



## Job Specification

<b>Job Title: Intelligence Specialist</b>	<b>FLSA Type: Exempt</b>	<b>Date Established: 07/12/2016</b>
<b>Department: Police</b>	<b>EEO Code: 02</b>	<b>Date Revised: 11/08/2024</b>
<b>Class Code: 93-26-10</b>	<b>Reports To: Varies</b>	<b>Date Approved: 11/08/2024</b>

### Job Summary

An Intelligence Specialist shall operate as a resource and information gatherer focused on direct crime prevention and support for crime investigation and suppression efforts. Intelligence Specialists may be responsible for research using law enforcement systems, open source data, and available department technologies to complete fugitive apprehension tracking, person of interest work-ups, phone data analysis and tracking, warrant package preparation, and any other duties assigned to support the efforts of the department to reduce crime and increase the safety of the community. This position reports to the Commanding Officer of the Crime Intelligence Unit, Deputy Chief of the Detective Bureau, or designee. An Intelligence specialist may work at one, or more, department facilities, or partner facilities based on the assigned tasks.

### DEFINITION OF CLASS

The Intelligence Specialist includes all positions whose duties are to perform and support the application and execution of established policies, procedures and processes. The Intelligence Specialist must have a detailed understanding of the knowledge and theory of the criminal justice process, criminal law, electronic surveillance process and analyses.

### Essential Duties and Responsibilities *(may perform other duties as assigned)*

- Works with a variety of sources and technology to mine and gather data and transfer the information into a computerized form, manipulate and analyze the data, conduct strategic crime analysis and report on the analyses to identify trends, patterns and prevent criminal activity and make recommendations.
- Analyzes criminal intelligence and/or electronic surveillance information and prepares intelligence reports and bulletins; analyzes long term crime patterns and trends to forecast future criminal activity.
- Maintains cooperative relationships for the exchange of information with federal, state, local and private entities for the activities related to counter-terrorism.
- Attends critical incident debriefing, pre and post incident, including, but not limited to table top exercises with other members, partners and agencies.
- Serves as a resource member assigned to an investigative team to provide support to the officer in charge of individual cases.
- May be required to complete critical infrastructure information gathering and reporting regarding locations, events and/or persons that could pose a risk of terrorist activity.
- Uses information gathered to assist in planning the deployment of resources for preventing and suppressing criminal activities, aiding in investigations, increasing apprehensions, clearing cases and analyzing information to identify similarities, patterns and trends among different offenses to assist in identifying suspects and predicting criminal activity.
- Performs modern, quantitative frequency distribution; creates association matrices and links analyses.

- Coordinates the exchange of interstate and intrastate information pertaining to criminal activity and criminal movement; interacts and coordinates with other departments and agencies.
- Analyzes relationships between offenders and incidents to increase overall intelligence and/or electronic surveillance; researches patterns, structures, trends and movement of criminal groups or individuals; and develops recommendations for subsequent investigations; write analyses and draws charts and maps to substantiate recommendations.
- Researches, compiles, analyzes and interprets data and criminal intelligence and/or electronic surveillance information collected from various sources, including previous investigations, legal instruments, information storage and retrieval systems, social media, utilized information from the department and outside agencies.
- Prepares analytical reports of intelligence and electronic surveillance information and interprets and presents to superiors.
- Makes appropriate and timely notifications based on research, analysis, and interpretation of data from department and outside agency reports.
- Utilizes and maintains general and specialized computer applications to gather, categorize, and analyze crime data and assist in the dissemination of information pertinent to law enforcement.
- Disseminates intelligence and/or electronic surveillance information to assist in prevention and detection of criminal activity.
- Participates in meetings that involve police mission strategies, intelligence and/or electronic surveillance sharing of information.
- Makes recommendations on the newest trends, methods and technology.
- Provides support to the unit and throughout the department in the efforts to control crime.

**Qualifications (required):**

Bachelor's degree in intelligence analysis, electronic surveillance analysis, criminal justice, cyber security or other related field of study, or five (5) years of experience in law enforcement in place of the degree.

At least five (5) years of experience working in crime analysis, investigative analysis, principles and/or practical application of investigations for crime suppression or apprehension.

*Equivalent combinations of education and experience may be substituted to meet the education and experience requirement of this position.*

**Knowledge, Skills, and Abilities**

- Knowledge of Criminal justice process, from investigation and arrest to court and incarceration.
- Knowledge of criminal law.
- Knowledge of computer-based statistical applications.
- Knowledge of ArcGIS Mapping.
- Skill in conducting statistical studies and research projects.
- Skill in performing statistical computations and analysis.
- Skill in observation.
- Skill in oral and written communication.
- Skill in keenness to detail.
- Skill in operating a personal computer and common office software such as Word, Excel and Access.
- Ability to gather various media data, to include but not limited to, social media outlets, news outlets, and/or web based trending information to monitor and alert supervision and other members regarding significant information that may pose a threat or risk to the safety of the community or members of the department.
- Ability to apply principles of logic to define problems, organize and analyze narrative and statistical data, analyze problems, establish facts, consider options, draw valid conclusions formulate strategies and make practical recommendations.

- Ability to read and comprehend police reports and data and develop deployment strategies for enforcement efforts.
- Ability to use general and specialized computer applications.
- Ability to distinguish and develop crime patterns, trends, and series, and prepare strategic forecasts; to assist in proactive and targeted investigation, preventative enforcement and education, identification of crime patterns and of repeat and known offenders.
- Ability to utilize web-based map services that provide detailed information about geographical regions and route planning.
- Ability to manipulate, analyze and present data and present testimony in court as required.
- Ability to gather facts for a criminal investigation and maintain thorough records and documentation.
- Ability to communicate clearly, concisely and effectively orally and in writing.
- Ability to coordinate the efforts of a street investigation via radio communication focusing on officer safety.
- Ability to create and develop clear and well-documented tables, charts, graphs, spreadsheets and other forms of graphical representation.
- Ability to demonstrate initiative in performing work and in planning and completing work.
- Ability to work in a fast-paced, highly intensive environment; quickly adjust focus and multi-task.
- Ability to train and provide technical assistance to others.
- Ability to maintain working relationships with colleagues, departmental staff, and representatives of other organizations and agencies as well as with the public.
- Ability to maintain confidentiality.

**Licenses, Certifications, and Other Special Requirements:**

May be required to periodically participate in continuing education opportunities in related professional development categories.

Members shall be available 24/7/365 including holidays and off hours to assist in resource and information gathering, as needed, and determined by the officer in charge of an individual case or situation.

An Intelligence Specialist shall be required to have a valid driver's license in good standing, with an acceptable driving history. An Intelligence Specialist will be required to operate department vehicles, as needed. The Specialist shall obtain a DPD driver's license prior to operating a department vehicle.

Candidates considered for placement in this classification will be subject to a Criminal Background Investigation based on the requirements of the position.

**Physical Demands**

The work is characterized as sedentary. Typically, the Intelligence Specialist will sit comfortably to do their work.

**Work Environment**

Work is performed in a comfortable office environment which is appropriately lighted, heated and cooled. Work conditions includes operation and monitoring 24 hours per day, seven (7) days per week.

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*The above statements reflect the general nature and level of work performed by employees assigned to this class. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Essential duties may vary from position to position.*

Title Changed: 03/28/2017

From: Crime Investigator