TACTICAL CRIME AND INTELLIGENCE ANALYSIS SUPERVISOR

Purpose:

To actively support and uphold the City's stated mission and values. To direct the tactical and intelligence crime analysis activities and perform a variety of complex research duties involved in the collection, analysis, and dissemination of tactical and intelligence information in support of the crime suppression and investigative efforts of the Department.

Supervision Received and Exercised:

Receives general supervision from higher-level management staff.

Exercises direct supervision over lower level professional, paraprofessional, technical, and/or administrative assistant staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Oversee the tactical and intelligence crime analysis activities for the Police Department, and the Tactical and Intelligence Crime Analysis Section which include working closely with investigators and police managers on active investigations and crime trends, including making recommendations regarding the allocation of resources, developing investigative leads, and case clearances.

- Use computer databases, electronic spreadsheets, desktop publishing, GIS/mapping software, word processing, statistical applications, and specialized tactical and intelligence software applications to manipulate, analyze, and present tactical and intelligence information. Develop and maintain new geographic data layers.

- Act as a liaison with other law enforcement agencies and government entities regarding law enforcement and public safety issues; facilitate the exchange of tactical and intelligence criminal information between agencies; participate as a member in federal, state, and local law enforcement taskforces and partnerships.

- Communicate clearly and concisely in both oral and written form, and effectively disseminating information; present and articulate analysis, complex and detailed statistical reports, charts (link analysis, event flow analysis, activity charting), graphs,

and maps to managers and Department administration for decision-making purposes; present analysis and statistics in various internal and external forums.

- Interact and work effectively with police personnel, other City employees, representatives from other law enforcement agencies, the media, and the community on tactical and intelligence crime analysis/research issues; assist with criminal investigations, provide crime analysis training to police personnel.

- Direct the research, design, development, testing, and maintenance of operational and investigative databases, analytical software, hardware and peripheral equipment to enhance the quality of work products, and improve productivity of the Tactical and Intelligence Crime Analysis Section.

- Monitor the establishment, maintenance, retention, destruction, and security of tactical and intelligence databases and files to ensure confidentiality, accuracy, proper dissemination and compliance with federal, state, and local laws.

- Make determination concerning acquisition, maintenance, and release of tactical and intelligence information and maintain a comprehensive knowledge and familiarly with all internal tactical and intelligence databases and systems.

- Assist in the coordination of major case investigations by prioritizing collection of data, delegating assignments, conduct field and statistical research on potential and past crime targets; forecasting crime trends, determine criminal associations and patterns of criminal activity.

- Prepare and update protocol on tactical/intelligence crime analysis-related activities.

- Manage and review all major tactical and intelligence projects and related analysis for the Police Department; approve and prioritize requests for tactical and intelligence crime analysis services.

- Supervise and evaluate the work and performance of staff assigned to the Tactical and Intelligence Crime Analysis Section of the Department; participate in the selection of staff; provide or coordinate staff training; evaluate and monitor the work flow and performance to ensure work is complete in a thorough and appropriate manner; work with employees to correct deficiencies; implement discipline procedures.

- Perform related duties as required.

Minimum Qualifications:

Experience:

Three years of experience performing applied tactical and/or intelligence crime analysis in a law enforcement agency. Previous lead or supervisory experience is desirable. Must also have knowledge of, and experience with, research and design techniques, general crime analysis principles, and the investigative and analytical practices employed in the acquisition and dissemination of criminal intelligence information.

Experience using crime analysis and related software applications preferred.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course works in criminal justice studies, social sciences, or a degree related to the core functions of this position. A Master's degree is highly desirable.

Licenses/Certifications:

None

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 368

Status: Exempt / Classified