

CRIMINAL INTELLIGENCE ANALYST

KIND OF WORK

Professional investigative analysis.

NATURE AND PURPOSE

Under general supervision, an employee in this classification reviews, organizes, summarizes, and presents investigative data so new leads can be generated, relationships documented and issues identified relative to a specific BCA unit; performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Prepares name indexes, time lines and charts to organize investigative data.

Analyzes data involved in investigations using name indexes, time lines, comparison time lines and charts to identify issues and possible leads.

Maintains cases by contacting law enforcement agencies to obtain additional information and updating time lines and name indexes when new information is presented.

Summarizes analytical findings.

Presents cases to originating agency(s) and attends investigative meetings.

Recommends and implements software and connectivity for improving and maintaining computerized databases.

Supervises entry of data by interns.

Performs data searches in response to requests from agencies both within and outside Minnesota.

Provides analytical assistance to other sections and/or agencies in complex case investigations.

Processes Mobile Monitor Requests and issues permits so legal monitoring can be maintained.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Bureau policies and procedures as well as State Statutes pertinent to the incumbent's position is mandatory.

Investigative analytical techniques, including an understanding of flow charts, link analysis, toll analysis and financial analysis.

Computer systems/programs available at the Bureau and their operations.

Skill in:

Managing large quantities of data available in a complex criminal investigation.

Communicating with families of crime victims in a sensitive manner.

Identifying the most appropriate analytical technique to apply in a given situation.

Ability to:

Evaluate and cross-reference data.

Identify discrepancies in statements of witnesses/suspects.

Identify leads that need to be investigated.

Maintain good relationships with federal, state and local law enforcement personnel, as well as with the general public.

Est.: 02/21/84
Rev.: 05/23/01

T.C.:
Former Title(s):