

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Gang Intelligence Analyst**

**Department: Police**

**Pay Grade: GS.10**

**Supervision Received From: Police Lieutenant**

**FLSA Status: Exempt**

**Supervisory Responsibility For: None**

**Established: 2/27/13**

**Revision Dates: 4/2/25;**

**10/20/23; 1/11/23**

### **CLASSIFICATION SUMMARY:**

Incumbents in this classification perform administrative, tactical and strategic statistical work to gather, analyze, develop and disseminate gang intelligence; to provide timely analysis of gang trends, patterns, relationships and organizational structures to assist law enforcement in planning the deployment of resources for the prevention and suppression of criminal gang activities.

**SERIES LEVEL:** The Gang Intelligence Analyst is a standalone position.

### **ESSENTIAL FUNCTIONS:**

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Analyzes and interprets large amounts of statistical data to identify relationships among sources of information to include analyzing daily offense and arrest reports to identify crime patterns, suspect characteristics and demographic information as they relate to gang activity.

Collects, evaluates and conducts a detailed analysis of intelligence to identify relationships or patterns between people, places and activities for the purpose of identifying gang activity to support criminal investigations and prosecutions.

Develops link analysis, time/temporal analysis, telephone toll analysis, criminal threat analysis, crime incident maps or computerized charts to organize investigations, plot activity and determine the size and location of criminal groups and members.

Prepares monthly, quarterly, semi-annual and annual statistical reports for management.

Communicates crime trend, suspect characteristic and intelligence data to operational components of the police department.

Provides information to appropriate law enforcement partners for investigation or prevention of criminal gang activity.

Develops visual presentations such as event flow analysis illustrations and activity flow charts as well as supporting statistical graphs and reports through the application of various computer and analytical tools.

Inputs data into computer program systems to prepare reports, graphs and maps involving crime trends and necessary corrective action for presentation to management.

Develops, uses and/or maintains databases using various software applications.

Researches, develops and implements best practices in the collection and recording of gang intelligence data.

Enters and extracts crime data using a microcomputer for creating maps and spreadsheets.

Contacts governmental agencies to gather criminal statistical data and compare crime/gang activity analysis methods.

Develops and maintains working relationships with area agency partners and other federal, state and local law enforcement agencies to facilitate information sharing, joint identification of common gang problems and mutual development of response strategies.

Testifies in court regarding crime/gang activity data.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other related duties as required.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's degree in Psychology, Criminal Justice, Business Administration, Finance, Mathematics, Statistics or related field with three (3) years of experience building databases, collecting, organizing and summarizing data to provide useable statistical information and interpreting and making inferences from statistical information; and some experience in public speaking and making presentations to groups, or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:None

SUPPLEMENTAL INFORMATION

Knowledge of arithmetic, algebra, statistics and their applications; relevant crime analysis methods, policies, procedures and strategies to promote effective local, state or national security operations for the protection of people, data, property and institutions; structure and principles of the English language including composition and grammar and the meaning and spelling of words; applicable federal, state and local laws, ordinances, codes, rules and regulations; statistical research methods; data analysis techniques and methods and customer service principles. Skill in using a computer and related software applications; interpreting, applying and communicating applicable laws, ordinances, codes, rules and regulations; developing and interpreting statistical data; speaking in public; managing databases; applying independent judgment, personal discretion and resourcefulness in interpreting and applying guidelines; identifying alternative solutions and establishing and maintaining effective working relationships with other employees and those contacted in the course of the work.

**PHYSICAL DEMANDS:** Positions in this class typically require reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing and repetitive motions.

**WORK ENVIRONMENT:** Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**SPECIAL REQUIREMENTS:**

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.