



Classification: Criminal Intelligence Analyst Supervisor
Tactical Analysis Unit (TAU)

Title Code: V00586

Pay Range: 22

POSITION SUMMARY: This is a highly advanced supervisory position responsible for providing analytical support to law enforcement agencies throughout the state for major investigations. An individual in this position is responsible for overseeing and coordinating workflow and personnel within an assigned section. This position is also responsible for analyzing and assessing criminal information of a confidential nature and developing comprehensive analytical reports based on the available data. The employee is also responsible for quality control of data entered into various intelligence databases to maintain the integrity of intelligence data received and/or disseminated. Work is performed under general supervision, however, the employee is expected to exercise initiative and independence in the performance of assigned responsibilities.

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.)

In addition to the duties performed by a Criminal Intelligence Analyst II, a Criminal Intelligence Analyst Supervisor also:

Supervises the analysts assigned to the Tactical Analysis Unit (TAU), to include planning, assigning, coordinating, and evaluating the work of personnel; provides guidance and counseling as necessary; and ensures new personnel are properly trained.

Analyzes data extracted from investigative reports, numerous databases, and obtained via search warrant, to develop additional lead information and intelligence; and creates analytical products such as timelines, association charts, flow charts, geo-location maps, frequency lists, etc., for use during the active phase of an investigation, and for courtroom presentation during the prosecution phase of an investigation.

Merges numerous Call Detail Records (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.

Performs quality control of confidential documents, including narcotics reports, Missouri Incident Based Reporting System (MIBRS) entries, Missouri Statewide Police Intelligence Network (MoSPIN) entries, and analytical products, to ensure accuracy and compliance with division, state, and federal policies and procedures, including 28 CFR Part 23; and upon completion of officer's request, ensures documents are disseminated to authorized investigators and agencies.

Performs job related travel in response to major 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.

Logs information, audits entries of all analysts assigned to the unit, and prepares daily, weekly, and monthly statistical reports detailing types and status of investigations conducted by the Division of Drug and Crime Control (DDCC) Narcotics Officers and Task Force Officers, and buy money expenditures and balances.

Coordinates with the Violent Crime Support Unit (VCSU) Supervisor to research new investigative practices, methods, and tools; and attends training to ensure proficiency in the analytical skills and adaptability required to assist investigators with criminal investigations, and in response to any situations requiring a large law enforcement presence.

Coordinates with the VCSU Supervisor to develop and implement training on basic, intermediate, and advanced analytical techniques for the DDCC criminal intelligence analysts and investigators.

Supervises and coordinates with the analyst assigned to Midwest HIDTA (High Intensity Drug Trafficking Area) to ensure the accuracy of information disseminated to investigators and other agencies.

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

Performs other work-related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of the collection, processing, analysis, and dissemination of information and intelligence.

Thorough knowledge of criminal justice terminology and practices.

Thorough knowledge of Microsoft Office software, specifically Excel and PowerPoint.

Thorough knowledge of MIBRS system, including detailed entry of incidents.

Working knowledge of the basic techniques and principles of supervision.

Working knowledge of statistical concepts and methods.

Working knowledge of computer networking and operating systems.

Working knowledge of database management systems.

Working knowledge of audio/video hardware and software.

Considerable knowledge of the Patrol's report management systems (including but not limited to FATPOT, Niche, AS400, Lotus Notes).

Considerable knowledge of MoSPIN, and understanding of 28 CFR Part 23.

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

Possess leadership skills necessary to act as an effective leader and mentor to other unit employees.

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

Skilled at extracting, organizing, and interpreting data from multiple internal databases to monitor crime trends and workflow issues.

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 lift and carry equipment weighing up to 50 lbs.

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 and facts in a timely manner while maintaining accuracy of data.

Ability to work with minimal or no supervision.

Ability to properly handle, maintain, disseminate, store, secure, destroy, and mark classified, restricted, confidential, and other sensitive information and documents.

Ability to work under extreme pressure and time limits.

Ability to provide leadership and supervision to professional and technical staff, and provide training on basic to advanced analytical methods and tools.

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

Ability to troubleshoot equipment and software problems, and resolve issues.

Ability to manage workflow of analysts assigned to the unit to ensure deadlines are met and productivity remains consistent for team members.

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

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 graphic or 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.)

Bachelor's 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, with a proven ability to perform advanced analysis and produce advanced analytical products.

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

Successful completion of the Patrol's Supervision School and other related management and advanced analytical courses within 12 months of appointment or as soon as scheduling will allow.

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.