

## **CRIME ANALYST**

### **DEFINITION OF WORK**

Employee in this classification performs specialized work of a technical nature in support of the Sheriff's Office crime detection and prevention efforts. An employee in this class collects and analyzes statistical data relative to crimes and activities related to the Sheriff's Office, and determines what information and data are reported to crime investigators and management. Employee gathers, develops, and organizes criminal intelligence on suspects and events to weigh against criteria in order to obtain probable cause which could assist in determining patterns of crime or provide sufficient probability to make an arrest. Work also includes the role of victim witness coordinator and assists legal advisors on cases requiring background checks and other pertinent information related to current or open cases; provides assistance in dealing with complaints from citizens and handles confidential information for the Sheriff and Sheriff's attorney. Employee develops, formats, and prepares reports identifying trends, patterns, workloads, and other factors relevant to crime detection and prevention for the County. Employee is responsible for developing procedures and processes to accomplish the assigned tasks with input from the Chief Deputy Sheriff and work requiring a degree of analysis and interpretation of policies, procedures, regulations, and laws. Work processes are typically well defined, however, changes in laws, policies, and regulations governing work require modification of existing and the creation of new procedural processes to meet the needs of the County. Work involves data gathering and analysis, determining initial recommendations and actions, and discussions with sworn and non-sworn personnel when presented with conflicting data. Work is performed under the supervision of the Sheriff and is evaluated through conferences, reports, completed projects, and feedback.

### **EXAMPLES OF WORK**

Employee provides professional work of a technical nature for the Sheriff's Office in the area of determining trends and analysis of crimes to assist the sworn personnel in reducing the crime rate within the County by apprehending the appropriate suspects; analyzes raw data and correlates to existing data to determine any criminal relationship; assists the Sheriff's Office and five federal agency task forces along with sworn personnel in providing needed confidential information on specific subjects providing complete packets on the subjects in question; provides crime information to the public and to community watch groups; produces information on specific individuals on possible threats to specific judges and judicial employees; provides drivers' license checks on all applicants qualifying for a director level position within the County, new hires, and current employees; assists the detective division with cases to include writing court orders and locating information on suspects and missing persons; serves as the agency representative for the regional organized crime information center which requires dissemination of intelligence bulletins, requesting, acquiring, and returning specific equipment necessary for certain felony cases; meets CALEA Standards for Accreditation on reports and intelligence information; creates specific reports from database programs to gain statistical information on crimes; assists victims of domestic violence in preparing domestic violence 50B Civil no contact orders; provides assistance in court and at Safe Link Domestic Violence Office where domestic violence packets and no contact orders are completed prior to judicial approval; assists victim with a safety plan for victims and children of domestic violence and procures housing and counsel as needed; assists detectives in procuring felony warrants on suspects of domestic violence; responds to questions from the North Carolina Victims Assistance program; runs background information and other necessary information on specific individual involving court cases and potential concerns for the County citizens; attends court hearing as needed; coordinates the Cape Fear Regional Law Enforcement meeting to include acquiring speakers, meeting locations, and notifying all participants; performs related work as

required.

## **EMPLOYMENT STANDARDS**

### **Education and Experience:**

Graduation from a four-year college or university with a degree in criminal justice, law enforcement, statistics, or a related field and three years of progressive experience in the analysis of statistical data; or an equivalent combination of education and experience.

### **Knowledge, Skills, and Abilities:**

Considerable knowledge of the professional practices and methodologies of the Sheriff's Office; considerable knowledge of the organizational structure within the Sheriff's Office and the relationships to other outside agencies; considerable knowledge of the terminology and related professional languages used within the Sheriff's Office; knowledge of the County's policies, procedures, and State and federal laws and regulations; knowledge of methods, techniques for conducting research and analyzing data; ability to analyze raw data and correlate to existing data and make recommendations; ability to maintain effective databases and to provide data and information in the investigation of crimes; ability to plan and organize work effectively and efficiently; ability to gather and analyze information; ability to exercise sound judgment and interpret data policies; ability to maintain the confidentiality of all records and discussions; ability to establish and maintain effective working relationships with the management, sworn law enforcement personnel, and other law enforcement entities; ability to communicate effectively in oral or written form.

## **SPECIAL REQUIREMENTS**

Background check with local law enforcement agency required. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

## **ADA REQUIREMENTS**

Employees are subject to hazards associated with office work.

## **PHYSICAL REQUIREMENTS**

Must be able to physically perform the basic life operational functions of stooping, reaching, walking, fingering, grasping, hearing, talking, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to move objects.

Must possess the visual acuity to prepare data and statistics, work with accounting processes, handle proofing tasks, do extensive reading, and operate a computer terminal.