

**MAJOR FUNCTION**

This is responsible supervisory, professional, and technical work in administering and directing the operation of the Crime Analysis Unit of the Tallahassee Police Department. Work includes responsibility for planning, directing, organizing and implementing crime data collection, classification, analysis, correlation and reporting functions of the Crime Analysis Section. This employee works under the general direction of a higher-level administrator; however, day-to-day operations require the exercise of independent judgment and initiative. Work is reviewed through analysis of reports, conferences, and by the observation of results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Plans, assigns, trains and directs the work of subordinate employees engaged in reviewing, abstracting, classifying, coding, assembling, organizing, analyzing, correlating and reporting crime data. Coordinates with criminal justice information systems as they relate to crime analysis at agency, city, county, state and federal planning levels. Reviews, evaluates and reports on status of and development of projects and validity of comparisons and conclusions. Develops and selects appropriate statistical methods for preparing data for analysis and in reporting results. Acts as technical advisor to subordinate crime analysts and other units who provide data or use section reports. Coordinates agency data information programs with all appropriate levels. Prepares preliminary budget estimates for the section. Supervises and participates in giving out information to the public. Analyzes and recommends modifications to the computer programs and applications used by the unit. Develops and implements policy for crime analysis issues in accordance with department general orders and accreditation standards. Compiles and prepares reports as required. Recommends the hire, transfer, advancement, discipline, grievance resolution and discharge of unit staff. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs related work as required.

**Other Important Duties**

Prepares information packets for law enforcement and civilian entities on current crime trends; discusses crime trends with civic groups and individuals. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of the principles, methods and development of crime analysis and crime information systems. Thorough knowledge of research techniques, methods, procedures, and statistical applications of data. Thorough knowledge of computer programs used in crime analysis and crime mapping. Thorough knowledge of state laws regarding improper disposal or dissemination of records information. Thorough knowledge of modern office practices and procedures. Ability to train and supervise employees and manage resources. Ability to establish and maintain proper records, reports and filing systems. Ability to organize, communicate, and present clear and concise oral and written reports and recommendations. Ability to establish and maintain effective working relationships as necessitated by the work.

**Minimum Training and Experience**

Possession of a bachelor's degree in business or public administration, criminology, criminal justice, sociology, political science, statistics, mathematics, planning, computer science or a related field and three years of experience that includes crime analysis or analytical work in the criminal justice or social research field; or an equivalent combination of training and experience.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

Applicants should truthfully complete the Criminal History Questions on the City Employment Application. Any omissions, falsifications, misstatements, or misrepresentations of the information provided may disqualify an applicant. The top applicant chosen for this position will be required to complete and pass a Truth Verification Examination prior to an employment offer being made.

Established: 01-23-01  
Revised: 07-11-03  
04-20-04\*  
01-15-10\*  
07-24-15  
05-02-16