

# Criminal Intelligence Specialist II

## Departmental Open SPOT- San Diego



State of California  
DEPARTMENT OF  
JUSTICE  
P.O. BOX 944255  
Sacramento, CA 94244-  
2550

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CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES OF GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

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**FINAL FILING DATE**      **March 12, 2010** – Applications (Form STD 678) must be **POSTMARKED (U.S. MAIL)** no later than the final filing date. Applications must have an original signature. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason.

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**WHO CAN APPLY**      Persons who meet the minimum qualifications by the final filing date as stated on this bulletin.

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**HOW TO APPLY**      All applicants must complete and return the entire examination packet. The examination packet must include the following:

- [State Examination Application \(Form STD 678\)](#)
- [General Instructions/Affirmation](#)
- [Training and Experience Questionnaire](#)
- [Recruitment Survey](#)

**Mailing Address**  
Department of Justice  
Testing and Selection Unit  
P.O. Box 944255  
Sacramento, CA 94244-2550

**File in Person:**  
Department of Justice  
Testing and Selection Unit  
1300 "I" Street, 1<sup>st</sup> Floor Lobby  
Sacramento, CA 95814

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD, ONLINE,  
VIA INTER-AGENCY MAIL OR FAX.**

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**SPECIAL TESTING ARRANGEMENTS**      If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "Examination Application". You will be notified in writing to determine what assistance can be provided.

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**SALARY RANGE**      **Criminal Intelligence Specialist II: \$3424-\$4115**

These salaries are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.

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**ELIGIBLE LIST INFORMATION**      A departmental open eligible list will be established for the Department of Justice. The list will be abolished **12** months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**Positions exist with the Department of Justice in San Diego only.**

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**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**      All applicants must meet the education and/or experience requirements for this examination by the final filing date. All applications/resumes must include "To" and "From" employment dates (Month/Day/Year), time base, and applicable classification titles.

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## CRIMINAL INTELLIGENCE SPECIALIST II

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### MINIMUM QUALIFICATIONS

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#### Either I

One year of experience in the California state service performing criminal intelligence duties comparable in level of responsibility to those of a Criminal Intelligence Specialist I.

#### Or II

**Experience:** Two years of experience performing the technical phases of criminal intelligence work in a governmental law enforcement agency. (Experience in California state service applied toward this requirement must include at least one year performing criminal intelligence duties comparable in level of responsibility to those of a Criminal Intelligence Specialist I.) **And**

**Education:** Equivalent to completion of two years of college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

### DEFINITION OF TERMS

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**“Criminal intelligence duties”** – Includes the collection, evaluation, collation, analysis, and dissemination of criminal information. It requires experience in report writing and oral presentation.

**“Equivalent to completion of two years of college”** – completion of 60 semester units or 90 quarter units.

### POSITION DESCRIPTION

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**Criminal Intelligence Specialists II** perform the more difficult analysis of intelligence information; trend and forecast development; make presentations and provide training to law enforcement personnel and civic groups; provide criminal intelligence information and investigative assistance to law enforcement agencies orally and in writing; conduct analytical research; assist in training Criminal Intelligence Specialists I and clerical support staff; provide liaison to local, State and Federal law enforcement agencies to ensure a continuing flow of information; use a variety of tools, including computers, to prepare reports, publications, graphs, charts and correspondence; testify in court; and do other work as required.

### EXAMINATION INFORMATION

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The examination will consist of a Training and Experience Questionnaire and is the sole component of the Criminal Intelligence Specialist II examination. To obtain a position on the eligible list a minimum score of 70% must be received.

#### **TRAINING AND EXPERIENCE QUESTIONNAIRE-WEIGHTED 100%**

In addition to evaluating the competitor’s relative abilities as demonstrated by quality and breadth of experience, emphasis in the Training and Experience Questionnaire process will be on measuring the following competencies:

- Use of Technology and Analytical Tools for Reports and Products
- Data Collection and Analysis
- Development of Analytical Products
- Verbal and Written Communication
- Operational Event Deconfliction

### SPECIAL PERSONAL CHARACTERISTICS

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Retentive memory, keenness of observation, good judgment, accuracy, ability to maintain confidentiality of files, close attention to details, strong computer skills and personal integrity.

