CLASS TITLE: CRIMINAL INTELLIGENCE ANALYST

CHARACTERISTICS OF THE CLASS

Under general supervision, the class performs specialized confidential research and analytical work to improve the effectiveness of law enforcement activities including criminal investigations, patrol operations, and crime prevention, and performs related duties as required.

The work of the Criminal Intelligence Analyst is of a highly confidential nature due to the restricted and classified criminal justice information sources that will be accessed. Positions in the class report to a sworn or civilian member of higher rank, typically a Sergeant of Police.

ESSENTIAL DUTIES

- Develops extensive understanding of all software and analytical platforms in use by the department to support crime reduction activities centered in district Strategic Decision Support Centers (SDSCs), real-time situational awareness centers located in police facilities where crime conditions are continuously evaluated and intervention activities are developed

- Leverages SDSC processes, techniques, and analytical tools to support citywide violence reduction efforts and measures the efficacy of those efforts in terms of improved crime reduction outcomes

- Incorporates outputs from these platforms to develop and conduct daily crime briefings for department personnel, including police officers, supervisors, and command staff members

- Develops, implements, monitors, and revises daily and hourly resource deployment strategies to impact violent crime, by utilizing reporting tools and analytical processes to develop resource deployment recommendations for oral and written presentation

- Develops strategies and methods and follows established departmental and legal procedures in collecting, organizing, and charting criminal justice information and using this information to develop, implement, and measure the impact of crime reduction initiatives

- Develops analytical tools and procedures to identify potential leading indicators for future violence and creates processes for monitoring the impact of crime intervention strategies

- Enhances officer understanding of focused crime deterrence missions by assisting with determining the who/when/where/why behind crime patterns

- Provides assistance with the introduction and implementation of new tools and strategies in support of crime reduction strategies, further supporting department members in the use of data and analytics to inform strategic deployment of resources

- Prepares detailed research and analysis of criminal justice information, by analyzing data, writing reports, etc., to develop 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 justice information and statistics using various database systems, Internet searches, and other sources to support investigations (e.g., investigative interviews, academic research, and newspapers)

- Utilizes predictive software such as HunchLab and other place and person-based risk models to inform and evaluate crime intervention strategies and recommend improvements to these tools based on their performance

- Analyzes and evaluates criminal justice 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 justice information for use in investigations and other law enforcement purposes

- Prepares graphic presentations of data (e.g., charts, graphs, and matrices), presenting criminal justice 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

- Conducts training for various department members on the use of analytics tools and processes to improve officer effectiveness

- Represents the department at various meetings and conferences and assists with special analytics 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, plus three (3) years of work experience analyzing crime and/or intelligence information, performing data analytics, or data analysis; or an equivalent combination of education, training, and experience

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

- Assignment duty hours may be any time. Department operates twenty-four (24) hours a day

EQUIPMENT

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

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Comprehensive knowledge of:

- principles and techniques of inductive and deductive reasoning
- research and reporting methods, tools and techniques
- analytical techniques used in the development and dissemination of actionable information
- law enforcement databases, including assessing data and appropriate dissemination of information
- Microsoft Office application suite, including Excel, PowerPoint, Word

Moderate knowledge of:

- Geographic Information System (GIS) software such as ESRI, ArcGIS
- computer-based analytic platforms and tools such as SPSS, SAS, R, or other similar statistical tools
- ad-hoc query tools such as Structured Query Language (SQL) and reporting platforms

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
- 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
- JUDGMENT 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.

City of Chicago
Department of Human Resources
September, 2024