Classification: Criminal Intelligence Analyst Supervisor
Violent Crime Support Unit (VCSU)

Title Code: V00586

Pay Range: 22

POSITION SUMMARY: This is a highly professional and technical supervisory position responsible for providing professional and analytical support to law enforcement agencies throughout the state for major investigations and requires the ability to be on call 24/7 to respond to critical incidents quickly and with little notification. 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 numerous specialized analytical and informative state and federal databases to develop time series analysis, link analysis and geographic analysis to identify suspects involved in violent crimes. The employee will also be responsible for compiling various statistical reports, bulletins and court room graphics. The employee is also responsible for quality control of data entered into the various investigation databases in order to maintain integrity of the information received and disseminated. The employee assigned to this position exercises independent judgment and initiative in the performance of assigned duties; however, general supervision is provided to ensure conformance with the division's established rules, policies, and procedures.

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.)

Collects, analyzes, evaluates, and disseminates information and intelligence to local, state, and federal law enforcement agencies, as well as prosecutors, regarding the identification of key suspects, associates, and witnesses using numerous databases during all phases of an investigation, including the activation of Major Case Squads, and in response to natural disasters, incidents involving mass casualties, or other incidents requiring a large law enforcement response (i.e. civil unrest).

Analyzes lead reports to develop additional lead information and intelligence to create analytical products such as time lines, association charts, flow charts, etc., for use during the active phase of an investigation, and for court room presentation during the prosecution phase of an investigation.

Analyzes Call Detail Records (CDRs) provided by cell phone companies for the creation of maps, time lines, subscriber lists, and frequency reports to be used as investigative tools and for court room presentations.

Testifies in court as needed regarding maps and other products created from CDRs.

Merges numerous CDRs, forensic phone examination reports, social media and email accounts, and information from other communications applications, obtained via search warrants, to provide a comprehensive overview of communications between multiple individuals, identify patterns in their communications, and establish associations between previously unrelated subjects.

Compiles and manages reports, attachments, and other supporting documentation contained in investigation case file; converts all documents and media to electronic formats using multiple applications and software suitable for dissemination to case agents and prosecuting attorneys while maximizing search capabilities and functionality.

Reviews cold cases (as requested by originating agencies) and provides a detailed report regarding the feasibility of activating a Major Case Squad to follow-up on any new lead information developed.

Supervises the VCSU, to include planning, assigning, coordinating, and evaluating the work of personnel; providing guidance and counseling as necessary; and ensuring new personnel are properly trained.

Networks computer and electronic equipment (i.e. laptops, scanners, printers, wifi); connects to LAN from remote locations using secure software.

Researches new investigative practices, methods, and tools, and attends training to ensure proficiency in the analytical skills and adaptability required to assist investigators in homicide and missing persons investigations; FEMA/SEMA Victim Information Center (VIC) personnel in response to natural disasters or mass casualty events; and in response to any situations requiring a large law enforcement presence.

Provides training on services offered by VCSU, and new tools and investigation techniques available to investigators.

Performs job-related travel in response to violent criminal investigations to provide on-site intelligence, analytical, and case management services, to include the activation of Major Case Squads, natural disasters incidents involving mass casualties, or other incidents requiring a large law enforcement response (e.g. civil unrest) and requires the ability to be on call 24/7 to respond to these events quickly and with little notification.

Performs other work-related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of Microsoft Office software, specifically Excel and PowerPoint.

Thorough knowledge of the collection, processing, analysis, and dissemination of information and intelligence.

Thorough knowledge of criminal justice terminology and practices.

Working knowledge of computer networking and operating systems.

Working knowledge of investigative trends, available tools, and software.

Working knowledge of database management systems.

Working knowledge of audio/video hardware and software.

Working knowledge of statistical concepts and methods.

Knowledge of the basic techniques and principles of supervision.

Skilled at reading large amounts of information, extracting intelligence, and preparing summary for briefing.

Skilled at organizing mass quantities of data into a usable product.

Skilled at researching and analyzing information.

Skilled at using numerous resources to identify individuals when minimal identifying information is available.

Skilled at linking small pieces of information to develop intelligence.

Skilled at utilizing audio/video equipment for presentations.

Skilled at resolving technical issues when working in new surroundings.

Skilled at determining best method to use to find information needed as quickly as possible.

Ability to be on call 24/7.

Ability to work long hours in a stressful, fast-paced environment, with constant interruptions.

Ability to travel anywhere in the state of Missouri on short notice.

Ability to work away from home for extended periods of time on short notice.

Ability to respond to natural disasters, critical incidents involving mass casualties, and any event that requires on-site analytical support (i.e. civil unrest).

Ability to prioritize, analyze, and organize information in a timely manner while maintaining accuracy of information.

Ability to communicate well both orally and in writing.

Ability to determine most effective resource(s) to use in problem solving process.

Ability to work with minimal or no supervision.

Ability to maintain confidentiality of information received.

Ability to manage multiple investigation case files simultaneously.

Ability to utilize project management tools.

Ability to test new software applications and database enhancements, and resolve issues to determine best practices and procedures.

Ability to network electronic equipment including computers, printers, scanners, wifi, etc.

Ability to troubleshoot equipment and software problems, and resolve issues, including converting IP address from static to dynamic and vice versa.

Ability to create and present training materials to criminal justice personnel regarding new investigative tools and trends, and VCSU services.

Ability to work well with diverse groups of investigators, analysts, and other law enforcement personnel.

Ability to work with graphic material (both visual and auditory) compiled during homicide investigations.

Ability to provide leadership and supervision to professional, technical, and case-related staff, as well as the ability to train and assist less experienced personnel.

Ability to operate basic office equipment such as computer and smart phone.

Ability to operate a motor vehicle.

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 two 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

Six 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 VCSU.

NECESSARY SPECIAL REQUIREMENTS: Must be able to obtain and maintain MULES Certification within six months of hire, or as soon as scheduling allows.

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

Must attend and 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 and maintain 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.