City of Council Bluffs

Job Description

Criminal Intelligence Analyst

Department: Police
Supervisor: CID Captain
Location: Police Station
FLSA Status: UNKNOWN
Prepared By: Cori Shaw, Recruiter
Prepared Date: May 2024
Civil Service Status: Civil Service
Union: CWA
Pay Grade: UNKNOWN

Summary:
Under the general direction of the Criminal Investigation Division, an employee in this class performs criminal intelligence analysis for the Council Bluffs Police Department. Assists with the gathering of information and intelligence to include data collection from various sources, analysis, and interpretation of criminal activity in order to assist patrol and investigations in the facilitation of crime prevention and case investigation efforts, and other related duties.

Essential Duties and Responsibilities:

- Provides highly specialized investigative support to agency members, which includes receiving, researching, evaluating, maintaining and/or disseminating criminal intelligence obtained from a variety of resources and in compliance with applicable laws and regulations, to authorized personnel.
- Responds to internal requests for analysis and information as well as from outside agencies.
- Uses working knowledge and experience with both paid subscriptions and open-source investigative resources to provide the requested information for a variety of cases.
- Provides officers with safety information and intelligence as it is developed.
- Conducts National Crime Information Center (NCIC) queries to include but not limited to criminal history, driver's license, vehicles, and article files.
- Assists in tracking stolen property via pawn system, incident reports, supplemental reports, and NCIC.
- Assists forensic section with mobile, video and audio forensic extraction of data and other activities as requested.
- Participates in continuous education to stay current with developing advancement in the field.
- Attends LEIN, and other appropriate, relevant, Intel-related meetings.

- May present testimony at prelim hearings, grand juries and trials.
- Regular and predictable attendance is required
- Other duties as assigned

Supervisory Responsibilities:
This job has no supervisory responsibilities.

Qualifications:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:
- Graduation from an accredited college or university with a degree in computer forensics, information technology, criminal justice, or related field
- Experience in computer information technology, computer forensics or law enforcement experience, preferred
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities necessary to perform the work.

Certificates, Licenses, Registrations:
- This position requires the incumbent to become certified to use the National Crime Information Center database in order to query sensitive and confidential crime files.

Physical Demands:
- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and see, talk, and hear.
- The work environment is generally in an office setting.

Other Skills and Abilities:
- Must have critical thinking and effective communication skills
- Must have excellent organizational and time-management skills
- Strong ability to handle confidential information
- Ability to communicate both orally and in writing effectively with fellow employees, outside agencies and the public
- Ability to efficiently operate computer equipment, including Microsoft products, databases, visualization tools, and other analytical programs
- Ability to work as a team member in order to accomplish the mission of the police department
- Knowledge of law enforcement operations and procedures
- Displays high standards of ethical conduct
- Knowledge of the principles, techniques, current trends, laws, policies, and programs concerning the application of intelligence to all phases of local, state, and federal investigations, and planning and development

- Ability to multi-task and prioritize tasks with accuracy and speed under the pressure of time-sensitive deadlines
- Knowledge of various sources/methods of obtaining data and techniques used in the analysis of data
- Ability to conduct intelligence analysis and prepare investigative reports and analytical charts or graphs which may display patterns, events, identities or activities of criminal groups and individuals