Criminal Intelligence Supervisor

DEFINITION

This class, exclusive to the Edmonton Police Service (EPS), supervises and manages Criminal Intelligence Analysts as part of the Intelligence Analysis Unit (IAU).

This work in performed in conjunction with a sworn member of the EPS and supervises and manages approximately half of IAU members (i.e. non-sworn members). Work includes intelligence, performance and stakeholder management.

COMPLEXITY OF WORK

Supervisors are involved in criminal investigations from the perspective of crime analysis, as well as crime-related community projects. Their responsibilities include review and analysis of intelligence products provided by Criminal Intelligence Analysts, disseminating information within the EPS and to various stakeholders, making recommendations and maintaining a view towards continuous improvement of unit products.

Incumbents are expected to supervise staff while being highly independent in thought and action. There is very little direction given by superiors with a high degree of accountability resting with the Criminal Intelligence Supervisor.

Review of intelligence products encompasses assessing appropriate information for public release and suggestions as to possible approaches that could be taken in the analysis of the information provided to the Analysts. Recommendations are also made to enhance to accuracy, quality and structure of the intelligence products in order to continually enhance standards.

Decisions made by the Supervisor are broad in scope as they relate to the IAU. They consist of staff placements, the dissemination of information and intelligence, project strategy and approval of reports and products. The decisions made by the Supervisor may have impacts on resource planning and allocation, officer safety and prosecution success.

WORKING CONDITIONS

Physically the work is performed in a typical office environment, as the employee is required to sit for prolonged periods using a computer keyboard, mouse and monitor. As crime occurs on a 24/7 basis, work outside standard office hours may be required.

Psychologically there is potential exposure to graphic and/or disturbing information and imagery, the requirement to keep highly sensitive EPS documents and discussions confidential, and the requirement to perform duties under very tight time requirements.

SERIES SEPARATOR

Work at this level is distinguished from the Criminal Intelligence Analyst level by the broader scope of the work performed, the level of supervision exercised, the higher level and frequency of internal and external contacts and the nature of the work assigned.

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TYPICAL DUTIES *

Review intelligence reports and daily highlights for the purpose of disclosure to appropriate IAU members and internal/external partners.

Manage flow of requests for IAU products or analytical resources. Involves the assignment of work to members of the unit as needed.

Examine work and evaluate performance of unit members including the preparation of annual performance reviews for non-sworn members of the IAU.

Continually examine business processes and intelligence products created by team members in order to identify potential operational, informational or structural problems with processes, products or solutions.

Identify and develop innovative ideas that will enhance intelligence-led policing within the Edmonton Police Service by maintaining awareness of current trends and research.

Develop unit policies and procedures (i.e. for the purpose of standardizing intelligence products and setting requirements for movement within the unit).

Ensure compliance to IAU and EPS policies and procedures.

Other related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Ability to summarize and present complex information in a coherent and understandable manner both verbally and written.

Knowledge of spatial, strategic and tactical analysis.

Knowledge of research techniques.

Knowledge of EPS-specific software (e.g. Mapping software, Cognos, EPROS, I-Mobile) and other applicable programs and databases.

Knowledge of EPS policies, regulations and operations affecting the assigned work.

Superior knowledge of investigative tools and techniques.

High understanding of legislation pertinent to assigned area, and of court procedures and requirements regarding evidence and expert witness testimony.

Skill in preparing technical reports to an academic standard.

Skill in preparing and making recommendations based on analyzed information.

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TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

A university degree in a related field of study (i.e. Criminal Justice, Criminology) with a minimum of five (5) years of related working experience is required including two (2) years of supervisory experience.

*   *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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Salary Plan	21M	21A	21B	21C
Job Code	2086		2087	
Grade	032		034	
Last Updated:				
Previous Updates:				
Originated:	2007-08			