

**DESCRIPTION:** Under limited supervision, performs a statewide and interstate role leading and participating in activities related to the analysis of criminal and intelligence data for the Nebraska State Patrol. Provides a wide range of specialized services and analytical products used by state, federal, and local law enforcement officers and judicial or other criminal justice officials for use in prevention of future crimes, solving crimes, and other enforcement activities; may supervise technical or administrative support staff as needed; performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is an entry/developmental and full performance single-level classification where positions learn under general supervision and then provide specialized, professional-level criminal and operational information and analytical evaluations needed to monitor, suppress, and prevent actual and anticipated criminal activities and to evaluate current and future enforcement needs and actions. Positions access and use sensitive/confidential databases, apply analytical methods and processes, and prepare analyses and reports/bulletins for all facets of the crime analysis functions and related strategic, administrative, and intelligence purposes. Positions may direct the work of one or two technical or clerical support staff as needed.

Other professional level or technical support jobs also focused on research and analysis work differ from positions in this class because these positions enter, search, and retrieve data from sensitive/confidential databases, provide informational services, and participate in criminal activity research and analysis, based on knowing and complying with varying law enforcement functional protocols and needs.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Analyzes and interprets raw data obtained from financial and other transactional information, Nebraska Department of Motor Vehicles license checks, various criminal, intelligence, and field records and reports, teletype messages, publications, and other sources, to correlate existing information for investigations and identify similarities, differences, interrelationships, and criminal activity trends.

Identifies possible criminal targets or problem areas for the State by preparing analytical tactical reports, diagrams, time-lines and developing criminal association charts and event flow charts from information related to on-going investigations.

Researches, develops investigative leads, and prepares analytical products for law enforcement officers and judicial or other criminal justice officials. Initiates collective analysis of statewide or multi-state crime problems with other law enforcement agencies.

Analyzes financial records by utilizing the FINCEN or similar databases, bank records, employment history, receipts, assets and tax returns, as needed.

Drafts administrative subpoenas to obtain sensitive/confidential information from phone and utility companies, businesses, internet providers, and other information sources.

Presents intelligence briefings to exchange intelligence information with state, federal, and local law enforcement officers and judicial or other criminal justice officials in attendance.

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Prepares and disseminates statistical reports for law enforcement officers and judicial or other criminal justice officials, Nebraska Law Enforcement and Criminal Justice Commission staff and commission members, Attorney General's Office, and various defending and prosecuting attorneys.

Develops training and provides instruction independently to state, federal, and local law enforcement officers on the appropriate method of collecting and using intelligence information on gangs, drugs, or other criminal activity.

Disseminates sensitive/confidential information to law enforcement officers and judicial or other criminal justice officials using pre-established guidelines and criteria for releasing of such information.

Organizes and coordinates quarterly meetings to facilitate the exchange of information on domestic and international terrorism, Nebraska Law Enforcement Intelligence Network (NLEIN), Sex Offender Registry, Vehicle Fraud, or similar statewide or multi-state activities, for Nebraska law enforcement and criminal justice communities and surrounding states, as needed.

Prepares and edits criminal analysis/intelligence publications by collecting, researching, authoring, or soliciting articles and statistics from various state, federal, and local law enforcement sources.

Coordinates and guides coworkers during the purging of highly sensitive information/reports and ensures criteria are met so that decisions can be made whether or not to dispose of cards, reports, and files.

Assigns and reviews the work of one or two employees, provides guidance and direction, monitors and evaluates staff performance, and determines work schedules, as needed.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Knowledge of: the principles and procedures of investigative research and analysis, standard research data collection and analysis methods; State Patrol policies, rules, and procedures pertinent to the collection, analysis, and retention of sensitive/confidential data; the standards governing the mission and/or programs of the State Patrol; the structures and functions of state, federal, and local law enforcement services and organizations pertinent to the State Patrol's mission; personal computers operations and associated automated databases and systems; State Patrol policies and protocols for contacting various agencies and for sharing sensitive/confidential information.

Ability to: communicate and interact in person, and by telephone, email, and correspondence to exchange factual information, investigative research findings and conclusions, and maintain cooperative work relationships; apply methods and instructions pertinent to the collection, analysis, and dissemination or presentation of data; identify trends and activities statewide and regional areas to target for enforcement actions; create and summarize data into charts, time lines, graphs, tables, and narrative reports; manage and organize complex investigative files by computer and manually; enter data electronically and use available computer applications software and equipment to investigate and research information sources and to compile, store, and manage data; produce clear and concise reports and present briefings concerning the evaluation, collation, and analysis of criminal intelligence information; develop reporting and recordkeeping forms and procedures and instruct others in agency practices to collect and use law enforcement and criminal data.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Associate Arts degree in criminal justice, research/statistical methods, program evaluation, or related quantitative analysis field, and one year experience performing technical (non-clerical) support work or analytical work, to include collecting and analyzing data and preparing reports and summaries. Additional years of experience in the fields listed above may substitute for the required education on a year for year basis.

**SPECIAL NOTES:**

Applicants must successfully pass an extensive background screening prior to employment, which may include completion of a Personal History Questionnaire. Applicants will be screened for a record of criminal activity and criminal history using a fingerprint-based check, and employment or assignment references, before an unconditional employment is offered.

Applicants and employees must be free of felony convictions. Applicants and employees cannot maintain continuous associations or dealings with persons, groups, or organizations, that they know or should know, are persons or groups or organizations under criminal investigation or indictment or who have a reputation for present involvement in felonious or criminal behavior.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).