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**CRIMINAL INTELLIGENCE SPECIALIST II**

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**ADDITIONAL  
REQUIREMENTS**

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Under Section 432.7(e) of the Labor Code, **persons seeking employment with the Department of Justice** may be asked to disclose arrest or detention information regardless of whether or not the arrest or detention resulted in conviction, referral, or participation in diversion programs prior to appointment. Department of Justice regulations may require, as a minimum, pre-employment investigations consisting of fingerprinting; inquiry to local, State, and national files to disclose criminal records; verification of minimum qualifications (i.e., college transcripts); financial status; previous employment background; and personal interviews to determine applicant's suitability for employment.

**VETERANS  
PREFERENCE  
CREDITS**

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Veterans Preference Credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.**

**CAREER CREDITS**

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**Career Credits** do not apply in this examination.

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**GENERAL INFORMATION**

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board Offices ([www.spb.ca.gov](http://www.spb.ca.gov)), and local Offices of the Employment Development Department ([www.edd.ca.gov](http://www.edd.ca.gov)).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**Veterans Preference:** California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference application form which is available from State Personnel Board offices or written test proctors.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**Career Credits:** In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

If hearing impaired, call the California Relay Service.  
1-800-735-2929 (From TDD Phone)  
1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

DEPARTMENT OF JUSTICE  
TESTING AND SELECTION UNIT  
P.O. BOX 944255  
SACRAMENTO, CA 94255-2550  
(916) 324-5039

## Department of Justice

### Training and Experience Questionnaire General Instructions/ Affirmation

#### Criminal Intelligence Specialist II

The Training and Experience Questionnaire is the sole component of the Criminal Intelligence Specialist II examination. To obtain a position on the eligible list a minimum score of 70% must be received. The instructions below should be read carefully and understood before completing this examination. Failure to do so may result in an inability to process your Training and Experience Questionnaire and disqualification from this examination.

All applicants **must complete and return the entire** examination packet. The examination packet consists of the following:

- Examination Application (Form STD 678)
- General Instructions/ Affirmation
- Training and Experience Questionnaire
- Recruitment Survey (Online Form)

**When completing the questionnaire, please do not choose more than one (1) response per question.** The Affirmation & Examination Application must have original signatures.

Completed examination packets must be returned to one of the following addresses:

**Mailing Address:**

Department of Justice  
Testing and Selection Unit  
P.O. Box 944255  
Sacramento, CA 94244-2550

**File in Person:**

Department of Justice  
Testing and Selection Unit  
1300 I Street, 1st Floor Lobby  
Sacramento, CA 95814

**I hereby certify that the information provided on this Training and Experience Questionnaire is true and correct to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, suffer loss of State employment, and/or suffer loss of right to compete in any future State examinations.**

Printed Name: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

**Department of Justice**  
**Criminal Intelligence Specialist II**  
**Training and Experience Questionnaire**

**Name:** \_\_\_\_\_

**Respond to each of the following statements by indicating how the statement applies to you. You should respond to every statement by marking only one option for each of the scales provided.**

**Task Area 1: Use of Technology and Analytical Tools for Reports and Products**

**Criminal Intelligence Specialists II at the Department of Justice prepare reports, publications, charts and correspondence to support and assist law enforcement agency investigations.**

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|---|
| <p><b>1. Utilize a word processing application to create a wide variety of reports (e.g., Word or WordPerfect).</b></p> |
|---|

**How would you describe your level of experience in performing the above task?**

- A. I have had no experience or training in using a word processing application but would be willing to learn.
- B. I have received training in Microsoft Word or another word processing application but have little applied experience.
- C. I have used Microsoft Word or another word processing application and I am proficient in performing basic word processing functions such as creating and formatting documents, inserting tables, and converting to pdf.
- D. I have used Microsoft Word or another word processing application and I am proficient in performing intermediate-level functions such as charts/ graphs, tracking changes, inserting objects.
- E. I have used Microsoft Word or another word processing application and I am proficient in performing advanced functions such as publishing (i.e., blogging), creating forms and templates.

