



City of Tempe

CRIME & INTELLIGENCE CENTER SUPERVISOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	368	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Police	<i>Salary / Hourly Minimum:</i>	\$30.433654
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$41.085577
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Police Planning & Research Supervisor
<i>Drug Screen / Physical:</i>	Y	N	<i>EEO4 Group:</i> Professionals

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives general supervision from the Fiscal/Research Manager or other higher-level management staff.

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

MINIMUM QUALIFICATIONS

<i>Experience:</i>	<p>Three years of experience performing applied tactical and/or intelligence crime analysis in a law enforcement agency. Previous lead or supervisory experience is desirable.</p> <p>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.</p>
<i>Education:</i>	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.
<i>License / Certification:</i>	None

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

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.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Oversee the tactical and intelligence crime analysis activities for the Police Department, and the Tactical and Intelligence Crime Analysis Section which include supporting 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.

- Provide research and recommendations concerning acquisition, maintenance, and release of tactical and intelligence information and maintain a comprehensive knowledge and familiarity with all internal tactical and intelligence databases and systems.
- Collaborate on 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.
- Providing information to police, City administration, and City Council for decision-making purposes; and participating in and providing information to police/City committees.
- 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; 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 completed in a thorough and appropriate manner; work with employees to correct deficiencies; implement discipline procedures.
- Respond as needed to criminal and special investigations detectives and crime scene incident commanders necessitating 24/7 (on call) coverage Monday through Sunday.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as required.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Operate city vehicles;
- Work in a stationary position for considerable periods of time;
- Operates computers, calculators and other office machines;
- Extensive reading and close vision work;
- Exposure to blood and airborne pathogens; bodily fluids; etc.;
- May require working extended hours.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking

Director	In Addition >	Organizational Vision
<i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies		

JOB DESCRIPTION HISTORY
<i>Effective June 2008</i> <i>Revised Oct 2008 (slight title modification)</i> <i>Revised Feb 2015 (changed FLSA status and slight modification to duties/title)</i>