



# Criminal Intelligence Analyst I

Salary Group: B21  
Class Code: 6170

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
CRIMINAL INTELLIGENCE ANALYST I	6170	B21	\$48,278 - \$78,953
CRIMINAL INTELLIGENCE ANALYST II	6172	B23	\$55,184 - \$90,393
CRIMINAL INTELLIGENCE ANALYST III	6174	B25	\$63,104 - \$103,491

## GENERAL DESCRIPTION

Performs complex (journey-level) criminal intelligence research and analysis work. Work involves analyzing complex data, writing reports, and identifying patterns of criminal activity. May provide guidance to others. Works under general supervision, with limited latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Conducts complex research and strategic crime analysis to identify and evaluate patterns and trends using probability studies and complex statistical analyses, develops and tests hypotheses, develops victim and suspect profiles, and forecasts criminal activity.

Produces and analyzes intelligence reports on criminal activity, threats, and vulnerabilities.

Processes intelligence information using a variety of analytical tools and integrates data to produce intelligence studies, special reports, correspondence, briefings, informational papers, threat assessments, threat warnings, link analysis, and forecasts.

Researches, analyzes, evaluates, and correlates criminal intelligence information to determine source reliability, accuracy, and integrity; develop investigative leads and links; and distinguish patterns and trends.

Organizes and maintains sensitive, non-sensitive, and open source case data and files into a 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, reading, and documentation of various intelligence, analytical, and administrative information.

Creates, prepares, reviews, and presents detailed reports, intelligence documents, presentations, and briefings on criminal intelligence analysis to disseminate to agency personnel, prosecutors, and other law enforcement agencies.

Assesses intelligence requirements and needs to recommend, plan, and prioritize data collection plans, potential targets, or case strategies.

Serves as a liaison with internal and external groups and individuals to provide analytical assistance, collect and disseminate intelligence data, and share resources.  
Enters data, reports, or records of criminal intelligence information into a database for use and reference by analysts and investigators in support of investigations.

Operates teletype and/or computer terminals to access databases and various agencies' files (e.g., criminal records from National Crime Information Center (NCIC) or Texas Crime Information Center (TCIC)) to identify subjects for law enforcement agencies.

Assists in the coordination of major case investigations to ensure accountability, quality control, and timely completion of projects and cases.

Assists in the design, testing, and/or maintenance of operational databases, analytical software, hardware, and peripheral equipment.

May participate in multi-agency task force investigations, work groups, or committees to provide assistance by contributing intelligence analysis and concepts.

May provide guidance to others.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in criminal intelligence analysis work. Graduation from an accredited four-year college or university with major coursework in criminal justice, homeland security, or intelligence is generally preferred. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of intelligence gathering; of intelligence and crime analysis processes, methodologies, and principles; of statistical analysis and probability modeling; of human behavior and group dynamics; of law enforcement operations, procedures, and regulations; and of report writing and presentation.

Skill in oral and written communication, and in the use of a computer and applicable software.

Ability to provide clear and concise written intelligence reports; to use charts, graphs, and geospatial mapping to provide information on crime series, patterns, and trends; to analyze suspect and victim profiles; to conduct tactical crime analyses; to prepare tactical action plans; to set priorities, goals, and deadlines; to communicate effectively; and to provide guidance to others.