**In your work experience, how frequently have you performed this task?**

- A. I seldom or have not performed this task but would be willing to learn.
- B. I have performed this task occasionally but it was not a major part of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

**Considering your previous work experience and training, how long ago did you perform the work identified in the task above?**

- A. I performed this work **within the past year**.
- B. I performed this work **more than 1 year ago but less than 3 years**.
- C. I performed this work **3 or more years ago but less than 5 years**.
- D. I performed this work **5 or more years ago**.
- E. I have not performed this work.

**2. Utilize a spreadsheet application to create a wide variety of reports (e.g., Excel, Quattro Pro, Lotus 1-2-3 ).**

**How would you describe your level of experience in performing the above task?**

- A. I have had no experience or training in using a spreadsheet application but would be willing to learn.
- B. I have received training in Excel or another spreadsheet application but have little applied experience.
- C. I have used Excel or another spreadsheet application and I am proficient in performing basic spreadsheet functions such as entering and formatting data, find/replace data, and sorting data.
- D. I have used Excel or another spreadsheet application and I am proficient in performing intermediate-level functions such as linking spreadsheets, creating simple formulas-sums and products, and creating charts and graphs.
- E. I have used Excel or another spreadsheet application and I am proficient in performing advanced functions such as creating macros, pivot tables, and links to external sources of data.

**In your work experience, how frequently have you performed this task?**

- A. I seldom or have not performed this task but would be willing to learn.
- B. I have performed this task occasionally but it was not a major part of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

**Considering your previous work experience and training, how long ago did you perform the work identified in the task above?**

- A. I performed this work **within the past year**.
- B. I performed this work **more than 1 year ago but less than 3 years**.
- C. I performed this work **3 or more years ago but less than 5 years**.
- D. I performed this work **5 or more years ago**.
- E. I have not performed this work.

**3. Utilize presentation software (e.g., Power Point, WordPerfect Presentations).**

**How would you describe your level of experience in performing the above task?**

- A. I have had no experience or training in using presentation software but would be willing to learn.
- B. I have received training in Power Point or other presentation software but have little applied experience.
- C. I have used Power Point or other presentation software and I am proficient in performing basic functions such as opening and closing the program, making new slides, adding content to slides.
- D. I have used Power Point or other presentation software and I am proficient in performing intermediate-level functions such as changing the layout of slides, adding animation, changing background.
- E. I have used Power Point or other presentation software and I am proficient in performing advanced functions such as working with slide master, inserting media clips or hyperlinks, editing pictures or objects.

**In your work experience, how frequently have you performed this task?**

- A. I seldom or have not performed this task but would be willing to learn.
- B. I have performed this task occasionally but it was not a major part of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a month.
- D. This task was a major part of one or more of my jobs and I performed it on a weekly basis.

**Considering your previous work experience and training, how long ago did you perform the work identified in the task above?**

- A. I performed this work **within the past year**.
- B. I performed this work **more than 1 year ago but less than 3 years**.
- C. I performed this work **3 or more years ago but less than 5 years**.
- D. I performed this work **5 or more years ago**.
- E. I have not performed this work.

**4. Utilize ArcView to prepare graphical representations of information analysis.**

**How would you describe your level of experience in performing the above task?**

- A. I have had no experience or training in using ArcView but would be willing to learn.
- B. I have received training in ArcView but have little applied experience.
- C. I have used ArcView and I am proficient in performing basic functions such as creating a simple map, Metadata, querying data.
- D. I have used ArcView and I am proficient in performing intermediate functions such as aligning spatial data/georeferencing CAD data, managing non spatial tables and layer attribute tables, creating geodatabases.
- E. I have used ArcView and I am proficient in performing advanced functions such as aligning spatial data/georeferencing CAD data, Analyzing GIS data, using ModelBuilder for analysis.

