

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

CRIMINAL INTELLIGENCE ANALYST SERIES

<u>CLASS TITLE</u>	<u>POSITION CODE</u>
CRIMINAL INTELLIGENCE ANALYST I	10161
CRIMINAL INTELLIGENCE ANALYST II	10162
CRIMINAL INTELLIGENCE ANALYST SPECIALIST	10165

Effective: 08/01/2006

INTRODUCTION:

Criminal Intelligence Analysts apply principles of intelligence research and analysis to interpret information regarding its impact on the criminal investigative process.

Duties and responsibilities of the Criminal Intelligence Analysts center around the collection and analysis of information regarding criminal activity from a variety of sources. By consulting public and academic libraries, mass media newspapers, magazines, and books, information is gleaned in accordance with existing policies and procedures of the Criminal Intelligence Command.

This information is then correlated with existing criminal case file data contained in either the division's general or intelligence files. The Criminal Intelligence Analysts assess this information as to its validity and reliability with respect to other information and circumstances of its acquisition, in order to estimate the characteristics of a specific situation. Through induction and deduction, Criminal Intelligence Analysts predict future events or reach conclusions concerning this information. Utilization of computer capabilities in assessment and organization of information is essential.

Incumbents in these positions apply knowledge from a number of professional disciplines within the natural and social sciences fields. For this reason, these positions require incumbents with a broad background in a professional discipline and a knowledge of the techniques and principles of intelligence research and analysis.

Criteria identified and utilized for level differentiation are expanded responsibilities and work guidance given and received as the Criminal Intelligence Analyst progresses in his/her career.

INTRODUCTION (Continued):

As an incumbent progresses to the management level (Public Service Administrator), performing routine analytical functions of retrieving, researching and gathering information loses emphasis and evolves into management of unit personnel and facilities, or providing training programs and professional improvements for new and current staff along with other managerial functions. Positions serving as managers of single units of analysts are appropriately allocated to the Public Service Administrator, those positions managing sections or larger groups of analysts are properly allocated to the Senior Public Service Administrator.

CRIMINAL INTELLIGENCE ANALYST I

POSITION CODE: 10161

**DISTINGUISHING FEATURES OF WORK:**

Under direct supervision, performs selected criminal intelligence casework at a developmental level, which may subsequently be presented with analysis in a criminal court. Prepares documentation and reports congruent with established procedures.

The casework is selectively assigned to introduce the beginning Criminal Intelligence Analyst to the diversity of cases, the importance and notoriety of cases, the variety and relationship between investigations and the coordination, and time necessary to assess and organize the assigned information. Prepares charts as selected by higher level analyst. The casework, all charts and reports of findings are reviewed by a higher level Criminal Intelligence Analyst. Researching new techniques, independent lecturing and conducting seminars in criminal intelligence analytical techniques is typically not practiced at this level.

**ILLUSTRATIVE EXAMPLES OF WORK:**

1. Performs assigned criminal intelligence analysis of criminal case information; obtains information from trainer, higher level Criminal Intelligence Analyst and/or user agency personnel; discusses objectives; develops own application of criminal intelligence analytical techniques.
2. Develops rapport with user agencies by contacting various law enforcement agency personnel, and legal personnel - for example, criminal investigator's or state's attorneys and their assistants - to provide for a smooth disposition of assigned casework; makes arrangements for case information exchange.
3. Prepares case reports, charts and analysis, forwards case reports to higher level criminal intelligence analyst or trainer for review and verification; prepares charts such as link analysis, time flow, Via, commodity flow, telephone toll, and other computerized charts to clarify and organize information for further investigation and/or prosecution in criminal court; testifies in court as an expert witness.
4. Coordinates the exchange of interstate and intrastate information pertaining to criminal activity and criminal movement; prepares analytical reports of intelligence information; researches patterns, structures, trends, and movements of criminal groups or individuals; develops recommendations for subsequent investigation; writes analysis and draws charts to substantiate recommendations.

