



HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, STE 100, Burlington, VT 05401

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Crime Prevention & Analysis Specialist
Burlington Police Department

POSTING DATE: March 13, 2014

DEADLINE TO APPLY: March 28, 2014

RATE OF PAY: \$18.00 - 22.79/hr DOE

POSITION STATUS: Temporary (6 – 12 Months)

EXEMPT/NON-EXEMPT: Non-Exempt

CLASSIFICATION GRADE: N/A

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible for coordinating crime prevention and analysis activities of the Burlington Police Department. This position serves as the point of contact for the general public regarding Crime Prevention activities, often making presentations, answering questions, and constructing, distributing crime prevention material. This position works extensively in databases and proprietary software programs, and maintaining confidential material.

ESSENTIAL FUNCTIONS:

A. Crime Analysis and Prevention Duties

- Interact and communicate with Police personnel, other City employees, and the community on crime analysis/research issues; and respond to requests for various information and statistical reports.
- Provide/present analyses to police, City administration, and City Council for decision-making purposes.
- Research and analyze complex law enforcement data; identify and interpret criminal activity, patterns, and trends; and forecast trends through distributions to aid in staffing and deployment of police personnel.
- Develop statistical data resources and produce maps and other analyses to assist in proactive and targeted investigations, preventative enforcement and education, identification of theft patterns, trends, and identification of known and repeat offenders.
- Use computer databases, electronic spreadsheets, desktop publishing, word processing, and statistical applications to manipulate, analyze, and present data.
- Study current literature on research methodology and police issues, and make appropriate recommendations for improvements in crime analysis and prevention practices.
- Aid in guiding the department on how crime analysis products should be used to combat crime and disorder problems in the city.
- Develop and maintain Tactical, Strategic, Administrative, and Operational analytical capabilities.
- Attend regional meetings of law enforcement personnel in order to share information on crime series, patterns, new methodologies, and developing tools.
- Compile information, analyze findings, make interpretations, and write comprehensive reports (monthly, annual, weekly bulletins etc.) based on data; use these findings to identify information gaps and future collection requirements.
- Attend training (MACA, IACA or NCPA) and attend/develop regional training/networking.
- Maintain membership in the International Association of Crime Analysts or National Crime Prevention Association and/or similar professional development/networking opportunities.

B. Community Liaison Duties

- Develop and foster relationships with local community groups and businesses in accordance with department objectives. Plan, organize and conduct employee, community and business group meetings to disseminate information, encourage responsiveness and participation in department plans and objectives.
- Be the primary point of contact for crime prevention and crime analysis for law enforcement agencies, City Departments, landlords, Alternative Justice Panels, Prosecutors, non-profits, businesses, and others.
- Prepare and present on various topics relating to Crime Prevention and Crime Analysis to police, other law enforcement agencies, City Departments, landlords, Alternative Justice Panels, prosecutors, non-profits, businesses, general public and others.
- Acts as liaison between supervisor and staff including public, media and local, state and federal offices and officials.
- Coordinate "Community Police Academy" and similar outreach activities.
- Coordinate or assists in the coordination of various neighborhood, landlord, and business engagement and safety initiatives.
- Works in conjunction with the Command Staff on grant applications.
- Assists the Officer in Charge in preparing crime analysis for the daily roll calls, internal trainings, and public meetings.
- Conducts security audits and creates security plans/provides feedback on best security practice.
- Participates in monthly ride-a-longs.
- Performs other duties as required.

QUALIFICATIONS/BASIC JOB REQUIREMENTS:

- Bachelor's degree in Criminal Justice, Public Administration, Computer Science, Math or closely related field and two years of experience with police is preferred or any equivalent combination of education and experience, which would provide the required knowledge, skills, and abilities. **Or** Combination of experience and training which provides the required knowledge, skills, and abilities. Preferred: Graduate level degree or course work related to criminal justice, public administration or government.
- Must successfully pass, interview panel, and criminal background check conducted by the department.
- Experience with Crystal Reports and Computer Aided Dispatch (CAD) and Records Management Systems required. GIS, ESRI products and CPTED/POP/COP concepts preferred.
- Ability to analyze data, develop and deliver presentations, write reports, research and work independently, think objectively, have good interpersonal skills, and exhibit sound and accurate judgment.
- Ability to effectively communicate orally and in writing ideas/concepts, findings/results, interpretations, and evaluations to both internal and external groups.
- Ability to make presentations to Department members and other agencies using PowerPoint and other audio/visual aids.
- Ability to learn specific laws, ordinances, codes and regulations applicable to the operations of assigned department.
- Ability to work with and display sensitivity towards diverse groups of people.
- Demonstrated attention to detail and organizational skills.
- Ability to interact in professionally and respectfully with co-workers, members of the general public and elected officials both in person, and on the telephone.
- Ability to establish and maintain effective working relationships.
- Ability to communicate effectively across all levels of an organization.
- Must possess a valid driver's license.
- Must be able to operate standard and computerized office equipment.
- Must be able to learn new software applications need in the performance of the job to include; CAD, Records Management Systems, Access, Excel, Arc View GIS software...
- Must be able to work in a team environment, while also being self-directed.
- Must adapt to changing job duties and be able to multi-task.
- Must be able to assume administrative responsibility and carry out tasks with minimal instruction.
- Must display excellent verbal and written communication skills.
- Must interact well with the public.
- Must be able to work evenings, weekends, special events, and holidays as required.
- Must possess strong analytical and strong writing skills.
- Must have ability to compile and consolidate information from various sources into an actionable product.
- Strong database querying skills and strong mapping skills preferred.
- Public Safety background preferred

To Apply: Submit resume and a City of Burlington Application to: Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR.

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability,

HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-

7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.