



City of Tempe

CRIME ANALYSIS AND INTELLIGENCE CENTER SUPERVISOR

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	367	<i>Department:</i>	Police
<i>Supervision Level:</i>	Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Sr. Management Assistant
<i>Safety Sensitive / Drug Screen:</i>	Yes* / Yes*	<i>Physical:</i>	No
Click here for more job classification information including current salary range.			
*Safety Sensitive & drug screen required when assigned to the Police Department.			

REPORTING RELATIONSHIPS
Receives general supervision and direction from the Bureau Manager or other higher-level management staff. Exercises direct supervision over lower-level professional, paraprofessional, technical, and/or administrative assistant staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Three (3) years of experience performing applied strategic, tactical and/or intelligence crime analysis in a law enforcement agency or other governmental organization. Lead or supervisory experience is preferred. Experience with research and design techniques, general crime analysis principles, and the investigative and analytical practices employed in the acquisition and dissemination of criminal intelligence information. Experience using crime analysis and related software applications is preferred.
<i>Education:</i>	Equivalent to a bachelor’s degree from an accredited college or university with major course work in criminal justice studies, social sciences, or a degree related to the core functions of this position.
<i>License / Certifications:</i>	Possession of a valid driver’s license.
<i>Additional:</i>	Must pass a police polygraph and background examination.

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To direct the strategic, tactical, and intelligence crime analysis activities and oversee a variety of research duties involved in the collection, analysis, and dissemination of information in support of the crime suppression and investigative efforts of the Department.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

- Oversee and supervise the activities of the personnel assigned to the Crime Analysis and Intelligence Center for the Police Department, to include tactical, strategic, and intelligence functions that support investigations, identify crime trends, and provide data to assist in the management and allocation of resources.
- Employ a working knowledge of computer databases, electronic spreadsheets, desktop publishing, GIS/mapping software, word processing, statistical applications, and specialized strategic, tactical, and intelligence software applications.
- Serve as a liaison to other law enforcement agencies and government entities regarding crime and intelligence analysis; facilitate the exchange of information between agencies; ensure that personnel in federal, state, and local law enforcement taskforces and partnerships.
- Communicate clearly and concisely in both oral and written form, and effectively disseminate information; present and articulate analysis, complex and detailed statistical reports, charts (link analysis, event flow analysis, activity charting), graphs, and maps to managers and Department administration for decision-making purposes; present analysis and statistics as requested.
- Interact and work effectively with police personnel, other City employees, representatives from other law enforcement agencies, the media, and the community on strategic, tactical, and intelligence crime analysis/research issues; oversee and manage crime analysis training for police personnel.
- Assist in the design, development, testing, and maintenance of operational and investigative databases, analytical software, hardware, and peripheral equipment to enhance the quality of work products and improve productivity of the Crime Analysis and Intelligence Center.
- Monitor the use of all databases and files to ensure confidentiality, accuracy, lawful dissemination, and compliance with federal, state, and local laws.
- Conduct research and make recommendations concerning the acquisition, maintenance, and release of information systems and maintain a comprehensive knowledge and familiarity with all internal databases and systems.
- Assist in the preparation of the unit budget; participate in the forecast of additional funds needed for staffing, training, equipment, materials, and supplies.
- Participate in and attend necessary planning and information sharing meetings.
- Act as a liaison between analysts and other personnel to delegate assignments related for major case investigations and high-priority requests.
- Prepare and update protocols for strategic, tactical, and intelligence crime analysis-related activities.
- Apply a peer review system prior to the dissemination of reports.

- Supervise and evaluate the work and performance of staff assigned to the Crime Analysis and Intelligence Center; participate in the selection of staff; provide or coordinate staff training; monitor work-flow and evaluate performance to ensure work is completed in a thorough and appropriate manner; support and assist employees in addressing performance deficiencies; take corrective/disciplinary action when necessary in accordance with established procedures.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as required.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective April 2008

Revised June 2017 (updated min quals)

Revised April 2022 (update market group)

Revised June 2023 (update job title, reporting relationship, min qualifications, and job duties)