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| **JOB TITLE: Crime Analysis and Media Coordinator** | **JOB CODE: 21.03** |
| **DEPARTMENT: Police** | **FLSA STATUS: Non-Exempt** |
| **REPORTS TO: Police Chief** | **DIRECT REPORTS: None** |
|  | **CIVIL SERVICE: Yes** |

**JOB SUMMARY:**

Under general supervision, the Crime Analysis and Media Coordinator is responsible for performing a variety of strategic, tactical and administrative duties relating to the systematic process of collecting, categorizing, analyzing and disseminating timely, accurate and useful information and producing and monitoring communications for the Police Department, i.e.; social media, press releases, reports and other general department communications.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Performs crime analysis duties involving, recording and maintaining analysis of raw data of criminal patterns, trends and potential suspects. Reviews video and helps to investigate theft rings and crime sprees.
2. Gathers and analyzes crime data and reports for crime detection and crime forecasting by reading reports and various documents, completing comprehensive research within computer systems and programs, contacting other agencies for information, preparing reports on crime patterns and suspects and disseminating information to the appropriate departments and outside agencies.
3. Maintains liaison with investigative support staff of various local, state and federal law enforcement and prosecution agencies.
4. Coordinates cases and work activities with detectives, outside agencies and specialized investigative units by researching and locating information for cases, including suspect locations, photo spreads, suspect composites and compiling information on suspects and other case components.
5. Creates robust interactive communication that engages the community, coordinates and produces articles for publications, newsletters, reports and other documents, and generates ideas for digital content including website and social media.
6. Advises staff on digital content including website and social media networks to be more effective as an information tool, creates and maintains all internal communications within the Department and City including newsletters, annual reports, and other publications, and keeps all digital communication current, including websites and social media.
7. Performs other related duties as assigned.

**KNOWLEDGE SKILLS AND ABILITIES REQUIRED:**

* Requires a broad knowledge of criminal and civil law, investigative practices and computer databases.
* Knowledge of the laws and regulations for the collection and preservation of evidence, as set forth in the Texas Rules of evidence and the Texas Code of Criminal Procedure.
* Knowledge of the chain of custody protocols and criminal court proceedings.
* Ability to interact professionally and respectfully with the public, coworkers, and others in the course of daily work.
* Requires effective written and verbal communication skills and proficiency in various software packages.
* Must be proficient with assorted technology and computer software, i.e. Microsoft office, iPads and scanning equipment. Proficient in the use of various social media (Twitter, Facebook, Instagram, etc.).
* Must be able to operate a camera.
* Proficient in computer operation skills with such software as digital imaging.
* Ability to deal effectively with victims, suspects and criminal justice professionals.
* Regular and timely attendance are required for this position

**MINIMUM EDUCATION AND EXPERIENCE REQUIRED:**

Bachelor’s degree from an accredited college or university with major course work in police science, criminology, public administration, statistics, math, media relations or related area of study is preferred. Any equivalent combination of education or experience may be considered.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

Sitting, walking, and standing, some pushing/pulling, lifting and carrying of up to 25 pounds; repetitive movement of wrist and fingers during computer data input; reaching; 80 – 100% of day using computer. Maintains static posture during sitting.

**Pre-employment screening includes but is not limited to Drug Screen, Physical Examination, Credit Check, Motor Vehicle Review and applicable Background Checks.**

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Such tasks shall be capable of being performed with reasonable accommodation, if necessary, that does not impair a business necessity or impose an undue business hardship and without presenting a direct threat to the safety of the applicant or others.

Employee Acknowledgement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_