HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Criminal Intelligence Analyst

Job Code: W2750
Pay Grade: WM
Pay Scale: $27.92-$52.08 Hourly; $58,073.60-$108,326.40 Annually
Exempt: No

OVERVIEW

Research and analyze criminal activities in support of operational goals and mission to implement and support Intelligence-Led Policing (ILP). Provide short-term and long-term crime and intelligence analysis to law enforcement personnel and other components to assist in the identification of on-going and emerging crime patterns and trends, serious and prolific offenders, and criminal groups and organizations.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Research and collect information, intelligence reports, and investigative reports to identify trends, threats, vulnerabilities, tactics, and techniques for potential impact to Hillsborough County and the State of Florida.
- Review, evaluate, and analyze investigative and criminal intelligence data, current events, publications, and online postings related to criminals and criminal activity, crime trends, and the impact of specific crime within the area.
- Analyze daily criminal activity reports to identify methods of operation, trends, and possible suspects to assist law enforcement personnel to solve or prevent crimes.
- Update computerized crime data files to maintain the latest information on possible suspects, organized criminals, subversive organizations, and known career criminals.
- Prepare and distribute analytical findings via charts, graphs, written documents, and oral briefings.
- Generate hypotheses based on collected data and analytical and professional judgement; Identify gaps in information and propose recommendations.
- May be required to establish and maintain liaison with and initiate and/or coordinate inter-agency contacts among the Florida Department of Law Enforcement (FDLE) entities and/or other law enforcement agency in matters pertaining to the acquisition and research of public and law enforcement records, as well as the sharing of information and intelligence in support of the Tampa Bay Regional Intelligence Center's (TBRIC) mission.
- Respond to request for information from other law enforcement agencies.
- Assess source and information reliability and validity.
- Attend and/or support various intelligence unit meetings in conjunction with other federal, state, and local law enforcement units.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Working knowledge of the principles, practices, methods, and procedures used in crime research and analysis.
- Working knowledge of research methods, crime analysis techniques, and intelligence cycle.
- Working knowledge of computer database and spreadsheet systems.

- Working knowledge of issues surrounding the analytic process including privacy, confidentiality, civil rights, and civil liberties protections within the intelligence cycle and products, such as application of the 28 CFR Part 23 regulation and the handling or personally identifiable information (PII).
- Working knowledge of the methods of data collection and basic arithmetic.
- Some knowledge of the Uniformed Crime Reporting (UCR) system and National Incident Based Reporting (NIBRS) System.
- Some knowledge of the principles of law enforcement administration and crime prevention.
- Ability to collect, organize, evaluate, and summarize criminal intelligence data and develop logical conclusions.
- Ability to problem solve by using problem solving techniques.
- Ability to handle confidential information.
- Ability to communicate effectively both orally and in writing.
- Ability to write in a clear, concise, accurate, and well-organized manner with few grammatical and spelling errors.
- Ability to maintain work related records.
- Ability to prepare and present reports.
- Ability to organize all work in progress allowing for retrieval on request, or retrievals by other authorized personnel.
- Ability to plan, organize, and coordinate multiple work assignments.
- Ability to work independently and effectively with others.
- Ability to work with the public in a tactful and courteous manner.
- Ability to follow oral and written instruction.
- Ability to understand and apply applicable rules, regulations, policies, and procedures.
- Ability to use a computer and related software.

SKILLS

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

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.
- Three years of experience analyzing data, identifying trends and patterns, and writing summary reports.

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.
- Two years of experience analyzing data, identifying trends and patterns, and writing summary reports.

OR

- A bachelor's degree from an accredited institution of higher education with a major in a behavioral or social science, criminal justice, homeland security, mathematics, statistics, public or business administration, or geographic information systems.
- One year of experience analyzing data, identifying trends and patterns, and writing summary reports.

OR

- Successful completion of the Hillsborough County Sheriff's Office Criminal Intelligence Analyst Trainee program.

REQUIRED PRE-EMPLOYMENT TESTING

- Completion of pre-employment testing.

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.

PREFERRED QUALIFICATIONS

- Experience with a law enforcement or military agency performing technical tasks, such as identifying, extracting, collating, and analyzing data from databases and/or record management systems, operating computer systems to utilize information from NCIC or UCR, or typing investigative reports and/or analytical findings.
- Experience and/or knowledge of GIS mapping applications and other analytical software.