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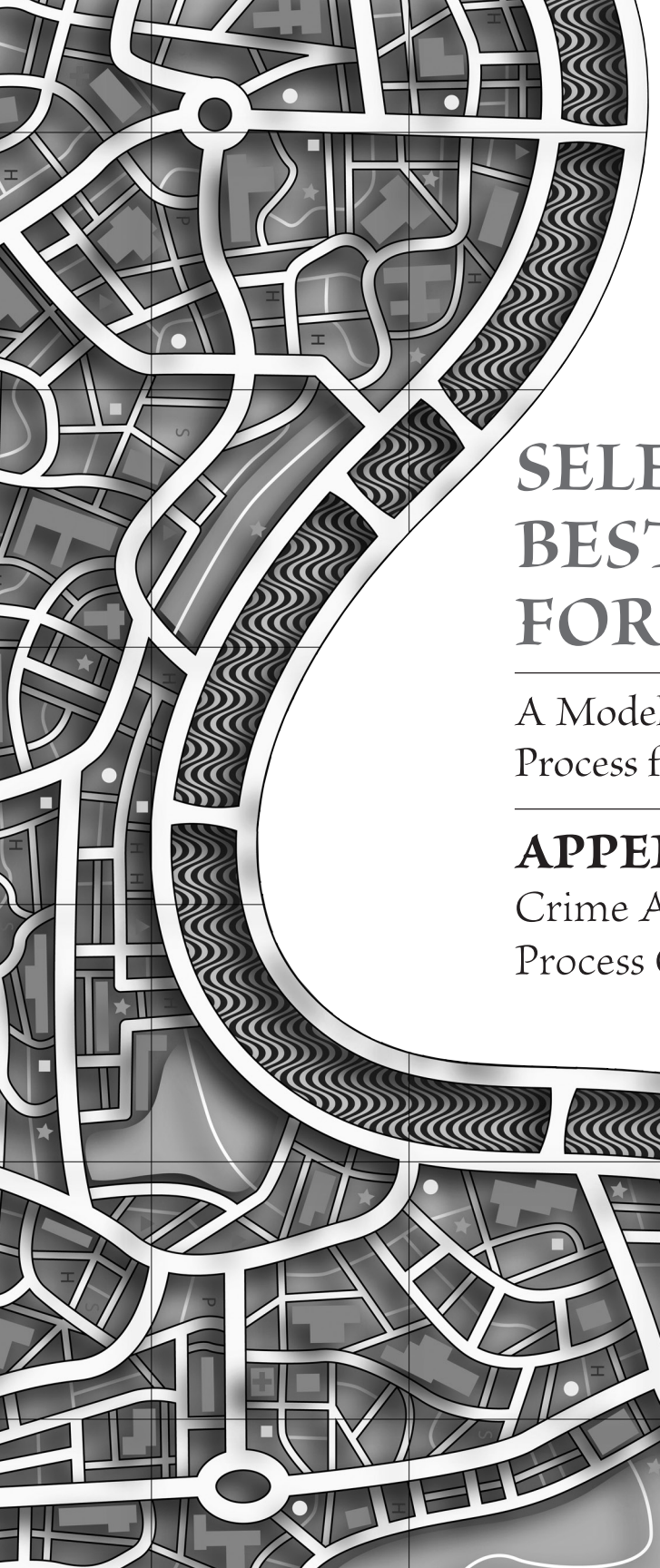

SELECTING THE BEST ANALYST FOR THE JOB

A Model Crime Analyst Assessment Process for Law Enforcement Agencies

APPENDIX D

Crime Analyst Assessment Process Components

Appendix D: Crime Analyst Assessment Process Components

D.1 Résumé Evaluation Key

The following is a rating scale anchored by typical characteristics associated with candidate backgrounds. If you assign a score that does not match the anchor, provide an explanation below. Circle one number in each category.

Education	**1**	**2**	**3**	**4**	**5**
	No degree	Related A.A. or unrelated B.A./B.S	Relevant B.A./B.S	Related Master's or unrelated Ph.D.	Relevant Ph.D.

Comments: _____

Years of Prof. Experience	**1**	**2**	**3**	**4**	**5**
	None	< 1 year	1 – 3 years	3 – 5 years	5 or more years

Comments: _____

Law Enforcement Experience	**1**	**2**	**3**	**4**	**5**
	None	< 1 year	1 – 3 years	3 – 5 years	5 or more years

Comments: _____

Analyst Experience	**1**	**2**	**3**	**4**	**5**
	None	< 1 year	1 – 3 years	3 – 5 years	5 or more years

Comments: _____

Research Experience	**1**	**2**	**3**	**4**	**5**
	None	< 1 year	1 – 3 years	3 – 5 years	5 or more years

Comments: _____

Demonstrated Job Commitment	**1**	**2**	**3**	**4**	**5**
	None (Job hopper)	Very limited	Some	Changes jobs only for promotion/ greater relevance	Extremely

Comments: _____

_____

_____

Problem-Solving Orientation	**1**	**2**	**3**	**4**	**5**
	None	Very limited	Has handled some problems	Focuses on problem solving	Extensive problem solving focus

Comments: _____

_____

_____

Résumé Presentation Quality	**1**	**2**	**3**	**4**	**5**
	Poor	Below average	Average	Above average	Exceptional

Comments: _____

_____

_____

Software/Database Skills	**1**	**2**	**3**	**4**	**5**
	None	Very limited	Average	Above average	Extensive

Other Skills or Experience	**1**	**2**	**3**	**4**	**5**
	None	Very limited	Average	Very good	Excellent

PLEASE Describe: _____

_____

Multiply total score by 3 = _____/150

By: _____ (initial here)

***FOR SUPERVISORS ONLY:** If you use the CAAP for supervisory positions, you will need to adapt the scoring key and total score accordingly.

