

BRAZORIA COUNTY JOB DESCRIPTION



Job Title	Crime Analyst	Department	BCSO
Grade	38	Reports To	Investigations Technology Lieutenant
FLSA Status	Non-exempt	Hours	M-F, 8a-5p, and additional hours as job requires
Last Updated	10/2023	Approved by	Chief Patin

SUMMARY

Under general supervision, collects, reviews, and analyzes crime reporting information; interprets patterns and trends. The Analyst will further the function of the Sheriff's Office in the detection, investigation, and suppression of crime; and in the apprehension of criminals. Specifically, the Analyst will gather, develop, analyze, prepare and disseminate actionable intelligence derived from a variety of sources, including law enforcement databases, surveillance technologies, intelligence networks, social media, open sources, and geographic information systems. Further, the Analyst will create and provide recurrent analytical work products for general crime data, active criminal events, ongoing criminal investigations, strategic planning, and administrative purposes. Performs professional work that is challenging and varied in nature within general guidelines. Involves some originality and interpretations; situations outside parameters referred to the Analyst's chain of command for clarification.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Conducts complex research and strategic crime analysis to identify and evaluate patterns and trends, develops victim and suspect profiles and dossiers, and forecasts criminal activity supported by data;
- Researches, analyzes, evaluates, and correlates criminal intelligence information to determine source reliability, accuracy, and integrity; develops investigative leads and links; and distinguishes patterns and trends;
- Delivers targeted intelligence data to deputies relative to specific ongoing criminal investigations or activity, and documents actions related to criminal investigations in the Sheriff's Office records management system;
- Prepares regular and periodic reports related to law enforcement productivity and efficiency, summary and comparisons, and assists with NIBRS (National Incident Based Report System) reporting requirements;
- Processes intelligence information using a variety of surveillance and analytical tools, and integrates data to produce reports, correspondence, briefings, papers, threat assessments, threat warnings, link analysis, and forecasts;
- Reviews social media and other open sources to anticipate criminal activity; identify suspects, victims, and witness to criminal offenses; and gather intelligence related to ongoing criminal investigations;
- Uses computer terminals to access driver's licenses, criminal records, databases, files from various agencies, the National Crime Information Center/Texas Crime Information Center (NCIC/TCIC), and vehicle registration databases to identify subjects for law enforcement agencies.
- Serves as a liaison with internal and external groups and individuals to provide analytical assistance, collect and disseminate intelligence data, and share resources.

- Attends trainings and meetings to maintain knowledge of the latest technology, processes, and products for crime analysis;
- Provides efficient and professional testimony in various court settings related to the performance of duties;
- Accesses and relays information in real time during critical events, disasters, or major incidents, as needed;
- Required to work as an essential employee before, during, and after an emergency or disaster;
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Education, Experience and Training Guidelines:

Required: High School Diploma plus at least two years of directly related experience; OR any equivalent combination, experience, and training which provides the required knowledge, skills, and abilities to perform the job.

Preferred: Bachelor's Degree in Criminal Justice or appropriate specialized field of study, plus two to four years of directly related experience AND a professional certification as a Crime Analyst; OR any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities to perform the job.

Knowledge of:

- County, state, and federal legal principles, practices, procedures regarding the criminal justice system;
- Court settings;
- Legal terminology and various state and federal codes and agencies;
- Principles, practices, methodologies, and techniques of crime analysis, crime prevention, and law enforcement records processing;
- Applying concepts such as fractions, percentages, ratios, and proportions to practical situations;
- Basic bookkeeping principles and practices;
- Modern office procedures and equipment;
- Sheriff's Office policies, procedures, and regulations covering specific areas of assignment.

Skill in:

- Communicating effectively, both orally and in writing, including writing both routine and technical correspondence, reports, and specialized legal documents;
- Research and data mining;
- Maintaining strict confidentiality;
- Establishing and maintaining cooperative working relationships with officials, managers, supervisor, employees, external public agencies and organizations, attorneys, bonding companies and the general public;
- Using initiative, discretion, and decision making within established procedures, guidelines, and rules;
- Defining problems, collecting data, establishing facts and drawing valid conclusion;
- Organizing information into clear and concise reports;
- Critical thinking and problem-solving;
- Performing effectively under stressful working conditions and handling a high level of responsibility;
- Multitasking and adjusting to constantly-changing projects and prioritizing job scheduling daily;
- Operating a computer and various advanced software applications, to include but not limited to the use of Crystal Reports, ArcGIS, Microsoft Excel and Access, etc.

LICENSE & CERTIFICATION REQUIREMENTS:

Valid Texas Driver's License;

Must obtain NCIC/TCIC certification upon employment;

Must obtain professional certification as a Law Enforcement or Crime Analyst from a nationally recognized authority.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The noise level in the work environment is usually low to high. While performing the duties of this job, the employee is frequently exposed to a variety of environments to include, office, automobile, hospitals, jails, and courts of law. The employee is also exposed to outside weather conditions while assigned to various special cases. The assignments may require travel outside of the County to locations in other states. May be required to lift and carry items weighing up to 25 pounds. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.