



## **LAW ENFORCEMENT ANALYST INTERN INTELLIGENCE LED POLICING DIVISION**

### **GENERAL DESCRIPTION**

Under the supervision of the Division designee, the Intern will provide specific functions related to assigned location of internship. The Intern can expect an increasing amount of responsibility related to internship, while gaining professional work experience and first hand involvement with services that support the law enforcement community. The Intern observes and learns as the Law Enforcement Analyst carries out the following:

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- Collects and analyzes data from agency sources to identify specific locations showing an increase in criminal activity for their assigned investigative discipline and uses that data to clearly identify the problem, offer possible causes for the problem, and potential solutions;
- Prepares oral briefings, written reports, and graphical depictions showing crime patterns and trends for their investigative component as well as develops response recommendations in detailed factual reports for use by agency management and field supervisors to evaluate investigative priorities and case development;
- Conducts daily review and analysis of information received from various internal and external sources and compiles that information to assist in detecting crime patterns and trends for the geographical area assigned and relay necessary information to the appropriate investigative component;
- Utilizes various law enforcement, criminal justice, and civilian databases to review the incarceration and release status of prolific offenders and identify said offenders who are living, working, or frequenting Pinellas County and have a substantial likelihood of reoffending and relaying that information to the appropriate investigator or agency component;
- Collects and analyzes data from agency sources to identify specific locations showing an increase in criminal activity for their assigned investigative discipline and uses that data to clearly identify the problem, offer possible causes for the problem, and potential solutions;
- Evaluates and analyzes criminal information to predict the capabilities, intentions, and vulnerabilities of criminal groups and makes recommendations for investigative strategies;
- Prepares oral briefings, written reports, and graphical depictions showing crime patterns and trends as well as develops response recommendations in detailed factual reports



for use by agency management and field supervisors to evaluate investigative priorities and case development;

- Prepares bulletins regarding wanted or missing subjects or critical information regarding criminal activity for dissemination within and outside the agency;

## QUALIFICATIONS

- Currently enrolled in Bachelor's or Master's level program
- Minimum 2.5 G.P.A.
- Minimum 18 years of age
- Must have a valid driver's license
- Strong writing and interpersonal skills
- Excellent computer skills
- Ability to work independently or part of a team
- Flexibility and ability to multi-task

## PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 8 hours per day
- Stand up to 1 hours per day
- Walk up to 1 hours per day
- Occasionally lift up to 10 lbs.
- Occasionally bend, reach, or twist

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.