



JOB DESCRIPTION

TITLE: Crime Analyst

DEPARTMENT: Police Services

LEVEL: 9

Position Last Evaluated: N/A
Job Desc. Last Updated: May 2026

JOB SUMMARY

Under the direction of the Director, Police Support Services, and under the general supervision of the NCO RCMP or designate, the Crime Analyst provides specialized, dedicated research to support criminal investigative activities and the development of Detachment projects and programs. The Crime Analyst will be responsible for the analysis and interpretation of a variety of investigative and intelligence data to monitor and identify crime patterns. This position requires adherence to RCMP security, disclosure, and data quality standards, works with minimal supervision and exercises independent action and judgement in daily work. The incumbent works within an environment of complete confidentiality. Complex matters will be discussed with senior positions within the Department.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Performs research work as assigned to support criminal investigation activities to help determine resource allocation, enforcement strategies and operational decision-making.
2. Collects, analyzes, interprets, corroborates, validates, and presents a variety of investigative and intelligence data to provide strategic crime analysis to RCMP members, staff, management, Council, and external agencies.
3. Prepares and presents various reports, bulletins, crime statistics and correspondence at senior management meetings, briefings and task forces.
4. Develops and maintains comprehensive databases, files, documents, records and reports.
5. Establishes and maintains networks with other RCMP detachments and other policing agencies to identify crime trends, address mutual areas of concern and exchange best practices.

TYPICAL DUTIES AND RESPONSIBILITIES cont.

6. Receives, responds and delivers front line support, to routine requests for information within the RCMP computer database and hard copy paper files, referring sensitive requests to senior authorities in accordance with policy and procedures.
7. Provides ongoing recommendations with regard to policies, procedures, and operations, and keeps abreast of developments in the field of crime analysis.
8. Prepares crime suspect and victim profiles and the identification of prolific offenders and their criminal movements throughout local and other geographical jurisdictions.
9. Ensures data security, integrity, and compliance with established policies, procedures, and legislated regulations governing data access and use.
10. Participates in intelligence meetings.
11. Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of research methods, statistical and analytical principles, and the procedures/techniques used in the maintenance, review, verification, correlation and interpretation of specific categories of data.

Strong organizational, analytical, problem solving, record keeping, and time management skills in a fast-paced team environment.

Ability to perform detailed data maintenance, review and verification tasks, to search for and assemble data, and to interpret, analyze, synthesize and summarize a variety of data.

Ability to prepare and present reports and recommendations in appropriate narrative, tabular and visual formats.

Knowledge of quality assurance methods and techniques to ensure program integrity through the audit and compliance functions.

Knowledge of applicable databases and information systems including open source, internet and social media.

Knowledge of the roles and responsibilities of the work unit to complete work priorities to ensure adequate services to clients.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.

Strong verbal, written, and interpersonal skills and ability to establish and maintain effective working relationships with a wide variety of internal and external contacts.

Ability to communicate with courtesy and tact in order to obtain and/or distribute routine data or information to internal and external customers. This may involve the ability to probe for information and clarification.

Ability to process highly confidential and sensitive material with discretion, including disturbing, graphic, and violent criminal content.

Ability to exercise independent action and judgment in accordance with rules, regulations, policies, and procedures.

Advanced computer skills in word processing programs (such as Word), spreadsheet programs (such as Excel), presentation programs (such as PowerPoint), Adobe programs and Ever map.

Knowledge of RCMP data systems (such as CPIC, CABS, IIS Database, Prime, PIRS).

Ability to work varied hours as necessary to meet the requirements of the position.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

University degree in criminology or related field from a recognized educational institution.

A minimum 1 year related experience, including experience with analytical or statistical research, and presenting complex data.

Successful completion of the EDCAS (RCMP E Division Criminal Analysis Section) Analyst Examination.

Or an equivalent combination of education and experience.

Attainment and maintenance of Security Clearance as determined by the RCMP is mandatory.

GENERAL STANDARDS

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes to maintaining a respectful, safe, and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity, and fairness.

Adheres to City of Nanaimo policies and objectives.