



Criminal Intelligence Analyst

DEFINITION

This class, exclusive to the Edmonton Police Service (EPS), supports operational and administrative personnel through tactical and strategic analysis and synthesis of existing data in order to identify and track crime and suspected offenders, and to predict criminal trends. Employees conduct research, compile and analyze statistics and information and provide intelligence and recommendations on possible courses of investigation or action.

COMPLEXITY OF WORK

Analysts are involved with criminal investigations, as well as crime-related community projects. Their responsibilities include gathering and analyzing information from a variety of sources (e.g. databases, reports, witness statements, etc.), disseminating information within the EPS and to various external stakeholders, making recommendations and reporting on progress to date and key crime statistics.

Incumbents are expected to be highly independent, to operate without clear guidelines/requests from their clients and to identify the appropriate analytical tool(s) for different scenarios. While there are standard tools and formats available, documentation and reporting for each investigation requires a customized approach.

All products and information produced by the Analysts are assumed to be technically accurate. Reviews of their work are limited to assessing appropriate information for public release and suggesting other possible approaches that could be taken in the analysis of investigative information.

Decisions made by Crime Analysts generally take the shape of recommendations to members of the investigative team or supervisors. Their suggestions may affect resource planning and allocation, officer safety and prosecution success.

WORKING CONDITIONS

Physically the work is performed in a typical office environment, as the employee is required to sit for prolonged periods using a computer keyboard, mouse and monitor. A minimal amount of field work may be involved; examples of this include making observations of areas around significant crime scenes or field observations of high crime areas (i.e. hotspots.) As crime occurs on a 24/7 basis, work outside standard office hours may be required.

Psychologically there is potential exposure to graphic and/or disturbing information and imagery, the requirement to keep highly sensitive EPS documents and discussions confidential, and the requirement to perform duties under very tight time requirements.



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TYPICAL DUTIES *

Perform analysis of information to support criminal and social disorder investigations. Analysis performed may include spatial, statistical and trend/pattern analysis, among other methods.

Produce specialized analytical products such as association charts, crime maps, linkage analysis and suspect profiles.

Summarize and present completed analysis at daily, weekly and monthly meetings with Senior Executive Officers. Information presented can include updates, recommendations for action and criminal event series/crime problems.

Produce analytical products and documentation for court actions. This may include bail hearings, criminal trials, parole hearings and requests for warrants. Incumbents may be asked to appear in court as expert witnesses to support the aforementioned information.

Liaise with external law enforcement agencies.

Produce information for public release relating to the education and prevention of criminal activity.

Other related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Ability to perform spatial, strategic and tactical analysis.

Ability to perform research

Ability to use EPS-specific software (e.g. Mapping software, COGNOS, EPROS) and other applicable programs and databases.

Ability to summarize and present complex information in a coherent and understandable manner both verbally and written.

Knowledge of EPS policies, regulations and operations affecting the assigned work.

Knowledge of investigative tools and techniques.

General understanding of legislation pertinent to assigned area, and of court procedures and requirements regarding evidence and expert witness testimony.

Skill in preparing technical reports to an academic standard.

Skill in preparing and making recommendations based on analyzed information.



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TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

An undergraduate degree in a related field of study (e.g. Social Sciences or Criminology) with a minimum of two (2) years of related working experience is required.

* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	1984	2140	2064	2141
Grade	029	012	031	011
Originated:	2006			
Last Updated:	2020			
Previous Updates:	2008			