

The Maryland-National Capital Park and Planning Commission

TITLE: Park Police Crime Analyst GRADE: 22 DATE: 3/23/2022
SERIES: Park Police Support CODE: 1021 EEO: Professional FLSA: Exempt

Class Definition:

Under direction and as a Park Police Crime Analyst, performs a range of specialized analytical assignments involving the study of crime reports, arrest reports and police calls to identify emerging crime patterns, series and trends of violations of law and criminal activity, and improvement of public safety and support of law enforcement activities. The incumbent may assist higher level personnel with analysis, research and execution of operational activities within a function. Responsibilities involve (1) researching and analyzing criminal incidents using computer, databases, and information from internal and external sources, (2) creating visual presentations, such as spreadsheets, maps and graphs, (3) formulating crime prevention strategies, (4) supporting the effective deployment of law enforcement resources, (5) analyzing tactical, administrative, strategic and intelligence aspects and (6) monitoring social media for potential criminal activities and identification of suspects. Recommendations developed by the analyst affects the operations and policies of the division and impacts the safety of park patrons. The work results in completed assignments that have important impact on reducing and mitigating criminal activity of the assigned unit. The work may be highly confidential or highly sensitive. As an individual contributor, work results in completed assignments that have a direct impact on criminal matters of the areas of assignment. Applies knowledge of, and skill in, the principles, techniques, procedures and practices of criminal analyses and criminal justice field of work, investigative research, intelligence and data collection methods and techniques, and statistical and analytical principles, techniques, and procedures. Independently performs various types of research and analyses to solve regularly occurring problems, including a range of non-standard problems. Interacts with people inside and outside the organization to exchange information, coordinate, instruct and guide. Performs other duties, as assigned.

Work is assigned in terms of functions, priorities, requirements of specific assignments, known or suspected problems. The incumbent independently plans and carries out the work in conformance with these parameters, established policies and procedures and accepted practices of the field of work, and resolves commonly encountered problems by selecting and applying, or identifying and adjusting, the applicable guidelines. The incumbent keeps the supervisor informed and seeks assistance only for unusual matters. The work is expected to be effective – the incumbent is held responsible for results; work is evaluated in terms of quality, quantity, timeliness, teamwork, customer service and such other related factors as use of sound judgment in identifying and solving problems.

Examples of Important Duties (Estimated Percentages):

1. Core Functions (±70%)

- Researches, collects, analyzes and integrates information to prepare criminal incident reports, data and digital intelligence reports; identifies crime patterns and trends using computer, databases and information from internal and external sources or agencies to identify areas where criminal activity may occur. Evaluates databases to track crimes, such as murders, rapes, robbery, drug and gang activity, sexual assaults.

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- Compiles and uses statistical and criminal data to prepare draft responses and criminal statistical analysis reports, including annual and quarterly crime reports, offense reports and calls for service reports for the Division at periodic and daily briefings. Creates visual presentations, such as spreadsheets, maps and graphs. Uses a variety of databases and software applications to create statistical reports; drafts and prepares visual presentations, spreadsheets, maps, graphs, charts, slides, and overheads when necessary.
- Collects, organizes and analyzes criminal information from all available resources, including the Geographic Information System (GIS), Uniform Crime Report (UCR), the National Incident-Based Report System (NIBRS) other agencies, the media, social media, crime bulletins and review of crime reports and supplements; studies and analyzes past and existing crime series patterns and trends. Extracts data from Computer Aided Design (CAD) system, subsystems of the Records Management System (RMS), such as arrests, warrants, crashes, field interviews and case histories.
- Supports Division executives and crime prevention officers in meetings with community groups and other agencies. Networks with Investigative Services detectives, police department leadership, police officers, and other local, state and federal law enforcement agency crime analysts to perform crime and area specific analysis including sharing pertinent crime data. Assists with the investigation of criminal activity to generate leads and to develop strategies to stop or prevent criminal activity that may regionally affect the park system.
- Monitors police activity, community complaints and periodic crime sprees. Provides possible solutions to improve public safety and supports the effective deployment of law enforcement resources. Works with law enforcement and legal officials to present analytical information in legal proceedings as needed, (such as depositions and courtroom testimony) and supports the division's community policing efforts to decrease the likelihood of future crimes.

