



Pasco Sheriff's Office
POSITION DESCRIPTION



POSITION NUMBER: 704
Retirement Class Code: HA (Regular Risk)

Class Title: RTIC Criminal Analyst
Type of Position: Civilian Administrative Support
Pay Grade: H50

- 1. Workweek:** Full-Time (40 hours weekly)
- 2. FLSA:** Non Exempt from overtime
- 3. EEO Category:** 06 (Administrative Support)
- 4. Department:** Research and Analysis Division, Strategic Operations Bureau
- 5. Section/Org Code: Compensation; Org. Code 8810**
- 6. Location:** New Port Richey (Pasco County Public Safety Communications)
- 7. Job Summary:** Technical civilian position responsible for performing an assortment of criminal research to aid in the response to citizen generated calls for service and related investigative processes. The Criminal Analyst must be able to detect patterns, sprees and trends within the crime environment. Must also analyze crime data to identify offenders and methods of operation pertaining to criminal activity. This position requires the ability to work as part of a team and when needed independently, as well as exercise considerable discretion and self-initiative.
- 8. Working conditions:** Must work well under stressful conditions. Shift work is required (day and night shifts) as well as periodic shift rotations, working holidays and weekends, will work during emergency or during hazardous weather situations, periodic mandatory overtime.
- 9. Position reports to:** Real Time Information Center Supervisor
- 10. Position directly supervises:** N/A

11. Education and Experience: AA/BA in Criminal Justice field from an accredited college required. High School Diploma or GED from an accredited school and a minimum of two years' work experience as a criminal/intelligence analyst or successful completion of agency internship or volunteer program, may be considered in lieu of degree. Prior law enforcement or military experience in the collection and analysis of criminal data preferred. Strong skill set in Microsoft Office Excel and Power-Point (testing may be conducted for both). Must maintain a valid Florida Driver's License at all times. Unescorted CJIS clearance as authorized by FDLE is required.

12. Illustrative duties and responsibilities:

75% DUTY INTELLIGENCE LED POLICING AREAS: Illustrative Tasks:

The Criminal Analyst (CA) in the Real Time Information Center (RTIC) will be responsible for accurately leveraging technology to assist both patrol and investigations units, during the response to citizen generated calls for service and related investigation of incidents. The RTIC also conducts proactive monitoring of available resources to aid in the prevention of crime and assessment for the need to deploy additional resources.

The Crime Analyst will possess a strong understanding of available resources (primarily technological in nature) which can be utilized to impact crime. Research what is needed within those resources, determine the value of all available information, and then communicate that information to units within the agency who can best utilize the information (i.e. proactive enforcement and/or criminal investigative efforts). In addition, the Analyst will gain and maintain

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an overall understanding of significant crime trends across the agency's jurisdiction. The Analyst will conduct proactive monitoring of available technological resources and report relevant usable information derived from those resources in an accurate, timely and ongoing manner to better enable the agency to impact crime.

Additional job tasks include but are not limited to: reviewing criminal history background information documentation, researching, investigating, and documenting information as required pursuant to agency and state requirements. Extract and compile crime data information and statistics from various reports and sources in order to organize the data for analysis, reporting, and to provide information to various agency units.

Analyze collected data and /or statistical reports to detect and establish valid crime patterns and trends. Then disseminate the information to specified individuals, sections/units and other law enforcement agencies in accordance with agency policies/procedures.

Generate valid reliable descriptive statistics. Classify and categorize criminal activity with regard to frequency of occurrence, location, type of crime, demographics and other pertinent criteria. Effectively communicate crime analysis information to intra/inter agency personnel and institutions through written bulletins, reports, charts, histograms, and graphs.

Provide support to detectives/investigators in the compilation of confidential information regarding complex investigations. Accurately chart criminal activity in crime matrix, geographical maps, or other investigative support tools. This includes, but is not limited to, analyzing case reports to identify patterns, associations, and additional criminal organizations.

Disseminate, request, receive and/or investigate confidential information concerning criminal activity in accordance with agency policies and procedures. Maintain the confidentiality of the information while utilizing it in accordance with agency policies/procedures and applicable state and federal laws that regulate confidential intelligence information gathering and dissemination.

Utilizing provided reports and crime analysis worksheets, the Analyst will correctly input the specified information from the reports onto the worksheet and provide statistical descriptions upon request in accordance with agency policy. Analyst will retrieve information and disseminate the requested data/information to the authorized requester in a timely manner and in accordance with agency policies.

Research and monitor trends/changes in criminal activity through electronic and traditional media to develop and implement responses and solutions to ongoing or potential criminal activity. Correctly operates FCIC/NCIC computer to standards mandated by state/federal authorities, receive and disseminate accurate information to the authorized personnel in a timely manner consistent with agency policies. If applicable, the Analyst accurately interprets retrieved criminal history information for documentation/records updating purposes.

