ORDINANCE ADMENDING THE YARGER REPORT TO INCORPORATE THE CREATION OF A JOB DESCRIPTION FOR THE POSITION OF CRIME ANALYST WITHIN THE MARION POLICE DEPARTMENT

WHEREAS, The position of Crime Analyst job description/classification does not currently exist and needs to be created and included within the City's Yarger Report,

BE IT ORDAINED by the Council of the City of Marion, Marion, County, Ohio:

Section 1. That the position of Crime Analyst within the City of Marion Police Department shall be created as is contained within Exhibit A attached hereto and made a part hereof.

Section 2. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council, and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 3. That this ordinance shall become effective from and after the earliest period allowed by law.


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Todd Schneider
President of Council


APPROVED:


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Mayor Scott Schertzer

ATTEST:


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Tarina R. Rose
Clerk of Council

## CITY OF MARION OHIO
### Job Description

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|---|---|
| **Job Title:** | **CRIME ANALYST** |
| **Department:** | **Police Department** |
| **Reports To:** | **Chief of Police** |
| **FLSA Status:** | **Non-exempt, Non-Bargaining** |
| **Grade:** | |
| **Prepared By:** | **HR** |
| **Prepared Date:** | **05-07-2021** |
| **Approved by:** | **City Council** |
| **Approved Date:** | |

**SUMMARY:** The Crime Analyst will prepare, analyze, and disseminate information relevant to actual and anticipated criminal activity; to increase the effectiveness of patrol deployment, crime prevention and the apprehension of suspects; liaison with the prosecutor offices; and to perform special assignments as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILTIES**: Prepares, analyzes and disseminates information relevant to actual and anticipated criminal activity utilizing modern research methods including research design, statistical analysis, trends and patterns, victim and suspect analysis, and other quantitative research techniques.

Apply knowledge of criminal justice system and standard police procedures to determine methodology of collecting and collating data from a variety of sources for analytical use; produce tactical action plans to effectively deploy personnel for problem-oriented policing using calls for service and levels of service provided; conduct special research and analytical studies of suspects, incidents and crime patterns; prepare and produce crime data reports and studies.

Maintains manual and automated systems for storage and retrieval of crime information and intelligence, including logging crime reports, determining what information to store according to the Ohio Attorney General's guidelines for maintaining criminal intelligence files, and making data entries.

Work effectively to promote the exchange of information internally and with the prosecutor offices; develops and maintains effective liaison with State and local law enforcement agencies to exchange intelligence information.

Operate PC based computer systems and related peripherals; utilize appropriate software for maximum efficiency for analytical use and desktop publishing.

Provide administrative crime analysis by generating special reports to City and Police Department Administrators.

May conduct and assist in department training programs.
As needed, make oral presentations to City Council and various focus groups; represent the City in the community at various crime-related community forums.

Perform other duties as assigned.

**QUALIFICATIONS**: To perform this job successfully, individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**: Associates degree from two-year college or university; and/or two years related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS**: Ability to communicate clearly and concisely, both orally and in writing.

**MATHEMATICAL SKILLS:** Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid Ohio Drives License Required

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform entire essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk; sit; and use hands to finger, handle or feel. The employee is occasionally required to stand; reach with hands and arms; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.