CLASSIFICATION TITLE: Crime Analyst	JOB NUMBER: JP-0108	AFFILIATION: Police Professional Staff Guild
REPORTS TO: Police Professional Staff Supervisor	PAY GRADE: PPSG 05	FLSA STATUS: Non-Exempt

GENERAL SUMMARY

Performs intermediate technical work collecting and analyzing data from a variety of sources related to criminal activity, and related work as apparent or assigned. Work is performed under the limited supervision of the Police Professional Staff Supervisor or designee (supervisor).

CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

ESSENTIAL JOB FUNCTIONS

To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.

- Analyzes raw crime data and develops recommendations to improve law enforcement effectiveness based on interpretation of patterns and trends in criminal activity; forecasts criminal trends based on computer analyses of current and historical crime data; proactively identifies and seeks solutions to problems; assists with tracking department performance measures and prepares reports assessing and analyzing performance measure data.
- Designs and maintains computer databases to compile, store, and describe crime data to include, but not limited to, compiling statistical information on calls for service and response times, identifying evolving or existent patterns on calls for services, and identifying evolving or existing crime patterns by geographical area and by time.
- Initiates and disseminates crime analysis briefings, reports, bulletins, and presentations on crime statistics and trends to aid in tactical, strategic, and

administrative planning; prepares charts, graphs, maps, and other visual materials to illustrate crime patterns, trends, and statistical findings; ensures that pertinent data and information is distributed, utilized, understood by, and communicated to all users.

- Coordinates crime information gathering and analysis internally and with other law enforcement agencies in the region; works closely with area crime analysts, detectives, and officers to actively identify and analyze multi-jurisdictional crime series and trends, and develop and coordinate response efforts to address them.
- Attends regularly scheduled meetings with area investigators, gang intelligence sharing, crime analyst meetings, and other formal and informal functions as required.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.

Knowledge of:

- Applicable Federal, State, and local laws, rules, codes, and regulations related to assigned activities.
- Department's mission, methodologies, and policies in general, including specific procedures and deadlines covering the vast variety of paperwork in the handling of police records.
- Roles and responsibilities of police officers and command staff.
- Methods, procedures, and techniques used in statistical analysis and research design.
- Principles and practices of professional and technical writing.
- Broad range of computer software packages relevant to the work (e.g., spreadsheets, mapping/GIS, statistical analysis, CAD, word processing, desktop publishing, web page design, etc.).
- Modern office practices, methods, procedures, and equipment.
- Statistical record-keeping principles, procedures, and techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Public speaking techniques.

Skills and abilities to:

- Learn, read, interpret, and apply and explain rules, regulations, policies, and procedures.
- Adhere to laws and policies related to accessing, reviewing, and sharing information that is protected by law, whether in print or electronic form.
- Compile, prepare, and present complex and detailed statistically based reports.

- Analyze and use data to propose changes, improvements, and enhancements to current operations; develop, present, and advocate recommendations, policies, and procedures.
- Demonstrate a strong sense of personal ethics along with a high degree of professional judgment and discretion.
- Maintain a high degree of confidentiality.
- Maintain accurate logs, records, files, and filing systems pertinent to option class.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities, and meet critical time deadlines.
- Operate modern office equipment including personal computer equipment using standard or customized software application programs appropriate to assigned tasks.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS

- Obtain Certification in the use of Law Enforcement databases (local RMS, CAD, WSP ACCESS, WACIC/NCIC, JIS, DAPS, SECTOR, etc.) within six (6) months of hire.
- Valid driver's license.

EDUCATION AND EXPERIENCE

High school diploma or GED with coursework in criminal justice, statistics, or related field and one (1) year experience performing computerized data collection and analysis, and one (1) year experience in the design and management of databases.

COMPETENCIES

Foundational

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable.

Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.

- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This work requires regular and punctual attendance at the office or other assigned locations; frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires standing, walking, reaching with hands and arms and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Authorization *(for Archive)*

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.

Human Resources Director	**Date** 07/07/2026
Department Head	**Date** 7/8/2026
City Manager or Authorized Designee	**Date** 7/8/2026