CRIME ANALYST SUPERVISOR
(Albany Police Department)

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Police Command Staff, the incumbent supervises the collection and dissemination of all statistical data amassed by the Police Department. This position is that of a professional statistician and involves performing statistical analysis of departmental data, compiling statistical records and data, and the production of numerous periodic statistical and special reports. Unique to this position is responsibility for extracting data of criminal activity and providing the police staff with analysis of criminal activity, trends, similarities, comparisons, and overall scenarios of various criminal activity. Considerable latitude is given for the exercise of independent judgment and initiative. Supervision is exercised over statistical unit personnel.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Collects, organizes and analyzes statistical data and information in reference to criminal activity and criminal offenders;
- Collects and converts raw data into valid criminal intelligence information and conveys information to personnel in various formats;
- Collects, stores and disseminates information gathered/received related to public safety including criminal activity, terrorism, national security, emergency management, etc;
- Collects, processes and maintains information received in reference to Investigative Initiatives and arrests;
- Supervises and assists in developing target profile analysis for career criminals;
- Assists in producing weekly and monthly synopses and investigative agenda;
- Attends meetings, trainings and conferences related to criminal analysis and intelligence gathering;
- Leads and participates in the development of target profile analysis for career criminals;
- Produces statistical analysis on the linkages and similarities between crimes, offenders, suspects and victims, and makes recommendations on the current trends based upon the analysis of crime data;
- Supervises and assists in developing target profile analysis for career criminals;
- Analyzes the linkages and similarities between crimes, offenders, suspects and victims and makes recommendations to Command Staff on the current trends based upon the analysis of crime data and various research or statistical findings;
- Studies changes and emerging trends in drug trafficking and drug related crimes;
- Supervises and assists in the identification and development focused on increasing the quality and quantity of data collection, storage and dissemination of information;
- Researches and maintains changes and emerging trends in drug trafficking and drug related crimes;

- Supervises the preparation of basic crime-related maps and other maps utilizing department Geographic Information Systems (GIS) software;
- Performs association link analysis and other techniques by drawing data from departmental, private and open sources to form information on groups and their inter and intra-relationships;
- Leads and participates in the identification and development focused on increasing the quality and quantity of data collection, storage and dissemination of information;
- Delegates tasks to and oversee the quality of subordinate crime analyst's work;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the techniques used in compiling, tabulating, verifying and presenting statistical data on a professional basis;
- Good knowledge of the principles and practices of management, research methodology, organizational planning and statistical analysis;
- Good knowledge of law enforcement, criminal justice systems and criminal behavior;
- Good knowledge of the laws applicable to record keeping and dissemination of restricted information;
- Good knowledge of personal computers and office equipment;
- Ability to interpret crime statistics;
- Ability to collect, analyze, and evaluate data in both qualitative and quantitative techniques;
- Ability to use GIS mapping software and prepare accurate base maps, including geocoding;
- Ability to use spatial analysis techniques to produce thematic overlays, including graduated symbol crime and offender maps, shaded maps and hot spot maps;
- Ability to conduct demographic analysis;
- Ability to understand, interpret, and analyze complex and detailed written material including investigative reports;
- Ability to plan, organize and supervise the work of others;
- Ability to prepare clear, concise and informative oral and written reports related to the development of statistical studies and their results;
- Ability to interpret complicated statistical requests;
- Ability to present data, reports, and comments clearly and concisely both orally and in writing;
- Ability to establish and maintain cooperative relations with the public and other governmental   and private agencies;
- Ability to effectively communicate in both orally and in writing;
- Thoroughness;
- Accuracy;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Master's Degree in Criminal Justice, Mathematics, Public or Business Administration, or other related field, including course work in research and statistical methods and one (1) year of fulltime paid experience in a criminal justice agency whose work emphasis deals with crime related data; **OR**

B) Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in Criminal Justice, Mathematics, Public or Business Administration, or other related field, including course work in research and statistical methods and two (2) years of fulltime paid experience in a criminal justice agency whose work emphasis deals with crime related data; **OR**

C) Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in Criminal Justice, Business Administration or a closely related field, which shall include at least twelve (12) credit hours in statistics, and three (3) years of paid fulltime experience in a criminal justice agency whose work emphasis deals with crime related data ; **OR**

D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

NOTE:

- Position may require ability to work Saturdays, Sundays, and holidays; and able to work shift assignments during the day, evening and nights.