



SARNIA POLICE SERVICE

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October 18, 2023

JOB POSTING (External)

POSITION: Investigative Analyst (Permanent Full Time) – Extended

SALARY: Category 6 – Current Civilian Collective Agreement (\$83,137-\$97,850)

The Sarnia Police Service has an opening for the position of Investigative Analyst (Permanent Full Time). The anticipated start date for this position is January 8, 2024.

This position will require the successful applicant to work a regular thirty-five (35) hour week, Monday to Friday, day shift. This position does not offer remote working arrangements and requires the successful applicant to be present in the office. Hours may be required occasionally outside of the regular shift to accommodate special events and activities.

Minimum Essential Qualifications

Successful completion of a three (3) year University Degree related program (e.g., Criminal Justice, Geography, Mathematics, Statistics, Public Administration, etc.), and four (4) years related work experience (with two (2) years developing a solid foundation in tools, methods, and techniques used in tactical analytical work, and two (2) years performing criminal analysis work); or equivalent combination of education/training and experience.

Related work experience to include demonstrated competencies in:

- Analyzing, evaluating and interpreting complex pieces of information to provide specialized and strategic recommendations.
- Taking initiative, the ability to be self-directed in problem solving and critical thinking including a strong attention to detail.
- Prioritizing tasks and using judgment with competing demands.
- Effective interpersonal skills to establish and build partnerships with stakeholders to advise and exchange information.
- Knowledge of relevant legislation, regulations and practices including criminological theory and practice.
- Effective written and verbal communications skills with internal and external audiences to interact with tact, diplomacy and discretion.
- Effective presentation skills to explain processes and recommendations to diverse audiences.
- Ability to apply judgment and sensitivity to issues and maintain confidentiality.

- Expertise in the use and application of analytical tools and methods.
- Proficiency in the use of a wide variety of technology (eg, MapInfo, ArcGIS, MS Excel, Word, PowerPoint).

Additionally, familiarity with the Sarnia Police Service policies and procedures that relate to the duties and responsibilities of the Criminal Investigations Division is desirable.

Summary of Position

- The primary role of this position is to provide analytical support to investigative units by conducting research and performing analysis at both the tactical and strategic levels relating to current and future trends and threats and patterns of criminal behavior. This role is also intended to share and exchange complex information with other agencies and partners.
- Monitors occurrences, trends and crime related information within and outside of Sarnia.
- Evaluates the reliability and relevance of information received and the Source. Extracts, sorts and analyzes pertinent and relevant information/intelligence. Disseminates information while ensuring protection of sources.
- Applies complex statistical and spatial analytical methods to assist in identifying, current and future trends and possible causes, emerging and ongoing patterns of criminal behaviour, problem areas, persons of interest and crime/suspect, suspect/crime correlations.
- Prepares tactical analysis reports on criminals or subjects of interest.
- Conducts strategic analysis of major organized crime groups active in Sarnia as identified by the Criminal Intelligence Service of Ontario (CISO).
- Develops and follows protocols for the handling, grading, storing, analyzing and disseminating information received from confidential sources. Reviews and analyzes reports received from confidential sources.
- Attends briefings with members of CID, senior management, other Police Services and agencies to provide reports, present findings or act as a resource.
- Exchanges information with specialist bureaus, analysts, and Officers in other services/agencies. Analyzes details of the crimes and forwards results to lead uniform personnel or sends information to the appropriate service or specialist bureau.
- Develops and maintains an accurate, specific and productive network of internal and external contacts.
- Develops and maintains SharePoint pages in both the secure and open Sarnia Police Service (SPS) intelligence sites.
- Develops and oversees the implementation of related databases and systems. Liaises with technical experts to rectify conflicts and other issues. Provides assistance to other users as needed.
- Creates and updates automated queries and report templates.
- Other related duties as assigned.

Applicants may be tested in specific competencies and qualifications and will be required to participate in a comprehensive interview and background investigation.

Qualified applicants should submit their cover letter and resume by email to Sarnia Police Service Careers (SPSCareers@police.sarnia.on.ca) no later than **5:00 PM on Friday, November 17, 2023 (extended)**.

Only successful application candidates will be contacted for an interview following the closing date.