



THE THUNDER BAY POLICE SERVICE

POSITION DESCRIPTION

POSITION: Crime Analyst – Intelligence
BRANCH: Investigative Services
UNIT: Intelligence
REPORTS TO: Detective Sergeant - Intelligence
PAY SCALE: Level 10M to 14M

CORE COMPETENCIES

The **Crime Analyst – Intelligence** is responsible for the orderly operation of general duties within their assigned Unit, as well as the efficient transfer of information and communications received by the Thunder Bay Police Service. General core competencies required to be successful in this position are:

Competencies	Requirements
Accountability and Excellence	• Align behaviours to organizational values of partnerships, integrity, public service, excellence, equity, diversity and human rights. • attitude, community partnerships, victim sensitivity. • Address others whose behaviours are contrary to TBPS values. • Demonstrate required level of job-related skill. • Focus efforts on achieving standards of excellence through continuous improvement and ongoing development. • Comply with all relevant codes of conduct, policies, and procedures. • Exercise self control, adaptability, and flexibility in stressful or difficult situations. • Accept responsibility for own actions regardless of consequences. • Respect the dignity, human rights, equity, diversity, and inclusion of others.

Competencies	Requirements
Decision Making	• Apply established guidelines and procedures to make informed decisions. • Seek guidance as needed when the situation is unclear and involves the right people in the decision-making process. • Consider consequences of decisions including the impact on others and the TBPS. • Reach decisions that are consistent with established procedures and TBPS values. • Assess the effectiveness of decisions and responds accordingly.
Interaction and Influence	• Promote team goals, share the workload, and assist others. • Give credit and acknowledge contributions and efforts of peers. • Treat others fairly, ethically, and with value — communicating openly and building trust. • Effective written and verbal communication skills – clear, concise, and suited to others’ level of understanding. • Demonstrate cooperation, collaboration, and consensus-building when working with others within or outside the TBPS. • Ability to accept and act on constructive criticism. • Effectively communicate using strategies to achieve common goals, influence, and gain support of others.
Social & Cultural Competency	• Demonstrate a professional, empathetic, and objective demeanour. • Able to effectively interact, work and develop meaningful relationships with people of various ethnic, cultural, and social backgrounds. • Recognize and respect diversity through communication and actions in all contexts. • Show respect and openness towards someone whose ethnic, cultural, and social background is different from one’s own. • Able to recognize and manage one’s own behaviours, moods, and impulses to create an inclusive, equitable and welcoming environment within the TBPS. • Able to use one’s own experiences to relate to and work with all ethnic, cultural, and social groups.

Planning and Organizing	• Plan and organize work. • Identify the importance of tasks and prioritize time accordingly to ensure completion of all tasks within time frame. • Make effective use of available resources to meet work objectives. • Monitor the attainment of objectives and/or quality of the work completed.
Research and Analysis	• Select appropriate method(s) and sources of information for data gathering and analysis. • Collect valid, reliable, and pertinent information encompassing all aspects of an issue. • Analyze information and weigh varied factors in order to identify the cause of problems and propose solutions. • Recognize when additional data is required. • Present data to facilitate understanding of main issue(s).
Technology Management	• Maximize the use of technology to support operational and administrative work for the organization. • Demonstrate knowledge of technology appropriate to their role and is proficient in its use. • Troubleshoot and maintain technology used in the performance of their duties. • Ensure appropriate security protection, storage, and maintenance.

SUMMARY OF ESSENTIAL JOB FUNCTIONS:

The **Crime Analyst – Intelligence** is responsible and accountable to the **Detective Sergeant - Intelligence** for the efficient and timely performance of the assigned duties and responsibilities. Specific responsibilities shall include but not be limited to:

- Collect, analyze and collate information, primarily in relation to drugs, guns and gangs and related topics and emerging trends from a variety of internal and external data sources.
- Examine and synthesize information using graphics, diagrams, charts, timelines, link analysis, statistics, and reports, to illustrate findings and to conduct predictive modeling.
- Select and use pertinent technology and appropriate software to contribute to Intelligence led investigations that support investigators throughout the life cycle of an investigation.
- Research and prepare information requests by extracting relevant data to compile statistics in response to requests from police personnel, law enforcement agencies, partner agencies and external stakeholders.

