JOB POSTING – June 26, 2024
DEADLINE- July 12, 2024

Job Title: Crime Analyst   **Department: Police Department**

Reports to: Police Chief

Job Summary:

This civilian position is responsible for collecting, evaluating, analyzing, and disseminating information and intelligence data regarding criminal activity, criminal enterprises, and suspected criminal acts within the Holyoke Police Department's area of operation in support of the Department's proactive policing activities. May provide the same information and intelligence data to other law enforcement and public safety entities with a need and right to know including regional, state, and federal law enforcement and intelligence organizations.

Supervisory Responsibilities: None

Duties/Responsibilities:

Strategic Analysis:
- Identifies and recommends proactive measures to implement long range plans for crime prevention.
- Conducts research and strategic crime analysis to identify crime patterns and trends; analyze long term crime patterns and trends using probability studies and statistical analysis such as random samplings, correlation, and regression analysis; develop victim and suspect profiles; and forecast future criminal activity.
- Responsible for the procedures and techniques related to computerized mapping and analysis.
- Develops and prioritizes problem areas, top offenders and crime projects and recommends strategies for special operations teams to target offenders or address problem areas.
- Performs analysis and provides information to Police Department Personnel, City Administration, and City Council for decision-making purposes.
- Collects, conceptualizes, analyzes, interprets, and prepares police data to evaluate police deployment, responses, and problem-solving efforts.

Tactical Analysis:
- Performs routine crime analysis duties such as developing regular crime and calls for service bulletins; conducting and presenting historical analysis on both general and specific crime and calls for service information; assists with research projects.
- Identifies current crime series, hot spots and prepares action plans for suppression.
- Identifies crime patterns for commonalities and offender localities for

investigative purposes.
- Develops rapport with outside agencies, law enforcement, and legal personnel and arranges for case information exchange.
- Provides accurate, timely and relevant analysis of crime patterns and trends that aid in the efficient deployment of department resources.
- Analyzes known offenders' MO's and establishes timelines to perform suspect/crime correlations in order to provide suspect leads and targets for surveillance or directed patrol.
- Review a variety of information, including crime reports and associated databases for the purpose of finding patterns in criminal activity. Relate those patterns to crimes that are concurrently being investigated and disseminate information as needed.
- Develop, organize, analyze, and disseminate information on crime patterns and trends to provide operational units with knowledge for effective operational strategies and for the prevention and investigation of crimes.
- Use computer databases, electronic spreadsheets, geographic information systems (GIS) applications, desktop publishing, word processing, and statistical applications to analyze and present crime data.
- Provides case support through developing suspect leads, locating addresses, vehicles, associates, or other relevant information on offenders, identifying victims and associated cases.

Intelligence Analysis:
- Prepares case reports, charts, maps, and analysis such as link analysis, time flow, commodity flow, telephone toll analysis, and other charts to illustrate and clarify investigations.
- Develops a system to identify, document, and track potential threatening individuals, situations, and security related cases.
- Coordinates the exchange of interstate and intrastate information pertaining to criminal activity and criminal movement.
- Prepares intelligence reports; research patterns, structures, trends and movements of criminal groups or individuals; develops recommendations for subsequent investigations.
- Determines structure and operation on a tactical level of organized criminal groups, such as organized crime families, terrorists, and professional criminals by researching and analyzing intelligence related to patterns, trends, and movements of the groups; prepare time flow, link analysis and other charts to illustrate and clarify the structures and operations of groups.
- Reviews policies and intelligence reports taken daily and a variety of other resources such as the internet, law enforcement databases, financial records, seized documentary evidence, telephone toll/billing records, pen register data, cellular-site tracking data, and wiretapping data for the purpose of maintaining up-to-date records of crimes, criminals, and criminal and terrorist organizations tracked by the intelligence unit.
- Researches, evaluates, and analyzes criminal and intelligence data by computer using software applications such as mapping software, Microsoft Office Suite, Power Bi, and to identify individuals in a conspiracy, understand the hierarchical structure of criminal organizations, determine the flow of currency/narcotics, and establish the chronological sequence of events impacting crime in the city.
- Establishes a network of internal and external sources and contacts in

identifying criminal trends and conducting intelligence analysis.

Additional Work Performed:
- Performs special projects related to crime analysis and prevention, as assigned.
- Performs other related work of a similar nature or level.

Required Skills/Abilities:

Knowledge of:
- Working knowledge and understanding of City and Police Department policies and procedures.
- Thorough knowledge of the criminal justice system; of crime analysis and reporting as well as legal, technical, and organizational aspects and sources of current knowledge in the field.
- Working knowledge of City and Departmental operations, policies, and procedures, and pertinent federal, state, and local regulations.

Skill in:
- Excellent writing skills with consistent attention to detail.
- Strong skills in operating computer systems and Law Enforcement Databases including but not limited to Microsoft Office; Access Database building; and SQL.
- Strong analysis and problem-solving skills.
- Stress tolerance and the ability to handle several tasks simultaneously while maintaining accuracy and attention to detail.
- Strong oral communication skills and interpersonal sensitivity for developing and maintaining effective working relationships.
- Good time management skills: ability to continually assess priorities and revise work schedule to accommodate 24/7 operations.
- Strong skills in organization and planning, problem analysis, decision making, adaptability, and flexibility.

Ability to:
- Maintain exceptional discretion and confidentiality regarding highly sensitive information, documents, and data.
- Manage and tolerate high stress in emergency situations.
- Work independently to carry out the responsibilities of the position.
- Utilize computerized information systems as required to accomplish assigned duties.
- Ability and willingness to work an abnormal work schedule as required.
- Maintain consistent and punctual attendance.
- Physical ability to perform the essential functions of the job, including:
  - Frequently operate a computer and read a computer screen or typewritten page.
  - Fine finger dexterity to manipulate a computer keyboard and mouse.
  - Frequently communicate verbally.
  - Move between work sites.
  - Occasionally transport objects weighing up to twenty-five (25) pounds

Education, certification, licensure, or other similar requirements:

- Bachelor's degree in criminal justice or related social science.
- One year of work experience utilizing computer databases, spreadsheets, geographic information systems and statistical applications to manipulate, analyze and present data required.
- One year of work experience in criminal intelligence analysis, research and reporting within the criminal justice system strongly preferred.
- Experience in program development and planning, especially in a computerized technical research and reporting environment, also preferred.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills, and ability to successfully perform the essential functions of the job will be considered.

Job Environment:

- Work is generally performed in a high stress office environment with long periods of sitting or standing.
- Some work in the field required for emphasis patrols providing support to Patrol Personnel or Detectives.

Employment is contingent upon passing a criminal background check, background investigation, drug screening and fingerprinting. Subject to re-check every five years.

Fair Labor Standards Act (FLSA) status: Exempt (Salary)

Employment status & Hours: Regular Full-time employment

Salary/Pay rate: $ 58,680 (minimum) up to $ 82,135 (maximum) per hour (Grade 10, Ordinance)

Employee Benefits: Health, Dental, Life Insurance, Optional Vision and Flexible Spending Account (FSA)

How to Apply: Please send resume and cover letter to Personnel@holyoke.org