

DOUGLAS COUNTY
SHERIFF'S OFFICE

JOB TITLE: INTELLIGENCE ANALYST

Exempt: No

Job Type: 4124E

Pay Grade: E410

Department: Office of the Sheriff

Approved/Reviewed By: Sheriff Darren Weekly

Date: 01-10-23

General Duties:

This position serves as an Intelligence Analyst tasked with compiling, evaluating, correlating, and disseminating criminal intelligence or case and event deconfliction information to local, state, and federal law enforcement agencies. This position is assigned to the Information Support Center (ISC), the Rocky Mountain High Intensity Drug Trafficking Area (RMHIDTA) Fusion Center and Watch Center. The ISC provides tactical and strategic intelligence services, products, and investigative support to local, state, and federal law enforcement agencies in their operational and investigative efforts against all crimes associated with gangs, drug trafficking, and terrorism in the RMHIDTA region. The RMHIDTA Director may assign this position as an embedded Analyst in one of the many RMHIDTA Taskforces.

This position is part of a collaborative team at the RMHIDTA ISC and has direct day-to-day contact with law enforcement agents and task force command. As part of the RMHIDTA mission, the expectation is that the position will preserve working relationships with the RMHIDTA task force initiatives and other law enforcement agencies.

Supervision Exercised:

This position does not exercise supervisory authority over other employees.

Supervision Received:

In pursuit of the RMHIDTA mission and without assignment interference, the Intelligence Analyst reports to the RMHIDTA ISC Manager for daily supervision, management, and operational goals and objectives – to include work assignments. If assigned to an RMHIDTA Task Force, the position may follow the guidance and may report work progress to the Task Force Drug Unit Commander (DUC); however, if there is a conflict of missions, they will report this discrepancy to the ISC Manager and will respectfully follow the ISC Managers direction to avoid creating disruptions.

For administrative employment matters such as times sheets, co-evaluations, and other Douglas County Sheriff's Office routine employment topics, the Intelligence Analyst will report to the Sheriff's Office designated Commander, through the ISC Manager. There will be close interaction between the RMHIDTA Director, the ISC Manager, and the Sheriff's Office appointed Commander to minimize-if not eliminate working under multiple supervisors' direction.

The intent is to have the RMHIDTA ISC Manager supervise, manage, provide leadership, mentor, and assign duties to the Intelligence Analyst. The Sheriff's Office appointed

Commander acts as the official contact for the Intelligence Analyst, the ISC Manager, and the RMHIDTA Director for Douglas County Sheriff's Office employment benefits, policy, and procedure-related questions and actions.

Job Duties and Responsibilities: *(The following examples are illustrative only and are not intended to be all-inclusive)*

The RMHIDTA Intelligence Analyst are tasked with analyst work and work product for the RMHIDTA law enforcement agencies within the large geographical area of responsibility (in four States, Colorado, Montana, Utah, and Wyoming). Duties include, but are not limited to:

- Lawfully collects, analyzes, evaluates, and synthesizes complex criminal intelligence data and information received from various sources; correlates new information with existing information; draws conclusions regarding crime patterns and trends-abiding by all local state, and federal laws and policies to include 28 CFR Part 23 *Criminal Intelligence System Operating Policies*.
- Supports and assists investigators and agents directly by compiling and analyzing confidential information regarding complex criminal investigations. In doing so, the position helps identify, investigate, and prosecute criminals through research and dissemination of information.
- Accesses data from various law enforcement and other sources to assist in criminal investigations; makes intelligence assessments based upon analysis and communicates recommendations to a variety of agencies and enforcement representatives.
- Acts as an analyst and lead analyst in collecting and analyzing intelligence information; mentors new employees in the procedures and practices of intelligence data collection and analysis; and reviews intelligence information collected.
- Prepares in-depth reports and threat assessments based on information collected and analyzed; reviews, edits, and conducts peer reviews of intelligence products; disseminates information to law enforcement agencies both verbally and in writing.
- Provides consultation to law enforcement agencies; interacts with law enforcement officers, representatives of local, state, and federal agencies, and other authorized individuals to provide information, exchange data, and assist in coordinating investigations; and with the written approval of the Rocky Mountain HIDTA Director may assist law enforcement at secured crime scenes.
- Prepares graphs, charts, tables, maps, and other illustrative material for visual presentation of data and information; prepares link, timeline, and organizational charting to support investigations.
- Follows written, supervisory direction, or makes decisions regarding which analytical techniques, methodologies, and technologies should be employed to meet the goals of the analytical task; assists in the creation and uses manuals and automated files for performing analytical functions.
- Gives oral presentations and briefings to agents, officers, and supervisors regarding findings, case progress, and research results; provides court testimony and other exhibits on findings, products, or techniques.
- Responds to various short-term requests and provides information, analysis, and recommendations.
- May be asked to represent the ISC at meetings or on behalf of supervisors as assigned; acts on behalf of the ISC manager, when given such direction writing.

