HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Criminal Intelligence Manager

Job Code: W2751
Pay Grade: WQ
Pay Scale: $35.61-$66.69 Hourly; $74,068.80-$138,715.20 Annually
Exempt: No

OVERVIEW

Perform managerial and administrative duties over the research and analyzation of criminal activities.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Provide leadership and guidance to direct the activities of subordinates; assign, monitor, and review work; evaluate performance and initiate corrective action as needed, including termination; assess staffing needs and assist in the selection of new staff.
- Develop crime trend research methods based on updated software and reporting requirements.
- Supervise the maintenance and updating of Geographic Information System (GIS) and other crime databases.
- Review routine reports and crime trend summaries prepared by analysts for accuracy.
- Provide criminal intelligence reports and information to internal staff and other law enforcement agencies to aid in the apprehension of criminals.
- Develop and implement work standards, goals, objectives, policies, and procedures to strengthen intelligence operations.
- Monitor budgets, control expenses, and ensure responsible use of allocated funds.
- Work collaboratively with cross-function teams for effective information sharing.
- Represent the section at meetings, briefings, and interagency functions.
- 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 principles of law enforcement administration and crime prevention.
- Considerable knowledge of criminology theory and practices.
- Considerable knowledge of the National Incident Based Reporting System (NIBRS).
- Considerable knowledge of computer software, in particular GIS/Mapping software and its application to criminal intelligence analysis.
- Ability to plan, organize, and supervise the work of others.
- Ability to collect, organize, and evaluate data and develop logical conclusions.
- Ability to maintain work related records and prepare reports.
- Ability to handle confidential information.
- Ability to communicate effectively, both orally and in writing.
- Ability to work effectively with others.
- Ability to plan, schedule, and coordinate training activities.

- Ability to use a computer and related software.

SKILLS

- Crime Analysis
- Data Analysis
- People Management

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.
- Six years of experience gathering and analyzing criminal activity data in a public law enforcement agency or department.

OR

- An associate'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.
- Five 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.
- Three 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.
- Two years 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.