City of Tempe

TACTICAL CRIME AND INTELLIGENCE ANALYST+

JOB CLASSIFICATION INFORMATION

Job Code:	491	*Department:*	Police
Supervision Level:	Non-Supervisor	*State Retirement Group:*	ASRS
Status:	Classified	*Market Group:*	Tactical Crime & Intelligence Analyst+
Safety Sensitive / Drug Screen:	Yes	*Physical:*	No

Click here for more job classification information including current salary range.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Tactical Crime and Intelligence Analyst series.   Employees within this class are distinguished from the Tactical Crime and Intelligence Analyst Trainee+ by the performance of advance levels of the full range of duties as assigned including all facets of crime analysis, with emphasis on tactical crime and intelligence analysis functions; routinely presenting information at internal and external meetings, conducting comprehensive projects; and supervising college interns.

Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating practices, policies, and procedures of the work unit. Positions in this class are filled by advancement from the lower class of Tactical Crime and Intelligence Analyst Trainee+, or, when filled from the outside, and depending on assignment, require a minimum of two years of prior progressively responsible tactical and/or intelligence analysis experience, preferably in a law enforcement agency. Appointment to the higher class requires that the employee be performing the full range of duties assigned to the class.

REPORTING RELATIONSHIPS

Receives supervision and direction from the Crime and Intelligence Supervisor in the Data and Technology Bureau of the Police Department or from other supervisory and management staff.

May exercise functional and technical supervision over less experienced staff and college interns.

MINIMUM QUALIFICATIONS

Experience:	Two (2) years of crime analysis experience in a law enforcement agency. Experience using software related to Geographic Information Systems (GIS) and statistical analysis is 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.
Education:	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. A Master's degree is preferred.
Additional:	Must pass police polygraph and background examination.

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.

- Conducts research and strategic and tactical crime analysis to identify crime patterns and trends, analyzes tactical crime data, criminal intelligence data, long term crime patterns and trends using probability studies and complex statistical analyses such as crosstabulation, correlation, and regression analysis; develops victim and suspect profiles (e.g. physical or vehicle description profiles);forecasts future criminal activity.

- Conducts crime trend/pattern analysis activities using qualitative, temporal, and geographic measures and statistical methods. Prepares detailed crime analysis bulletins.

- 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 call detail record and geolocation analysis to include writing reports, producing maps and animations, and the ability to testifying in court to these products.

- 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 familiarly 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, outside professional groups, and other agencies/individuals/groups visiting the Police Department; 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 workflow 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.

- Perform related duties as assigned.

PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Work is performed in a general office environment with moderate noise;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work;

- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
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
For more information about the City of Tempe's competencies for all classifications: City of Tempe, AZ : Competencies		

JOB DESCRIPTION HISTORY

Effective November 1988
Revised April 1999
April 2005 (slight changes to responsibilities, added preference to training guidelines).
Revised September 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)
Revised June 2021 (distinguishing characteristics, reporting relationships, and job duties)