college or university with major course works in criminal justice studies, social sciences, or degree related to the core functions of this position.
<i>License / Certification:</i>	None

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of complex tactical and intelligence crime analysis activities including the collection, analysis, and dissemination of crime and other relevant information.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Primary customers include criminal and special investigations detectives and crime scene incident commanders necessitating 24/7 (on call) coverage Monday through Sunday.
- Working closely with investigators on crime trends, including making recommendations regarding the allocation of resources, developing investigative leads, and case clearances.
- Assist in the coordination of major case investigations by prioritizing collection of data, delegating assignments, conduct field and statistical research on potential and past crime targets; forecasting crime trends, determine criminal associations and patterns of criminal activity.
- Conducting tactical crime analysis and preparing detailed crime bulletins.
- Collecting, managing, analyzing, and interpreting tactical crime data and criminal intelligence data in numerous internal and external law enforcement databases.
- Work with other law enforcement agencies and government entities regarding law enforcement and public safety issues; facilitate the exchange of tactical and intelligence criminal information between agencies; participate as a member in federal, state, and local law enforcement taskforces and partnerships.
- Develop investigative leads and hypothetical links related to specific suspects and cases; make judgments to identify and distinguish patterns and trends; perform extensive research and data analysis related to criminals and crime groups.
- Conducting field and statistical research on potential and past crime targets.
- Responding to tactical analysis requests from police personnel and attending meetings (including patrol briefings, investigative meetings, interagency meetings, and task force meetings) to share information and obtain leads for analysis.
- Monitor the establishment, maintenance, retention, destruction, and security of tactical and intelligence databases and files to ensure confidentiality, accuracy, proper dissemination and compliance with federal, state, and local laws.
- Make determination concerning acquisition, maintenance, and release of tactical and intelligence information and maintain a comprehensive knowledge and familiarity with all internal tactical and intelligence databases and systems.

- Providing information to police, City administration, and City Council for decision-making purposes; and participating in and providing information to police/City committees.
- Interacting and working effectively with police personnel, other City employees, representatives from other law enforcement agencies, the media, and the community on crime analysis/research issues, provide crime analysis training to police personnel; participating as a member in national and local organizations.
- Creating database queries. Collecting, managing, analyzing, and interpreting data and statistics using quantitative and qualitative methods; and effectively applying research methodology. Producing statistical reports that summarize research findings.
- Using computer databases, electronic spreadsheets, desktop publishing, GIS/mapping software, word processing, statistical applications, and specialized software applications to manipulate, analyze, and present information. Developing and maintaining new geographic data layers.
- Communicate clearly and concisely in both oral and written form, and effectively disseminating information; present and articulate analysis, complex and detailed statistical reports, charts graphs, and maps to managers and Department administration for decision-making purposes; present analysis and statistics in various internal and external forums.
- Making appropriate recommendations for improvements in crime analysis practices and procedures.
- Recommending and implementing goals and objectives for special programs, projects and systems.
- Recruiting, interviewing, training, and supervising Crime Analysis interns including evaluating and monitoring the intern work flow and performance.
- Providing crime analysis training to police and City personnel, outside professional groups, and other agencies/individuals/groups visiting the Police Department.
- Preparing and update procedures/protocols on crime analysis related activities.
- Physically present to perform the duties of the position.

## PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Pending

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking

Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> <a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Effective November 1988*

*Revised April 1999*

*April 2005 (slight changes to responsibilities, added preference to training guidelines).*

*Revised Sept 2006*

*Revised August 2008 (title change from Crime Analyst I/II, sections added for when assigned to Planning & Research Analysis as well as Tactical and Intelligence Crime Analysis)*

*Revised October 2011 (separated Police Analyst into two classifications, establish as a new classification and change FLSA status to non-exempt per the department's request)*