HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Senior Criminal Intelligence Analyst

Job Code: W2749
Pay Grade: WO
Pay Scale: $31.57-$59.01 Hourly; $65,665.60-$122,740.80 Annually
Exempt: No

OVERVIEW

Perform advanced duties in researching and analyzing criminal activities and reports for a law enforcement agency.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Analyze Uniform Crime Report information and prepare reports of crime trends that includes maps, charts, graphs, and statistical information to keep management and law enforcement personnel apprized of current crime trends.
- Develop and maintain crime Geographic Information System (GIS) databases to create criminal activity tracking maps.
- Analyze internal and external intelligence reports for applicability to law enforcement operations.
- Function as the principal analyst for an investigative division or district by collecting and summarizing data related to criminal activity operations.
- Develop and update computerized crime data files to maintain current information on possible suspects, organized criminals, subversive organizations, and known career criminals.
- Prepare and disseminate current criminal intelligence reports to provide internal staff and other agencies with up-to-date information.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Considerable knowledge of current principles, practices, and procedures used in crime research and analysis.
- Considerable knowledge of research methods and crime analysis techniques.
- Considerable knowledge of the Uniformed Crime Reporting System.
- Considerable knowledge of computer software, particularly GIS/Mapping software and its application to criminal intelligence analysis.
- Working knowledge of the principles of law enforcement administration and crime prevention.
- Working knowledge of criminology theory and practices.
- Ability to collect, organize, and evaluate data and develop logical conclusions.
- Ability to problem solve.
- Ability to handle confidential information.
- Ability to communicate effectively both orally and in writing with coworkers, supervisor, command staff, and the general public sufficient to exchange or convey information and to receive work direction.
- Ability to maintain work related records.
- Ability to prepare and present reports.

- Ability to work independently and effectively with others.
- Ability to follow oral and written instruction.
- Ability to use a computer and related software.

SKILLS

- Intelligence Operations
- Intelligence Collection
- Human Intelligence (HUMINT)
- Geospatial Data Analysis
- Data Analysis
- Critical Thinking
- Criminology
- Criminal Intelligence Analysis
- Crime Reporting
- Crime Prevention
- Threat Management
- Counterintelligence
- Team Management
- Team Lead Experience
- Reconnaissance
- Organizing
- Open Source Intelligence
- Intelligence Research

WORKING CONDITIONS

- Work within an office environment within a law enforcement agency, as well as at various indoor and outdoor off-site locations for training and/or presentations.
- May view objectionable images and/or disturbing situations.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Five years of experience gathering and analyzing criminal activity data in a public law enforcement agency or department.

OR

- An associate degree from an accredited institution of higher education with a major in a behavioral or social science, criminal justice, mathematics, statistics, or business administration.
- Four years of experience gathering and analyzing criminal activity data in a public law enforcement agency or department.

OR

- A bachelor’s degree from an accredited institution of higher education with a major in a behavioral or social science, criminal justice, mathematics, statistics, public, or business administration.
- Two years of experience gathering and analyzing criminal activity data in a public law

enforcement agency or department.

OR

- A master's degree from an accredited institution of higher education in a behavioral or social science, criminal justice, mathematics, statistics, public, or business administration field.
- One year of experience gathering and analyzing criminal activity data in a public law enforcement agency or department.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff’s Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff’s Office retains the right to change or assign other duties to this job as necessary.