## CRIMINAL INTELLIGENCE ANALYST I (Continued)

5. Determines structure and operation on a tactical level of organized criminal groups such as organized crime families, terrorists, and professional criminals by researching and analyzing intelligence relating to patterns, trends, and movements of the groups; prepares time flow, link analysis and other charts to illustrate and clarify the structures and operations of groups.
6. Analyzes criminal intelligence information to predict the capabilities and vulnerabilities of investigative strategies.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

### DESIRABLE REQUIREMENTS:

#### Education and Experience

Requires knowledge, skill, and mental development equivalent to the completion of four years of college with coursework in philosophy, behavioral sciences and law enforcement, or a related field.

Requires one year of professional criminal investigative experience or completion of an agency approved training program.

#### Knowledges, Skills, and Abilities

Requires working knowledge of law enforcement procedures.

Requires working knowledge of drafting, graphic, and criminal intelligence analytical charting methods.

Requires working knowledge of major criminal case organization and filing methods.

Requires working knowledge of computers as utilized in criminal investigation analysis.

Requires elementary knowledge of the agency computer system.

Requires elementary knowledge of state, federal, and local criminal laws and regulations as they relate to the criminal investigative process.

Requires ability to establish and maintain satisfactory working relationships with coworkers, law enforcement personnel and legal system personnel.

Requires ability to analyze, compare, and/or identify information and interpret its significance as factual evidence for criminal prosecution.

Requires ability to communicate clearly, concisely, and logically, both orally and in writing.

Requires ability to construct court exhibits and criminal intelligence charts.

Requires ability to testify in court as an expert witness with proper courtroom demeanor.

May require an appropriate valid driver's license or the ability to travel in conjunction with criminal intelligence information gathering.

CRIMINAL INTELLIGENCE ANALYST II

POSITION CODE: 10162

**DISTINGUISHING FEATURES OF WORK:**

Under general supervision, performs criminal intelligence casework at full working level; prepares and documents investigative recommendations and reports of analysis; assists higher level criminal intelligence analysts in improving or developing new techniques; independently selects and performs a variety of criminal intelligence analytical charting techniques as they apply to assigned cases; serves as team member on strategic studies projects under higher level analyst acting as project team leader.

**ILLUSTRATIVE EXAMPLES OF WORK:**

1. Receives information from user agency personnel; determines what charting techniques due to be performed; formulates investigative recommendations; maintains criminal intelligence case files.
2. Contacts user agency and legal personnel to make arrangements for information gathering, prepares criminal intelligence analytical charts for court presentation; testifies in criminal court regarding analytical results.
3. Independently selects applicable charts such as link analysis, time flow, Via, commodity flow, telephone toll and other computerized charts to clarify and organize information for further investigation and/or prosecution in criminal court; prepares case reports, charts and analysis; returns charts and reports to user agencies and/or court system; testifies in court as an expert witness.
4. Assists higher level criminal intelligence analysts in performing research, improving current techniques, and/or developing new techniques; performs literature search and other professional research.
5. Conducts discipline area talks for user agency and nonuser agency personnel; assists higher levels in training user agency personnel in methods of criminal intelligence collection. Responsible for the rapid assimilation of information, layout, and reproduction of special flyers on criminal subjects. Also, conducts research, collects information, and authors special topics bulletins for law enforcement.
6. Attends professional meetings and seminars; reviews current literature for professional development.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

## CRIMINAL INTELLIGENCE ANALYST II (Continued)

### DESIRABLE REQUIREMENTS:

#### Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of four years of college preferably with coursework in philosophy, behavioral sciences, and law enforcement, or a related field.

Requires three years of professional criminal investigative experience.

#### Knowledges, Skills, and Abilities

Requires extensive knowledge of criminal intelligence analytical methods and procedures.

Requires working knowledge of computers as utilized in criminal investigation analysis.

Requires working knowledge of state, federal and local criminal laws and regulations as they relate to the criminal investigative process.

