

GENERAL DEFINITION OF WORK:

Performs responsible, technical work with the Sheriff's Office; to compare, forecast and disseminate crime and intelligence information from crime reports and other available data to assist with prevention, detection, investigation and prosecution of crime. Crime Analysts are assigned to criminal investigation and operational units of the Sheriff's Office.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Collects, reviews, interprets, summarizes, evaluates and interrelates general and specific crime data and demographics to draw conclusion about the significance of various facts; identifies actual or potential crime problems or emerging threats, and makes recommendation to appropriate division command staff regarding targets, directed patrols or other law enforcement strategies and tactics to prevent to reduce criminal activities.

- Research and analyze complex law enforcement data, identify and interpret criminal activity, patterns and trends; search large volumes of data, police records, online databases, social media platforms and other relevant systems to conduct analysis.
- Identifies and develops sources and types of information needed to assist in solving criminal cases as directed. Interprets data gathered and suggest investigative alternatives.
- Makes comparative analysis of similar inter-jurisdictional crimes; dissemination of information/intelligence as appropriate.
- Monitor local, regional, and national crime trends; act as a department liaison to external law enforcement agencies, regional intelligence and fusion centers.
- Prepares courtroom exhibits such as timeline graphs, link charts, slide shows, cellular telephone record analysis, and photo exhibits; testify in court as required.
- Attend information sharing meetings, investigative briefings; make written and oral presentations.
- Develop and produce maps using geographic information systems (GIS) and/or other applications to conduct spatial analysis of a data set; assist in crime and intelligence analysis and investigations.
- Provide crime summaries, bulletins, maps, offender workups, threat assessments and other information to support and coordinate investigations.
- Identify crime patterns by geographic area, reporting district, time of day, day of week, modus operandi, and other statistical probabilities.
- Provide timely and actionable information and intelligence regarding past, present, and future crimes and crime trends.
- Prepares analytical, strategic and statistical reports as requested by command staff.
- Remain current with source data agencies and the rules and regulations of using information and the latest trends in crime analysis processes and technologies.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles and techniques of statistical analysis systems; thorough knowledge of principals, practices and techniques used in crime and intelligence analysis; general knowledge of current principles and practices of investigation used in a law enforcement agency and of geographic information systems and spatial analysis; general knowledge of the jurisdiction and functions of local, state, and federal government functions; ability to prepare accurate and concise reports; attention to detail; ability to establish and maintain effective working relationships; ability to use personal computer and applicable software in law enforcement; ability to retrieve relevant facts from reports; ability to adopt, develop and assimilate new analytical techniques; ability to communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to 4 years of college level course of study in accounting, statistics, criminal justice, law enforcement, or related fields. Up to 2 years experience with emphasis on researching, compiling and interpreting surveys and/or statistical data, preferably pertaining to criminal activities, may be substituted on year for year basis for education. Candidate should be able to demonstrate a strong computer background and show proficiency in Microsoft Office applications. Preferred certification in Crime and Intelligence Analysis.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching and fingering; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Must possess a valid driver's license; must pass DMV records check; must pass polygraph and comprehensive background investigation. The Commonwealth of Virginia requires a Virginia Criminal Information Network (VCIN) certification for this position. To obtain the VCIN certification, you must be a United States citizen or have been a legal resident of the United States for the past 10 consecutive years.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.