

MAJOR FUNCTION

This position is responsible for managing the City's operations at the Capital Region Real Time Crime Center (CRRTCC) the supervisory, professional, and technical work in administering and directing the operation of the Crime Analysis Unit of the Tallahassee Police Department. Serves as the Police Chief's liaison for Technology and Innovation to provide a strategic, comprehensive technology roadmap in alignment with the organization's strategic goals. Administers the Agency's Unmanned Aircraft System (UAS) program and coordinates operations with CRRTCC, Consolidated Dispatch Agency (CDA) and other Law Enforcement Agencies. Collaborates with leadership to identify key priorities, opportunities, and challenges. Work closely with the Chief of Police, Command Staff, and the Chief Technology Officer in developing the department's technology plan and coordinating its implementation. Conducts industry research and trend analysis to form strategic decision-making. The work involves responsibility for planning, directing, organizing and implementing the budget as well as crime data collection, classification, analysis, correlation and reporting functions of the CRRTCC and Crime Analysis Section. Serves as the Criminal Justice Information System (CJIS) Florida Criminal Information Center (FCIC) Agency Coordinator. This employee works under the general direction of the Deputy Chief; however, day-to-day operations require considerable latitude, independent judgment, and initiative. Work is reviewed through analysis of reports, conferences, and by the observation of results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Direct supervisory, professional, and technical work in administering the City's operation of the Capital Region Real Time Crime Center (CRRTCC) and the Department's Crime Analysis Unit. Work includes planning, directing, organizing, and implementing the crime data analysis, classification, correlation, and reporting functions of the CRRTCC. Develops, leads, and manages all strategic and operational aspects of crime analysis and CRRTCC. Plan, direct, and manage the CRRTCC's technology capabilities to ensure operational readiness and efficiency. Develops and selects appropriate statistical methods for preparing data for analysis and in reporting results. Lead the development and execution of the technological strategic plan for the Department to align with the City's Strategic Plan. Collaborate with the Command Staff to identify key priorities, opportunities and challenges. Manages the preparation and delivery of reports and preparations to various stakeholders, administrators, and external agencies. Serve as the Police Chief's technology lead for the department and determines the technology needs for both the department as well as the CRRTCC. Stay abreast of industry trends in technology through conferences, committee membership, and collaboration with external agencies. Coordinates agency data information programs with regional partners. Coordinates with Communications Department and Public Information Officers from member agencies at the CRRTCC of the dissemination of information. Coordinates with the Consolidated Dispatch Agency (CDA) on the Drone as a First Responder (DFR) program. Acts as the liaison to North Florida Fusion Exchange (NFFX). Analyzes and recommends modifications to the computer programs and applications used. Develops and implements policy for crime analysis issues in accordance with department general orders and accreditation standards. Directing, providing, and participating in information sharing among department units, and assisting partner law enforcement agencies. Compiles and prepares reports as required. Recommends the hire, transfer, advancement, discipline, grievance resolution and discharge of unit staff. Conducts performance evaluations and recommends approval or disapproval of merit increases. May work shifts of various lengths including, but not limited to, 8 hours, 10 hours, 12 hours or more, depending on the assignment and operational needs of the Department. May also work at any time during a 24-hour period, including during the day, afternoon, or overnight. Will be subject to being on-call and being called back to work. Performs related work as required.

Other Important Duties

Serves and directs the preparation of information packets for law enforcement and civilian entities on current crime trends; discusses crime trends with civic groups and individuals. Performs related work as required.

DESIRABLE QUALIFICATIONSKnowledge, Abilities and Skills

Thorough knowledge of policies and procedural related to Criminal Justice Information Systems (CJIS). Ability to understand, operate, and manage complex CJIS data aggregation platforms in compliance with state and federal statutes. Thorough knowledge of the principles, methods and development of crime analysis and crime information systems. Knowledge of UAS operations to include policy, procedures, statutory regulations and DFR. Thorough knowledge of research techniques, methods, procedures, and statistical applications of data. Thorough knowledge of technology platforms utilized throughout the Agency as well as those utilized within the CRRITCC. The ability to critique, analyze, evaluate, and implement complex technology platforms across multiple agencies. Thorough knowledge of computer programs used in crime analysis and crime mapping. Thorough knowledge of state laws regarding improper disposal or dissemination of records information. Thorough knowledge of modern office practices and procedures. Ability to manage employees and resources. Ability to establish and maintain proper records, reports and filing systems. Ability to organize, communicate, and present clear and concise oral and written reports and recommendations. Ability to establish and maintain effective working relationships as necessitated by the work.

Minimum Training and Experience

Possession of a bachelor's degree in business or public administration, criminology, criminal justice, sociology, political science, statistics, mathematics, planning, computer science, or a related field, and seven years of experience that includes crime analysis or analytical work in the criminal justice or public safety technology; or an equivalent combination of training and experience.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment. FAA Part 107 License, FCIC Agency Coordinator (FAC), FCIC Full Access.

Applicants should truthfully complete the Criminal History Questions on the City Employment Application. Any omissions, falsifications, misstatements, or misrepresentations of the information provided may disqualify an applicant. The top applicant chosen for this position maybe required to complete and pass a Truth Verification Examination prior to an employment offer being made.

Established: 02-06-26