

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

CRIMINAL INTELLIGENCE ANALYST

DEFINITION

Performs tactical criminal intelligence analysis work with special agents and investigators at the investigative-lead level; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Researches records and uses computerized databases to conduct investigations based on specific requests for information or in response to identifiable events.

Identifies the specific information needs for each request, refines the request by recommending or seeking other information that may further the investigation, determines the most appropriate information sources that will meet those requirements effectively and efficiently, and disseminates the information to fulfill each request.

Identifies persons and suspects based on partial descriptions and provides detailed background about the persons to further law enforcement investigations.

Conducts cross-case and linkage analysis using computerized databases to identify relationships between crimes and criminal suspects.

Provides specific intelligence and investigative lead information to investigators.

Documents and verifies the accuracy and authenticity of information that will be used in criminal trials and/or administrative hearings.

Prepares and disseminates reports and relevant information to appropriate information consumers, to assist in furthering intelligence, investigative, enforcement, and prevention activities performed by the department and other agencies.

Analyzes reports and other information received and identifies additional personnel or agencies to which intelligence and investigative data should be disseminated, and selects the most appropriate method for communicating the information to those recipients.

Reviews incoming reports of law enforcement activities, evaluates and analyzes the information to determine the accuracy, relevancy, and validity of the information and the reliability of the source, properly categorizes the information, prepares reports and disseminates the information to others.

Conducts retention review of existing reports and determines those which should be should be purged, considering their accuracy, relevancy, obsolescence, and related factors.

May presents testimony at preliminary hearings, grand jury proceedings and trials regarding investigations conducted by the Department, and conducts briefings to present intelligence data to authorized officials.

COMPETENCIES REQUIRED

Knowledge of the functions and organization of local, state, and federal government.

Knowledge of law enforcement operations and procedures.

Knowledge of Department of Public Safety policies, methods, and procedures

Knowledge of various sources/methods of obtaining data and techniques used in the analysis of data.

Knowledge of data processing methods as related to developing computer programs for data collection and analysis purposes.

Knowledge of criminal, terrorist, environmental, public health, social, and other problems affecting the development of local and state human and physical resources and projects.

Knowledge of important local, national and international events that may have an impact on a given program area or investigation.

Knowledge of the intelligence cycle and intelligence and analytic methods.

Knowledge of the principles, techniques, current trends, laws, policies, and programs concerning the application of intelligence to all phases of local, state, and federal investigations, and planning and development.

Ability to plan and organize assigned work.

Ability to manage changing priorities and handle a variety of assignments, based on a dynamic environment.

Ability to correctly interpret state and federal programs, legislation, policies, and procedures as related to law enforcement and crime prevention activities.

Ability to read and comprehend, at a high rate of speed, pertinent facts found in investigation reports and documents.

Ability to recall pertinent facts obtained in research of criminal investigation data.

Ability to critically evaluate information from multiple sources and determine the importance and limitations of each piece of information.

Ability to draw inferences and apply inductive and deductive logic in the analysis of criminal activities.

Ability to efficiently operate computer equipment, including word processing, spreadsheet, data base, and graphics software, visualization tools, and other analytical programs.

Ability to conduct intelligence analysis and prepare investigative reports and analytical charts or graphs which may display patterns, events, identities or activities of criminal groups and individuals.

Ability to initiate and maintain professional relationships with law enforcement personnel.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Follows policy and cooperates with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited four-year college or university;

OR

an equivalent combination of education and experience substituting experience equal to one year of full-time work which involved the compilation, interpretation and evaluation of criminal investigation or intelligence information for one year of the required education with a maximum substitution of four years;

OR

an equivalent combination of education and experience substituting experience equal to one year of full-time work experience where the primary emphasis of the job involved research and analysis of data/information and the reporting of results or experience in the investigation of criminal activities for one year of the required education with a maximum substitution of four years.

Effective Date: 8/05 CH