



Code: 9118
Family: Public Safety
Service: Public Safety
Group: Police Service
Series: Police General Duty

CLASS TITLE: CRIMINAL INTELLIGENCE RESEARCH SPECIALIST

CHARACTERISTICS OF THE CLASS

Under general supervision, the class supports a major Chicago Police Department Bureau in gathering, extracting, researching and evaluating data and information to assist in the resolution of criminal investigations, and performs related duties as required.

ESSENTIAL DUTIES

- Establishes proper research methods and procedures for the collection and analysis of crime data to assist sworn personnel in the resolution of criminal investigations (e.g., firearms and narcotics trafficking, arson rings, organized crime groups, etc.)
- Gathers and assembles disparate pieces of information from a wide array of data sources (e.g., criminal history and law enforcement databases, information-sharing programs, case files, ballistic reports) to integrate data
- Researches, analyzes, and transforms collected information and crime data into viable intelligence to assist sworn personnel in mapping, correlating, and identifying crime patterns and/or trends, possible suspects, and movement of organized crime groups
- Performs quality control and validation on criminal data and reports to ensure accuracy of information
- Develops and maintains computerized and statistical databases of tactical, administrative, and strategic crime data and information to generate analytical and relational reports
- Accesses national and local databases, that may require security clearance to retrieve information
- Prepares comprehensive analytical and detailed reports and visual presentations of data (e.g., charts, graphs, maps, diagrams, timelines of events) to aid in citywide violence reduction efforts, and investigations
- Coordinates information sharing functions with counterparts in other intelligence organizations
- Provides information and advice on intelligence trends, developments and changes in procedures
- Serves as a primary source of intelligence information for sworn personnel and provides expert research and technical advice and consultation in preparing cases for trial
- 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
- Participates in working groups, committees, task forces, and conferences to exchange information, resolve technical problems, and coordinate multi-divisional activities

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

- Five (5) years of work experience analyzing crime and/or intelligence information for a military, government, or law enforcement agency, **OR**

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- Graduation from an accredited college with an Associate's degree, plus three (3) years of work experience analyzing crime and/or intelligence information for a military, government, or law enforcement agency, **OR**
- Graduation from an accredited college or university with a Bachelor's degree or higher, plus one (1) year of work experience analyzing crime and/or intelligence information for a military, government, or law enforcement agency

Licensure, Certification, or Other Qualifications

- As a condition of employment position(s) may have 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
- Ability to work flexible hours or shifts, as required

EQUIPMENT

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

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Moderate 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

Some 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
- **ACTIVE LEARNING** – Understand the implications of new information for both current and

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future problem-solving and decision-making

- 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
- MAKE SENSE OF INFORMATION – Quickly make sense of, combine, and organize information into meaningful patterns

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
- ANALYTICAL THINKING – Analyze information and using logic to address work or job issues and problems

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
December, 2018; April, 2025