

## Police Department: Crime Analyst

The City of Winchester invites you to come join our team! The City has an outstanding strategic plan that includes goals and objectives, a clear vision, and a culture of collaboration. We are recruiting for a Crime Analyst in our Police Department.

### Example of Duties

- Extracts, compiles and analyzes reported incidents of crime in order to identify suspects, detect problem areas and predict trends, thereby assisting in the criminal enforcement efforts of law enforcement personnel;
- Acquires and maintains a working knowledge of the various subsystems of the Police Department Records Management System, including arrests, calls for service, citations, field contacts, supplements, warrants, accidents, investigation management and case history;
- Develops an understanding of criminal investigation techniques and the department's investigation reporting procedures;
- Reviews and analyzes all criminal investigation reports filed;
- Briefs Commanders and Supervisors on criminal activity and assists in the planning of proactive enforcement operations. Acquires and maintains a working knowledge of the department's Geographic Information System (GIS) and intelligence reporting tools.

### Typical Qualifications

Any combination of education, experience, and training equivalent to graduation from an accredited four-year college or university with a bachelor's degree in criminal justice, public administration, business administration, or a related field that included course work in statistical analysis. Possession of a valid and appropriate driver's license.

Experience using a law enforcement records management system and querying information systems/databases for analytical purposes. Familiarity with Tableau, LInX, ESRI ArcGIS, i2 Analyst's Notebook, SmartDraw, ELSAG LPR Operational Center, TLO, SQL Server. Strong working knowledge of all basic Microsoft Office applications, specifically Excel and Outlook. Experience utilizing pivot tables in various software products and/or statistical packages. Documented experience conducting analyses, preferably in a criminal justice or law enforcement setting, and summarizing conclusions in both oral and written form. Ability to work effectively with minimum direct supervision.

### Supplemental Information

For more information and to apply for this position please visit the City of Winchester's website at [www.winchesterva.gov](http://www.winchesterva.gov).