CITY OF COVINGTON
POSITION DESCRIPTION

Class Title: Intelligence Analyst
Department: Police   Date: January 10, 2023
Division: Investigations   Revised: January 26, 2023

Position Summary

This position collects, categorizes, analyzes, and distributes information on crime patterns, trends, and suspects to provide accurate and timely information for decision making; and provides department specific software systems management and support.

Essential Functions

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.

- Performs crime analysis activities; reads, interprets, predicts, and summarizes information.
- Communicates and exchanges activity reports, trends, and patterns to management and special units within the department.
- Conducts research on possible suspects.
- Determines criminal association and patterns of criminal activity related to offenders or groups of offenders. Conducts research on suspects or criminals; collects, compiles, and analyzes intelligence data; maintains records.
- Performs intelligence analysis activities; creates Wanted and other bulletins, identifies suspects and suspect property, reviews photos and video, assists investigations as needed, conducts Special Operations Support.
- Performs social media analysis; conducts routine alert monitoring, Missing Children, threats sent via social media, social unrest monitoring, etc.
- Organizes summarized information into clear and concise reports; develops and prepares charts, graphs, maps, bulletins or other materials to present findings.
- Provides operational and administrative level software support for the department. Serves as liaison to vendors for outside support needs. Provides recommendations for upgrades or enhancement opportunities and needs.
- Other duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of applicable federal, state and local statutes, ordinances, laws, rules, regulations, policies and procedures.
- Knowledge of the principles and practices of law enforcement activities, techniques of crime analysis, crime prevention, and police records processing.

- Knowledge of methods and techniques of statistical research and analysis.
- Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
- Ability to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
- Ability to establish and maintain effective working relationships with others.
- Ability to organize, formulate, and submit grants and related budgets to include reporting and tracking processes.

Language Skills

- Ability to communicate effectively with other members of the staff, supervisor, and the public.

Mathematical Skills

- Ability to perform mathematical calculations.

Reasoning Ability

- Ability to understand and effectively carry out verbal and written instructions.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Organizational and time management skills needed to meet deadlines.
- Must have the ability to work accurately and with attention to detail.
- Ability to maintain confidentiality.
- Ability to analyze facts and to exercise sound judgment in arriving at conclusions.

Required Education, Experience, Licensing, and Certifications

- Bachelor's Degree in Criminal Justice, Statistics, Information Systems, Accounting or closely related field and five (5) years' experience in law enforcement or crimes analysis.
- Geographic Information Systems Technical Certificate preferred.
- Must pass background and criminal history checks.

Physical and Work Environment

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.

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- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work will involve handling sensitive and graphic information.
- Work is performed in an office setting.
- Maintain a valid driver's license to drive a city vehicle.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This job description supersedes all prior Intel Analyst job descriptions.

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Chief of Police, Donna L. Turner

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Date