



CITY OF URBANA
Human Resources Division

CRIMINAL INTELLIGENCE ANALYST

JOB DESCRIPTION

Department: Police	Division: Services
Work Location: Urbana City Building	Percent Time: 100% (1.0 FTE)
Job Type: Civil Service	FLSA Status: Non-exempt
Reports To: Services Division Lieutenant	Union: Non-union

JOB SUMMARY

The Criminal Intelligence Analyst is responsible for applying principles of intelligence research and analysis to interpret information regarding its impact on the criminal investigative process to predict future criminal activity and assisting patrol, investigative, and administrative staff in planning the deployment of resources for the prevention, intervention, and suppression of criminal activities. Duties of this position requires researching, collecting, and organizing crime data and information; entering data into appropriate databases, reviewing and analyzing information; disseminating information within the Urbana Police Department. This is a highly responsible position requiring significant ability to work with a variety of sources, transfer information into computerized form, performing statistical analyses, and creating and presenting reports and findings. Work will be a combination of independent and coordinated effort within the department.

Scope:

The role of this non-sworn, civilian position is to provide analysis and data evaluation with the goal of increasing the efficiency and effectiveness of police investigative and operations. This is accomplished by developing statistical data resources to inform evidence-based decision-making with regard to the criminal investigative process and the deployment of department resources. These analyses include identifying and analyzing criminal activity trends and patterns. The position requires the ability to build and maintain collaborative relationships with other city departments, other law-enforcement agencies, and other external stakeholders.

ESSENTIAL FUNCTIONS

- Performs selected criminal intelligence analyses; compares and analyzes existing criminal activity reports and computer-automated-dispatch (CAD) files to make projections, predictive findings, and recommendations.
- Conducts briefings and presentations of analytical findings and conclusions; may serve as a witness in a court of law.
- Obtains information from department personnel and various other sources; identifies objectives and develops a dissemination plan for the information.

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- Develops and maintains positive relationships with outside agencies and law enforcement and legal personnel; arranges for case information exchange.
- Prepares case reports, charts and analysis and forwards such work to a supervisor for review and verification; prepares maps and charts such as link analysis, time flow, commodity flow, telephone toll, and other computerized charts to clarify and organize information for further investigation and/or prosecution in criminal court; testifies in court as a witness.
- Coordinates the exchange of interstate and intrastate information pertaining to criminal activity and criminal movement; prepares statistical and analytical reports of intelligence information; researches patterns, structures, trends, and movements of criminal groups or individuals; develops recommendations for subsequent investigation; writes analyses and draws charts and maps to substantiate recommendations.
- Determines structure and operation on a tactical level of street gangs, terrorists, and professional criminals by researching and analyzing intelligence relating to patterns, trends and movements of the groups; prepares time flow, link analysis and other charts to illustrate and clarify the structures and operations of groups.
- Analyzes criminal intelligence information; provides findings and recommendations that assist supervisors and command staff in the deployment of departmental resources.
- Provides the information and analysis findings in a format that allows for its use by all appropriate personnel and divisions of the Department.
- Works cooperatively with a variety of law enforcement, corrections, and criminal prosecution professionals.
- Serves as a technical expert and testifies in court proceedings.
- Maintains maximum security of confidential materials.
- Performs other related duties as assigned.

JOB REQUIREMENTS

Education & Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- A Bachelor's Degree in Criminal Justice, Computer Sciences, Data Analytics, Research Methodology, Sociology, Psychology or related behavioral or data sciences major from an accredited university or college
- One year of practical or professional experience performing research and statistical analysis. A Master's degree in the above-referenced areas may be substituted for the experience requirement.

Preferred Qualifications

- Experience performing research and statistical analysis for a law enforcement agency.

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- Certification as a Certified Law Enforcement Analyst through the International Association of Crime Analysts (IACA), or International Association of Law Enforcement Intelligence Analysts (IALEIA) Certification.
- Experience with and/or working knowledge of data visualization software (e.g., PowerBI, Tableau, ArcGIS Dashboards, etc.).

Knowledge of

- Statistics and the ability to use statistics to draw inferences and conclusions.
- Database management and data integrity best practices.
- Law enforcement processes and procedures.
- Functional knowledge of drafting, graphic, and criminal intelligence analytical charting methods.
- Functional knowledge of major criminal case organization and filing methods.
- Functional knowledge of state, federal and local criminal laws and regulations relating to the criminal investigative process.
- Functional knowledge of analysis processes, types, functions, and assessments; laws and procedures pertaining to sensitive and confidential information.

