

## **Senior Police Crime & Intelligence Analyst**

### **SUMMARY/PURPOSE**

To serve as an integral part of the police department in the patrol and investigative process through tactical, intelligence, strategic, and administrative analysis, completing complex and confidential tasks using a variety of crime-related analyses to research, analyze, prepare, and disseminate accurate, timely, and pertinent information relevant to actual and anticipated criminal activities and relationships, provide actionable intelligence, and perform technical work that furthers data-driven and intelligence-led policing methods for the development of strategic and tactical plans for addressing major crime issues in order to increase the effectiveness of patrol deployment, crime prevention/reduction, and the apprehension/prosecution of criminal offenders.

### **DISTINGUISHING FEATURES OF THE CLASS**

The Senior Police Crime & Intelligence Analyst is distinguished from Police Crime & Intelligence Analysts and other Department Analysts by the level of responsibility assumed and the performance and coordination of the full range of duties assigned. Employees at this level are fully aware of the operating procedures and policies of the work and conduct comprehensive and complex projects requiring greater technical and analytical skill and considerable independent judgment. The Senior Analyst will provide direction and training to other analysts in the department.

### **SUPERVISION RECEIVED**

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available.

### **SUPERVISION GIVEN**

Does not have direct supervisory responsibility but does have significant oversight of employees or projects that require delegation and direction over the work of others.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Perform all essential duties and responsibilities of Police Crime & Intelligence Analyst position in addition to:
2. Serve as the primary analyst for projects, task forces, initiatives, case support requiring a higher degree of analytical and technical ability or discretion, providing extensive case support as required, including the facilitating and administration of various investigative surveillance software methods, administrative subpoenas, and frequent testimony.
3. Obtain expert level knowledge in communication and mapping analysis to develop a high-level comprehension of technology and seek continued certifications trainings and conferences to maintain relevancy, skillset, and build knowledge base.
4. Engage members of the organization and external partners to understand the value and relevancy of data and analysis, acting as an advocate for analytics in policing, achieved by building trusting partnerships and developing products that are applicable to the needs of the department and its external partners, providing analytical expertise and suggestions as needed.
5. Serve as main point of contact for grant statistics collation, analysis, and reporting for Department and Task Force. Delegate, train, and ensure accuracy of data as needed.
6. Act as an intelligence liaison between the Department, Task Force, its partners, providing timely, accurate, and actionable information to facilitate successful communication between agencies.
7. Serve as administrator for various software and databases used by the department and analysts, maintaining access, legal compliance, responding to audits, and identifying, prioritizing, and communicating concerns and recommendations regarding aspects that affect productivity and efficiency of the Department. Solicit and coordinate demonstrations and trials of new software to

- support department, coordinate trials, and make recommendations to the department providing data for improvements.
8. Create and conduct targeted in-person trainings or data presentations for administration, investigations, and patrol to share analytical support abilities and discuss technical support options, seeking to promote successful expansion of analytical services.
  9. Assist in the development, improvement, and implementation of systems, plans, policies, and procedures for providing quality crime and intelligence analysis services.
  10. Stay abreast of the latest crime and intelligence analysis theories, techniques, and tools; including the relevancy and impact of technology and analytics in different industries and provide unit, supervisor, and commanders with updates and recommendations in response to industry changes and developments.
  11. Facilitate and participate in professional group meetings; network to become a regional source of information and establish a comprehensive network of associates from which to draw and provide information as needed and introduce new analysts to network.
  12. Assist in developing goals, objectives, and training to ensure department analysts are responsive and evolving to align with the strategic vision of analysis in the department.
  13. Assist in the establishment of the unit's performance expectations, goals, and objectives, model them, and assist in guiding and training new and existing analysts, motivating and coaching as needed to ensure department analysts are responsive and evolving to align with the strategic vision of analysis in the department.
  14. Encourage and direct analyst training and development through created internal training, external training suggestions, and identify gaps in analytical support skills and training and address to maintain a successful level of abilities within the unit.
  15. Assist in analyzation and adjustment of workflow demands, deadlines, priorities, etc. in order to produce work products and support that are accurate, thorough, and timely.
  16. Assist in the selection and development of talented analysts in the department, making hiring, promotion, and termination recommendations.
  17. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
  18. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
  19. Provide training on new or modified procedures and policies to all affected parties.
  20. Coordinate and perform complex crime and intelligence analysis, researching and analyzing information relevant to criminal activities and relationships functions and programs for the City.
  21. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
  22. Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.
  23. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
  24. Other duties may be assigned.

### JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
  - A. Bachelor's Degree or higher with emphasis in criminal justice, statistics & analysis, mathematics, behavioral sciences, computer science, business, or a closely related

