



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

CRIMINAL INTELLIGENCE ANALYST I

Job Number: 20001841
Job Code: 98050V231016
Job Group: 9800 - LAW
Job Established: 04/16/1996
Job Revised: 10/16/2023

Grade: 14	<u>Salary (MIN - MID):</u>	<u>Special Entrance Rate:</u>
	\$22,602-\$33,903 - Hourly	NONE
	\$3,672.84-\$5,509.24 - 37.5 Hr. Monthly Salary	NONE
	\$3,917.68-\$5,876.52 - 40 Hr. Monthly Salary	NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 12 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs beginning level work conducting basic research and analysis of confidential intelligence and investigative information relating to law enforcement operations involving violations of state and federal laws; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Professional experience in criminal intelligence, criminal justice, investigative law enforcement or a related field of investigation will substitute for the education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

With guidance, learns to conduct basic detailed research and analysis of confidential intelligence and investigative information relating to law enforcement operations involving violations of state and federal laws and risk assessments. Learns to conduct investigations across all crime types prosecuted on the state and federal level. Requests and receives information of a confidential nature. Compiles, analyzes, and disseminates information and criminal intelligence from various agencies to include state and federal agencies, regulatory agencies, and public and private sector entities. Coordinates interstate and intra- state information pertaining to criminal activity and criminal movement and exercises independent judgment to ensure that accurate and reliable information is disseminated. Compiles and analyzes data to develop victim and suspect profiles, determine links between criminals and crimes, and the relationships between criminals and crime groups. Interfaces with outside intelligence agency counterparts to ensure current data is maintained regarding on-going criminal activities. Interfaces with federal, state, and local agencies as required on a case-by-case basis. Interprets and analyzes raw intelligence data to provide the investigating officer with identifying information on a confirmed and/or potential perpetrator to ensure officer safety and up-to-date information. Performs criminal background checks in NCIC. Required to research criminal information using the NCIC/LINK (National Crime Information Center/Law Information Network of Kentucky) terminal and in some instances make confirmation of current incarceration/disposition information. Responsible for data entry into the intelligence information database of raw intelligence, developed lead information, news articles, and incoming intelligence reports. Runs data checks through intelligence databases. Identifies suspected perpetrators (from individual officer/agency requests) and develops personal and criminal histories for investigators. Assists detectives in locating suspect addresses, personal identifiers, and photographs to assure the correct subject of the investigation is identified. Prepares investigative reports for criminal prosecutions. Meets with local, state, and federal agencies, and public and private sector entities as required. Responds to requests from local, state, and federal law enforcement agencies for background and workup information available on reported and suspected criminals, businesses, organized criminal groups etc. Utilizes multiple databases to include criminal history, vehicle, driver's license, corrections, court information, intelligence databases and numerous other specialized systems to develop associations, linkages, crime patterns, etc. Prepares monthly, annual, and special reports for officer safety and unique crime trends as needed and/or requested by direct supervisor or the chain of command. Drafts and serves search warrants and subpoenas and other legal documents.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties in an office setting. Occasional travel may be required.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.