MAJOR FUNCTION

This is responsible supervisory, professional, and technical work in administering and directing the operation of the Tallahassee Police Department's Real Time Crime Center (RTCC) Intelligence Analysts. Work includes responsibility for planning, directing, organizing and implementing data collection, analysis, correlation and the reporting functions of the RTCC intelligence analysts as they operate and monitor a public safety communications system that allows contact with police officers and other emergency service agencies in support of in-progress and recently occurred incidents. This employee works under the general direction of a higher-level administrator; however, day-to-day operations require the exercise of independent judgment and initiative. Work is reviewed through analysis of reports, conferences, and by the observation of results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES

Essential Duties

Plans, assigns, trains and directs the work of subordinate employees engaged in monitoring and operating a public safety communications system in support of in-progress and recently occurred incident; utilizing a variety of law enforcement databases to obtain information review, organize, analyze, and report to law enforcement personnel. Performs as a liaison between, and advisor to, other agency analysts and supervisors. Coordinates with criminal justice information systems as they relate to real time crime analysis at agency, city, and county levels, and ensures analysts and the RTCC is in CJIS compliance. Reviews, evaluates and reports on status of and development of intelligence information to assist in solving criminal activity. Develops and selects appropriate methods for preparing and reporting data. Acts as technical advisor to subordinate intelligence analysts and other units who provide data or use section reports. Assists analysts with analyzing crime data and relaying information to law enforcement officers on a public safety communication system, or other authorized communication device. Coordinates agency data information programs with all appropriate levels. Prepares preliminary budget estimates for the section. Supervises and participates in giving out information to the public. Analyzes and recommends modifications to the computer programs and applications used by the unit. Develops and implements policy for crime analysis issues in accordance with RTCC policies, department general orders, and accreditation standards. Compiles and prepares reports as required. Recommends the hire, transfer, advancement, discipline, grievance resolution and discharge of unit staff. Conducts performance evaluations and recommends approval or disapproval of merit increases. May work shifts of various lengths including, but not limited to, 8 hours, 10 hours, 12 hours or more, depending on the assignment and operational needs of the Department. May also work at any time during a 24-hour period, including shifts during the day, afternoon, or overnight. Performs related work as required.

Other Important Duties

Prepares information packets for law enforcement and civilian entities on current crime trends; discusses crime trends with civic groups and individuals. Performs related work as required.

DESIRABLE QUALIFICATIONS

Knowledge, Abilities and Skills

Thorough knowledge of the principles, methods and development of data analysis and crime information systems. Thorough knowledge of research techniques, methods, and procedures. Thorough knowledge of computer programs used in data research, investigations and identification. Thorough knowledge of the methods and procedures of operating radio transmitting and receiving equipment. Thorough knowledge of state laws regarding improper disposal or dissemination of records information. Thorough knowledge of modern office practices and procedures. Ability to train and supervise employees and manage resources. Ability to establish and maintain proper records, reports and filing systems. Ability to organize, communicate, and present clear and concise oral and

written reports and recommendations. Ability to establish and maintain effective working relationships as necessitated by the work.

Minimum Training and Experience
Possession of a bachelor's degree in business or public administration, criminology, criminal justice, sociology, political science, statistics, mathematics, planning, computer science or a related field and three years of experience that includes crime analysis, public safety communications, law enforcement, or analytical work in the criminal justice or social research field; or an equivalent combination of training and experience.

Necessary Special Requirement
Must possess a valid Class E State driver's license at the time of appointment.

Applicants should truthfully complete the Criminal History Questions on the City Employment Application. Any omissions, falsifications, misstatements, or misrepresentations of the information provided may disqualify an applicant. The top applicant chosen for this position will be required to complete and pass a Truth Verification Examination prior to an employment offer being made.

Established: 01-26-22