

**RANCHO BERNARDO NEIGHBORHOOD WATCH  
POSITION DESCRIPTION  
“CRIME ANALYST”**

POSITION: A Crime Analyst (CA) will be identified for each NHW District in Rancho Bernardo. The CA will report to the District Coordinator and be responsible for maintaining all data related to criminal activity in the District. The CA will coordinate with the Crime Statistician of the Storefront NHW staff to keep up-to-date information for distribution to various coordinators in his/her District. Obtaining a police VIP badge is desirable, but not mandatory. Normal time commitment is about 4 hours/month.

ACTIVITIES: The Crime Analyst will be responsible for the following activities:

1. Pickup the monthly Crime Statistics report at the Storefront by the 10<sup>th</sup> of each month..
2. Review the report for time sensitive action with Area Coordinators and/or Block Captains who might be impacted
3. Coordinate with Storefront staff to get expanded information on crimes of interest. When available, obtain more timely crime alerts in District through Storefront.
4. Develop personal files and data analysis to help in crime trend analysis and resident alerts when applicable
5. Participate in NHW Crime Analyst meetings as scheduled