

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE

## CRIMINAL INTELLIGENCE ANALYST SENIOR

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### DEFINITION

Performs operational intelligence analysis work with case agents and lead investigators at the investigative case 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

Performs operational intelligence analysis work by providing direct, critical, front-line intelligence support to ongoing or continuing investigations as assigned.

Prepares graphs, charts (e.g., link analysis, communications analysis, event and commodity flow analysis, time lines), tables, matrices, maps, and other illustrative devices for analysis and visual presentation of data related to a current, ongoing, or continuing investigation or project.

Collects, collates, analyzes, and disseminates information concerning criminal activity currently under investigation, including the analysis of specific datasets to identify specific persons for further investigation.

Identifies gaps in existing criminal investigative data.

Prepares comprehensive written reports so they accurately reflect all information gathered and analyzed in the course of an investigation.

Obtains and analyzes information and gathers facts by participating in debriefings of informants, witnesses, and others with information about criminal activity.

Works directly with and makes recommendations to case agents and lead investigators on investigative strategies and direction that may be productive.

Makes assignments and delegates tasks to other analysts, investigators, and agents to aid in the coordinated effort of other law enforcement personnel during major criminal investigations (e.g., homicides).

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

Attends intelligence, investigation, and law enforcement information sharing meetings.

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

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

May present 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 of data, 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 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.

Ability to explain and demonstrate various aspects of the job and serve as a positive role model to other employees.

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 college or university plus two years' full-time work experience compiling, interpreting and evaluating criminal investigation or intelligence information;

OR

an equivalent combination of education and experience substituting one year of the type of experience described above for one year of the required education with a maximum substitution of four years.

Effective Date: 8/05 CH