



POSITION DESCRIPTION

POSITION:	CRIMINAL INTELLIGENCE ANALYST	CIVIL SERVICE:	YES
DEPARTMENT:	POLICE	FLSA EXEMPT:	NO
DIVISION:	SUPPORT SERVICES	UNION:	NA
REPORTS TO:	LIEUTENANT-SUPPORT SERVICES	PAY GRADE:	N09

FUNCTION:

Performs detailed research and analysis of criminal intelligence information and operational intelligence analysis work to support the investigators and criminal justice operations. Determine source reliability, and content validity to develop investigative leads and links; and to distinguish patterns and trends. Must complete a wide variety of routine and specialized administrative tasks; and related work.

SUPERVISES:

EQUIPMENT USED:

Standard office Equipment

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Organizes and maintains sensitive, non-sensitive and open source case data and/or files into logical, concise and understandable order for retrieval if further analysis is needed.
- Collects and compiles criminal intelligence information and statistics to generate intelligence data for support in investigations through personal contact (e.g. interviews, etc.); manipulation and query of database systems; and readings and recording of various intelligence, analytical and administrative information.
- Prepares and presents detailed graphical presentations, and briefings to share organized facts and statistics, and criminal intelligence analyses with Department personnel, case investigators, prosecutors and other law enforcement agencies.
- Assesses or determines intelligence information requirements or needs in order to recommend, plan, prioritize and implement collection plans, targets or case strategies.
- Enters data, reports or records of criminal intelligence information into a database for use and reference by investigators in support of investigations. Performs frequent quality control checks of the intelligence database to ensure accuracy and integrity.
- Assists in coordination of major case investigations by prioritizing collection of data, delegating assignments, establishing schedules, organizing resources, monitoring progress, making recommendations and projecting trends to ensure accountability, quality control and timely completion of projects and cases.

- Participates in multi-agency task force investigations, work groups or committees to provide analytical assistance to meet the objectives of Ankeny Police Department.
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ENTRY REQUIREMENTS AND SKILLS:

Graduation from an accredited college or university with an associate's degree or higher 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.

Knowledge of standard office procedures and equipment and ability to operate a computer; ability to understand and carry out oral and written instructions as well as departmental policies and procedures; ability to deal tactfully with the public; ability to establish and maintain effective working relationships with co-workers. Ability to read and understand departmental policies, rules, laws, regulations, and police literature; ability to analyze situations and adopt a quick, effective, and reasonable course of action.

REQUIRED SPECIAL QUALIFICATIONS:

- Must obtain NCIC within six months of hire, and maintain certification throughout the course of employment.
 - Exercise sound judgment in safeguarding/ disseminating confidential or sensitive information.
 - Must be able to become a Notary in the State of Iowa.
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WORKING CONDITIONS:

- Works mostly in office environment.
 - May be required to testify in court proceedings, travel to perform certain work functions, and sit for extended periods of time.
 - Holidays, weekends, irregular hours, shift work, and call outs may be required, with possible extension of shift hours.
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PHYSICAL REQUIREMENTS:

- Must be insurable.
- Must be sighted.
- Must be able to hear and understand normal range verbal communications.
- Must be able to speak clearly at normal rate of conversation.
- Must keep regular and reliable attendance at work
- Must be able to lift, pickup, and/or carry equipment up to 30 pounds