- Assists in preparing and conducting special programs and facilitating intelligence training.
- Under supervision, prepares target packages for law enforcement operations and by policy and procedure maintains a master list by investigative effort—all under the Federal 28 CFR Part 23 *Criminal Intelligence System Operating Policies*.
- Maintains written logs and summaries of all analytical support provided; prepares written monthly reports; prepares and disseminates written intelligence products.
- Uses advanced analytical tools such as PenLink, I2 Analyst Notebook, and graphics/digital image software in analysis and presentations.
- Demonstrates the knowledge and ability to operate computer equipment and software applications related to assignments, including developing a mastery of new software or equipment as assigned.
- Perform additional administrative duties as determined by the ISC Manager.
- May assist with the RMHIDTA Threat Assessment, Annual Report, Annual Strategy and, other narrative and statistical reports as needed. Collects data, adds to drafts, and becomes part of the annual working group that prepares various RMHIDTA documents.
- May be asked to present with the RMHIDTA Training Program Manager to the RMHIDTA Executive Board and other committees or groups.
- Maintains the confidentiality of all law enforcement case material at the appropriate classification levels.
- Performs related duties as assigned.

Minimum Qualifications:

- A bachelor's degree from an accredited college or university, three (3) years of experience as an intelligence analyst or similar work is required, or an equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills, and ability to successfully perform the essential functions of the job will be considered.
- One (1) year of law enforcement experience in a local, state, or federal law enforcement agency, counter drug, or a similar environment is preferable. Should have a general understanding and knowledge of the HIDTA program.
- Must have demonstrable skills in computer applications to include Word, PowerPoint, Excel, and other frequently used programs used in the criminal
- Demonstrate effective written and verbal communication skills.
- Ability to write reports, business correspondence, and procedural manuals.
- Must have excellent interpersonal skills and the ability to demonstrate diplomacy and credibility when interacting with others.
- Must hold a valid Colorado Driver's License.
- Must be a U.S. citizen.
- Must pass a law enforcement background check, including drug testing, polygraph examination, psychological examination, and medical examination.
- Must qualify for and hold a Federal **SECRET** Security Clearance.

Knowledge, Skills, and Abilities:

- The employee needs to have the knowledge, skill, and ability in the principles and practices of the principles, methods, and techniques of criminal intelligence analysis to include:
- The types of crimes and modus operandi used by targeted subjects. The sources of

intelligence information, techniques for evaluating data obtained from various sources, and the criminal intelligence data collection regulations (*28 CFR Part 23 Criminal Intelligence System Operating Policies*).

- Demonstrate the appropriate methods and techniques used in researching, compiling, sorting, evaluating, and analyzing the statistical, theoretical, and factual criminal and offender data.
- Efficient in the use and operation of various computer systems and software.
- Possess a working understanding of the distinction between strategic, tactical, and operational intelligence
- Some experience in the use of PenLink, I2 Analyst Notebook, and digital image software course work. Ability to learn the methods to present statistical information to a variety of users and the ability to present conclusions in a clear and concise manner
- The ability to analyze various criminal information received from multiple sources and formulate analytical judgments regarding criminal trends, patterns, and perpetrators.
- Collect, synthesize, analyze, and evaluate a large volume of information, create and utilize manual or automated files to be used for facilitating and/or performing analytical functions, draw conclusions and develop critical thinking skills, as applicable to meeting analytical tasks, organize facts, numbers, and reports.
- Have the ability to prioritize work, meet schedules and timelines, read and interpret maps and other geographical information, present conclusions clearly and concisely, develop quickly to the ability to make independent judgments, understand and follow oral and written directions, and function with some supervision.
- Must learn and be familiar with HIDTA PMP and the process. Must obtain the ability to convey the general concept of the PMP forms and final reporting to members of the RMHIDTA task forces and the DUCs.
- Demonstrate knowledge, skill, and ability to work with all ethnic and cultural groups tactfully and effectively both in the community and at work. Demonstrate the knowledge and ability to maintain up to date knowledge of and comply with all state and federal Privacy, Civil Rights, and Civil Liberties laws and regulations always. Demonstrate a high degree of Emotional Intelligence and self-control in the work environment and show respect for all personnel without exception.

