



Classification: Lead Criminal Intelligence Analyst
Title Code: V00586
Pay Range: 22

POSITION SUMMARY:

This is a very responsible professional and analytical position in which the individual analyzes and assesses criminal information of a confidential nature and develops comprehensive analytical reports based on available data. The employee also serves as a lead worker by training and overseeing day-to-day activities of other criminal intelligence analysts. This position is responsible for coordinating training and workflow at the state fusion center. The employee is required to utilize over thirty 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 be responsible for compiling various statistical reports, bulletins, informative booklets, etc., and the Missouri Statewide Intelligence Network (MoSPIN). The employee will be responsible for testing new intelligence database programs and train other criminal intelligence analysts, other law enforcement agencies, etc., on the databases and serve as an expert on these databases. The employee will also be 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.)

Coordinates and provides training to all MIAC personnel; recommends changes to policies and procedures to maintain accuracy and efficiency.

Coordinates workflow to ensure efficient coverage with minimal response time.

Serves as Terminal Agency Coordinator (TAC) for division, tracking database usage and authorizing access; monitors all programs and databases for necessary maintenance and upgrades.

Researches and recommends changes in division policy and procedures for approval by the director.

Reviews and disseminates all RET/80 hits on Narcotic/Vice Unit officers that are taken from teletypes.

Utilizes information resources (manuals, desk reference, etc.) as sources of data verification; reviews and updates records and tapes; purges and archives hard copies and computer records in accordance with established procedures.

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 concerning the validity of drivers' license records, title applications, and VINs for suspected fraud, stolen vehicles, or criminal activity; prepares documents and/or certified copies and disseminates to requestor.

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, case analysis to view and evaluate patterns of criminal activity.

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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; develops reports, threat assessments, bulletins and other work products to enhance the flow of relevant trends of criminal activity; prepares a summary report on the data and answers questions pertaining to the intelligence information to the law enforcement investigator or prosecutor.

Serves as a liaison between the Patrol and other state agencies, specifically with DOR and law enforcement personnel, to answer questions regarding policies and procedures related to motor vehicle titling, driver license records, etc.

Examines towed vehicle entries received by the troops and checks databases for stolen or latest owner information.

Notifies DOR when documentation gives suspicion that one person is committing identity theft by utilizing different social security numbers, names, etc.

Reviews drivers' license photos to determine similarities with a suspect; compares signatures and other similar characteristics, and forwards information to requesting agency or officer.

Accumulates certified copies, title histories, drivers' license records, etc., for DOR to process and forward to requesting agency or officer; notifies agency or officer, via teletype or email, that request is being processed.

Receives and transmits motor vehicle and drivers' license information, administrative messages, etc., from and to other law enforcement agencies, license bureaus, reciprocity, etc., via teletype, email, telephone, facsimile, etc.

Creates photo line-ups for investigating officers in order to assist victims with identification of individual suspected of committing a wrongful act against victim; searches law enforcement arrest record databases for facial and demographic make-up of arrested individuals similar to suspect; searches Department of Revenue database for driver's license photo of arrested individuals chosen for the photo line-up; prints photos; forwards approximately six similar photos to investigating officer for review by victim.

Assists investigative officers in inventorying buildings and warehouses who have had subpoena's filed against them regarding criminal activity; inventories methamphetamine, products of seized property (ephedrine, etc); researches various computer files on the searched premises for criminal intelligence information regarding the investigation; reviews and photocopies financial records pertaining to financial transactions in question; delivers financial records to general headquarters for financial analysis.

Writes, edits, and prepares weekly and monthly publications and various brochures detailing trends in criminal activity, drug trafficking, gang related information, from 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.

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; 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 CFR-Part 23 compliant.

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Develops various standardized statistical reports involving drug trafficking rings, terrorism threat assessments, etc.

Completes other responsibilities as assigned in support the Midwest HIDTA, MoSPIN and Missouri State Highway Patrol Criminal Investigation and Narcotics Units.

Performs job-related travel, as needed.

Performs other work-related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of law enforcement terminology and narcotics investigative techniques.

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

Extensive knowledge of modern office databases.

Extensive knowledge of DOR's Motor Vehicle and Drivers' License Bureaus policies and procedures regarding the dissemination of their records.

Extensive knowledge of the Missouri Sunshine Law and Privacy Act.

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, 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 work under extreme pressure and time limits.

Ability to multi-task and determine high priority tasks in accomplishment of daily duties.

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

Ability to effectively coordinate procedures and assignments for productive workflow within the unit.

Agility 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 and on panels, committees, task forces etc., working on Missouri's drug issues and other criminal activities.

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

Ability to perform job-related travel as needed.

Ability to operate a wide variety of computer programs.

Ability to teach procedures and analytical/investigative techniques to others.

Ability to wear a pager and be on call status.

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 and 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;

OR

Eight 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;

OR

Two years as a Criminal Intelligence Analyst II with the Patrol, and have served at least six consecutive months as a full time employee within the Missouri Information Analysis Center.

NECESSARY SPECIAL REQUIREMENTS:

Maintain MULES Certification.

Must be a resident of Missouri at the time of appointment.

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Must successfully complete Foundations of Intelligence Analysis Training (FIAT) within a period not to exceed six months after appointment (or as soon as course enrollment is available).

Must pass a comprehensive background check necessary to have access to criminal intelligence and other information in the Missouri State Highway Patrol

Must obtain a secret level Department of Homeland Security background/clearance or other federal background/clearance of equal security level.

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.