Management and/or Supervisory Skills/Experience	**1**	**2**	**3**	**4**	**5**
	None	Very limited	Some knowledge or experience	2 – 3 years	More than 3 years

Comments: _____

_____

_____

PLEASE Describe: _____

_____

D.2 Scoring Key for Writing Sample/Analysis Product

The following is a rating scale anchored by typical characteristics associated with written expression relevant to this position. In some cases, a sample product (e.g., map, etc.) may take the place of a writing sample. In that case, the product will still be rated on the same general categories. If you assign a score that does not match the anchor, please provide an explanation below.

Circle one number in each category.

Clarity/Organization

1	2	3	4	5
Highly disorganized, unclear, and hard to understand.	Somewhat disorganized or unclear, and somewhat hard to understand.	Somewhat clear, organized, and somewhat easy to understand	Mostly clear, well organized, and easy to understand.	Very clear, well organized, and very easy to understand.

Comments: _____

_____

Quality of Research or Analysis Product

1	2	3	4	5
Very unprofessional; content inaccurate; lacks meaning.	Lacks professionalism; content weak; meaning unclear.	Somewhat professional; acceptable content and meaning.	Professional; strong content; very meaningful.	Highly professional; exceptional content; highly meaningful.

Comments: _____

_____

Presentation Style

1	2	3	4	5
Extensive errors; very poorly written.	Quite a few errors; writing is acceptable.	Some errors; writing is acceptable.	Limited errors; writing is very good.	Flawless; writing is exceptional.

Comments: _____

_____

Overall Impression

1	2	3	4	5
Poor	Below average	Average	Good	Excellent

Comments: _____

_____

Multiply total score by 5 = _____/100

By: _____ (initial here)

D.3 Candidate Materials

D.3.a Selection Letter and Information Packet

Crime Mapping, Crime Analysis, and Problem Analysis
Training Exercise

ID # _____

DATE:

TO: Candidate Name

FROM:

RE: Crime Analyst Position

Congratulations on being selected to participate in the Crime Analyst Selection Process. For this process, you have been assigned an ID # (shown above) to use during the assessment. We have scheduled you to participate in our assessment process on _____(date). The assessment process will consist of the following: 1) problem analysis exercise, 2) training presentation, 3) structured panel interview, and 4) a GIS mapping exercise. For items 3 and 4, instructions will be given on the day of the assessment. For item 2, training presentation, you will need to prepare in advance as follows.

Enclosed in this packet is a CD with actual training slides from a recent Advanced Problem Analysis, Crime Analysis, & Crime Mapping Training conducted by the Police Foundation's Crime Mapping & Problem Analysis Laboratory. Only two of the original sections are included on this CD: (1) Intro to Crime Analysis, Problem Solving, and Problem Analysis, and (2) Descriptive Spatial Analysis.

Your objective is to prepare to present a 30-minute training session during your assessment process here at the _____ on _____ (date/time). Use only the slides that you feel should be included. In addition, you will be given 10 minutes preparation time before your 30-minute training segment. We will provide a laptop and PowerPoint projector for you. Your audience for this particular training session is introductory level participants who have little, if any, knowledge about crime analysis, crime mapping, and problem solving. There will be _____(insert number) employees who may offer questions after your presentation. Again, feel free to leave out any slides so that your presentation runs close to the 30-minutes allotted for this exercise. You may save your training presentation on either a flash drive or preferably a CD to bring in on the day you present.

If you have any questions about this training exercise, please contact _____ at _____ (phone).

D.3.b Sample Candidate Assessment Schedule

Candidate Name

INSERT ASSESSMENT DATE

INSERT ASSESSMENT TIME (from/to)

Time	Exercise	Length	Description
8:30	Problem Analysis/Solving	90 minutes	Review details and data regarding a problem in a fictitious city. Write a 2–3 page summary of the problem and potential solutions.
10:00	Break	10 minutes	
10:10	Training Presentation	40 minutes (10 allotted for setup)	Using the slides sent to you, present a 30-minute training session on the material based on the audience description.
10:50	Structured Panel Interview	30–40 minutes	Respond to questions from a 3–5 member interview panel.
11:30	GIS Mapping Exercise*	40 minutes	Complete a mapping exercise using ArcView GIS 9.x.
12:10	Debriefing	10–20 minutes	Meet with Assessment Coordinator to discuss next steps and get exercise feedback.
* Assistance will be available for those not fully familiar with ArcView.			