City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Crime Analyst</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>CRAN</td>
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<tr>
<td>Pay Grade:</td>
<td>Step 17</td>
</tr>
<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
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<td>Job Family:</td>
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<td>Date Revised:</td>
<td>8/5/2022</td>
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**General Summary:** This position is responsible for providing a wide range of analytical services and products to members of the Department and the community.

**Essential Duties and Responsibilities:**

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Collects, collates, and compiles pertinent information and statistical data about criminal activity; prepares periodic and annual reports;
- Researches databases and other sources of information to assess and determine the presence of crime patterns, develop potential suspects, and identify criminal offenders;
- Utilizes GIS software to produce computer-generated maps and charts displaying criminal activity geographically;
- Collaborates with police supervisors and Command Staff to identify, develop, and implement community policing and crime reduction strategies;
- Develops and maintains liaisons with other criminal justice and law enforcement agencies;
- Educates the public and law enforcement personnel on crime trends and prevention;
- Develops long-range goals and objectives through crime analysis.
- Assists with criminal investigations through gathering/reviewing surveillance video, review of criminal records/involvements, peripheral interviews, media review and preservations, and communicating attempt to locate information to internal and external law enforcement staff.
- Monitors various social media platforms for criminal activity.
- Answers questions, should the need arise, after hours.
- Other duties as assigned.

**Qualifications:**

**Education and/or Experience:**

Bachelor’s degree from a four-year college or university, and four years of experience in collecting, analyzing, and implementing strategies based on crime data, or four years related experience and/or training; or a combination of education and experience deemed acceptable to the hiring authority.

**Certificates, Licenses, Registrations:**

Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire. Ability
to obtain National Crime Information Center (NCIC) certification within 6 months from date of hire.

**Working Conditions:**

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 moderate.

**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 regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include color vision.