

Oklahoma Department of Corrections  
Unclassified Job Descriptor

## **CRIMINAL INTELLIGENCE ANALYST**

### **Basic Purpose:**

Positions in this job are assigned responsibilities involving collating, evaluating and analyzing criminal intelligence information, suspicious activity reports, and open source information to aid in investigations and identifying criminal trends and potential threats.

### **Typical Functions:**

- Conducts technical analysis and evaluations of intelligence data or criminal activity
- Reviews, selects, evaluates, and consolidates incoming intelligence data and related information and insures that follow-up actions are initiated; collects additional data to fill gaps; disseminates action items to the appropriate staff and criminal justice entities.
- Prepares or requests the preparation of descriptive intelligence reports, utilizing detailed charts, and diagrams.
- Makes inquiries about intelligence information received by telephone, email, and teletype; reviews, analyzes, and evaluates intelligence relating to criminal activity.
- Interacts with representatives of other law enforcement agencies to exchange information regarding criminals and crimes, utilizing personal contacts, telephone, teletype, or other media.
- Maintains cross reference files of criminal, criminal intelligence, and case information.
- Prepares activity reports for the chief analyst.
- Liaison with law enforcement, private sector agencies, and employees to facilitate the exchange of information.

### **Knowledge, Skills, and Abilities:**

Knowledge of sources, tools and services used in securing and evaluating data on crimes and criminals; of criminal intelligence and criminal investigative techniques; of cross reference filing procedures; and of technical report writing. Ability to gather and analyze data; to organize and present facts clearly and concisely, both orally and in

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writing; to recognize developing criminal activity patterns; to establish and maintain professional working relationships with others; and to use computer applications for numerous tasks including analysis, word processing, and charting.

**Education and Experience:**

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree in police science, criminal justice, criminology, sociology or a closely related field; or an equivalent substitution of experience with a government law enforcement or military agency performing technical tasks such as: research, reviewing written documentation to identify and extract relevant information, typing investigative reports, court documents or statistical data; using computer systems to acquire and organize information, operating teletype and computer systems to obtain information through OLETS, NLETS or NCIC or other criminal records or intelligence systems; analyzing information for relevance to a specific task.