



TOWN OF MONUMENT JOB DESCRIPTION

Job Title:	Support Service Analyst
Department:	Police Department
Reports to:	Support Services Manager
Supervises:	None
Status:	Non-Exempt

Purpose:

Analysis will focus on problem sets to compile, collate, analyze and evaluate all sources of information. The analyst studies local crimes in order to predict the time, place and location where future crimes are most likely to occur and support police officer operational efforts. Studying regional and national level crimes will further allow the analyst to support local law enforcement training and operations.

Software knowledge will allow the Department to extend its reach to support officer's on-scene, gathering statistical data, conducting in-depth analysis and transferring/sharing substantial data from point to point.

The essential functions listed below are not intended to be all inclusive and may be expanded to include other duties or responsibilities that may be deemed necessary.

Analysis:

- Gather, analyze, or evaluate information from a variety of sources, such as law enforcement databases, surveillance, intelligence networks or geographic information systems. Use data to anticipate organized crime activities for law enforcement to action.
- Study activities relating to local crime trends.
- Design, use and/or maintain databases and software applications such as geographic information systems (GIS).
- Disseminates information about crime patterns and trends in easy to understand and succinct written reports, charts, graphs and oral briefings.
- Collaborate with representatives from other government organizations to share information or coordinate activities.
- Assess the significance and reliability of incoming information with current information.
- Maintains case report files on all arrests, offenses, traffic accidents and juveniles in accordance with department Standard Operating Procedures.
- Prepares monthly crime reports for submission to the State of Colorado (NIBRS).

- Extracts data from files and reports for distribution to law enforcement and government agencies.
- Maintains the records retention schedule for police records.
- Enters new evidence submitted by police officers into a computerized evidence program verifying evidence is packaged and recorded in accordance with department policy.
- Additional duties as assigned

Technology Savvy:

- Manages web-based technology: body worn camera video and other web based programs.
- Uses, manages the Local e Discovery System (LEDS).
- Assists in development of new analytical tools and processes.
- Manages user accounts and permissions in designated software programs.
- Creates and updates software programs policies and procedures.
- Conducts software program training and support.

Qualifications:

- Associates Degree or higher is preferred
- Experience conducting research, analysis, making assessments and writing in-depth reports
- Certified Crime and/or Intelligence Analyst is preferred
- Familiarity with Smart Force and knowledge of Evidence.com is preferred
- Technical knowledge of operating and communications software for Windows-based computers
- Strong problem solving, analytical and communication skills
- Ability to analyze raw, primary and secondary data from various sources such as databases, intelligence reports, communications, case files and other sources
- Must possess a strong attention to detail with the ability to determine appropriate workflow and complete tasks within required deadlines in a fast-paced environment.
- Knowledge of law enforcement practices, investigative techniques, criminal law, government standards and operations of outside agencies
- Must be proficient with office equipment: computers and related software (Word, Access, Excel, Outlook), copier, fax system, phone and e-mail; RMS, NCIC, CCIC is preferred
- Must pass a background investigation, motor vehicle record check, work suitability exam and a drug screen prior to employment

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. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision 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. The noise level in the work environment is usually moderately quiet.