



City of Milford
Crime Analyst
Pay Grade: 9

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: Minimum of five (5) years' experience with the expertise to develop an anticipatory crime analysis program for law enforcement. Obtainment of the following certifications within 30 days of employment: NCIC/DELJIS Certification, Patriarch/28CFR, NIMS (National Incident Management System), ICS-100 and FEMA IS-700 training is required.

Possession and retention of a valid Delaware vehicle operator's license is required; must pass a criminal background check. Subject to random drug and alcohol testing in accordance with City policy. The most competitive candidates will have experience working with or at a police department, intelligence center and/or within the criminal justice system.

Minimum Education Requirements: Associate's degree with emphasis on Math, Statistics, Criminal Justice, Behavioral Science, Business Analytics, Intelligence/Homeland Security, Data Science or other related. An equivalent combination of experience and education which provides the applicant with the skills, knowledge and abilities required to perform the work may be considered.

Direct Supervisor: Chief of Police

Supervisory Responsibility: N/A

Primary Work Location: Police station may require some travel within State of Delaware and/or training outside of the state.

Job Summary: The Crime Analyst is responsible for applying intelligence and crime analysis principles to interpret and analyze data using both quantitative and qualitative techniques. This analysis is essential in providing valuable insights to support the Milford Police Department and benefit the Milford community.

The Crime Analyst shall be committed to the mission, vision and values of the Milford Police Department and the City of Milford, by demonstrating such through ethical conduct, community stewardship, individual initiative, and responsive service. The Crime Analyst shall demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability, and responsibility.

Supervision Received: Work is performed under the general supervision of the Chief of Police.

Essential Job Functions: An employee in this position may be called upon to do any or all of the following essential duties:

- **Threat Assessments:** Develops written assessments of threats to critical infrastructure and events based on gathered intelligence.
- **Crime Pattern Analysis:** Maintains documentation and statistical records of crime patterns, summarizing findings in analytical reports.
- **Intelligence Product Development:** Creates diverse intelligence products that assist investigators in detecting, preventing, and responding to criminal and terrorism activities.
- **Operations Briefings:** Attends briefings to update officers and investigators on emerging crime series, patterns, and trends.
- **Stakeholder Engagement:** Collaborates with local stakeholders to identify and prioritize crime and intelligence issues in the assigned geographic area.
- **Data Visualization:** Develops summary tables, charts, maps, and other graphics for use in grand jury presentations and trials.
- **Reporting & Resource Allocation:** Prepares comprehensive reports for the Chief of Police and command staff to facilitate resource allocation, develop funding requests, and support

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investigative briefings and press releases.

- **Operational Support & Crime Forecasting:** Analyzes crime reports, identifies hotspots, develops bulletins and summaries, studies serial crime data, and forecasts future crime trends to support tactical and strategic operations.
- **Training & Methodology:** Conducts periodic training sessions on intelligence and analytic methods for staff, executives, and managers to enhance operational awareness and skills.
- **Database Development Support:** Assists in developing computerized databases to organize and manage intelligence and related information.
- **Regulatory Compliance:** Ensures adherence to local, state, tribal, and federal laws and regulations governing intelligence operations and criminal investigations.
- **Fusion Center Support:** Provides intelligence services—including crime pattern analysis, association mapping, telephone toll, and financial analysis—to support fusion center operations.

Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment:

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Uniform Crime Reports (UCR).
- Delaware COGNOS system or similar systems.
- NIBIN - National Integrated Ballistic Information Network, eTrace - ATF, Internet-Based Firearms Tracing Analysis, Matchpoint+ BrassTrax.
- Crime View.
- Microsoft Excel and other related database management systems.
- Local and national crime analytic software.
- Knowledge of current best practices in crime, intelligence, business, and/or data analysis.
- Demonstrated success in the research and mining of data, implementing innovative methods and accessing multiple sources.
- Experience with statistical, crime analysis, intelligence analysis, qualitative analysis, data analysis and data collection, presentation, and mapping software, such as SPSS, ArcGIS, B CompStat, MS SQL, and ESRI ArcGIS Online.

Skills

- Excellent communications skills and the ability to convey complex information both orally and in writing to varied and diverse audiences.
- Have experience in personally preparing accurate written reports, emails, analytical reports, and similar communications, together with effective verbal communication and public speaking skills, including a willingness to make effective oral presentations to a range of police personnel.
- Experience planning and executing projects, driving activities on multiple projects and managing competing priorities within tight timeframes.
- High performance in the ability to critically think and engage information to produce analysis and intelligence.
- Technical skills including the ability to learn and write MS SQL and/or python queries to extract data. Also demonstrated ability to utilize various computer hardware and software applications, such as relational databases, Microsoft Office suite products, spreadsheets, and databases.
- Exceptional interpersonal skills, ability to establish and maintain excellent working relationships with law enforcement personnel at all levels, peers, managers, other agencies, and external vendors.



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Abilities

- Ability to foster meaningful relationships with law enforcement personnel.
- Ability to quickly obtain information and efficiently assist in multijurisdictional or complex cases.
- Ability to analyze, interpret, and summarize criminal intelligence data and present the findings in a professional manner through formal briefings, presentations, and bulletins.
- Ability to work independently with minimal supervision and demonstrate strong decision-making skills to proactively address crime/intelligence needs, while also at times and in group settings.
- Ethical and professional conduct, using discretion, sound judgment, fairness, respect, inclusiveness, and integrity to support and enhance Milford Police Department values.
- Ability to work in a fast-paced environment, with quick results on tight timetables.
- Ensure a high level of accountability for the information and data you are providing.

Signatures / Date

- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my position. I would like to have a second review of the job description with my manager and human resources.

Chief of Police: _____

Employee: _____

Human Resources Director: _____