**In your work experience, how frequently have you performed this task?**

- A. I seldom or have not performed this task but would be willing to learn.
- B. I have performed this task occasionally but it was not a major part of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a month.
- D. This task was a major part of one or more of my jobs and I performed it on a weekly basis.

**Considering your previous work experience and training, how long ago did you perform the work identified in the task above?**

- A. I performed this work **within the past year**.
- B. I performed this work **more than 1 year ago but less than 3 years**.
- C. I performed this work **3 or more years ago but less than 5 years**.
- D. I performed this work **5 or more years ago**.
- E. I have not performed this work.

**5. Utilize Pen-Link software application to prepare graphical representations of information analysis.**

**How would you describe your readiness to perform the above task?**

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task many times and do not require any additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

**In your work experience, how frequently have you performed this task?**

- A. I seldom or have not performed this task but would be willing to learn.
- B. I have performed this task occasionally but it was not a major part of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

**Considering your previous work experience and training, how long ago did you perform the work identified in the task above?**

- A. I performed this work **within the past year.**
- B. I performed this work **more than 1 year ago but less than 3 years.**
- C. I performed this work **3 or more years ago but less than 5 years.**
- D. I performed this work **5 or more years ago.**
- E. I have not performed this work.

**6. Utilize i2 Analyst's Notebook software to prepare graphical representations of information analysis.**

**How would you describe your readiness to perform the above task?**

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task many times and do not require any additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

**In your work experience, how frequently have you performed this task?**

- A. I seldom or have not performed this task but would be willing to learn.
- B. I have performed this task occasionally but it was not a major part of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

**Considering your previous work experience and training, how long ago did you perform the work identified in the task above?**

- A. I performed this work **within the past year.**
- B. I performed this work **more than 1 year ago but less than 3 years.**
- C. I performed this work **3 or more years ago but less than 5 years.**
- D. I performed this work **5 or more years ago.**
- E. I have not performed this work.

**7. Utilize charting software applications other than those previously named above to prepare graphical representations of information analysis.**

How would you describe your readiness to perform the above task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task many times and do not require any additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

In your work experience, how frequently have you performed this task?

- A. I seldom or have not performed this task but would be willing to learn.
- B. I have performed this task occasionally but it was not a major part of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

Considering your previous work experience and training, how long ago did you perform the work identified in the task above?

- A. I performed this work **within the past year.**
- B. I performed this work **more than 1 year ago but less than 3 years.**
- C. I performed this work **3 or more years ago but less than 5 years.**
- D. I performed this work **5 or more years ago.**
- E. I have not performed this work.

## Task Area 2: Data Collection & Analysis

Criminal Intelligence Specialists II at the Department of Justice collect information from a variety of sources, perform the more difficult analysis, and evaluate criminal intelligence information.

**8. Querying various local law enforcement data bases/information systems (e.g., San Diego Police Department, San Diego Sheriff's Office, San Diego County Probation).**

How would you describe your readiness to perform the above task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task many times and do not require any additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

In your work experience, how frequently have you performed this task?

- A. I seldom or have not performed this task but would be willing to learn.
- B. I have performed this task occasionally but it was not a major part of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

Considering your previous work experience and training, how long ago did you perform the work identified in the task above?

- A. I performed this work **within the past year**.
- B. I performed this work **more than 1 year ago but less than 3 years**.
- C. I performed this work **3 or more years ago but less than 5 years**.
- D. I performed this work **5 or more years ago**.
- E. I have not performed this work.

**9. Querying various state law enforcement data bases/information systems (e.g., CLETS and CalGang).**

**How would you describe your readiness to perform the above task?**

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task many times and do not require any additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

**In your work experience, how frequently have you performed this task?**

- A. I seldom or have not performed this task but would be willing to learn.
- B. I have performed this task occasionally but it was not a major part of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

**Considering your previous work experience and training, how long ago did you perform the work identified in the task above?**

- A. I performed this work **within the past year.**
- B. I performed this work **more than 1 year ago but less than 3 years.**
- C. I performed this work **3 or more years ago but less than 5 years.**
- D. I performed this work **5 or more years ago.**
- E. I have not performed this work.

**10. Querying various regional law enforcement data bases/information systems ( e.g., ARJIS, RISSIntel/WSIN).**

**How would you describe your readiness to perform the above task?**

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task many times and do not require any additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

**In your work experience, how frequently have you performed this task?**

- A. I seldom or have not performed this task but would be willing to learn.
- B. I have performed this task occasionally but it was not a major part of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

**Considering your previous work experience and training, how long ago did you perform the work identified in the task above?**

- A. I performed this work **within the past year.**
- B. I performed this work **more than 1 year ago but less than 3 years.**
- C. I performed this work **3 or more years ago but less than 5 years.**
- D. I performed this work **5 or more years ago.**
- E. I have not performed this work.

**11. Querying various federal law enforcement data bases/information systems (e.g., NADDIS and TECS).**

**How would you describe your readiness to perform the above task?**

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task many times and do not require any additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

**In your work experience, how frequently have you performed this task?**

- A. I seldom or have not performed this task but would be willing to learn.
- B. I have performed this task occasionally but it was not a major part of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

**Considering your previous work experience and training, how long ago did you perform the work identified in the task above?**

- A. I performed this work **within the past year.**
- B. I performed this work **more than 1 year ago but less than 3 years.**
- C. I performed this work **3 or more years ago but less than 5 years.**
- D. I performed this work **5 or more years ago.**
- E. I have not performed this work.

**12. Research and collect information using on-line sources such as social networking sites.**

Considering your previous work experience and training, in what “context” did you perform the task identified above?

- A. I performed this work in government employment.
- B. I performed this work in other employment.
- C. I performed this work in an academic setting.
- D. I performed this work as part of personal use.
- E. Never, but I’m willing to learn

Considering your previous work experience and training, how often have you performed the above task?

- A. One or more times per week
- B. One or more times per month, but less than weekly
- C. One or more times per quarter, but less than monthly
- D. One or more times per year, but less than quarterly
- E. Less than once per year
- F. I have not performed this work.

Considering your previous work experience and training, how long ago did you perform the work identified in the task above?

- A. I performed this work **within the past year.**
- B. I performed this work **more than 1 year ago but less than 3 years.**
- C. I performed this work **3 or more years ago but less than 5 years.**
- D. I performed this work **5 or more years ago.**
- E. I have not performed this work.

**13. Research for information using on-line search engines.**

Considering your previous work experience and training, in what “context” did you perform the task identified above?

- A. I performed this work in government employment.
- B. I performed this work in other employment.
- C. I performed this work in an academic setting.
- D. I performed this work as part of personal use.
- E. Never, but I’m willing to learn

Considering your previous work experience and training, how often have you performed the above task?

- A. One or more times per week.
- B. One or more times per month, but less than weekly
- C. One or more times per quarter, but less than monthly
- D. One or more times per year, but less than quarterly
- E. Less than once per year
- F. I have not performed this work.

Considering your previous work experience and training, how long ago did you perform the work identified in the task above?

- A. I performed this work **within the past year**.
- B. I performed this work **more than 1 year ago but less than 3 years**.
- C. I performed this work **3 or more years ago but less than 5 years**.
- D. I performed this work **5 or more years ago**.
- E. I have not performed this work.

**14. Research for information using commercial data bases/public data bases.**

Considering your previous work experience and training, in what “context” did you perform the task identified above?

- A. I performed this work in government employment.
- B. I performed this work in other employment.
- C. I performed this work in an academic setting.
- D. I performed this work as part of personal use.
- E. I have not performed this work, but I’m willing to learn

Considering your previous work experience and training, how often have you performed the above task?

- A. One or more times per week
- B. One or more times per month, but less than weekly
- C. One or more times per quarter, but less than monthly
- D. One or more times per year, but less than quarterly
- E. Less than once per year
- F. I have not performed this work.

Considering your previous work experience and training, how long ago did you perform the work identified in the task above?

- A. I performed this work **within the past year.**
- B. I performed this work **more than 1 year ago but less than 3 years.**
- C. I performed this work **3 or more years ago but less than 5 years.**
- D. I performed this work **5 or more years ago.**
- E. I have not performed this work.

**15. Research for information using on-line electronic mapping sources (e.g., Google Earth, Yahoo maps, MapQuest).**

Considering your previous work experience and training, in what “context” did you perform the task identified above?

- A. I performed this work in government employment.
- B. I performed this work in other employment.
- C. I performed this work in an academic setting.
- D. I performed this work as part of personal use.
- E. Never, but I’m willing to learn

Considering your previous work experience and training, how often have you performed the above task?

- A. One or more times per week
- B. One or more times per month, but less than weekly
- C. One or more times per quarter, but less than monthly
- D. One or more times per year, but less than quarterly
- E. Less than once per year
- F. I have not performed this work.

Considering your previous work experience and training, how long ago did you perform the work identified in the task above?

- A. I performed this work **within the past year.**
- B. I performed this work **more than 1 year ago but less than 3 years.**
- C. I performed this work **3 or more years ago but less than 5 years.**
- D. I performed this work **5 or more years ago.**
- E. I have not performed this work.

**16. Networking with other law enforcement agency contacts (e.g., attending conference and intelligence meetings, developing contacts through telephone correspondence, providing them analytical products).**

**How would you describe your readiness to perform the above task?**

- A. I have no experience performing this task but I would be willing to learn.
- B. I have some experience performing this task.
- C. I have performed this task many times.
- D. This is an area of expertise for me.

**What is the highest level of independence you have been given when performing this task?**

- A. I have no experience performing this task.
- B. I have no experience; however, I have observed others performing this task.
- C. I have performed this task with the assistance of my supervisor or co-workers.
- D. I have performed this task by myself without assistance.

**In your work experience, how frequently have you performed this task?**

- A. I seldom or have not performed this task.
- B. I have performed this task occasionally but it was not a major part of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

**17. Applying the principles of the criminal intelligence process/cycle to analyze results of data base searches.**

**How would you describe your readiness to perform the above task?**

- A. I have no experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task many times and do not require any additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

**What is the highest level of independence you have been given when performing this task?**

- A. I have no experience performing this task but I would be willing to learn.
- B. I have no experience; however, I have observed others performing this task.
- C. I have performed this task with the assistance of my supervisor or co-workers.
- D. I have performed this task by myself without assistance.

**In your work experience, how frequently have you performed this task?**

- A. I seldom or have not performed this task but would be willing to learn.
- B. I have performed this task occasionally but it was not a major part of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

### Task Area 3: Development of Analytical Products

Criminal Intelligence Specialists II at the Department of Justice analyze case data connecting subjects and criminal events and deliver analytical products to support member agency investigation and prosecution efforts.

#### 18. Develop and produce analytical charts that support investigations and/or prosecutions.

How many types of analytical charts have you developed and produced? (a) event flow/VIA; (b) telephone toll; (c) link; (d) hierarchical/organization; (e) other specialized charts.

- A. None of these
- B. One or two of these
- C. Three to five of these
- D. All five of these
- E. All five of these and I have trained others in some of them

What is the highest level of independence you have been given when performing this task?

- A. I have no experience performing this task but I would be willing to learn.
- B. I have no experience; however, I have observed others performing this task.
- C. I have performed this task with the assistance of my supervisor or co-workers.
- D. I have performed this task by myself without assistance.

For how many investigations and/or prosecutions have you performed the above task?

- A. I have not performed for any but willing to learn.
- B. 1-5 investigations/prosecutions
- C. 6 -10 investigations/prosecutions
- D. 11+ investigations/prosecutions

Considering your previous work experience and training, how long ago did you perform the work identified in the task above?

