

DEPARTMENT: DISTRICT ATTORNEY
CLASSIFICATION: NON-COMPETITIVE/PENDING NYSCSC APPROVAL
APPROVED: SEPTEMBER 27, 2018

CRIMINAL INTELLIGENCE OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This position seeks to promote community safety, violence prevention, crime solving, and the development of information sources. The incumbent is responsible for planning, developing and organizing an intelligence collection and sharing system which serves as an information source of sensitive intelligence data for the Office and for law enforcement agencies; identifying and maintaining a Top Offenders list; and providing historical criminal data on known offenders and groups. The Criminal Intelligence Officer reviews confidential criminal justice information and data and provides the District Attorney with reports and information that directly influences criminal prosecution strategies and plea policies. Under the direction of the District Attorney, the employee exercises independent judgment in carrying out the details of the work in accordance with established laws, policies, and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Analyzes criminal justice information, arrest and crime data and makes recommendations to the District Attorney concerning policy and procedure development for criminal prosecution strategies;
2. Collaborates directly with the District Attorney and the Niagara Intelligence and Crime Analysis Center Board of Directors to develop policies and procedures for oversight of the Niagara Intelligence and Crime Analysis Center;
3. Collects data regarding street groups and violent offender activity and collaborates closely with law enforcement agencies to identify group members, interpret graffiti and body brands and tattoos;
4. Develops and collects data by scrutinizing information obtained via various means of video surveillance, telephonic and audio recordings, confidential informants, etc.;
5. Provides reports detailing collected information to the District Attorney's Office or other law enforcement agencies as needed;
6. Develops and maintains security standards and functions as a member of the Niagara Intelligence and Crime Analysis Center team and completes Division of Criminal Justice Services training in security standards and other related areas;
7. Develops and presents training seminars;
8. Disseminates information on violent offenders, group members and peripheral relationships, identification of youths at risk for violent criminal activity, computerized list of all known aliases/street names for offenders and group members and other relevant material for use as an intelligence resource by the District Attorney's Office and other law enforcement agencies;
9. Prepares geographical and statistical criminal reports;
10. Provides clear and concise information for use in Grand Jury or trial presentations and testifies as required;
11. Attends meetings and trainings as required by the District Attorney;
12. Assists Bureaus of the District Attorney's Office by the continuous development and dissemination of information on individuals suspected of, or associated with, criminal activity. Information developed that pertains to an active criminal investigation will be supplied to the appropriate Bureau Chief;
13. Collaborates with crime analysts and field intelligence officers to aid in the collection, collation, and analysis of crime data and the dissemination of analyzed crime information.
14. Utilizes source documents to perform analysis including but not limited to case reports, arrest reports, supplemental reports, accident reports, traffic tickets, Uniform Crime Reporting report, regional crime data from other jurisdictions and any other state or federal source data.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good understanding of the criminal justice system and criminal behavior; good knowledge of the principles, methods, and techniques used in data collections and crime analysis; good knowledge of basic research methods and procedures used in statistical analysis; good knowledge of laws governing arrests, rules of evidence and court procedures; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases or other software related to the reporting and analysis of data; ability to interpret crime statistics; ability to collect, analyze, and evaluate data in both qualitative and quantitative techniques; ability to understand, interpret, and analyze complex and detailed written material, including arrest reports; ability to gather, assemble, analyze and evaluate facts and evidence, to draw logical conclusions and make recommendations; ability to present data, reports, and comments clearly and concisely both orally and in writing; ability to establish and maintain professional and cooperative relations with law enforcement officers of other governmental agencies; integrity; initiative and resourcefulness; good powers of observation; honesty; tact; sound professional judgment; physical condition commensurate with the demands of the position.

CRIMINAL INTELLIGENCE OFFICER CONTINUED

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and current or prior Peace or Police Officer Certification; **AND ONE OF THE FOLLOWING**

1. Graduation from a regionally accredited or New York State registered approved college or university with a Bachelor's Degree in Criminal Justice or related field and five (5) years of satisfactory public sector experience as a sworn officer in New York State law enforcement which involved criminal intelligence gathering, analysis, and dissemination utilizing current technology; **OR**
2. Ten (10) years of satisfactory public sector experience as a sworn officer in New York State law enforcement which involved criminal intelligence gathering, analysis, and dissemination utilizing current technology.

SPECIAL REQUIREMENTS:

1. Current or prior New York State Intelligence Center Field Intelligence or Gang Intelligence Officer Certification;
2. Satisfactory completion of a comprehensive background investigation;
3. Possession of a valid New York State Driver License at time of appointment and for the duration of employment.