

## **CLASS TITLE: CRIME AND INTELLIGENCE UNIT MANAGER**

**PURPOSE OF THE CLASSIFICATION:** Under general direction is responsible for planning, developing, supervising, and administering the activities of the Tulsa Police Department Public Safety Analysis Unit and other related assigned duties.

### **ESSENTIAL TASKS:**

- Conducts analysis and evaluations of criminal, terrorist, or conspiracy activities to ascertain any potential threats to public safety
- Researches and analyzes statistical information and prepares and presents linkage charts showing criminal/terrorist association/organizations, commodity flow, events, and net worth assessments, identifying patterns and trends
- Prepares reports indicating or supporting the probability of criminal and/or terrorists activity using various information sources
- Responds to requests for investigative assistance, interfacing with local, state and federal agents, police officers and investigators
- Attends meetings with members of other TPD Divisions, criminal justice agencies and the State Intelligence Fusion Center to obtain or disseminate information
- Stays informed on the latest crime and intelligence analysis theories and techniques, as well as new information and technology in the industry to ensure best practices are being followed
- Educates the public and law enforcement personnel on crime trends and crime prevention
- Determines and implements goals, objectives, training needs, and resource requirements within the work section using thoroughly developed policies, and standard operating procedures designed to ensure compliance and using data to drive decisions
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in behavioral science, public administration, business, or a related field; and four (4) years of related experience, including at least two (2) years of progressively responsible supervisory experience or an equivalent combination of training and experience per Personnel Policies and Procedures Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the organization and function of local, State, and Federal government; considerable knowledge of law enforcement operations and procedures; considerable knowledge of crime analysis and intelligence theories, methodologies, techniques, and procedures; considerable knowledge regarding statistical research and reporting methods, procedures, and techniques; considerable knowledge of phone data analysis techniques; knowledge of supervisory and managerial techniques, best practices, and principles. Ability to prepare technical reports on a variety of subjects; ability to utilize inductive reasoning to develop hypotheses; ability to assist a variety of personnel, both internally and externally; ability to deal effectively with individuals in complex and controversial situations; ability to summarize and disseminate information in a clear and effective manner; ability to discreetly handle sensitive and confidential information; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding; ability to effectively solve complex issues. Skill in researching individuals or groups using law enforcement and open source intelligence resources; skill in prioritizing and handling multiple tasks, deadlines, and requests efficiently; skill in data analysis.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting, carrying, pushing, and pulling up to 60 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, handling, feeling, climbing, smelling, twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver's License

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**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting with high noise and toxic fumes; and may have minimal exposure to narcotics.

**Class Code: 2068**

**EEO Code: E-02**

**Pay Code: EX-40**

**Group: Clerical and Administrative**

**Series: Personnel Management**

**Effective Date: February 24, 2021**