Correctly operate CJIS and CAD systems, or any other local or agency system as applicable. Accurately retrieving or entering information in a timely manner and in accordance with all applicable State laws / directives / regulations / procedures and agency policies. If applicable, the retrieved information is disseminated to the authorized requester or other appropriate individual in a timely manner. Pursuant to state statutes and within 48 hours of registration by a sexual predator, the Analyst notifies neighborhood schools, day cares, and other concerned

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institutions/organizations located in a mile radius of the predator's domicile or along the predator's work route.

Possess sufficient knowledge, correctly perform all the designated duties and assume all responsibilities as required in the absence of the assigned supervisor/superior/co-worker or during periods of work overload in accordance with agency policy, procedures and supervisory direction.

Politely answer and screen calls as appropriate, route calls to the proper personnel, or correctly write down all pertinent information and put the written message in the designated location in accordance with agency procedures. If applicable, the Analyst will page designated members as instructed.

Thoroughly and accurately complete update records, reports documentation, materials and files monthly reports. Maintain confidential files/information. Send/receive faxes; generate copies; shred documents; contact with the public.

Perform other duties as needed.

25% DUTY AREA – GENERAL: Illustrative Tasks:

The Analyst will present and clearly communicate in an effective, professional and polite manner with PSO personnel, outside agencies, the general public, and large groups of people at all levels of the criminal justice system including lawyers and testifying in court proceedings. Appropriate attire and grooming as to present a professional image in accordance with PSO policies and procedures.

13. Associated knowledge, skills and abilities:

KNOWLEDGE OF:

Radio procedures
Geographic locations
Office policy and procedures
Florida Statutes/County Codes
Human Diversity Awareness
CJIS Security Policy
Emergency procedures
FCIC and NCIC policy and procedures
PSO Operating Software Systems
DAVID
Basic law enforcement or law enforcement special operations and procedures

SKILLED IN:

Analytical functions
Possess short/long term memory
Advanced computer programming
Microsoft EXCEL, ACCESS, Power Point, Word
Retrieving information from various sources (CAD, RMS, Document Imaging, physical files, and other databases)

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ABILITY TO:

Speak clearly, understand, read, and legibly write English
Communicate effectively with staff members and general public
Listen to and comprehend radio traffic
Operate a personal computer, peripheral equipment and assigned software
Prepare documents, forms, reports and statistical data
Perform routine and advanced mathematical computations
Use independent judgment and make technical and professional decisions on a daily basis
Plan, organize and bring assignments to completion with little to no supervision
Position requires excellent research and presentation skills, and strong work ethic
Work well in a dynamic team environment and independently
Work under stressful and time critical deadlines
Sit in an office setting for extended periods of time
Must be able to occasionally work on-call, shift-work, and weekends
Use general mapping software

MINIMUM PHYSICAL AND OTHER REQUIREMENTS

- **Sit up to 7 hours per day**
- **Stand up to 1 hour per day**
- **Walk up to 1 hour per day**
- **Occasionally lift up to 30 lbs.**
- **Occasionally bend, squat, reach, kneel or twist.**

Other Requirements:

- **20/40 vision (corrected/uncorrected)**
- **Ability to hear conversation at a normal level (assisted or unassisted)**
- **Ability to work shift work**
- **Ability to work in hazardous conditions**

14. Equipment or machines routinely used in this position: Agency vehicle, cell phone, telephone, agency computer, agency software programs, calculator, photocopier, facsimile machine, and other equipment and machines deemed necessary to perform assigned duties.

15. Amount and type of supervision position receives: Analyst will work under moderate guidance and supervision of the Real Time Information Center Supervisor.

16. Review procedures: Work is reviewed upon completion and/or periodically by the Real Time Information Center Supervisor. This position receives a written performance evaluation in accordance with General Order 35.1.

17. Essential Tier Response: Tier 1 - Key and Mission Essential: This position designation is for those that are needed to ensure the immediate and continued support for operations and mission essential functions within the agency. It is necessary for this position to perform duties of leadership, specialized functional support, or subject matter expertise required to sustain the organization.

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18. Remote Work. Position has option for remote work with bureau commander approval. Employees authorized for remote work may be required to return to the office periodically or upon request when needed, and any decision to allow remote work remains in PSO's absolute discretion and may be subject to change at any time.

19. This position description lists the duties and responsibilities an incumbent would generally expect to perform. Percentages of time, when used, are estimated annual averages and as such are subject to periodic fluctuations. This position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the member for this job. Duties, responsibilities and activities may change at any time with or without notice.

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