

## CRIME ANALYST

### NATURE OF WORK IN THIS CLASS:

This is moderately complex and technical work involved in the correlation and identification of patterns, trends, common characteristics and underlying causes of crime by collecting, collating, analyzing and disseminating data and developing law enforcement operational and tactical plans and programs.

Employees in this class perform the full range of moderately complex crime analysis system work by identifying crime patterns and trends through analysis of information cases on statistics, conferences, observation, reports, recommendations and evaluations.

**ILLUSTRATIVE EXAMPLES OF WORK:** (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed).

Identify and analyze methods of operation of individual criminals.

Identify and analyze individual components of each crime.

Provide crime pattern recognition.

Provide analysis of data from police records, field interrogations and arrest reports.

Provides estimates of future crime trends and assists in the identification of enforcement priority that can be useful to long range planning efforts.

Provides data relative to the temporal and geographic distribution of selected crimes, by location, type, times and days of week and may include modus operandi factors, suspect information, victim and target descriptions and property loss information.

Identifies similarities among offenses and reveals commonalities and patterns in the characteristics of current crime problems.

Assists in the screening and ordering of list of suspects.

Assists in the screening and ordering of specific crime that may involve an offender already in custody.

Identify all sources available to the Department containing data essential to crime analysis process, field interview forms, arrest reports, other government agencies, private organizations, other entities of the common justice system, local and federal.

Prepares crime analysis information for distribution to agencies outside the Department to enhance public information and generate community support.

Establishes liaison and mutual cooperation with all law enforcement and criminal justice entities, local and federal, regional, national and international on Guam and in the law enforcement community world-wide.

Develops and maintains past and current crime patterns and characteristics within the island and the region.

Prepares crime analysis information in the form of spot maps and/or computer-generated printouts.

Prepares projections and analysis for research to supplement the work of Special Investigations, Narcotics, Vice and other modules of the Department's Criminal Investigations Division, Operations Division and Management.

Prepares MOs and profiles of national and international criminal groups.

Assist and prepare crime analysis information to be utilized in developing tactics for operational components, general crime suppression strategies, and manpower and resource projections for long-range plans.

Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of the principles, practices, methods and techniques of modern management, public administration, statistical crime analysis, investigative and identification methods and techniques including methods of characteristics analysis.

Knowledge of statistical concepts and research methodology as well as application and interpretation of statistical methods and techniques and to formulate logical, VALID conclusions.

Knowledge of departmental program objectives, policies, standards, procedures and activities.

Ability to analyze offenses, identify similarities and research logical conclusions based on such information.

Ability to make clear, concise oral and written reports and presentations and to prepare charts, graphs, spot maps and computer printouts.

Ability to communicate effectively, orally and in writing with a wide variety of diverse groups and people.

Ability to make work decisions in accordance with appropriate guidelines.

Ability to work effectively with the public and employees.

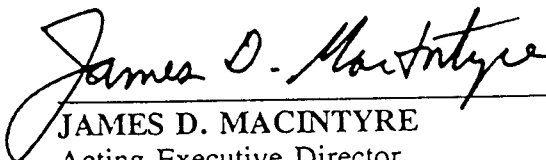
Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- a) One year of technical experience in Law Enforcement and graduation from a recognized college or university with a Bachelor's degree in criminal justice, sociology, statistics or related field; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: NOVEMBER, 1993

PAY GRADE: L



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JAMES D. MACINTYRE  
Acting Executive Director  
Civil Service Commission