

CITY OF LINCOLN CRIME ANALYST I/II

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, performs administrative, strategic, and tactical analyses in support of Police Department operations; identifies and communicates crime trends and/or patterns of actual and anticipated criminal activity to increase the effectiveness of patrol deployment, crime prevention, and the apprehension of suspects; provides professional and analytical support to all divisions and assigned areas of responsibility; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

Crime Analyst I

The **Crime Analyst I** is the entry-level class in the Crime Analyst series that allows the incumbent to develop journey-level knowledge and abilities. Initially, under immediate supervision from an assigned supervisor, incumbents perform the more routine and less complex support assignments while exercising judgment and initiative in their assigned tasks. As experience is gained, there is greater independence of action within established guidelines. This classification is alternatively staffed with Crime Analyst II, and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher-level class.

Crime Analyst II

The Crime Analyst II is the full professional-level class in which the incumbent is expected to independently perform the full scope of advanced administrative, strategic, and tactical analyses, independently analyze crime data from crime reports and other information, and communicate crime patterns, trends, and evidence of criminal activity using various illustrative and statistical methods.

SUPERVISION RECEIVED/EXERCISED:

Crime Analyst I

Receives immediate supervision from the Police Captain or their designee. Incumbents of this class do not routinely exercise supervision.

Crime Analyst II

Receives supervision from the Police Captain or their designee. Incumbents of this class do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Prepare, analyze, and disseminate information relevant to actual and anticipated criminal activity; identify and interpret criminal activity, patterns, trends, and relationships using qualitative and quantitative methods.

- Assist with research analysis and feedback on long-term projects such as beat redistribution studies, call volume, and statistical reports.
- Develop detailed maps using Geographic Information Systems (GIS) software and analyses of spatially referenced data, including crime reports, calls for services, parolees, sex or arson registrants, and other relevant data.
- Develop and maintain effective relationships, and participate in meetings with departmental personnel and other local, state, and federal law enforcement agencies to exchange and develop intelligence information.
- Use a variety of computerized systems to create charts, association matrices, link analyses, graphs, and exhibits to assist in investigations, tactical operations, and prosecution.
- Prepare and present analytical findings to departmental personnel, City Council, and the public; testify in court.
- Produce and disseminate time-sensitive law enforcement bulletins, hot sheets, and other law enforcement related documents.
- Conduct briefings and/or presentations of crime and intelligence information for employees and outside agency staff.
- Provide tactical and real-time intelligence for in-progress incidents and active cases.
- Assist in the development, implementation, and evaluation of procedures, policies, and objectives of the department in relation to crime analysis.
- Perform a variety of records duties including data entry, processing, and releasing records, and receiving and responding to questions from the public and outside agencies.
- Review requests for reports and make determinations regarding the release of information.
- Review records for compliance with the records retention policy; purge and prepare documents for destruction as required.
- Perform related duties as required.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and retrieving and entering data using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work-related documents. Acute hearing is required when providing phone and personal service. Additionally, the incumbent in this position may work in all weather conditions including wet,

hot and cold. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

QUALIFICATIONS:

The following are minimal qualifications necessary for entry into the classification.

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Crime Analyst I/II**. A typical way of obtaining the required qualifications is to possess the equivalent of:

Crime Analyst I

Two years of responsible work experience conducting detailed analysis on data collected, which requires the preparation and submission of findings, projections, and/or conclusions with recommendations. A bachelor's degree in criminal justice, or a related field, may be substituted for the two years of experience.

Crime Analyst II

In addition to the above, two years of experience equivalent to that of a Crime Analyst I in the City of Lincoln.

License/Certificate:

Possession of, or ability to obtain a valid Class C California driver's license.

KNOWLEDGE/SKILLS/ABILITIES: *(The following are a representative sample of the KSAs necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the I and II levels.)*

Knowledge of:

Principles, practices and methods of administrative, strategic, and tactical crime analysis and criminal intelligence; methods and techniques of research, collection, and statistical analysis of crime data as applied to law enforcement activities; geographic information systems (GIS), computer aided dispatch (CAD) and records management systems (RMS) as used in law enforcement; federal, state, and local automated information systems used in the collection, analysis, and reporting of information related to criminal activities, such as CLETS and NCIC; terminology used in the description of criminal activity; project coordination and management; laws applicable to record-keeping and dissemination of restricted information; modern office equipment and computers including word processing, spreadsheet, and database applications; proper English, spelling and grammar.

Skill to:

Communicate clearly and concisely, both orally and in writing; operate an office computer and a variety of software applications used to perform statistical tracking and analyses.

Ability to:

Research, collect, analyze, and present information related to criminal activity; prioritize tasks and work independently; compile and interpret statistics and analyze various crime data; prepare extensive reports, maps, charts, graphs, and other visual aids; preserve confidentiality of sensitive material routinely encountered as part of work assignments; gather, assemble, analyze and evaluate facts and evidence; remain current in information technology trends and services; separate facts and assumptions; operate an office computer and a variety of word processing and software applications related to work; establish and maintain effective working relationships; interpret and apply federal, state, and local policies, procedures, laws, and regulations.

FLSA:	Nonexempt
Employee Group:	Lincoln Police Officer's Association
Adopted:	02/25/2025