



Class Title: Crime Analyst

Unit: Non-Union

FLSA Status: Non-exempt / Full-time regular (FTR)

Department: Police /Administrative

Summary Description

The Crime Analyst is responsible for the implementation of and maintenance of intelligence-led policing programs. This information is obtained from internal raw data in our Report Management System as well as from outside sources. These reports are designed to create awareness of heightened and possible crime risks and to provide the Police Department with recommended patrol tactics and investigative actions that will reduce that risk through patterns and trends.

Major Duties/Essential Functions

Develops and implements intelligence-led policing reports, maps, diagrams, etc., that are designed to create an awareness of crime trends/risks for patrol and investigative techniques.

Performs instructional presentations as needed to the patrol and investigative bureaus. Assists the Community Resource Coordinator with presentations to community groups, including businesses and both private and public schools within the City of Oak Creek.

Maintains liaisons with the community and other law enforcement agency groups such as; other local Law Enforcement Agency Crime Analysts, Wisconsin Crime Alert Network, Milwaukee Police Department (Stolen Vehicles, NOC offenders, etc.), Milwaukee Fusion Center, and any other law enforcement agency or community programs as directed. Acts as a clearinghouse of information to and from these and various other information hubs.

Assist with the monitoring and posting to community resource-related social media websites, such as Facebook, Twitter, Instagram, and Nextdoor.com.

Prepares and publishes newsletters as needed. Provides residents and businesses of Oak Creek with intelligence information-led policing criminal-related activities and provides information regarding crime trends. Prepares and publishes informational documents as needed.

Participates in community events such as Tourism Commission, local college/university, Business and Industry Fair, Health and Fitness Fair, Personal Security Expositions, and/or any other events as a representative of the Oak Creek Police Department. Assists in the planning, coordination, and execution of National Night Out, Crime Stoppers, and Neighborhood Watch.

Writes for and administers crime prevention-related grants, under the supervision of the Administrative Captain.

Responsible for the evaluation of intelligence-led policing crime prevention programs and provides recommendations to the command staff for deleting, adding, or continuing such programs.

Administers quality control and customer feedback programs for the Community Resource Bureau.

Recommends goals and objectives for the Detective and community resource bureau.

Minor Duties/Responsibilities

Assists in providing training to department officers in the area of Intelligence-Led Policing.

Establishes and maintains a positive working relationship with the members of the community, other law enforcement agencies, and other employees.

Assists in the coordination of the National Night Out event with the committee, as well as set-up and clean-up from the event.

Assists in the coordination of the annual Bike Rodeo with the Oak Creek PD bike patrol unit, as well as the set-up and clean-up from the event.

Assists with home and business security surveys for residents of Oak Creek. Provides technical advice regarding physical security measures to residents and businesses within the City of Oak Creek.

Assists with Neighborhood Watch presentations and assists community members in organizing neighborhood watch within the community.

Maintains various child identification programs used to identify missing children—offering those programs many times through each calendar year.

Responsible for coordinating the Crime Stoppers hotline; assisting community members involved in the program.

Assist in the Department's active rental property management program (Apartment Manager's Meetings).

Works with local media in the reporting of crime prevention-related information and some statistical analysis as applicable and directed.

Maintains professional competence by continued education in crime prevention, intelligence-led policing, and community policing-related topics.

Assist the Administrative Captain with the development and monitoring of the Community Resource Bureau budget.

Responsible for the requisition and control of community resource items' inventory.

Projects a professional and polished image as stated in the Oak Creek Police Department Mission Statement.

Produces public service ads throughout each calendar year to present crime prevention information to the community.

Responsible for the coordination of Fund Raising activities within the police department and is expected to assist other community groups with fundraising where those groups provide crime prevention-related services.

Utilizes the expertise and resources of other crime prevention-related agencies to improve the quality of life in Oak Creek. (i.e., Sojourner Family Peace Center, Crime Stoppers, etc.)

Attends training in the areas of crime prevention, intelligence-led policing, analytics, and other related fields.

Performs other duties as assigned.

Supervision/Accountability

Accountable to and receives direct supervision from the Lieutenant of the Detective Bureau or, in the absence thereof, the Captain of Administration's designee.

