



## Charles County Sheriff's Office Job Description

Approved:

Date:


**Job Title:** Crime Analyst  
**Function:** Crime Analysis Function  
**Section:** Homeland Security Section  
**Division:** Criminal Investigations Division  
**Bureau:** Operations  
**Reports To:** Commander, Homeland Security Section  
**FLSA Status:** Non-Exempt  
**Prepared By:** K. Burrows  
**Prepared Date:** October 2018  
**Salary Level:** Grade 11  
**Scale:** 1

### **SUMMARY:**

This **operational** position requires the utilization of specialized skills in developing information in the identification of crime patterns, suspect patterns, and possible identification of persons perpetrating crime, and disseminate information that helps the Charles County Sheriff's Office develop tactics and strategies to solve patterns, trends and problem areas. The employee will manipulate data, process data, and develop comprehensive reports to analyze current crime trends in Charles County. The employee receives general supervision from, and reports directly to, the Commander, Homeland Security and Intelligence Section. Work is evaluated through observations, conferences, and reports.

### **ESSENTIAL DUTIES:**

This is a generalized job description. Specific duties and responsibilities may vary, depending on the assigned location. Duties and responsibilities may be added, deleted or changed at any time at the direction of management, formally or informally, verbally or in writing.

Review the calls for service and compare with past reports, looking for patterns and series. Track information in databases as required. For identified patterns and series, thoroughly analyze who, what, when, where, how and why factors using various statistical and/or tactical analysis techniques; disseminate pertinent information to the appropriate section/commander.

Work closely with all member groups of the Charles County Sheriff's Office to establish criminal movement activities.

Prepare for CompStat by using the Charles County Records Management System (RMS), various Microsoft and crime mapping software products, and provide any possible patterns or trends to staff members and commanders in order to help make decisions for efficient use of resource deployment.

Prepare crime trend reports and crime pattern bulletins to include any statistical abnormalities, modes of operation, movement patterns, mapping, and chart products based on analysis.

Review other agency bulletins and information, local newspapers, and research material that may have an effect on, or be connected to crime in the Charles County jurisdiction.

Network with other regional crime/intelligence analysts, officers and detectives to share intelligence, strategies, training and techniques.

Provide analytical and technical support to the Homeland Security and Intelligence Section and/or Southern Maryland Information Center in support of special gang/outlaw motorcycle club investigations and specific U.S. Department of Homeland Security Requirements.

Prepare charts, graphs, statistics, and maps for cases going to trial, as required by investigators, officers, and the Charles County States Attorneys Office.

Attend and participate in meetings and training sessions to include webinars, as required.

Prepare a monthly Uniform Crime Report to include all Part 1 crime data from the CCSO, MSP Barrack H, and La Plata Town Police.

Perform other related duties, as assigned.

**SUPERVISORY RESPONSIBILITIES:** N/A

**QUALIFICATIONS:**

Considerable knowledge of the principles and methods, rules and regulations found in the Standard Operating Procedures (SOP), and other manuals pertinent to the assigned job classification.

Considerable knowledge of methods in which data is gathered and stored within databases.

Knowledge of basis statistical analysis techniques (linear regression, frequency distribution, hypothesis testing).

Knowledge of Computer Aided Dispatch (CAD), Microsoft Suite, presentations, spreadsheets, and database software.

Knowledge of Geographic Information Systems (GIS) software.

Knowledge of Charles County roads and landmarks, emergency service boundaries, equipment and terminology.

Knowledge of federal and state laws pertaining to confidentiality of information.

Ability to be certified under the Criminal Justice Information System (CJIS) certification program for access into state and federal computer networks.

Ability to enter and retrieve data from the computer system.

Ability to assimilate information from a variety of resources. Analyze, evaluate and select, often with limited information, the best course of action.

Ability to utilize a high level of discretion, good judgement, and confidentiality.

Skill in making effective presentations before a group, large or small.

Read, write, comprehend, and speak English in a clear, effective manner, using proper pronunciation, diction, and grammar.

Possess thorough knowledge of business English, spelling, and punctuation.

Communicate effectively and coherently with other Agency personnel and the public, either in person, by email or by telephone.

Ability to write, compose, and develop documents, manuals, and other literature.

Ability to conceptualize, develop, write, and logically present ideas and recommendations.

Apply knowledge, experience, and reason to arrive at effective decisions for routine situations.

Knowledge in the use of office equipment such as a computer, fax, printer and copy machine.

Ability to maintain a high level of accuracy in assigned tasks.

Ability to organize and determine priorities of diverse assignments.

Ability to accurately proofread reports.

Ability to enter and retrieve data from the computer system.

Knowledge of basic statistical analysis techniques (linear regression, frequency distribution, hypothesis testing).

Ability to assimilate information from a variety of resources. Analyze, evaluate, and select, often with limited information, the best course of action.

Ability to read and comprehend various documents.

Ability to maintain composure and work effectively in situations of on the job pressure.

Ability to pass a comprehensive background investigation.

Ability to pass random drug screening.

**EDUCATION and/or EXPERIENCE:**

Bachelor of Science (B.S.) Degree in Computer Science, Geographic Information Systems (GIS), Criminal Justice or related field.

Experience using various computer operating systems to include, but not limited to Windows, Microsoft Suite, Computer Aided Dispatch (CAD), Records Management System (RMS), ArcGis 9.0 or higher, Crime Central Analytics, and any statistical programs.

Two (2) years of experience in a program/specialization area directly related to the assignment of the position, or, any equivalent combination of experience and training which provides the required skills, knowledge, and abilities.

**GENERAL CHARACTER REQUIREMENTS:**

It is a business necessity that the employee, as a member of the Charles County Sheriff's Office, possess a history and exhibit the characteristics of honesty, reliability, integrity, and interpersonal skills.

Any criminal conviction/arrest may be grounds for disqualification.

**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.

Work is performed primarily in an office setting with frequent interruptions.

Sit for prolonged periods of time, answering the telephone, and operating computer equipment.

Manage the stress induced by accomplishing tasks critical to the Agency and meeting crucial deadlines.

Establish and maintain effective working relationships with coworkers and supervisors.

Appropriately accept supervision, criticism, and evaluation.

Exhibit and maintain professional decorum at all times.

Exhibit sensitivity to people from varying ethnic, religious, sexual, and socioeconomic backgrounds.

Deal tactfully, effectively, and equitably with people, both within and outside the Agency.

Read computer screens and be able to distinguish colors.

Climb a step stool or stoop down to reach file drawers just above or below arm level.

Manipulate keys and keyboards, file drawer latches, and file folders (locating, removing, inserting).

Must perform work in accordance with sound safety practices.

Must report for duty in a regular and punctual manner.

Must work overtime when deemed necessary by the Agency.

May be required to work varying hours on a rotating schedule including days, evenings, midnights, weekends, and holidays.

Comply with Agency policies and procedures as outlined in the Administrative and Operational Manual.

10/2018

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Employee Name (Print)	Signature	ID#	Date
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Witness Name (Print)	Signature	ID#	Date
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