Essential Job Functions:

Policies and Procedures

Demonstrate working knowledge of and compliance with all RMHIDTA and the Sheriff's Office policies, procedures, and other associated directives.

Emotional Abilities

Controls personal emotional responses and acts appropriately under high individual and group stress levels—the ability to work while remaining calm and effectively communicates under pressure and unusual circumstances. Demonstrates sensitivity to others' feelings, listens with empathy towards others, and displays compassion to those in distress. Controls individual aggressive responses and acts in a manner designed to calm volatile persons.

Mental Abilities

Applies reason and logic rapidly when under physical, emotional, and intellectual stress. Comprehends, processes, and retains relevant new information quickly and accurately. Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as

frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

Physical Skills

The physical demands described here represent those that must be met by an employee to perform the essential functions of this job successfully. While performing this job's duties, the employee is regularly required to sit; use hands; talk and hear; see and read paper documents and documents or presentations on a computer screen. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift, move, or both up to 50 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This position requires some availability outside of regular working hours to respond to requests from the ISC Manager, other RMHIDTA Staff, DUCs, and other law enforcement personnel. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions.

Work is primarily performed indoors in a carpeted and climate-controlled office environment with fluorescent lighting and moderate noise levels; however, the job performs some work in the field, including the potential for long term assignment to different work locations. Work with smartphones or laptops for a prolonged period may be required. Daily work frequently is disrupted by the need to respond by telephone or a computer program such as email or video conferencing.

Travel

This position may require travel to various RMHIDTA Task Forces and other meetings or training in and out of state as needed.

Social Skills

Establishes and maintains effective relationships with peers, supervisors, others in task forces, law enforcement personnel, vendors, and the public. A positive attitude and actions toward teamwork are required.

Verbal/Language Skills

Speaks English clearly and converses effectively with persons of divergent ethnic, cultural, and educational backgrounds. Ability to read, analyze, and interpret studies, reports, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to present information and respond to questions.

Testimony

Must be able to provide credible testimony in a court of law (local, state, or federal) or any other legal proceeding or investigation.

Conflicts of Interest

Per the Office of National Drug Control Policy (ONDCP), a HIDTA funded employee may not participate in the selection, award, or administration of a sub-award or contract supported by a Federal award if they have a real or apparent conflict of interest. Such a conflict of interest would arise when the HIDTA funded employee, any member of their immediate

family, their partner, or an organization which employs or is about to employ any of the parties indicated herein that has a financial or other interest in or a tangible personal benefit from an organization considered for a sub-award or contract. Also, a HIDTA funded employee may neither solicit nor accept gratuities, favors, or anything of monetary value from sub-recipients, contractors, or parties to sub-awards or contracts.

Per the ONDCP guidelines and following the Mandatory Disclosure Requirement, a HIDTA funded employee will promptly disclose, in writing to ONDCP, all federal criminal law violations involving fraud, bribery, or gratuity violations potentially affecting the HIDTA Federal award.

Note: The successful applicant must perform ALL the above job functions, unassisted, and at a pace and performance level consistent with actual proficient job requirements.

The Intelligence Analyst position is an at-will position with the Douglas County Sheriff's Office-bearing in mind that the Sheriff's Office does not have control over the ultimate decision to fund any RMHIDTA position federally. All RMHIDTA positions are federally funded initiatives from the Office of National Drug Control Policy (ONDCP).

Inasmuch, the position is solely based on the RMHIDTA Board of Directors recommending a budget that includes this position to the National HIDTA. Then the United States Congress must allocate funding each fiscal year towards the RMHIDTA initiative. Should the grant funding not be approved, or the current fiduciary moved, the Sheriff's Office will no longer employ Intelligence Analysts.