



Code: 9114
Family: Public Safety
Service: Public Safety
Group: Police Service
Series: Police General Duty

CLASS TITLE: INTELLIGENCE ANALYST

CHARACTERISTICS OF THE CLASS

Under general supervision, the class performs specialized, confidential research and analytical work to provide crime and intelligence information and data in support of law enforcement activities including criminal investigations, patrol operations and crime prevention, and performs related duties as required

The work of the Intelligence Analyst is of a highly and confidential nature due to the restricted and classified data received within the Chicago Police Department's Crime Prevention Information Center (CPIC). Positions in the class report to a Police Sergeant or higher rank.

ESSENTIAL DUTIES

- Develops strategies and methods and follows established CPIC and departmental procedures in collecting, organizing and charting classified and restricted intelligence information
- Performs detailed research and analysis of criminal intelligence information, analyzing data, writing reports and developing links between criminals and crime groups or patterns of criminal activity for use by law enforcement personnel, City departments and other outside agencies
- Researches, compiles and organizes criminal intelligence information and statistics using various database systems, Internet searches, and other sources to support investigations (e.g., investigative interviews, academic research, newspapers)
- Analyzes and evaluates criminal intelligence information and data received from a variety of sources (e.g., local, state and federal law enforcement agencies, databases, public records) to assess the reliability of sources and the validity of content
- Applies inductive and deductive reasoning in analyzing data, and translates into viable criminal intelligence information for use in investigations and other law enforcement purposes
- Prepares graphic presentations of data (e.g., charts, graphs, and matrices), presenting criminal intelligence information with organized facts and statistics to provide investigative leads to suspects, crimes or criminal organizations
- Authors and prepares for distribution various informational bulletins and other informational materials related to office safety alerts, briefings and other law enforcement messages and alerts
- Compiles investigative information case files and packets on specific criminal cases such as murders and shootings
- Designs, uses and maintains databases and software applications, such as geographic information systems (GIS) and artificial intelligence tools
- Provides oral briefings, court testimony and other presentations and trainings on analytical products and techniques
- Responds to requests for information and acts as a liaison with law enforcement organizations and agencies for the purpose of information sharing, community policing, and crime prevention strategies
- Stays abreast of current events and activities and participates in seminars, webinars and other activities for professional development purposes

- Represents the department at various meetings and conferences and assists with special crime and intelligence projects, as required

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree OR four years of work experience in the performance of fact finding research, analyses and reporting OR three years of work experience analyzing intelligence information for a military, government or law enforcement agency

Licensure, Certification, or Other Qualifications

- As a condition of employment position(s) must be able to obtain and maintain SECRET Clearance issued by the Department of Homeland Security
- A valid State of Illinois driver's license is required

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g. telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, hand-held computer, scanner)
- Photographic and video equipment

PHYSICAL REQUIREMENTS

- None

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Knowledge of:

- *principles and techniques of inductive and deductive reasoning
- *research and reporting methods, tools and techniques
- criminal intelligence process and cycle
- analytical techniques used in the development and dissemination of intelligence information
- law enforcement databases, including accessing data and appropriate dissemination of information

Some knowledge of:

- *applicable writing techniques
- *Microsoft Office application suite
- applicable federal and state laws, regulations and guidelines

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
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- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *COMPLEX PROBLEM SOLVING – Identify complex problems and review related information to develop and evaluate options and implement solutions
- *JUDGEMENT AND DECISION MAKING – Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- WRITE – Communicate information and ideas in writing so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- IDENTIFY PATTERNS – Identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material

Other Work Requirements

- ADAPTABILITY - Able to adapt to different environments and roles while remaining alert and ready to take intelligent action in the event of a security crisis or situation
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.