UNIVERSITY OF SOUTHERN CALIFORNIA

Crime Analyst

Job Code: 147025

Grade: 00

OT Eligible: No

Comp Approval: 2/25/2016

JOB SUMMARY:

Serves as university's Crime Analyst with responsibility for the analysis and reporting of crime patterns/trends pertaining to general and specific crime incidents and investigations in collaboration with outside agencies and law enforcement for information exchange. Analyzes, prepares and provides weekly, monthly, quarterly, bi-annual, and annual crime trends and reports for Department of Public Safety (DPS) and university management. Performs university-wide security analysis and provides environmental design recommendations of site plans for new facilities/buildings/structures for crime prevention.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Performs accurate, timely and relevant analysis of detailed statistical crime data utilizing quantitative and qualitative methods for crime pattern detection and trends. Collaborates with outside agencies and law enforcement for information exchange pertaining to general and specific crime incidents and investigations. Researches, identifies, analyzes, interprets, and monitors criminal activity, patterns, and trends. May recommend different strategies for each DPS watch to follow.

Prepares crime maps using geographic information systems (GIS) applications for training purposes and conducts analysis of crime data that assists in the placement of necessary resources within and outside the jurisdiction.

Reviews construction site plans for security considering camera and landscaping placement, ingress, egress, etc. Provides crime prevention analysis and feedback in the area of environmental design for university’s existing and new facilities/buildings/structures. Makes recommendations regarding site plans, as needed or requested. Recommends specific and overall security needs for university owned properties such as cameras and alarms. Performs crime prevention and CPTED surveys on new and existing buildings.

Recommends security upgrades for university departments and university-wide safety.

Provides crime analysis training and orientation for public safety officers, university’s security ambassadors, and outside law enforcement agencies utilizing the university and surrounding neighborhood crime maps, as needed.

Participates in marketing events of the Department of Public Safety (DPS). Determines new marketing strategies as it relates to crime prevention. Prepares educational presentations for events using maps, charts, and graphs, to inform faculty, staff, students, and residents surrounding university’s campuses of environmental safety, crime prevention, and services available through the Department of Public Safety (DPS).

Coordinates the development of partnerships between law enforcement and university public safety personnel to enhance awareness of crime prevention techniques through the education of faculty, staff, students and the public.
Preparers detailed reports such as crime information and patrol bulletins, daily incident logs, and specific research reports to enhance crime suppression, as needed. Collaborates with watch supervisors/commanders to prepare and distribute electronic crime alerts and bulletins. Participates in the creation of educational materials to create awareness of crime and crime prevention within the university’s jurisdiction.

Maintains Department of Public Safety (DPS) website content and social media account. Answers inquiries and questions from faculty, staff, and students regarding crime activity, trends, patterns, and prevention.

Serves as a Campus Security Authority (CSA) and mandatory reporter under the Clery Act based on university responsibilities. Has responsibility and is required to receive reports of crimes or criminal incidents from victims of crimes and/or third parties; notifies Department of Public Safety immediately of any reported serious crime or criminal incidents that indicates the presence of an ongoing threat to the university community; and notifies the Clery Compliance Coordinator in the Department of Public Safety.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY**

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<th>Essential</th>
<th>No</th>
<th>Yes</th>
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In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

Bachelor's degree

Combined experience/education as substitute for minimum education

**Minimum Experience:**

3 years

**Minimum Field of Expertise:**

Knowledge of existing criminal codes/laws, law enforcement and/or public safety procedures and security methods. Knowledge of Geographical Information System (GIS). Demonstrated skill in qualitative and quantitative data analysis and interpretation. Knowledge of Clery Act reporting processes and requirements. Ability to make internal and public presentations. Demonstrated communication, organizational and critical thinking skills.

**Preferred Experience:**

4 years

**Preferred Field of Expertise:**
Crime Prevention through Environmental Design (CPTED) designation.

**Skills: Other:**
- Analysis
- Assessment/evaluation
- Communication -- written and oral skills
- Customer service
- Interpretation of policies/analyses/trends/etc.
- Knowledge of applicable laws/policies/principles/etc.
- Marketing
- Organization
- Planning
- Problem identification and resolution
- Public speaking/presentations
- Research
- Statistical analysis
- Teaching/training

**Skills: Machine/Equipment**
- Calculator
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier

**Supervises: Level:**

May oversee student, temporary and/or resource workers.

**SIGNATURES:**

Employee: ___________________________ Date: ___________________________

Supervisor: ___________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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