MAJOR FUNCTION

This is responsible work designed to support the North Florida Regional Domestic Security Task Force (NFRDSTF) and the City's special and on-going public safety efforts. This is professional crime data analysis and correlation for the development of appropriate programs for improving criminal apprehension and crime prevention as it relates to domestic security and the mission of the NFRDSTF. Assistance is provided by using all available databases, and through research and analyzes of intelligence as it relates to the NFRDSTF duties. Work includes offense reports review, verification, classification and abstraction, assembly and organization and submission of crime data as it relates to the domestic security mission and in the correlation of data and identifying trends and patterns; proposing and recommending conclusions and corrective actions for review. Work also involves the performance of administrative duties and other special assignments. Assignments are received from supervisory officers and are carried out under the department's established policies and procedures. Work requires the use of independent judgment, initiative and skill, as applicable to a variety of cases. Provides assistance to the NFRDSTF by attending meetings, training, and other related events. Work is reviewed through conferences, written reports, inspections, and observations of results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES

Essential Duties

Provides analytical support to Regional Threat Assessments (Region 2). Supports the review/vetting of the TPD Suspicious Activity Reports to the Florida Fusion Center and reviews reported incidents of crime. Abstracts significant crime data for use in reporting systems and maintains established data files. Transmits data to other data file systems. Evaluates offense reports and submits those reports worthy of further investigation, along with identification of known suspects and other relevant data, to the criminal investigation division or the NFRDSTF. Prepares and submits synopsis of offenses with no further investigation leads. Assistance is provided by using all available databases, and through research and analyzes of intelligence as it relates to the NFRDSTF duties. Prepares and creates basic and complex link charts documenting associations and timeline analysis. Creates and maintains suspect and known offender files; special crime files domestic security and suspicious activity reporting. Prepares special bulletins on specific domestic security related crime problems and special reports and studies as required. Assembles, organizes and analyzes crime data and develops specific corrective action or programs. Performs special projects requiring research and statistical analysis of data upon request. Responds to requests from citizens in relation to crime and burglary rates. Performs related work as required.

Other Important Duties

Provides assistance to the NFRDSTF by attending meetings, training, and other related events.

DESIRABLE QUALIFICATIONS

Knowledge, Abilities and Skills

Knowledge of the NFRDSTF mission and procedures. Knowledge of the unified crime reporting system with particular emphasis in suspicious activity reporting. Knowledge of statistical methods and research concepts and techniques. Knowledge of investigative and identification methods and techniques. Knowledge of use and application of related computer programs. Ability to establish and maintain effective working relationships as necessitated by work assignments. Ability to organize, communicate and present clear, concise and factual oral and written reports and recommendations. Skills in data entry. Previous experience in the domestic security area is preferred.

<u>Minimum Training and Experience</u>
Possession of a bachelor's degree in criminology, criminal justice, sociology, accounting, business or public administration, mathematics, computer science, or a related field. Experience that includes data review and analysis, computer mapping (GIS), or research may be substituted on a year-for-year basis for a maximum of two years of the required education.

<u>Necessary Special Requirements</u>
Must possess crime analyst certification from Florida Department of Law Enforcement, Florida Law Enforcement Analyst Academy (FLEAA); or must successfully complete prerequisite courses from Florida Law Enforcement Analyst Training I and II (FLEAT) and the Analyst Academy within one year of appointment.

Must be at least 19 years of age, a citizen of the United States and must not have a criminal record. History and background must be able to qualify for a "secret" security clearance with the FBI.

Must possess a valid Class E State driver's license.

Applicants should truthfully complete the Criminal History Questions on the City Employment Application. Any omissions, falsifications, misstatements, or misrepresentations of the information provided may disqualify an applicant. The top applicant chosen for this position will be required to complete and pass a Truth Verification Examination and a pre-employment psychological examination prior to an employment offer being made.

Established: 03-18-10
              08-27-15

Revised: 02-27-24