Requires working knowledge of the rules of evidence in criminal law.

Requires working knowledge of collecting and maintaining criminal intelligence files.

Requires ability to establish and maintain satisfactory working relationships with coworkers, law enforcement personnel and legal system personnel.

Requires ability to apply criminal intelligence analytical principles and techniques in an accurate and progressive manner for efficient disposition of casework.

Requires ability to work independently.

Requires ability to communicate clearly, concisely and logically, both orally and in writing.

Requires ability to construct court exhibits, criminal intelligence charts.

Requires ability to testify in court as an expert witness with proper courtroom demeanor.

Requires ability to perform literature search and other professional research.

Requires ability to introduce user agency personnel to methods of collection and use of criminal intelligence analysis work products.

May require an appropriate valid driver's license or the ability to travel in conjunction with criminal intelligence information gathering.

CRIMINAL INTELLIGENCE ANALYST SPECIALIST

POSITION CODE: 10165

**DISTINGUISHING FEATURES OF WORK:**

Under direction, serves as advanced Criminal Intelligence Analyst Specialist, performing both routine and advanced analytical case assignments which may be sensitive in nature; serves as a quality assurance monitor and/or assisting management by performing special projects, e. g., writes procedures manuals, designs plans or reorganizes analytical staff work space; provides orientation to new staff, lectures to user agency personnel; approves or performs case reviews of lower level Criminal Intelligence Analyst's work; serves as project team leader for strategic studies.

**ILLUSTRATIVE EXAMPLES OF WORK:**

1. As an advanced Criminal Intelligence Analyst Specialist, identifies and discusses problems with fellow Criminal Intelligence Analysts to improve their capabilities; recommends actions to prevent problems from occurring or reoccurring, recommends equipment and other service procurement to management.
2. As an advanced specialist, performs both routine and advanced casework which may be sensitive and controversial in nature, for example; cases with multiple suspects or multiple victims, cases requiring a large number of analytical charts and/or cases which have and are expected to receive extensive news media attention, cases which require unusually extensive coordination; prepares reports of analysis; testifies in court as an expert witness.
3. Participates in research projects, performs and/or serves as team leader to lower level professionals performing literature searches and criminal intelligence analysis to validate a technique; develops or improves techniques used in the criminal intelligence analysis system.
4. Participates in the agency's training of in-house and user agency personnel.
5. Performs administrative support functions to include, but not be limited to: inventory and ordering of analytical supplies, writing work procedures, preparing budget recommendations for the Analytical Unit, setting of Unit's goals and objectives. Responsible for the rapid assimilation of information, layout, and reproduction of special flyers on criminal subjects. Also, conducts research, collects information, and authors special topics bulletins for law enforcement.

## CRIMINAL INTELLIGENCE ANALYST SPECIALIST (Continued)

6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

### DESIRABLE REQUIREMENTS:

#### Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of four years of college preferably with coursework in philosophy, behavioral sciences and law enforcement.

Requires five years of professional criminal investigative experience.

Requires thorough knowledge of criminal intelligence analytical methods and procedures.

#### Knowledges, Skills, and Abilities

Requires extensive knowledge of state, federal and local criminal laws and regulations as they relate to the criminal investigative process.

Requires extensive knowledge of computers as utilized in criminal investigation analysis.

Requires extensive knowledge of the rules of evidence in criminal law.

Requires extensive knowledge of criminal intelligence analytical research methods and procedures.

Requires ability to establish and maintain satisfactory working relationships with coworkers, other law enforcement personnel, and legal personnel.

Requires ability to coordinate the activities of a small group or staff.

Requires ability to perform specialized and sensitive criminal intelligence analysis.

Requires ability to communicate clearly, concisely and logically, both orally and in writing.

Requires ability to perform literature research and other professional research relative to criminal intelligence analysis.

Requires ability to coordinate and conduct training seminars for in-house or user agency personnel.

May require an appropriate valid driver's license or the ability to travel in conjunction with criminal intelligence information gathering.