Other (±30%)

- Manages crime analysis files and data while maintaining confidentiality of data including legally protected personal information and other sensitive data. Conducts daily review of police reports, teletype and other documents. Determines proper filing categories, establishes and maintains a filing system for pertinent documents and keeps these files secure.
- Monitors various forms of social media, including the many popular platforms for proposed events that occur on park property and that affect the safety of park users. Monitors potential locations of gatherings that may induce criminal activities and identifying suspects. Investigates open-source individual public profiles as part of criminal investigations assigned by the division.

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- Facilitates criminal investigations through case linking, suspect identification and identification of criminals' modus operandi. Develops and tests hypotheses, develops victim and suspect profiles and forecasts criminal activity.
- Stays informed of developments in functional area(s) of assignments, and of changes in guidelines applying to the areas of work focus.

Important Worker Characteristics:

A. Knowledge of, and skill in, (1) the principles, techniques, procedures and practices of the criminal analyses and criminal justice field of work such as analytical assignments, crime reports, arrest reports and police calls for service to identify emerging patterns, series and trends of violations of law and criminal activity in support of law enforcement activities for a division; (2) County*, State of Maryland*, and Federal guidelines covering the specific position of assignment to apply a variety of criminal analysis cases with focus on the operations, rules, regulations, procedures and information management systems related to a law enforcement agency; (3) investigative research, intelligence and data collection methods and techniques, and statistical and analytical principles, techniques and procedures; (4) organization, mission, programs, products, services and other key characteristics of the unit of assignment*; and (5) Commission organization, policies and procedures*.

**Typically acquired or fully developed primarily after employment in this job class.*

- B. Skill and ability to rapidly acquire (1) working knowledge of key aspects of fields related to the areas of assignment, and of various programmatic and functional matters, to prepare sound and complete analyses covering standard assignments; (2) develop and recommend improvements in procedures from data studies and lessons learned; (3) apply logic and sound judgment in assessing and predicting characteristics of criminal groups or criminal operations using data obtained from a variety of sources; (4) learn and operate emerging technologies and software related to crime and intelligence analysis.
- C. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. Examples include applying a variety of qualitative and quantitative measures to the analysis of management problems, developing options for enhancement of programmatic or operational policies, processes, and procedures, and paying close attention to detail in reviewing administrative transactions.
- D. Skill in communication to understand verbal and written information (including facts, descriptions, and ideas) and to express such information so that others will understand and to exchange or present information to law enforcement personnel. Actively listens to ascertain key information, including concerns, wants and needs of others, and in coordinating to achieve desired results including agreement or compliance.

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- E. Interpersonal skills to interact with contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member of a team.
- F. Skill in using a computer, modern office suite software (such as MS Office), enterprise software and specialized software; extracting pertinent information from law enforcement reports and databases; manipulating data sources using crime analysis software, GIS mapping software, law enforcement and intelligence databases, statistical analysis systems and other applications.

Minimum Qualifications (MQs):

1. Bachelor's Degree in Computer Science, Information Systems, Statistics, Police Science, Criminal Justice, Criminology, Sociology or any related field.
2. Two (2) years of experience in a law enforcement, criminal investigation or field directly related to the assignment.
3. An equivalent combination of education and experience may be substituted, which together total six (6) years.
4. Ability to obtain certification as a Criminal Intelligence Certified Analyst (CICA) from the International Association of Law Enforcement Intelligence Analysts (IALEIA); or as a Certified Law Enforcement Analyst (CLEA) from the International Association of Crime Analysts (IACA).
5. May need to pass police civilian background investigation to access police systems.

Working Conditions:

Works in an office setting. Work is primarily sedentary and requires light physical effort including walking, standing, bending, and reaching for or carrying light items associated with working in an office environment. May be subject to various job demands such as high volume of work and tight deadlines and travel or accompany agency officers to various meetings or conferences to present or interpret crime data or related information.