Knowledge

Must have substantial knowledge of crime prevention techniques and procedures to include a basis of understanding in crime prevention through environmental and intelligent design. Carries out duties in conformance with Federal, State, County, and City laws and ordinances. Shall be thoroughly familiar with and responsible for all department rules, regulations, policies, and procedures pertaining to the performance of a police officer's duties. Knowledge of principles and techniques of professional writing, English grammar, spelling, vocabulary, and punctuation. Knowledge of external communications including traditional and social media, direct mail, online communications, conferences, press, and events. Thorough knowledge of principles, practices, and applications of communications, public relations, and customer service. Knowledge of copywriting, graphic design, desktop publishing, and photography. Knowledge of operational characteristics, services, and activities of municipal government functions, as well as laws, ordinances, rules, and regulations affecting the City including public disclosure laws.

Skill/Ability

The Community Resource Crime Analyst must possess the ability to present crime prevention-related subject matters to members of the Department and community. Critical is the ability to organize and conduct presentations, prepare visual aids, and communicate with Department and community members of extremely diverse backgrounds and needs. Ability to verbally communicate with the public. Promptly respond to requests and inquiries from the general public, other governmental entities, internal staff, and media, including time-sensitive news and/or emergency response. Ability to analyze statistical data and prepare statistical reports. Ability to analyze a problem and develop a proactive solution. Ability to manage time and develop event calendars. Ability to plan and organize major events and activities. Ability to write creatively and clearly. Ability to develop graphic art in connection with advertisements.

Ability to learn and apply crime prevention techniques and procedures. Ability to use computer equipment. Ability to maintain effective interpersonal relationships with other employees, departments, the public, and other organizations. Ability to work independently.

The ability to accept responsibility, make decisions, and effectively prioritize work. The ability to motivate and influence others. Ability to ensure and follow standard safety practices and procedures; ability to speak and understand the English language fluently and use proper grammar, punctuation, and spelling. Ability to prepare, organize and maintain office data, reports, and systems; ability to perform required mathematical computations. The ability to recognize patterns through GIS analysis, interpreting data and/or data trends, and create maps, spreadsheets, hot sheets, or other required reports from the aggregate data obtained.

Education/Experience

Must have a minimum of an associate degree in criminal justice, or a similar degree with an emphasis on crime analysis. 1-3 years of similar work experience is preferred. A previous community resource, crime prevention, or law enforcement experience is preferred. Any combination equivalent to education and experience that provides the required knowledge and skills is qualifying.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in an office setting. Some outdoor work is required in the performance of some of the duties such as site surveys and outdoor special events. While performing the duties of this job, the employee is regularly required to bend, stand; walk; use hands and fingers; handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is continuously required to sit; climb or balance; stoop, kneel, crouch; talk and hear. The employee must occasionally lift and /or move up to 50 pounds and climb ladders. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in adverse outside weather conditions. The employee occasionally works near moving mechanical parts; near vehicles; in high, precarious places; and can be exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually quiet in the office and moderate to loud in the field.

Tools and Equipment Used

The ability to use and be proficient with the tools and equipment listed below is essential to perform

the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

City vehicle, police radio, first aid equipment, personal computers, GIS software/data, projectors or other visual aids, printers, network hardware, including network, spreadsheet, and word processing software.

License/Certifications

Possession of a valid Wisconsin motor vehicle operator's license is required. Certification or the capacity to meet certification requirements as a TIME system operator and any other minimum standards set by the Wisconsin Department of Justice. Loss of license or certification may be cause for termination.

Selection Guidelines

As a non-union position, this job is covered by a process that includes, but is not limited to the completion of a formal application, the rating, and verification of education and experience; oral interviews; a reference check; a background check, and a physical exam. Job-related tests may be required as determined by the City. All applicants may be required to submit to a stringent medical examination before appointment consistent with the requirements of the position. All appointees may be fingerprinted and record checks made of local, state, or federal authorities. A conviction is not an automatic bar to employment.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Crime Analyst



City Administrator



Human Resources Manager



Chief of Police

Revision History:
December 17, 2021
September 10, 2021
March 18, 2019