Skills

- Principles and practices of statistical data and information analysis and making appropriate conclusions and recommendations.
- Research and analytical techniques used in the extraction and presentation of information in clear, concise, and accurate reports.
- Skill in establishing and maintaining positive working relations with department personnel, law enforcement and the legal and criminal justice system personnel, and work as a member of the Department team in general, and on special case assignments.
- Skill in the management of data and ability to organize information into concrete conclusions and recommendations.
- Proficiency with Microsoft Office products, particularly Word, Access, Excel, and PowerPoint.
- Excellent oral and written communication skills, including the ability to communicate clearly, concisely and logically in briefings and report writing.

Ability to

- Analyze, compare, and identify information and interpret its significance as factual evidence for criminal prosecution.
- Learn to use Department-specific computer systems.

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- Perform technical report writing.
- Skill to construct court exhibits and criminal intelligence charts.
- Maintain effective working relationships with management, coworkers, and external stakeholders.
- Utilize record-keeping systems for information storage and retrieval in accordance with state requirements.
- Develop and maintain positive working relationships with other employees, government officials, external stakeholders, and the public.
- Learn various computer systems used by the Department to acquire crime-related information, including but not limited to criminal justice databases and records management systems.
- Ability to review, classify, categorize, prioritize, and analyze data and reports.
- Learn of the geography of the city and accurately categorize police activity according to response zone and beat structure.
- Show initiative, independent action, and tact under pressure.
- Maintain confidential information and comply with privacy laws and requirements.
- Multi-task.
- Organize work, set priorities, meet critical deadlines and follow up on assignments with minimal supervision.
- Exhibit sound and accurate judgment by supporting and explaining decisions, conclusions and predictions.
- Safely operate a City vehicle in the performance of job duties when required.

LICENSES, CERTIFICATIONS AND MEMBERSHIPS REQUIRED

- Possession of a valid Illinois driver's license or have the ability to obtain one within fifteen (15) days of employment.
- L.E.A.D.S. certification within one year of employment.
- Ability to obtain and retain security clearance with appropriate law enforcement information sources.

SPECIAL REQUIREMENTS

- Works with highly sensitive and confidential files and information.

Supplemental Information

Supervision received

- This position works under the direction of the Services Division Lieutenant. The incumbent establishes procedures for attaining specific goals and objectives in a broad area of work. Only the final results of work done are typically reviewed. Incumbent typically develops procedures within the limits of established policy guidelines.

Level and complexity of supervision exercised

- This position is not responsible for supervising any staff positions.

Security Level

- **MVR:** Essential functions require frequent use of City vehicles.
- **PII:** essential functions require access to and responsibility for detailed personally identifiable information (PII) that is protected, personal, or sensitive AND/OR access to and responsibility for information related to the City's finances.
- **CJIS:** essential functions require unescorted access to unencrypted criminal justice information or unescorted access to physically secure locations or controlled areas (during times of CJI processing) (CJIS).

Physical Demands and Working Conditions

- Working conditions: primary work environment is a climate-controlled office setting. Work schedule is typically Monday through Friday, 8 a.m. – 5 p.m. with one hour for lunch, but hours may vary with workload. Attendance at evening meetings may be occasionally required.
- Physical demands: vision sufficient to read rules, regulations, policies, procedures, computer screens, and computer printouts with no color deficiencies; hearing sufficient to hear conversations in person and over the telephone; speech sufficient to make oneself heard and understood in person, in front of groups, in meetings, and over the telephone; mobility sufficient to safely move around in an office environment and outdoors, including some travel to other locations, (e.g. crime scenes); strength sufficient to safely lift and carry objects up to 25 lbs.; dexterity sufficient to safely operate office equipment including computers and laptops; and endurance sufficient to maintain efficiency throughout the entire shift and perform during extended hours as required; flexibility to examine and retrieve evidence in tight or elevated locations, with or without reasonable accommodation.

Job Dimensions

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress.

Hearing: Hear in the normal audio range with or without correction.

The physical demands and work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Class Specification History

New class: 10/26/22

For HR/Finance Use

Job Class Code	Pay Grade 106
EEO Category 2 - Professional	LVL