

City of Dallas
Classification Specification

Title:	Senior Criminal Intelligence Analyst	Class Code:	46507
Application:	Career Series	Pay Grade:	H
Supplemental/Code:	Professional/2	Established:	10/01/08
FLSA Status:	Non-Exempt	Revised:	01/01/09

Position Purpose

Performs operational intelligence analysis work by providing direct, critical, front-line intelligence support to ongoing crime investigations for all levels of Police Officers, Managers and Executives.

Essential Functions

1. Prepares graphs, charts (link analysis, communications analysis, event analysis, timelines), tables, matrices, maps, and other illustrative devices for analysis and visual presentation of data related to a current, ongoing, or continuing investigation or project.
2. 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.
3. Identifies gaps in existing criminal investigative data and prepares comprehensive written reports that accurately reflect all information gathered and analyzed in the course of an investigation.
4. Obtains and analyzes information and gathers facts by participating in debriefings of informants, witnesses, and others with information about criminal activity.
5. Works directly with and makes recommendations to case Police Officers and Detectives on investigative strategies and direction that may be productive.
6. 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.
7. 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.
8. 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.
9. 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.
10. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work

Knowledge of the functions and organization of local, state, and federal government; of law enforcement operations and procedures ; and, department 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 computers and related systems to develop computer programs for data collection and analysis purposes.

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 priorities and to handle a variety of assignments .

Ability to correctly interpret state and federal programs, legislation, policies, and procedures .

Ability to recall pertinent facts obtained in research of criminal investigation data and to critically evaluate information from multiple sources and determine the importance and limitations of each piece of information.

Ability to communicate effectively both orally and in writing with a wide variety of people.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

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

Working Conditions and Hazards:

Work performed under normal office conditions.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.