



CRIME ANALYSIS SUPERVISOR

AGENCY/DEPARTMENT:
Police/Police

Approved By HR Director: *Gordon Johnson*
Date Approved: 11/19/2002
Date of Last Revision: *[Signature]*

Reports to: Police Captain
Supervises: Crime Analyst
Conflict of Interest Code Filer:

JOB SUMMARY: Under general supervision, performs analytical processes in overseeing the investigation and collection of crime data, patterns and trend correlations; and performs other related work as necessary.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Plan, instruct, and assign duties to subordinates; provide leadership and check employee proficiency.
2. Recommend hiring, discipline, or termination of, and train, prioritize, schedule, assign, oversee, and evaluate the work of a staff or administrative and clerical personnel.
3. Monitor the progress of departmental projects, offer suggestions for the completion of assigned projects, perform project final close outs and compile reports of start and completion dates, quantities and costs of materials, labor, and equipment, and other pertinent cost figures.
4. Oversee the investigation and collection of crime data and ensure that it is organized into tactical, strategic, and case management reports.
5. Coordinate the development of the crime watch alerts and oversee the distribution of information to concerned individuals and units.
6. Direct the production and maintenance of an information library of tactical investigative enhancement products for such units as Uniform Patrol, Crime Against Person, and Crime Against Property.
7. Assist other law enforcement agencies by providing needed information and by participating in special programs created to secure, use, and exchange sensitive information with multiple agencies.
8. Appear in court to verify crime statistics and to testify on maintained crime data.

QUALIFICATION GUIDELINES:

EDUCATION: Bachelor's Degree from an accredited college or university in Criminal Justice, Public Administration, or related field

EXPERIENCE: Five years employment as a crime analyst or performing statistical and analytical responsibilities in a public safety agency including one year of experience with two or more of the following computer languages or operating systems: Open VMS, VAX Datatrieve, Focus, Visual Basic, Microsoft Windows NT, or Novell Netware and including one year of experience of system-management, or user-management of a local area or wide area network

KNOWLEDGE OF:

- Geographic information systems.
- Laws regarding dissemination of law enforcement records and information.
- Various types of computers and computer operating systems.
- Crime trends and patterns.

- College level work in statistics and research methods.
- Word processing, spreadsheet, database, and statistical computer applications.
- Oral and written presentation techniques utilizing various audio/visual equipment.
- Planning, managing, or coordinating a structured multi-agency seminar for training or information exchange.
- Extracting and presenting crime data.

ABILITY TO:

- Testify as a witness in a court of law.
- Analyze data, use independent judgment, make conclusions, and present recommendations in a clear and concise manner.
- Define objectives of a project, set goals and priorities, manage time and resources.
- Work under pressure.
- Establish and maintain cooperative working relationships.

LICENSES:

CERTIFICATIONS:

- California Department of Justice Certificate in Crime and Intelligence Analysis
(Required within 18 months of appointment)

SPECIAL REQUIREMENTS:

FLSA Exemption Status: Exempt

Employee Unit: San Bernardino Public Employees Association

DOT Program Participant: No

Job Family: Police - Non-Sworn

Career Progression: