CHIEF OF SECTION (COUNTY WIDE INTELLIGENCE CENTER)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the District Attorney, the incumbent of this position is responsible for the direction, planning, coordination and organization of the County Wide Intelligence Center, coordinating crime analysis and criminal intelligence activities with other local, state and federal agencies. The incumbent has considerable latitude in the application of departmental policy and follows general guidelines or professional and administrative standards in accomplishing assignments and provides the District Attorney with information necessary to combat organized criminal groups and others that could threaten the safety and security of the county and state. Extensive contact is developed and maintained with elected officials, managerial and professional members of the law enforcement community at the federal, state, and local levels, as well as the media and the community at large. Supervision is exercised over a number of professional, uniformed and staff positions. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Develops, recommends and implements policies and procedures concerning the organization, resources, roles and uses of the Intelligence Center;

Directs, manages and supervises staff responsible for collecting, extracting, analyzing, summarizing and disseminating criminal intelligence data gathered from a variety of sources in order to reduce, predict and prevent criminal activity;

Conducts presentations and prepares case status briefs for all Commissioners, Police Chiefs, the District Attorney, state and federal officials, and others to provide a comprehensive analysis of crime patterns and trends throughout Westchester County and recommend strategies and use of resources to mitigate crime;

Oversees and coordinates staff assigned from other agencies including local police departments such as Mt. Vernon, White Plains and Yonkers, staff from the Department of Public Safety, Corrections and Probation, as well as a number of federal employees including those assigned to HIDTA;

Acts as a direct liaison and point of contact for all Westchester County Municipal Police Chiefs and Commissioners, the Commissioner of Public Safety, and the Commissioner of Corrections/Probation in order to coordinate communications and connectivity between these agencies and the Intelligence Center to maximize the exchange of information needed to analyze criminal activities;

Meets regularly with Police Chiefs and Commissioners, the District Attorney, federal and state representatives, and other high level officials to coordinate efforts to share information and strategies and reduce duplication of efforts to better identify crime trends and strategies to combat them;

Acts as a direct liaison with federal and state law enforcement agencies including HIDTA in order to coordinate inter-agency communications and connectivity between these agencies and the Intelligence Center to maximize the exchange of information needed to analyze criminal activities;

EXAMPLES OF WORK: (Illustrative Only) (Con't)

Directs and participates in the maintenance and upgrade of all computer hardware and software, operational databases, and peripheral hardware designed to enhance operations, ensuring staff have the tools and technology needed to effectively analyze data and information from multiple sources;

Ensures the integrity of all intelligence data uploaded, stored and downloaded from dedicated servers in the Intelligence Center;

Monitors and reviews operations, employee performance, staff development, and program implementation to ensure efficiency and effectiveness of operations as well as compliance with laws, rules, regulations and standards;

Prepares the annual budget for the Intelligence Center and submits it to the Executive Assistant District Attorney;

Administers multi-jurisdictional agreements and prepares memorandums of understanding for completion by all law enforcement partners;

Reviews and interprets laws, rules, regulations, and legislation;

Researches, identifies and applies for grant funding to secure additional funding to enhance the operation of the Intelligence Center for the benefit of all partner agencies;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of research, investigation and analytical practices employed in the acquisition and dissemination of criminal intelligence information; thorough knowledge of the investigative process in order to determine the data and analysis required; thorough knowledge of local, state and federal resources available for use in criminal investigations; thorough knowledge of federal, state and local automated information systems used in the collection, analysis, and reporting of information related to criminal activities; good knowledge of the rules of evidence and presentation of testimony and exhibits; good knowledge of the principles and practices of supervision and teamwork; skill in identifying problems, analyzing alternatives and making viable recommendations; ability to plan, organize and participate in the work of the county wide intelligence center; ability to communicate statistical information concerning crime activities with citizens and local, state and federal law enforcement staff; ability to develop conclusions, project trends, and make recommendations; ability to give public presentations; ability to prepare written and oral reports; ability to exercise sound judgment in safeguarding/disseminating confidential or sensitive information; ability to work independently, exercise sound judgment and make operational decisions; ability to establish and maintain effective working relationships with a wide variety of people; ability to read, comprehend and interpret complex information;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:
ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; discretion; tact; integrity; resourcefulness; initiative; thoroughness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) ten years of progressively responsible experience where the primary responsibility of the position was the supervision law enforcement units responsible for conducting criminal investigations, three years of which were at a management or command level and included managing criminal intelligence and/or performing crime analysis or intelligence work; or (b) a Bachelor's Degree* in Criminal Justice, Criminology, statistics, or closely related field and six years of the above stated experience including the three years of specialized experience; or (c) a satisfactory equivalent combination of training and experience as outlined by the limits of (a) and (b).

SUBSTITUTION: A Master's Degree* in Criminal Justice, criminology, statistics or closely related field may be substituted for one year of the above stated specialized experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.