MAJOR FUNCTION

As a Crime Analyst with the Tallahassee Police Department, the incumbent will play a pivotal role in advancing the investigation and prosecution of criminal activities through comprehensive analysis. Work involves the meticulous collection, processing, and dissemination of data across local, state, and federal jurisdictions. The primary responsibility will be to identify and analyze crime trends and patterns to refine operational strategies and support Intelligence-led Policing initiatives. Additionally, you will work closely with detectives, offering critical analytical insights and resources to bolster their investigations and enhance overall law enforcement effectiveness.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES

Essential Duties

Requires expertise in statistical analysis, Geographic Information Systems (GIS), and data management. Demands exceptional research and analytical skills, with the ability to collate complex data into clear, actionable insights. Excellent communication skills are essential for preparing detailed reports and engaging with command staff.

Analyzes crime reports, compiles and interprets statistics, and develops predictive trends to enhance crime reduction strategies. Reviews all reported incidents, classifies them according to unified crime specifications, and evaluates offense reports to determine which warrant further investigation. Provide the Criminal Investigation Division with pertinent information on suspects and relevant data to enhance investigations.

Creates actionable intelligence from data, assists in ongoing investigations, and prepares various bulletins and reports. Conducts thorough research using both law enforcement-sensitive and open sources to support active cases. Utilizes GIS, to generate analytical products to forecast and prevent future crimes.

Assembles, organizes, and analyzes crime data to develop corrective actions or programs and handles special projects requiring detailed research and statistical analysis as needed. Responds to citizen inquiries related to crime and statistics and perform other related duties as required.

DESIRABLE QUALIFICATIONS

Knowledge, Abilities and Skills

Knowledge of Unified Crime Reporting (UCR) and National Incident-Based Reporting (NIBRS) systems, with a strong emphasis on classification specifications. Ability to apply crime research principles and methods to systematically collect, organize, and evaluate data, Ability to develop logical conclusions and identify crime trends and patterns to support investigations and strategic planning. Demonstrates proficiency in statistical methods and research techniques and have familiarity with investigative and identification methods.

Ability to perform basic arithmetic calculations. Knowledge of ESRI ArcGIS software, and SQL syntax and database queries. Ability to establish and maintain effective working relationships as required by job assignments, Communicate complex information clearly and effectively, both orally and in writing. Ensure the confidentiality of records, and maintain the accuracy, timeliness, and validity of all reports and information disseminated by the unit.

Minimum Training and Experience
Possession of a bachelor's degree in criminology, criminal justice, sociology, accounting, business or public administration, mathematics, computer science, or related field from an accredited college, university or technical/vocational school. Experience that includes crime analysis, criminal intelligence, or analytical work in the criminal justice or social research field may be substituted on a year-for-year basis for the required education.

Note: Preference may be given to applicants who possess the following certifications: Microsoft Excel, FDLE, IACA or IALEA, or other relevant state or federal analyst certifications. Preference may also be given to applicants with experience in law enforcement data and intelligence systems.

Necessary Special Requirements
Applicants should truthfully complete the Criminal History Questions on the City Employment Application. Any omissions, falsifications, misstatements, or misrepresentations of the information provided may disqualify an applicant. The top applicant chosen for this position will be required to complete and pass a Truth Verification Examination prior to an employment offer being made.

Revised: 09-27-83
           01-26-90
           04-19-93
           05-21-99
           04-20-04*
           03-03-10
           08-10-16
           02-18-17
           06-06-25