SENIOR CRIME AND INTELLIGENCE ANALYST (2241)
TASK LIST 2019

I.   EMPLOYEE DEVELOPMENT AND TRAINING

1. Trains Crime and Intelligence Analysts in the use of various applications of the computer system including law enforcement searches such as crime, arrest, traffic collision, and victim and suspect searches, geographic information mapping, 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; understanding computer programming and processing methods to generate, organize, and display a wide variety of complex statistical and other research data.

2. Trains Crime and Intelligence Analysts, commanding officers and Department personnel in the methods, policies, and procedures used in crime analysis work.

3. Trains department personnel to inform investigators and supervisors with the products and services that the Crime Analysis Details prepare and how the Crime and Intelligence Analyst can provide support in the identification, apprehension and prosecution of criminal offenders.

4. Develops protocols and procedures involving data security, information dissemination, computer usage, and interaction with other Department entities and outside agencies, as well as effective crime analysis practices, to be used by all Crime analysis Details.

5. Develops, mentors and guides employees in preparation for promotional opportunities.

6. Monitors and provides feedback on the quality and quantity of crime bulletins, and all other Crime Analysis reports produced by individual Crime Analysis Details.

7. Trains Department personnel in the proper use of the Department's Crime and Analysis Applications and other software such as the Crime Analysis Mapping System (CAMS), Palantir, Excel, NECS, TSO PREDPOL, LASER, etc.

8. Trains Department personnel in the analysis of crime data to develop crime strategies and/or identifying suspects.

9. Trains Department personnel in preparing for and providing maps, reports and other documents as needed for Area, Bureau and Citywide Compstat meetings.

II.   SUPERVISORY AND ADMINISTRATIVE DUTIES

10. Plans, organizes, directs, prioritizes and delegates workload of subordinate staff, monitors workload progress, and provides feedback to personnel.

11. Conducts Personnel complaint investigations.

12. Prepares employee evaluations, commendations, counseling and discipline-related documents.

13. Prepares and supervises preparation of the more difficult and complex crime analysis projects involving reports and queries of crime trends via data-driven policing, COMPSTAT, and comparative analysis.

14. Administers grants and ensures grant contract compliance in accordance to the provisions of the grant.

15. Reviews present and pending legislation and programs to determine the effects on the Department's policies and procedures.

16. Assists the Department's government liaison in developing legislative proposals or program recommendations involving crime analysis trends.

III.   COMMUNICATION AND INTERPERSONAL RELATIONS

17. Coordinates the sharing of regional crime analysis information via phone calls, e-mails, at meetings, workshops and regular contacts with counterparts in other agencies to develop and maintain effective liaison with local state and federal law enforcement agencies to exchange crime information and other crime related activities.

18. Conducts presentations to Department command staff and other Department, City and non-City Personnel on trends pertaining to crime, arrests, calls for service, and traffic collisions, etc. affecting the City of Los Angeles.

19. Testifies in courts regarding the methodology employed in gathering information used in Crime Analysis Unit reports.

20. Identifies sources and methods necessary through research and outreach to obtain criminal justice, public and private sector grant funding.