



DANIEL RIVERA
MAYOR

FRANK BONET
PERSONNEL DIRECTOR

*City of Lawrence
Personnel Department
City Hall, Room 303
200 Common Street
Lawrence, Massachusetts 01840*

TEL: (978) 620-3060
FAX: (978) 722-9130
www.cityoflawrence.com

EMPLOYEE JOB POSTING

Title:	Director of the Crime and Disorder Analysis Unit
Department:	Lawrence Police Department
Pay Grade:	Grade 4 (\$50,000 to \$65,000.00 per year)
Union:	Non-Union/Non-Exempt

Duties:

Position is responsible for establishing policies and procedures for the Crime and Disorder Analysis Unit, as well as participating in the day-to-day collection, management, analysis and dissemination of crime, calls for service and other information to find trends, patterns, series, hot spots and assist commanders in utilizing information to develop strategies to address identified problems.

Specific Duties/Responsibilities:

1. Plans, organizes, directs and evaluates the Crime & Disorder Analysis Unit.
2. Provides direct supervision of personnel assigned.
3. Provides specific guidance and direction; reviews and approves reports; daily work schedules, and routines; monitors and approves weekly work schedules; evaluates performance; counsels employees.
4. Receives, sort, and review reports of crimes and arrests submitted by officers, supplemental reports submitted by investigators, calls for service, and data from other agencies. Codes and classifies incidents.
5. Prepares daily analysis of eight "target crimes" describing current status of the crimes and noting recent activity and developments.
6. Maintains a detailed computer database of all "target crimes". Develops appropriate computer entry procedures and performs specialized analytical tasks based on information gathered from initial reports and Patrol/Investigation Division continuation reports.
7. Performs statistical and investigative analyses of crime and recommends a course of action based on that analysis.
8. Establishes procedures to retrieve, integrate, and analyze data from a large variety of sources and systems.
9. Plans and directs the design and creation of various crime databases.
10. Conducts cartographic/geo-spatial analysis. Prepare pin maps and thematic maps of crime, police routes, and other police information in MapInfo.
11. Prepare monthly statistical reports on total crime, arrests, and selected calls for service.
12. Design and implements programs and reports for tactical, strategic, and administrative analysis.
13. Employs investigative analysis to forecast future crime occurrences by type of crime and target location in order to direct the development and allocation of resources.
14. Develops and maintains a strong working relationship with Patrol, Investigations and Command Staff.
15. Prepares and performs relevant presentations to executive staff, detectives, officers, citizens, etc.



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16. Provides detailed information to the media, the public, outside law enforcement agencies, city council, and city departments.
17. Performs related duties as required by management to meet the needs of the City.
18. Prepare detailed analysis of crime patterns and trends identified through daily review.
19. Produces detailed analytic reports for various divisions, officers, and commanders as appropriate. Analyzes, summarizes, and offers opinions regarding information about criminal activity; responds to request for analysis of specific crime type.
20. Compose the Quarterly and Annual Crime Report.
21. Identify potential offenders involved in crime patterns by searching crime and arrest histories.
22. Provide information on neighborhood safety to residents.
23. Prepare neighborhood analyses for community presentation.
24. Maintain crime analysis section for Police department World Wide Web Page.
25. Conduct outside research as necessary on specific issues in gathering information and possible tactical strategies

Qualifications: A candidate for this position should have a Master's degree in Criminal Justice, Psychology, or Sociology. One to three (1-3) years technical experience; one to three (1-3) years of experience dealing with criminal information in a law enforcement atmosphere; or one to three (1-3) years analytical experience in either a police or a non-police agency environment.

Appointing Authority: _____


Daniel Rivera, Mayor

Posting Date: January 19, 2018

Deadline: Until Filled

**APPLICATIONS AND JOB DESCRIPTION ARE AVAILABLE IN THE PERSONNEL
DEPARTMENT**

The City of Lawrence is an Equal Opportunity Employer

REASONABLE ACCOMMODATIONS are provided to applicants with disabilities. If you need reasonable accommodations for any part of the application and hiring process, please notify the Personnel Director at (978) 620-3060. The decision on granting reasonable accommodations will be on a case-by-case basis.