



**Intelligence Analyst**  
**Department of Public Safety**  
**Police Department**  
(Non-Sworn Civilian Position)  
EEO # SA 9-14

**Position**

The Intelligence Analyst performs technical work in the UL Lafayette Police Department Intelligence Led Policing Operations Center in receiving, analyzing, and assessing criminal information of a confidential nature and disseminating the information in keeping with agency procedures and regulations. An employee in this position requests and receives information of a confidential nature and other data and analyzes, correlates, reviews, and disseminates information pertaining to analytical products and assessments.

**Reporting Relationships**

The Intelligence Analyst reports to the Police Major/Asst. Chief who works for the Director of Public Safety/Chief of Police.

**Required Knowledge, Skills, and Abilities:**

Excellent computer and IT skills, exemplary interpersonal communication skills, tact and people skills. Possess and demonstrate analytical skills and the ability to write and articulate the results of those skills. The ability to be specific and very detailed when communicating information, both verbally and in written form. Possess the ability to produce "time sensitive" work under stress. Be able to "multi-task" in a resource poor environment.

Experience and proven ability in the area of research techniques and written communications. Experience in working with computers and data and word processing applications software. Experience in Internet research methods including but not limited to: search engines, news-groups, and list-serves.

The ability to organize facts, reports, and work assignments. The ability to learn and apply methods and techniques appropriate for analyzing, evaluating, and presenting criminal information and preparing reports of assessments and conclusions. The ability to prepare graphs, charts, tables, maps, and other illustrative devices for visual presentation of data and information.

The ability to communicate effectively both orally and in writing and to prepare clear and comprehensive reports. Ability to apply logic and sound judgment in assessing and predicting characteristics of criminal groups or criminal operations using data obtained from a variety of sources.

**Job Requirements:**

Work 7:30 a/m to 5:00 p/m Monday through Thursday and 7:30 am to 12:45 pm on Friday. The Intelligence Analyst primary function is to gather, collect, document, interpret, verify/classify, analyze and disseminate criminal intelligence under 28 CFR Part 23 Policy and Procedure. Must be available for investigative support 24/7/365.

The analyst will integrate tactical intelligence, operational intelligence and strategic intelligence in a legal, professional and structured manner under professionally accepted methods.

The scope and focus of the analyst duties will be in cooperation with other local, state and federal agencies and in complete compliance with 28 CFR Part 23.

The Analyst will operate and maintain the Consolidated Criminal Information Depository (CCID) Containing all Intelligence Information.

The Intelligence Analyst will ensure compliance with the UL Lafayette Police Privacy Policy, Intelligence Guidelines and all UL Lafayette Police Policy.

The Intelligence Analyst will maintain a support role in the Law Enforcement function, mindful and careful not to exceed the scope of their role when interacting with sworn personnel.

The Intelligence Analyst will work under the general supervision of the Major/Asst. Chief that serves as Officer in Charge of the Intelligence Unit (OIC).

### **Examples of Work**

Receives and analyzes information of a confidential nature, placing pertinent facts in proper relationships; evaluates the information; and prepares comprehensive analytical products and reports based on available data.

Reviews all incoming newspaper and other publication articles relative to developing trends and patterns of criminal activity and culls any information of importance.

Accesses data from a variety of law enforcement and other sources and prepares reports on same to assist in criminal investigations or intelligence assessments.

Uses link analysis, event flow analysis, activity charting to develop inferences about the intentions and vulnerabilities of criminal groups, their key individuals, their methods of operation, and the extent of their criminal influence and scope; makes recommendations for investigative strategies.

Performs telephone record analysis; identifies significant contacts, frequency distributions and patterns of calls; completes written reports and link charts when appropriate.

Uses crime analysis techniques, statistical analysis and basic time series analysis to view, evaluate, and draw conclusions regarding patterns of crime.

Other Duties include, but are not limited to:

1. Operate and Maintain the UL Lafayette Police Webb Site, Tip Line, Facebook and Twitter.
2. Create LISTSERVS E-mail in color coded categories matching UL Lafayette Police dissemination policy.
3. Operate maintain and control UL Lafayette Police Intelligence data base (CCID) in close coordination with Louisiana State Police, FBI, LA FUSION Center and RISS Network.
4. Gather document, compile, analyses, interpret, store and disseminate Criminal Intelligence Information as required by UL Lafayette Police Policy, guidelines and privacy policy.
5. Prepare reports and track Geo-Call information.
6. Provide updates and professional police development materials.
7. Audit all police reports and jail bookings.
8. Coordinate and meet with all area investigators and analysts.
9. Attend intelligence meetings.
10. Attend and document community policing functions. Provide open source information to the public and private sector.
11. Prepare intelligence led policing materials and file statistical data.
12. Contact Lafayette Police and Lafayette Parish Sheriff's Office liaison every morning by 10:00 a/m.

13. Ensure all intelligence products, such as, LE Information, BOLO's, Patrol Alerts and Open Case Alerts are provided to all UL Lafayette Officers, city police Officers and all other local, state and federal Law Enforcement with signed UL Lafayette Police Privacy Policy Acknowledgement forms on file.
14. Conduct ILP meetings with the investigator supervisor to generate intelligence.
15. Prepare notes and agenda for daily ILP Strategy and Tactics meeting with the Chief of Police, Major/Asst. Chief, Patrol Captain and Investigator Supervisor.
16. Review Monthly Uniform Crime Reports.
17. Analyze Crime Star Calls for service daily to identify patterns and trends and post Crime Star Data via geo mapping.
20. Monitor LEO and HSIN Information for distribution to officers.
21. Monitor ECLEP SIG on LEO.
22. Receive request from law enforcement for Intelligence information and search all resources, to include LSP/LASAFE and ROCIC.
23. Conduct "real time" internet data mining for criminal information.
24. Ensure data exportation to LSP/LASAFE, ROCIC and N-DEx systems.
25. Follow the SARA Model for police intelligence operations.
27. Attend all training as directed by the Chief of Police and/or Major/Asst. Chief.
28. Sustain membership in IALEIA.
29. Perform all other duties as prescribed by the Chief of Police.

**Minimum Experience and Training desired**

A Bachelor's degree from an accredited college or university.  
Certification as an Intelligence Analysis  
Certification in Intelligence Led Policing

Other duties as assigned.

**Salary:** Commensurate with qualifications and experience.

**Starting Date:** As soon as possible

**Applications:** For initial consideration, letter of intent and resume' along with three references must be received by March 5, 2013 5:00 pm and should be directed to:

Chairman  
Qualifications and Screening Committee  
Director of Public Safety/Chief of Police  
P.O. Box 40794  
Lafayette, LA 70504