- Identify and monitor people of interest and crime groups engaging in criminality and maintain extensive profiles for current and future investigations and projects.
- Monitor social media platforms and on-line presence for those events and activities that may pose threat or risk to the police service or community and provide assessments.
- Create and maintain relevant databases and electronic files and apply appropriate protection to safeguard information and control access.
- Develop presentations and present subject matter to members of the Thunder Bay Police Service and partnered law enforcement agencies.
- Determine best method to disseminate information in an efficient, effective and secure manner while adhering to applicable guidelines some of which include Freedom of Information, Youth Justice Act, and Memorandum(s) of Understanding, etc.
- Author analytical reports on behalf of the Thunder Bay Police Service that may be subject to publication, and consider the scope of demographics, economic, social and political dimensions, to report on trends and/or forecast themes.
- Work directly with the Criminal Intelligence Service Ontario (CISO) District 1 Liaison Officer to fulfill all directives issued by CISO, such as initiating and submitting the Provincial Threat Assessment (PTA) on behalf of TBPS, weekly reporting, data collection, and issues impacting the province.
- Represent the Thunder Bay Police Service when participating in meetings, briefings, working groups, training and conferences with law enforcement personnel, government agencies, and external stakeholders, to coordinate and collaborate on intelligence investigations.
- Act as point of contact and liaise with investigative agencies at the municipal, provincial, and national levels, to develop expertise, to access intelligence and to exchange information and findings on crime groups, organized crime, and crime trends.
- Assist the Intelligence Administrative Assistant as required to meet the operational needs of the unit.
- All other duties as assigned within the core competencies.

QUALIFICATIONS

- A graduate of post-secondary education in a field working with statistics, data management, analysis, criminology or a related discipline is required.
- Minimum three (3) years related experience or an equivalent combination of education and practice in a law enforcement environment.

- Advanced technical literacy and expertise in Microsoft software including Excel, Word, Access, and PowerPoint, as well as Adobe Pro, RMS, I-Net Viewer, social media platforms, and job-related software such as editing, charting, and mapping products.
- Demonstrated research skills in open source and internal/external databases and information sources.
- Elevated level of integrity and discretion and possessing sound judgement is mandatory.
- Must be self-driven, motivated and able to work independently and as a team member, with the ability to react with an appropriate level of urgency to situations as they emerge.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Exceptional organization skills and attention to detail.
- Exceptional reading, writing, and language skills.
- Superior interpersonal skills to establish and maintain effective working relationships with other branches, management, law enforcement agencies, and partner agencies (i.e. CISO, CBSA, CISO, OCIU) are required.
- Knowledge of street gangs and organized crime, as well as regulations, processes and applicable legislation as it applies to identifying crime and crime groups is an asset.
- Experience writing executive level reports is an asset.

WORKING CONDITIONS

- There is an option to work the following schedules:
 - 7-hour shifts consisting of 5 on, 2 off (Monday to Friday); 35 hours per week, between the hours of 0700 – 1700 hours; or
 - 9-hour shifts involving a two-week rotation being 4 on, 2 off (Tuesday to Friday) followed by 4 on 4 off (Monday to Thursday); 36 hours per week, between the hours of 0700 – 1800 hours.
- Work is performed in a secure indoor office environment with minimal adverse working conditions. Conditions could produce mild discomfort such as moderate noise.
- Regular need to give close attention, either hearing or seeing, to what is happening.

TESTS & ASSESSMENTS

Candidates may be subject to any of the following tests and assessments for this position.

- Application review
- Performance Appraisal review
- Disciplinary record review
- Panel Interview

APPROVAL:

Prepared by: Detective Sergeant D. Irwin #386	Initial Date Created: October 7, 2025
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