



**Classification:** Criminal Intelligence Analyst I - MIAC

**Title Code:** V00585

**Pay Range:** 18

### **POSITION SUMMARY:**

This is a responsible professional and analytical position at the Missouri Information Analysis Center (MIAC). An individual in this position analyzes and assesses criminal information of a confidential nature and develops comprehensive analytical reports based on available data. The employee is required to utilize over fifty specialized analytical and informative state and federal databases to develop threat assessments, time series analyses regarding crime patterns, and to identify criminal groups, key individuals involved in organized criminal activity, their methods of operation, and the extent of the individual's criminal influence on its organized criminal group. The employee may also be responsible for compiling various statistical reports, bulletins, informative booklets, etc., and the Missouri Statewide Intelligence Network (MoSPIN). The employee is also responsible for quality control of data entered into various intelligence databases in order to maintain the integrity of intelligence data received and/or disseminated. Work is performed under general supervision.

### **DESCRIPTION OF DUTIES PERFORMED:**

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Researches all applicable files, database systems and case summaries in order to respond to intelligence and criminal activity inquiries from all state and federal law enforcement agencies (state patrol agencies, FBI, DEA, ATF, IRS, etc.) and prosecuting attorneys.

Performs telephone record analysis charting methods and other link charting to determine interrelationships and transactions involving criminal activity; uses crime analysis techniques including, but not limited to, financial analysis, time series analysis, and case analysis to view and evaluate patterns of criminal activity; evaluates patterns of similar suspects or crime groups, to include maps, charts, and other statistics.

Researches, compiles, and disseminates to major case investigation officers and prosecutors, intelligence booklets containing all data on file on the subject in question for criminal activity; develop reports, threat assessments, bulletins, and other work products to enhance the flow of relevant trends of criminal activity; prepares a summary report and answers questions pertaining to the intelligence information to the law enforcement investigator or prosecutor.

Creates photo lineups for investigating officers utilizing various state and/or federal databases.

Monitors Computer Aided Dispatch (CAD) machine, teletypes, and MIAC mail to stay abreast of any developing situations, including homicides, officer safety issues, highway closures, severe weather conditions, etc; determines how the information should be disseminated to the approved audience and takes appropriate action.

Develops reports, threat assessments, bulletins and other MIAC alert work products in a timely manner to enhance the flow of relevant trends of criminal activity; determines which individuals or groups need the information based on the level of intelligence contained in the product; and then disseminates to the appropriate audience.

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Prepares weekly and monthly publications and various brochures detailing trends in criminal activity, drug trafficking, gang related information, received by the Patrol and other state and national law enforcement intelligence agencies; Disseminates the publications to various local, state, and federal law enforcement agencies for informative purposes.

Rotates with other analysts within the division to be on standby to respond to emergency situations.

Serves as liaison and centralized communications channel for MoSPIN (Missouri Statewide Intelligence Network).

Performs installation of software and hardware at various Patrol divisions and other law enforcement agencies who have requested access to the statewide intelligence network database.

Gives permissions and assigns user name and passwords.

Audits, educates and trains users regarding information available through MoSPIN.

Monitors and maintains the integrity of data entered into MoSPIN from Patrol and other law enforcement agencies by deleting or adding information, correcting duplicate entries, confirms entries into MoSPIN are 28 CFRPart 23 compliant.

Performs other work-related duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of law enforcement terminology and narcotics investigative techniques.

Knowledge in the collection, analyzing and dissemination of criminal intelligence information.

Knowledge of modern office databases, (Microsoft Excel, Lotus 1,2, & 3, Lotus Notes).

Ability to properly handle, store, secure, destroy, and mark classified and other sensitive documents.

Ability to work in a secure operating environment with access to classified and sensitive information.

Ability to research a voluminous amount of databases in order to find information on individuals utilizing very little previous information on the subject (e.g., telephone number only, last name, alias, etc.).

Ability to perform tedious intelligence searches while maintaining high quality control and proof reading skills in the performance of job tasks.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to work under extreme pressure and time limits.

Ability to multitask and determine high priority tasks in accomplishment of daily duties.

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Ability to analyze intelligence information, submitted documents and statistical data present findings of fact in written and graphic form.

Ability to prepare and provide both oral and written presentations to large groups of both civilian and law enforcement professional.

Ability to organize, prioritize and plan work effectively.

Ability to gather, assemble, correlate and analyze facts and devise solutions to problems.

Ability to display a professional appearance and demeanor consistent with the expectations of the Missouri State Highway Patrol.

Ability to represent the Highway Patrol on panels, committees, task forces etc., working on Missouri's drug issues and other criminal activities.

Ability to work with highly sensitive information in a confidential and professional manner and maintain the information as such.

Ability to prepare highly technical and detailed threat assessments and surveys regarding crime in the state of Missouri.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

**MINIMUM EXPERIENCE AND EDUCATION REQUIRED:**

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Bachelors Degree in criminal justice, or related field;

OR

Four years experience with a criminal justice, military or government intelligence agency or criminal intelligence network organization, or in a business, financial, or academic environment, compiling data, analyzing findings and writing comprehensive reports;

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**NECESSARY SPECIAL REQUIREMENTS:**

Maintain MULES Certification.

**FLSA STATUS:** Non-Exempt

**WORK SCHEDULE:** An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.