



NON-SWORN MEMBER VACANCY

The Kansas City Missouri Police Department employment practices are designed to hire, promote, and assign members without discrimination on the basis of race, color, religion, sex/gender, age, national origin, genetics, or disability.

DATE: April 2, 2024

JOB VACANCY MEMORANDUM NO. 24-05 EXTENDED

TITLE: Analyst I, Crime Gun Intelligence Center (CGIC)

ELEMENT OF ASSIGNMENT: Violent Crimes Division (CGIC)

PAY RANGE: 17

STARTING MONTHLY SALARY: \$3,842

VACANCY STATUS: Vacant

EXPIRATION DATE: April 30, 2024

REQUIREMENTS:

***** THIS IS A GRANT FUNDED POSITION *****

The role of the Analyst I is to identify and analyze crime series, sprees, trends, terrorism, and related criminal acts. The Analyst I will use Intelligence-Led Policing methods to provide crime analysis, intelligence analysis, and investigative case support for internal and external law enforcement partners. The primary responsibilities of the Analyst I rely heavily on providing real time actionable intelligence in the form of analytical products.

Essential Job Functions: (Functions essential to attaining job objectives.)

1. Conduct research and analysis of law enforcement data by identification and interpretation of current and anticipated criminal activity, patterns, and trends.
2. Collect, evaluate and analyze data. Utilize tactical, strategic, and administrative analysis in support of the police department's mission and the intelligence-led policing concept.
3. Understand and know the definitions of crime analysis and intelligence analysis, as well as the types, functions, and processes of the integrated analyst.

4. Know the importance of thinking critically about the methods, procedures, tools and techniques employed in crime analysis and intelligence analysis.
5. Possess the necessary writing skills to explain information, draw conclusions and/or make recommendations in a narrative format that is objective, succinct, pertinent, articulate and relevant.
6. Responsible for providing actionable intelligence to all relevant investigators with cases identified through the department's National Integrated Ballistic Information Network System (NIBIN) that requires further investigation.
7. Ability to look at firearms specific statistical data collected through the NIBIN process to identify information regarding crime guns; allowing investigators to focus efforts on areas that will have the biggest impact on gun crimes.
8. Utilizes computer databases, quantitative and qualitative methodology, electronic spreadsheets, desktop publishing, word processing, and GIS (Geographic Information Systems) to manipulate, analyze, and present data.
9. Develop complex reports pertaining to firearms and sources of firearms used in crimes, gang structure, leadership, national and international firearms activity and projections, crimes with firearms in various police jurisdictions, criminal background and trends, and actions taken to prevent crimes.
10. Know online resources available on crime analysis and intelligence analysis. Be familiar with open source systems available to law enforcement.
11. Maintain reliable and predictable attendance and must have the ability to work mandatory overtime assignments when necessary, flexible hours, nights, and/or weekends.
12. Have the ability to use a computer to produce documents such as alerts and reports, which are suitable for dissemination to various audiences, and to incorporate graphics into these documents (i.e., charts, maps, pictures, diagrams).
13. This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) as amended by the Amendments Act of 2008 (ADAAA); and the Missouri Human Rights Act (MHRA).

Job Standards: (Minimum qualifications needed to perform essential functions.)

To successfully perform the essential functions of this position, the incumbent must have a comprehensive knowledge of the principles, concepts, methods and techniques of Crime Gun Intelligence Analysis. The incumbent must have the ability to present facts and render opinions to all levels of a public safety organization, analyze data, develop and deliver presentations, write reports, research and work independently, think objectively, have good interpersonal skills, and exhibit sound and accurate judgment. It is essential that the incumbent have excellent analytical and problem-solving skills as well as the ability

to work with and display sensitivity towards diverse groups of people. The incumbent must have experience and knowledge of law enforcement operations and procedures, experience in data analysis, research methods, theory, statistics, and intelligence analysis methods preferably in a law enforcement capacity.

The incumbent is required to have a high level of proficiency with Microsoft Office products. Must have knowledge of statistical analysis, mapping software, spatial analysis techniques, and NIBIN procedures.

The incumbent must have the ability to identify and organize data for analytical purposes and present data in detailed statistical reports or other methods.

The incumbent must become familiar with CAD and Records Management Systems and must have ability to make presentations to department members and other agencies using Microsoft PowerPoint or other presentation software (i.e. Prezi, Keynote, etc.). The incumbent will conduct quality control checks of crime data to ensure accuracy and data integrity.

The incumbent must understand analytical techniques including research methods, crime theory, and process evaluation. Real-world experience with complex problem- analysis and intelligence-analysis is preferred. The incumbent must have the ability to construct court exhibits and criminal intelligence charts as well as research methodology, data collection, analysis and reporting.

The incumbent must have good oral and written communication skills. Incumbent will be required to present their analytical analysis and products to internal and external partners.

Certification as a Crime Analyst, through the International Association of Crime Analysts (IACA) is preferred. Top Secret Clearance (ATF) will be required.

Physical Requirements: Position requires minimal lifting 5-20 lbs. Position is primarily sedentary and incumbent will be required to work at a computer for long periods of time.

Education and Experience:

A Bachelor's degree in Criminal Justice, Criminology, Geography, or closely related field is required or; 5 years of law enforcement experience, including two years working in a law enforcement analytical position.

Job Location (Place where work is performed)

Position operates in a standard office environment. Incumbent is subject to allocation to Emergency Operations Centers, during critical incidents.

Equipment: (Machines, devices, tools, etc., used in job performance.)

- Computer (Desktop, Laptop, Mobile Device)
- Telephone
- Handheld and Headset Police Radios
- Analytical Hardware/Software Applications

All department members interested in being interviewed for the above position must submit a copy of their Request for Transfer, Form 4 P.D. to the Human Resources Division (HRD). The original Request for Transfer form must be submitted through the member's chain of command for endorsement and upon completion, forwarded to the HRD. In

addition, another copy of the Request for Transfer, resume and completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) must be submitted directly to **Sergeant Manuel Anchondo, Crime Gun Intelligence Center by no later than *APRIL 30, 2024.***

Outside applicants interested in being considered for the position must submit a cover letter and resume outlining how they are qualified for this position and a resume to the Mindy.Davis@kcpd.org, to be received no later than ***APRIL 30, 2024.***

All members must obtain a residence within 30 statute (air) miles of the nearest Kansas City, Missouri city limit within the state of Missouri during the full term of their employment with the Department.

<https://kcpd.maps.arcgis.com/apps/instant/lookup/index.html?appid=2e0311b882d84e6cb8ed17fc15539761>

Members who meet all of the qualifications will be contacted individually to schedule an interview. Selected applicants must submit to a TABE test, Keystroke test (80% accuracy/10 minutes), CVSA, MMPI, post-offer physical examination and drug screen.

Captain Justin Pinkerton
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Commander, Employment Unit