

City of Fort Worth, Texas Job Description

Classification Title	Criminal Intelligence Analyst		
Job Code:	PR1390	Job Family:	Professional
Pay Grade	612	Date Reviewed:	07/07/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Provides support, research and analysis for specialized units and other police personnel in the matter of homeland security, organized crime and other threats to public safety. Assists in multi-jurisdictional investigations; liaises with local, state and federal agencies; assists in intelligence and research of long term projects; and ensures precursor crimes are screened and analyzed for linkages to larger scale organized criminal efforts.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Assists specialized units in ongoing investigations relating to organized crime. Provides research, social network analysis, telephone analysis and other products to assist in identifying and locating active criminal groups.
2. Assists Homeland Security Unit in identifying and assessing events and individuals for potential to harm or disrupt public safety.
3. Identifies organized crime groups based on known crime series. Conducts searches in records management system for trends; and forwards information to appropriate unit.
4. Researches and develops strategic analysis products. Collects and organizes data from questionnaires and interviews; reviews intelligence products from scholarly articles; and coordinates meetings, interviews and presentations with department leaders.
5. Produces and disseminates intelligence bulletins regarding criminal activity or enterprises that may affect officer safety; and creates BOLO/alert, as necessary.
6. Creates profiles or dossiers on criminals, locations or wanted fugitives.
7. Establishes and maintains liaison activity with other law enforcement agencies and private sector organizations. Ensures effective exchange of criminal intelligence information.
8. Participates in administrative duties. Evaluates new software products; completes contracts with data providers; and maintains information security.
9. Performs other related duties as required.

10. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Research methods and techniques.
- Types of crimes and modus operandi associated with organized crime, white collar crime and major conspiracies.
- 28 CRF part 23 and implications on intelligence information collection, storage and dissemination.
- Current trends in law enforcement software, developing technologies and value and limitation of various software products.

- **Skill in:**

- Computers and applicable software.
- Research and analysis.
- Organization.
- Public speaking.
- Networking.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Read, analyze, interpret, and evaluate research findings and recommendations.
- Develop and maintain liaison with the intelligence community at Federal, State, County and Municipal levels to share information on criminal activities or suspected criminals under investigation.
- Organize and present accurate information in a logical sequence.
- Prepare graphs, charts, tables and other illustrative devices.
- Work with computers and word processing software applications.
- Perform telephone record analysis.
- Identify related crime series based on similar Modus Operandi.
- Work cooperatively with employees from other enforcement agencies and City employees.
- Perform basic statistical work, analytical research, and link analyses.
- Produce written documents in English, which clearly and accurately depicts logical and organized thoughts using proper sentence construction, punctuation and grammar.
- Interpret, explain and enforce department policies and procedures.
- Work independently in the absence of supervision.
- Understand and follow oral and written instructions.
- Maintain confidentiality.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree in criminal justice, quantitative methods, social sciences, information technology or a related field and three years of experience compiling data, analyzing findings and writing reports.

OTHER REQUIREMENTS

Valid Texas driver's license and an acceptable record required.

WORKING CONDITIONS

The work environment characteristics described here 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.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.