

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

07-26-01

CRIME AND INTELLIGENCE ANALYST, 2236

Summary of Duties: Researches, compiles, and analyzes and maps crime trends and patterns; disseminates information related to criminal activity; assists patrol, investigative and administrative staff in planning the deployment of resources for the prevention, intervention, and suppression of criminal activities; acts as liaison to all Los Angeles Police Department and neighboring law enforcement Crime Analysis Details; may act as lead analyst; and performs related work.

Distinguishing Features: A Crime and Intelligence Analyst is involved with the specialized technical nature of crime analysis and develops specialized reports based on the use of numerous computerized criminal history systems to analyze crime trends. Crime and Intelligence Analysts may act as lead workers and assign and review the work of other Crime and Intelligence Analysts and support personnel. Assignments are received in general terms and work is reviewed in terms of results obtained.

Example of Duties: A Crime and Intelligence Analyst:

- Researches, analyzes, and compiles data from a variety of sources including crime reports, census, economic, demographic reports and data from other agencies to determine similar offense patterns by comparing unique descriptors or variables, including crime type, object of attack, suspect description, suspect modus operandi, suspect vehicle descriptions, physical evidence and correlating this information with evolving or existing crime patterns, series, and trends to assist in criminal investigations;
- Uses crime analysis techniques, including mapping, statistical analysis, and basic time series analysis to view, evaluate, and forecast future crime occurrences by examining modus operandi conclusions regarding dates, times and locations of future criminal events and advises personnel of anticipated criminal activities;
- Identifies what type of person, structure, vehicle or establishment is likely to become a target (victim) of crime through target profile analysis;
- Develops crime/suspect, suspect/crime correlation and articulates crime problems to individuals and groups within the law enforcement community;
- Analyzes and compares operational data including crime trends, hot spots, type and location of incidents, and periods of peak activities to assist in the development and implementation of directed patrol programs and special task forces;
- Develops profiles of suspects and correlates recent parolees, known offenders, gangs, key individuals, places, events and relationships with other known criminals or suspicious persons;
- Searches manual or automated data files for previously arrested persons, matching suspect descriptions including, but not limited to, modus operandi, tattoos, monikers, associations, affiliations and provides investigative leads to detectives and other concerned personnel;
- Assists in case clearance processes by providing investigators with crime information to link suspect(s) to other offenses for which they may be responsible;

Example of Duties (Cont.):

Prepares and disseminates crime summaries, crime series/patterns bulletins, daily crime information bulletins, area crime control evaluations, deployment guides, crime cluster analysis, crime alerts, situational analyses, crime-suspect correlation, crime potential identification, victim/suspect/target profiles, statistical summaries, and after-action reports to enhance proactive and reactive law enforcement;

Reviews and analyzes crime and arrest reports to identify and evaluate applicable data elements relating to the modus operandi, suspects' descriptors, property taken, vehicle and weapon used in the commission of the crime to aid identification, and apprehension and prosecution of criminal offenders;

- Organizes, maintains and enhances manual and automated systems for storage and retrieval of crime information, input data elements and modus operandi codes into the appropriate Consolidated Crime Analysis Database (CCAD) and Event Index (EI);
- Operates and accesses various automated systems such as MapInfo, Customer Information Control System Production (CICSP), Network Communication System (NECS), California Law Enforcement Violent Criminal Information Network (VCIN), Crime Analysis Geographic Information Systems (CAGIS), and other law enforcement databases and public records to locate suspects and wanted individuals;
- Provides support data to community policing and crime prevention programs by supplying information needed to help solve crime problems;
- Meets with Area commanding officers, supervisors, and other personnel to discuss crime activity for the purpose of deployment, tactical action, strategic planning, and resource allocation or to respond to community needs;
- Develops and maintains effective liaison with local, state and federal law enforcement agencies to exchange crime information;
- May testify in court as to methodology employed in gathering information used in Crime Analysis Unit reports;
- May perform supervisory or lead worker duties in crime analysis.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A Crime and Intelligence Analyst must have the following knowledges and abilities:

Knowledges of:

- Law enforcement research design and statistical methodology;
- Research methods for measuring effectiveness and direction of specific departmental crime programs;
- Crime analysis and data analysis;
- Crime analysis applications;
- Basic elements of criminal intelligence;
- Criminal investigative analysis;
- Data processing and computer based systems capabilities as they relate to gathering, retrieving, storing, and manipulating data;
- Organizational skills necessary to proficiently complete assigned crime analysis duties;
- Safety principles and practices;

Knowledges of (Cont.):

- The use of computer software related to crime analysis applications including, but not limited to, MapInfo and/or ArcView mapping software, scanning software, MS Access, MS Excel, MS Word, MS Photo Editor and MS PowerPoint;
- Organization, responsibilities, functions, and procedures of the Los Angeles Police Department;
- Laws and regulations related to equal employment opportunity and affirmative action;

The **ability** to:

- Gather factual information and conduct research;
- Retrieve, manipulate, and interpret information stored in mainframe and personal computers;
- Analyze and evaluate a variety of data and make logical, defensible conclusions or recommendations based on that data;
- Prepare and interpret statistical computations, charts and graphs;
- Prepare and present oral and written reports and recommendations clearly, concisely, accurately and logically;
- Communicate and deal tactfully and effectively with department management, patrol and investigative personnel, supervisors, other employees and representatives from other law enforcement agencies.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitation.

Minimum Requirements:

1. Two years of full-time paid professional experience in a class at least at the level of Management Assistant performing duties in researching, compiling and analyzing crime trends and patterns in a law enforcement agency; **or**
2. Graduation from a recognized four-year college or university and completion of a Certificate Program in Crime and Intelligence Analysis from a recognized college or university.

Licenses: A valid California driver's license may be required for some positions.

As provided in Civil Service Commission Rule **2.5** and Section **4.55** of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.