

Criminal Intelligence Officer

Job Code: 8344

Salary Grade: S10

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Responsible for leading the institution's criminal and terrorism intelligence program by directing intelligence collection, analysis, threat assessment, and dissemination activities to support campus safety and security. Provides intelligence and strategic support for investigations, critical incidents, and major events while ensuring compliance with applicable laws, privacy requirements, and institutional policies. Serves as the primary point of contact and liaison with the Oklahoma Counter Terrorism Intelligence Center, Federal Bureau of Investigation Joint Terrorism Task Force, local, state, and federal law enforcement and intelligence agencies, university departments, campus stakeholders, and other external partners to facilitate intelligence sharing, coordination, threat assessment, and collaborative response efforts.

- Leads the planning, development, implementation, and continuous improvement of criminal/terrorism intelligence processes, policies, procedures, collection requirements, and performance measures.
- Develops and executes intelligence collection plans based on identified threats, operational needs, information gaps, and investigative priorities; collects intelligence from law enforcement data, public records, social media, human sources, and other appropriate sources.
- Conducts threat and risk assessments for events, individuals, locations, and other areas of concern, identifying criminal patterns, trends, networks, organized crime, gang activity, and emerging threats.
- Analyzes and evaluates intelligence using analytical tools and software, including link analysis, data mining, and GIS mapping, to identify relationships, trends, patterns, and actionable intelligence.
- Develops investigative leads, subject profiles, and other intelligence products to support investigations and law enforcement operations; tracks and monitors known offenders, suspects, criminal organizations, and other persons or groups of interest.
- Monitors real-time incidents and provides timely analytical support, intelligence, and situational awareness during critical incidents, major events, and other operational activities.
- Prepares and disseminates intelligence reports, bulletins, briefings, and other products that provide actionable information and recommendations to support operational and strategic decision-making, resource allocation, and public safety.
- Maintains intelligence databases, records, and information systems, ensuring the accuracy, integrity, security, confidentiality, and appropriate handling of intelligence information.
- Develops and maintains intelligence-sharing partnerships and serves as a point of contact with internal units and external law enforcement, counterterrorism, and intelligence agencies at the local, state, and federal levels, including the Federal Bureau of Investigation Joint Terrorism Task Force and the Oklahoma Counter Terrorism Intelligence Center.
- Ensures intelligence activities comply with applicable federal, state, and local laws; institutional policies; privacy requirements; and constitutional, statutory, and civil liberties protections governing the collection, maintenance, use, and dissemination of criminal intelligence.
- Protects sensitive and classified information and ensures its handling and dissemination comply with applicable security requirements and established protocols.
- Maintains current knowledge of emerging crime and terrorism trends, technologies, intelligence methodologies, and best practices and incorporates relevant developments into program operations.
- Develops and delivers intelligence-related training for staff and supports the "See Something, Say Something" initiative through training and awareness programs for faculty, staff, students, and campus security personnel.
- Performs other duties as assigned

Minimum Qualifications

Education:

- Bachelor's degree in Criminal Justice, Intelligence Studies, Homeland Security, Emergency Management, Public Administration, or a related field.

Equivalency/Substitution: Experience or a combination of education & related experience can be considered in lieu of degree. A one-to-one ratio is used to determine the number of years of experience required in place of a degree.

Experience:

- 2 years of experience in criminal intelligence, law enforcement, investigations, threat assessment, or a closely related field

Certifications or Licenses:

- Oklahoma CLEET certification is required, or the ability to obtain and maintain certification within 90 days of hire.

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Knowledge of criminal intelligence principles, collection processes, analytical methodologies, and intelligence-sharing practices.
- Knowledge of criminal and terrorism threats, investigative techniques, threat assessment, risk management, and law enforcement operations.
- Knowledge of applicable federal, state, and local laws, regulations, institutional policies, privacy requirements, and civil liberties protections governing intelligence activities.
- Knowledge of intelligence databases, analytical software, GIS mapping, link analysis, data mining, and other technologies used to collect, evaluate, and analyze intelligence.
- Skill in collecting, evaluating, analyzing, and interpreting complex information to identify patterns, trends, relationships, networks, and emerging threats.
- Skill in developing intelligence collection plans, threat assessments, investigative leads, intelligence products, and strategic recommendations.
- Skill in communicating complex intelligence clearly and effectively through written reports, briefings, presentations, and other intelligence products.
- Ability to provide timely analytical support and exercise sound judgment during critical incidents, major events, investigations, and other rapidly changing situations.
- Ability to establish and maintain effective working relationships with university stakeholders, law enforcement agencies, intelligence partners, and other internal and external organizations.
- Ability to protect sensitive and classified information, maintain confidentiality, apply legal and ethical requirements, manage competing priorities, and continuously improve intelligence programs and processes.

Working Conditions

- May require extended or irregular hours, including evenings, weekends, holidays, and on-call or emergency response.
- The position may involve responding to critical incidents and major events, working in high-pressure situations, handling sensitive or classified information, and coordinating with internal and external law enforcement partners.

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