



CRIME & INVESTIGATION SUPPORT AUBURNDALE POLICE DEPARTMENT

MAJOR FUNCTION: The position is responsible for the overall operation of the agency's Crime Analysis functions. This position reports to the Detective Sergeant in the Auburndale Police Department.

ESSENTIAL DUTIES: Responsible for all crime analysis and investigative support functions for the Auburndale Police Department. Utilizes advanced Crime Analysis and related software programs to collect, collate, analyze and evaluate crime data. Prepares and disseminates crime analysis reports, maps and other documents. Makes presentations depicting the structure and interconnections of criminal activity to assist in the allocation of manpower and resources. Conducts informational briefings with Detectives. Compiles and maintains statistics, files, and databases related to crime analysis information. Completes requests for information from other agencies. Performs other duties and tasks as assigned.

KNOWLEDGE, EDUCATION, AND EXPERIENCE: Must possess a demonstrated thorough working knowledge of crime and intelligence analysis procedures, criminal investigations procedures, and a basic working knowledge of the overall principles, operations and/or functions of each component of a law enforcement agency. Demonstrated proficiency and knowledge of computers and complex software programs and proficiency at technical writing and research. Develops knowledge of and maintains compliance with the General Orders, rules and procedures of the department. Ability to follow written and oral instructions, and to establish good working relations with City employees and members of various agencies.

A High School Diploma or GED and a valid Florida Driver's License is required. An Associate's Degree or sixty (60) semester hours from an accredited college or university is preferred. Must have or obtain Crime or Intelligence Training, training in ArcView/GIS, and FCIC/NCIC certification by FDLE within one (1) year of employment. An equivalent amount of training or experience may be substituted for a degree or college hours.

WORK SCHEDULE: Monday – Friday, 8:00am – 5:00pm. May be subject to re-call to duty.

HIRING RATE: \$37,360 – \$40,439 Annually.

CLOSING DATE: Open Until Filled.

Persons interested in this position should complete a Police Employment Application and submit it to the Auburndale Police Department at 2 Bobby Green Plaza. Applications can also be downloaded online at www.auburndalefl.com. The successful applicant will be required to pass a pre-employment physical and drug screening.