



Medicine Hat
The Gas City



CRIME ANALYST

Are you looking for a challenging position where your strong analytical skills would help support the Medicine Hat Police Service in reviewing existing crime patterns and trends, forecasting future crime occurrences, and supporting criminal investigative activities?

The Medicine Hat Police Service is looking for a full-time Crime Analyst. This position reports to the Major Crimes Section Staff Sergeant and is a member of the Priority Crimes Unit. The position works a 5 day, 36.25 week.

The successful candidate will possess:

- exceptional analytical and research skills,
- strong written and verbal communication skills are essential;
- demonstrated knowledge of the criminal justice process,
- strong interpersonal and problem solving skills, and
- excellent computer skills and proficient in analytical and policing related software.

You have a degree in Criminology, Criminal Justice, Police Science, Statistics or Mathematics. Degrees in other related social science disciplines may be acceptable. Your degree will be supplemented with a minimum of five (5) years experience in a policing or government capacity involving crime analysis and research. **The successful candidate must pass a full Police Service security clearance as outlined in the Medicine Hat Police Service Policy and Procedures, including a polygraph examination.** A complete job description is available under the "more info" link.

Qualified candidates are invited to submit a resume to **Competition #10207A, Human Resources Department, City of Medicine Hat, 101-505 1st Street SE, Medicine Hat, AB T1A 0A9; fax (403) 525-8870; e-mail hr@medicinehat.ca.** The closing date for this competition is **Monday, December 13, 2010 AT 4:30 p.m.**

To find out more about the Medicine Hat Police Service please visit www.medicinehatpolice.com To learn more about the benefits of living in Canada's Sunniest City – visit other links on www.medicinehat.ca

We thank all applicants; however, only those selected for an interview will be contacted.



CLASSIFICATION: CRIME ANALYST

JOB TITLE: CRIME ANALYST

REFERENCE NO: 100131

DIVISION: POLICE

DEPARTMENT: POLICE OPERATIONS

APPROVAL DATES: BY:  _____ **DATE:** October 14, 2010
CHIEF OF POLICE

BY:  _____ **DATE:** October 13, 2010
GENERAL MANAGER OF HUMAN RESOURCES

GENERAL DESCRIPTION:

This position supports operational and administrative personnel in achieving the overall goals and objectives of the Police Service. The primary function of the position, through tactical and strategic analysis, is to synthesize, prepare and disseminate a variety of information relevant to actual or anticipated local criminal activity in order to increase operational effectiveness, prevent crime and apprehend suspects. The position also provides assistance for Police Service strategic planning by identifying, gathering and preparing information related to statistics, demographics and projections, along with monthly and annual reports.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the Major Crimes Section Staff Sergeant and works within the Priority Crimes Unit.
- Works closely with the Office of the Chief to carry out required functions.
- Maintains a regular working relationship with all units, sections and personnel of the Police Service as well as various external stakeholders.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Perform tactical and strategic analysis and research regarding local crime data to increase awareness, determine patterns or trends, identify or avoid current or potential problems and determine causes and / or solutions.
- Determine, design and develop data collection strategies and implement these strategies by collecting, assembling, analyzing and interpreting investigative and/or intelligence data in order to prepare various types of documents outlining crime series detection, suspect-crime correlation, target-suspect data, etc., to provide assistance and / or direction to investigations.
- Translate crime, intelligence or statistical data into a variety of formats for use in operational decision making and presentations.
- Use of analytical software in the preparation and presentation of strategic and analytical products, crime bulletins, bail packages and various charts (ie: organization, association, link analysis, time line, mapping, etc.).
- Facilitate communication and coordination of crime information between units, sections and divisions.
- Prepare and provide training presentations and materials to educate operational personnel and others on crime analysis issues.
- Perform special research projects based on results of crime analysis and daily crime monitoring to provide management advice relative to crime reduction strategies.
- Review, evaluate and develop appropriate systems, forms and procedures relating to gathering and reporting a variety of requested information.

- Conduct investigative support through the searching of open and closed source materials and databases.
- Provide relevant data and advice to the Office of the Chief for strategic planning and problem solving.
- Perform other related duties as assigned.

REQUIRED COMPETENCIES:

- Working knowledge of the stages of the analytical process including planning, collection, collation, evaluation, processing, analysis and dissemination.
- Ability to utilize a variety of research techniques and methods to extract data from various sources in order to perform crime analysis functions.
- Knowledge of data collection and analysis techniques to evaluate the reliability, relevance and completeness of information.
- Strong inductive reasoning through data description and integration to support the development of conclusions and predictions on crime and crime groups.
- Knowledge of the organizational structures, nature, purpose, practices, policies, procedures, goals and objectives of the Police Service.
- Strong listening, verbal and written communication skills and techniques to prepare narrative reports that interpret and summarize findings.
- Initiative with the ability to achieve results, using time management methods and techniques to manage multiple priorities while working independently.
- Ability to maintain confidentiality.
- Strong interpersonal and problem solving skills.
- Proficient use of technology utilized to complete analytical functions such as, but not limited to, i2 Analyst's Workstation, ArcView GIS, police information systems (Versaterm RMS, CPIC, NCDB, ACIIS, JOIN, APSNET, PIP), MOVES, CORES, open source databases and the Internet.
- Strong working knowledge of Windows-based office software programs, especially Excel, Microsoft Publisher and PowerPoint, along with Adobe Acrobat Pro, with the ability to convert various images, JPEGs, PDF and Word documents.
- Ability to keep abreast of trends and developments with respect to policing issues and strategic priorities, technology, crime analysis and criminal typologies.
- Ability to develop and maintain ongoing relationships both internally and externally.

REQUIRED QUALIFICATIONS:

- Minimum of a Bachelor's degree in criminology, criminal justice, police science, statistics, mathematics, research, other social sciences or equivalent from a recognized post secondary institution, though graduate level education would be preferred.
- Five (5) years experience in a policing or government environment that clearly demonstrates increasing responsibility in crime analysis and research.
- Must pass a full Police Service security clearance as outlined in the Medicine Hat Police Service Policy and Procedures, including a polygraph examination.
- An equivalent combination of management approved training and experience may be considered.

SALARY RANGE:

- Range 27 in accordance with the Collective Agreement for CUPE Local 46 (Inside and Outside Workers).