



Classification Specification Title: Manager Crime & Intelligence Analysis

Department	Police ▾	Grade: GS.13
Supervision Received	Police Lieutenant	FLSA Status: Exempt ▾
Supervisory Responsibility	Crime & Intelligence Analyst	Established: Jun 2, 2026 Revision: N/A

CLASSIFICATION SUMMARY:

Operating with a high degree of autonomy under the Assistant Chief of Investigations, the Crime & Intelligence Analysis Manager serves as the Chattanooga Police Department's principal data strategist, leading the daily operations of a multifaceted intelligence unit. In this role, the Manager designs data-driven policies, manages training budgets, and evaluates emerging technologies to modernize the department's analytical capabilities. By executing a broad spectrum of administrative, tactical, and strategic tasks, they transform raw data into actionable intelligence on criminal trends to guide resource deployment, advise executive leadership on modernizing investments, and spearhead multi-jurisdictional collaborations.

SERIES LEVEL: The Manager Crime & Intelligence Analysis is the second level of a two-level crime and intelligence series.

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.)*

Leads Crime & Intelligence Analysts to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures.

Directs, plans, organizes, monitors, and evaluates the day-to-day activities associated with the crime and intelligence analysis unit which includes maintaining, administering and implementing standard operating procedures, quality assurance standards, policies, goals, objectives, work plans and workflow; ensuring procedures and systems meet operational and program performance and ensuring compliance with applicable laws, ordinances, codes, rules, regulations, standards, policies and procedures.

Evaluates, selects, and manages contracts with vendors for crime analysis software, data platforms, and hardware, ensuring compliance with municipal procurement policies and procedures.

Conducts cost-benefit evaluations of proposed technologies, training programs, and operational initiatives to ensure fiscal responsibility and maximize return on investment for the Crime & Intelligence Analysis Unit.

Monitors and administers the annual operating budget for the Crime & Intelligence Analysis Unit, strategically allocating funds to support training, travel, technology, and other operational priorities.

Directs management and staff, including hiring, training, performance evaluations, disciplinary actions, and dismissals. Directs activities to be consistent with goals and objectives. Seeks and creates opportunities for improved performance, learning, and development of staff.

Collects, collates, analyzes, disseminates, evaluates crime data, and creates reports/bulletins to identify trends, patterns, and changes in criminal activity.

Oversees and participates in the development of policies, procedures, goals, and objectives. Directs the scheduling of day-to-day operations and staffing for the unit.

Develops strategic plans to accomplish goals and objectives and improve the effectiveness and efficiency of analytical services.

Provides oversight and guidance to management and staff, and makes recommendations on complex analytical issues.

Develops and oversees the implementation of training programs for representatives of the criminal justice system, other staff, and volunteers to enhance services provided to crime and intelligence analysis.

Educates the public and law enforcement personnel on crime trends and prevention through presentations, training courses, and develops reading material and websites.

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 problems, and mutual development of response strategies.

Answer inquiries from the public, businesses, community groups, and websites regarding crime activity, trends, and patterns.

Develops and prepares charts, graphs, maps, reports, bulletins, and related materials in order to track and present findings related to criminal activity.

Produces computer-generated maps to display criminal activity geographically throughout the City. Facilitates the transfer of crime information between analysts, units, sections, and divisions. Creates, prepares, and uses training materials to enhance the capabilities of new and current crime analysts.

Guides analysts in using analytical techniques on assigned projects or in developing recommendations for disseminating crime and intelligence products.

Establishes and maintains effective communication and working relationships with city employees, representatives of other agencies, and the general public.

Researches, plans, directs, and implements best practices, techniques, and laws related to crime and intelligence analysis and open-source investigations.

Works in a fast-paced environment, managing multiple tasks and requests simultaneously, ensuring timeliness and accuracy.

Analyzes and interprets large amounts of statistical data to identify relationships among sources of information, including analyzing content to identify crime patterns, suspect characteristics, and demographic information as they relate to criminal 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 criminal activity to support criminal investigations and prosecutions.

Prepares monthly, quarterly, semi-annual, and annual statistical reports for management. Proactively monitor local, regional, and national crime trends.

Maintains strict confidentiality of information.

Testifies in court regarding criminal 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 duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

None

MINIMUM QUALIFICATIONS:

Master's degree in Crime Analysis, Mathematics/Statistics, Computer Science, GIS, Psychology, Criminal Justice, Information Systems, or Business Administration with five (5) years of experience building databases, interpreting statistical data, and transforming raw information into actionable insights, including at least one (1) year of supervisory or management experience; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

Valid Driver's License

International Association of Crime Analysts (IACA) Membership

National Crime Information Center (NCIC) eAgent Basic Certification

KNOWLEDGE AND SKILLS:

Knowledge of the analytical theory, practices and techniques normally employed in the development and dissemination of intelligence information; techniques required to produce intelligence reports; intelligence bulletins, and other specialized reports and graphic presentations; Federal, state, and local laws, regulations, policies and procedures governing the crime analysis unit operations and the collection, use, security, retention and dissemination of criminal intelligence data, including the rules of evidence and presentation of testimony and exhibits; the criminal justice system, its operations, and investigative processes; principles and practices of supervision and management including operational

analysis, resource allocation, and training methodology and techniques; computer databases and records management systems, both automated and paper files, to ensure accurate maintenance of files and ease of data retrieval; structure, function, mission, rules and regulations of the Police Department, and the role of assigned unit within the department; intermediate mathematical and statistical analysis techniques; principles and techniques of inductive and deductive reasoning.

Skill in 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; oral and written communication; multitasking; computer operations, statistical and mapping (GIS) software. Experience working with Microsoft Office Suite and Google Workspace. Familiarity with the most popular social media platforms in relation to open-source intelligence (OSINT). Skill in managing cloud-based collaboration platforms such as Google Meet and Zoom for internal coordination and project management. Comfortable with digital content creation, editing, and publishing tools and basic photo/video editing software.

PHYSICAL DEMANDS:

Positions in this class typically require 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: **YES ▾** Child Sensitive: **YES ▾** Dept of Transportation (CDL): **NO ▾**

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.

Revision History: N/A