- professional field; OR a minimum of five (5) years of experience in a law enforcement agency, with increasing responsibility for compiling and analyzing data.
- B. Training and/or certification in various types of analysis is preferred (crime; intelligence; investigative; tactical; strategic; operational (i.e., CCIA through Alpha Group/CSU Sacramento); Professional association certification (i.e., IACA, IALEIA), Software Training such as Excel, Powerpoint, Accurint Crime Analysis, i2 Analyst's Notebook, ESRI/ArcGIS, mapping software, PenLink software, communication data analysis, Google Earth Pro, etc.
  - C. Prior experience in a law enforcement crime or intelligence analysis capacity is preferred.
2. License Requirements
- A. Ability to obtain CJIS Certification within six (6) months of appointment and maintain certification thereafter.
3. Knowledge Requirements
- A. Comprehensive knowledge of modern quantitative research methods, including research design, statistical analysis, frequency distribution, association matrices and link analysis; computer software programs, including spreadsheets, database, word processing, graphics, presentations, GIS mapping, and data mining.
  - B. Comprehensive knowledge of data gathering techniques using public and law enforcement databases to identify evidence in crime investigations and crime trends.
  - C. Comprehensive knowledge of advanced techniques in computer applications and software to enter, access, process and merge a variety of data.
  - D. Comprehensive knowledge of modern police methods and procedures related to crime prevention and crime analysis.
  - E. Comprehensive knowledge of the intelligence cycle and analytical practices used in the acquisition, validation, and dissemination of criminal intelligence information.
  - F. Comprehensive knowledge of the investigative process in order to determine the data and analysis needed for support.
  - G. Comprehensive knowledge of the significance of crime & intelligence analysis as it relates to the department, community, and governmental operations.
  - H. Comprehensive knowledge of record keeping principles, records management systems, and procedures.
  - I. Comprehensive knowledge of geographic area of department and related task forces.
  - J. Comprehensive knowledge of modern office equipment, operating systems, practices, and procedures.
  - K. Comprehensive knowledge of effective report writing and presentation techniques demonstrating the proper use of English, spelling, and grammar.
  - L. Comprehensive knowledge of law enforcement databases, open sources of information and open source intelligence gathering techniques.
  - M. Comprehensive knowledge of ethics and confidentiality practices related to data accessed.
  - N. Thorough knowledge of Minnesota Data Practices Laws.
  - O. Thorough knowledge of, or the ability to learn, FBI uniform crime reporting and national incident-based reporting requirements.
  - P. Knowledge of problem-solving and conflict-resolution techniques.
  - Q. Knowledge of applicable safety requirements.
  - R. Knowledge of, or the ability to learn, City policies and procedures.
  - S. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
  - T. Knowledge of effective leadership and personnel practices.
4. Skill Requirements
- A. Skill in a variety of law enforcement – related analysis and its implementation.

- B. Skill in researching, gathering, organizing and analyzing data and drawing logical conclusions.
  - C. Skill in identifying problems, analyzing alternatives and making viable recommendations.
  - D. Skill in preparing clear and concise reports, presentations, graphs, charts, visuals, letters, and memos.
  - E. Skill in organization and prioritization.
  - F. Skill in interpreting maps and other geographic systems.
  - G. Skill in effective verbal and written communication.
  - H. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
  - I. Skill in managing one's own time and the time of others.
  - J. Skill in completing assignments accurately and with attention to detail.
  - K. Skill in mediation and dispute resolution.
  - L. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
5. Ability Requirements
- A. Ability to collect, assemble, analyze, and evaluate evidence, statistics and other pertinent information to draw logical conclusions in order to effectively solve crimes and prepare reports, graphs, charts, tables, and other visual/illustrative devices.
  - B. Ability to work with considerable initiative, independence and discretion, making sound judgments, being precise and accurate in information communicated, safeguarding/disseminating confidential or sensitive information, ensuring accountability and be relied upon to achieve excellent results with little need for oversight.
  - C. Ability to use judgment and knowledge to determine appropriate array of data, analysis, and statistical methods suitable for project needs.
  - D. Ability to manage time effectively, anticipating, organizing and managing the needs of multiple stakeholders, often involving assignments of a complex nature or involving competing priorities, to produce work products that are accurate, thorough, and on time.
  - E. Ability to read, understand, and interpret federal, state and local laws, regulations, policies and procedures pertaining to law enforcement and crime analysis.
  - F. Ability to use a logical thought process, thinking analytically and creatively to address problems and provide relentless follow-up and assessment of analytics, products, and support provided.
  - G. Ability to understand complex, high quantity, and sometimes contradictory information to effectively solve problems, adapting approach, goals, and methods to achieve successful solutions and results in dynamic situations.
  - H. Ability to research and communicate new methodologies, trends, techniques, software, and skills in the professional world of analysis and attend trainings as required to become proficient in the use of specialized job-related software.
  - I. Ability to testify in court as needed.
  - J. Ability to conduct presentations before the department, various law enforcement agencies, and community stakeholders.
  - K. Ability to remember multiple tasks/assignments given to self and others over long periods of time.
  - L. Ability to execute job functions with a high attention to detail and accuracy and concentrate on fine detail with constant interruption.
  - M. Ability to handle high work volume with professional composure, working under stress with accuracy and efficiency.
  - N. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
  - O. Ability to communicate and interact effectively with members of the public.

- P. Ability to communicate effectively both orally and in writing.
- Q. Ability to recognize, analyze, and solve a variety of problems.
- R. Ability to organize and prioritize work while meeting multiple deadlines.
- S. Ability to handle difficult and stressful situations with professional composure.
- T. Ability to work successfully as a member of a team and independently with minimal supervision.
- U. Ability to train and lead others.
- V. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- W. Ability to enforce safety rules and regulations.
- X. Ability to maintain confidential information.
- Y. Ability to demonstrate dependability, responsibility, and consistency in their job performance.
- Z. Ability to attend work as scheduled and/or required.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

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