What do I need to do right now?

Connect with the field. Look for opportunities to **volunteer** or **intern** at various agencies. Join **professional societies** and attend **conferences** to **participate** in your chosen field. Many positions in the field are earned via **networking** with other crime/intelligence analysts and hiring agencies.

Start a binder for future applications.

- Official Transcripts: High School reflecting graduation Colleges Syllabi from all college courses
- Records of any honors or awards
- Record of all extracurricular activity and community service
- List of potential references and any letters of reference
- Employment history: Name, address, telephone of all employers Period employed Any letters of reference from employers
- Residential history, addresses and dates
- Birth certificates, certified
- Military records, DD214

Remember the importance of integrity and honesty, not only in your personal and professional life, but in your academic career. Many agencies conduct extensive background checks which include interviews with an applicant's former college instructors. Incidences of cheating, plagiarism, rudeness (including use of cell phones during class) and any kind of offensive behavior, are occurrences that will be noted by your professors.

Be mindful of your digital footprint. Avoid engaging in questionable behavior in your social media presence. This will be an area explored as a part of your background process by a prospective employer.

Meet with your major advisor every semester to make sure your are on track to graduate.

California State University, Sacramento

Division of Criminal Justice

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Advising Guide

Crime and Intelligence Analyst

What is Crime and Intelligence Analysis?

Crime and Intelligence Analysts support law enforcement agencies through analysis of criminals and criminal events. Analysts regularly use technology such as spreadsheets, database management systems, the internet, word processing, presentation software and Geographic Information Systems (GIS) software. Additionally, crime analysts make regular use of descriptive and inferential statistics, both to help track and predict criminal events. While some analysts may specialize in one of the broad categories below, many analysts' duties cross over the following broad categories:

- Strategic Crime Analysis
- Tactical Crime Analysis
- Criminal Intelligence Analysis
- Intelligence Analysis

Tell me more about the kinds of jobs in the crime analysis field . . .

Tactical Crime Analysis is concerned with supporting efforts to control and combat specific and immediate crime problems. This type of crime analysis is used to analyze patterns and enabling a quick response to problems in the field. The purpose of tactical crime analysis is to provide law enforcement with an "actionable" response based on crime/intelligence data in order to stop an immediate problem. **Strategic Crime Analysis** is concerned with long term planning for law enforcement agencies. As such, one of the main goals of strategic crime analysis is determining what kinds of long term problems exist in the community. The analysts findings can aid law enforcement in reducing a community's worst problems.

Criminal Intelligence Analysis helps local law enforcement agencies identify criminals and networks of criminals as part of investigations. Often, analysts performing these tasks are assigned to an investigations unit or task force.

Intelligence Analysis duties are very similar to criminal intelligence analysis but at state or national law enforcement and intelligence agencies rather than local agencies. As such, analysts focus on larger scale investigations and criminal events such as national defense and counter terrorism.

Crime mapping is a vital technique which affords a visual representation of criminal events. Anyone interested in crime/ intelligence analysis should consider preparing themselves with courses in GIS.

Crime and intelligence analysis careers have been growing in number and demand. Keep in mind when looking for theses positions, many different labels are applied to the positions. While analysts in different agencies may be performing the exact same tasks, each agency may have a different position title. One agency may use the title Crime Analyst while others may use the title Administrative Analyst or Law Enforcement Analyst, or even a different title.

(Lift flap to learn more about the skills needed for these jobs)

What kinds of skills would I need for this career?

Preparation for a career in crime and intelligence analysis is based on the ability to work with people in law enforcement and help them with their crime issues and problems with the purpose of reducing or preventing crime.

Educational experience. Knowledge of law enforcement, especially policing, and statistics, and research methodology are normal job requirements.

Communication. A candidate must have both good verbal and written communication skills. Clear, concise, and correct reporting is of paramount importance.

Critical Thinking. Ability to address a complex situation in a manner that shows consideration for, and analysis of, many data sources and possible outcomes.

Ability to work with people. The ability to talk with law enforcement officers, administrators, and other analysts is vital to the duties of the position and goals of the department.

Certification In addition to, or in place of a bachelors degree, many agencies require that applicants have a certificate in crime and/or intelligence analysis. In some cases, the agency will hire with the condition that a certificate is obtained within the first year. Speak to the identified CRJ advisor about the locations and availability of certificate programs.

Other helpful skills:

- Excellent written and oral communications.
- Familiarity with word-processing and spreadsheet software such as Microsoft Office Suite products.
- Knowledge of research methodology.
- Ability to conduct statistical analysis.
- Familiarity with Geographic Information System (GIS) software.

Deal-Breakers

Some things will make a potential candidate unsuitable for this career.

- Committed felonies.
- Unable to pass background checks.
- Unwilling to work primarily in office environment.

Who can I talk to about this career?

• Tim Croisdale

Suggested Major Course Sequence

Freshman Year

- CRJ 001 Intro to CRJ & Society
- CRJ 002 Law of Crimes
- CRJ 005 Community & the Justice System Suggested GE Electives SOC 001 (Area D)

Sophomore Year

n. Investigative Techniques
ro to CRJ Research Methods
me & Punishment
C 101 Intro to Stats for Soc

Suggested GE Electives HIST 163 (Area D) SOC 158 (Area E)

Junior Year

CRJ 121	Struct & Func of American Courts
CRJ 130	Fundamentals of Corrections
CRJ 141	Police & Society
CRJ 160	Criminal Justice Administration
CRJ Elective	
CRJ Elective	CRJ 156 Intro to Crime & Intel. Analysis
CRJ Elective	GEOG 109 Geographic Info Sys
Senior Year	
CRJ 123	Law of Arrest, Search, & Seizure
CRJ 190	Contemporary Issues in CRJ
CRJ Elective	
CRJ Elective	
CRJ Elective	SOC 110 Urban Life & Problems

Note: This is a suggested sequence for a full time (15 units) student. Course sequence may have to be modified for course availability. Students interested in pursuing a minor should seek advice from a CRJ advi-

Suggested Electives

The following is an <u>excerpt</u>. Consult the **Major Planning Worksheet** for the full list of electives.

Area I - Administration

CRJ 168 CRJ Information Systems CRJ 191A Topics in CRJ Administration

Area II - Investigations

CRJ 153 Advanced Criminal Investigation CRJ 156 Intro to Crime & Intelligence Analysis

Area IV - Offenses & Offenders

CRJ 106 Analysis of Career CriminalsCRJ 112 Gangs & Threat Groups in AmericaCRJ 115 Violence & TerrorismCRJ 117 American CRJ & Minority Groups

CRJ 118 Drug Abuse & Criminal Behavior

Area VI – Additional Courses

CRJ 195 Internship CRJ 199 Independent Study

Area VII – Supporting Courses

ENGL 118T Technical Writing ETHN 100 Ethnic America ETHN 110 Asian Americans: Status & Identity ETHN 131 La Raza Studies ETHN 140 Native American Experience ETHN 170 African American Experience ETHN 173 The Black Family in the U.S. GEOG 109 Geographic Information Systems *GEOG 110 Adv. Geographic Information Systems *GEOG 163 Applied GIS *GEOG 181 Spatial Analysis HIST 163 The City of United States History PSYC 168 Abnormal Psychology SOC 101 Intro to Stats for Sociologists *SOC 106 Demography *SOC 110 Urban Life & Problems SOC 155 Criminology SOC 156 Delinquency SOC 158 Sociology of Deviance