

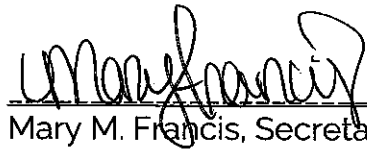
**NOTICE OF A PUBLIC HEARING  
(NEW CLASSIFICATION)**

The Lafayette Fire and Police Civil Service Board will hold a public hearing to consider adoption of a new classification Criminal Intelligence Analyst. Unless cause is shown at this time why this new class should not be adopted, the board will proceed to approve the adoption of the class in the proposed or revised form.

This public hearing will be held on July 9, 2025, at 9 a.m. at the Civil Service testing room located on 705 West University Ave. Lafayette, LA 70506

**SEE ATTACHED NEW CLASSIFICATION PLAN**

By direction of the chairman: Ron R. Clark

A handwritten signature in cursive script, appearing to read "Mary Francis", is written over a horizontal dashed line.

Mary M. Francis, Secretary

Post at the City Hall May 15, 2025 through June 16, 2025

**DO NOT REMOVE BY ORDER OF  
THE LAFAYETTE FIRE AND POLICE CIVIL SERVICE BOARD**

# CRIMINAL INTELLIGENCE ANALYST

(Competitive Class)

## DISTINGUISHING FEATURES OF THE CLASS

This class comprises a highly responsible, non-supervisory position, the primary duties of which include assisting the Criminal Investigation Division in specialized work involving the collection, computation, analysis, and summarization of information about crimes, suspects, and victims. The employee in this class performs crime research in support of the operations of the Criminal Investigation Division including the preparation and maintenance of comprehensive and detailed reports and records. Criminal Intelligence Analysts work with some supervision and have the authority to work independently in most areas. The employee of this class reports to and has work reviewed by the Police Captain of assigned division.

## EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Prepares, analyzes, and disseminates information relevant to actual and anticipated criminal activity. Utilizes modern research methods including statistical analysis, trends and patterns, victim and suspect profiling, and research design. Assist in determining trends and conditions using crime analysis principles and independent judgement. Prepares necessary information to plot trends in a crime series. Participates in the processing of information based on link analysis by compiling information, performing trend evaluations, and participating in geographical forecasting. Applies knowledge of standard police procedures and the Criminal Justice System to determine methodology of collecting and collating data from various software programs and databases. Participates in field investigations by interpreting computerized data, offender profiles, and police reports. Profiles suspects by compiling information on the aliases of the suspect, the suspect's tattoos and/or piercings, and photographs. Assesses the presence of criminal patterns or trends by reviewing field interview cards and/or police incident reports. Conducts background research on criminals or suspected criminals. Creates detailed timeline on suspect's personal history and criminal activity. Maintains department database on compiled information. Prepares monthly and quarterly reports documenting the statistics of the various areas of the Criminal Investigation Division. Works effectively to promote the exchange of information internally within the department and serves as liaison between the department and other local, State, and Federal law enforcement agencies.

Composes and prepares preliminary reports based on statistical validity. Obtains information about a person, organization, or for additional information needed for reports by using criminal histories. Prepares correspondence in answer to requests to the department or as needed to address problems or needs of the department through letters or emails. Files and retrieves records as required. Develops new forms or revises old ones to improve accuracy and efficiency of documentation. Gathers and compiles information for reports and departmental planning. Writes reports requiring the ability to compose complete sentences, use correct grammar and

punctuation, organize ideas in a logical sequence, and related skills. Prepares graphic displays including spreadsheets, charts, maps, and related materials to present information.

Assists in the maintenance of software contracts and passwords for various programs used in the division. Meets with sales representatives of software companies to obtain information on updates on software, and makes recommendations on the purchase of new software programs.

Assists in the crime data management and operations of the Patrol and the Criminal Investigation Divisions. Recommends management policies, goals, objectives, and procedures for the divisions. Develops methods which may be used to evaluate and improve productivity, efficiency, and procedures of departmental programs. Researches and plans programs and activities for the division of the department. Assist in training personnel by providing informal or on-the-job training for employees.

Promotes a positive image of the department by answering inquiries or handling complaints from the public in person or by telephone. Places telephone calls for the department and assists in preparing and processing outgoing mail. Proofreads typed materials and corrects errors.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.