- A. I performed this work **within the past year**.
- B. I performed this work **more than 1 year ago but less than 3 years**.
- C. I performed this work **3 or more years ago but less than 5 years**.
- D. I performed this work **5 or more years ago**.
- E. I have not performed this work.

**19. Develop and produce strategic analytical reports.**

**How many types of strategic analytical reports have you developed and produced? (a) threat assessments; (b) vulnerability assessments; (c) estimates/forecasts; (d) crime specific information bulletins; (e) other specialized reports.**

- A. None of these
- B. One or two of these
- C. Three to five of these
- D. All five of these
- E. All five of these and I have trained others in some of them

**What is the highest level of independence you have been given when performing this task?**

- A. I have no experience performing this task but I would be willing to learn.
- B. I have no experience; however, I have observed others performing this task.
- C. I have performed this task with the assistance of my supervisor or co-workers.
- D. I have performed this task by myself without assistance.

**How many times have you performed the above task?**

- A. I have not performed this work.
- B. 1-5 times
- C. 6 -10 times
- D. 11+ times

**Considering your previous work experience and training, how long ago did you perform the work identified in the task above?**

- A. I performed this work **within the past year.**
- B. I performed this work **more than 1 year ago but less than 3 years.**
- C. I performed this work **3 or more years ago but less than 5 years.**
- D. I performed this work **5 or more years ago.**
- E. I have not performed this work.

## Task Area 4: Verbal and Written Communication

Criminal Intelligence Specialists II at the Department of Justice prepare reports, publications, and correspondence to support and assist law enforcement agencies' investigations. Criminal Intelligence Specialists II serve as liaisons and provide consultation, briefings, and presentations in their areas of expertise to law enforcement agencies.

**20. Act as liaison to local, state and federal law enforcement agencies to ensure a continuing flow of information (e.g., point of contact for specific crimes, assist in coordinating investigations, pointer to contacts between law enforcement agency jurisdictions).**

How would you describe your readiness to perform the above task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task many times and do not require any additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

Considering your previous work experience and training, in what "context" did you perform the task you identified above?

- A. I performed this work in government employment.
- B. I performed this work in other employment.
- C. I performed this work in an academic setting.
- D. I have not performed this work.

How much previous full-time work experience do you have performing this task?

- A. I have little or no experience performing this task but would be willing to learn.
- B. Between 1-3 months of experience.
- C. Between 4-6 months of experience.
- D. Between 7-9 months of experience.
- E. Between 10-12 months of experience.
- F. More than one year of experience

Considering your previous work experience and training, how long ago did you perform the work identified in the task above?

- A. I performed this work **within the past year**.
- B. I performed this work **more than 1 year ago but less than 3 years**.
- C. I performed this work **3 or more years ago but less than 5 years**.
- D. I performed this work **5 or more years ago**.
- E. I have not performed this work.

**21. Serve as liaison and provide consultation to law enforcement agencies by answering questions regarding the WSIN/RISSINTEL and RISSafe databases and deconfliction procedures.**

How would you describe your readiness to perform the above task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task many times and do not require any additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

What is the highest level of independence you have been given when performing this task?

- A. I have no experience performing this task but I would be willing to learn.
- B. I have no experience; however, I have observed others performing this task.
- C. I have performed this task with the assistance of my supervisor or co-workers.
- D. I have performed this task by myself without assistance.

Considering your previous work experience and training, how often have you performed the above task?

- A. One or more times per week
- B. One or more times per month, but less than weekly.
- C. One or more times per quarter, but less than monthly.
- D. One or more times per year, but less than quarterly.
- E. **Less** than once per year.
- F. I have not performed this work.

Considering your previous work experience and training, how long ago did you perform the work identified in the task above?

- A. I performed this work **within the past year**.
- B. I performed this work **more than 1 year ago but less than 3 years**.
- C. I performed this work **3 or more years ago but less than 5 years**.
- D. I performed this work **5 or more years ago**.
- E. I have not performed this work.

**22. Provide oral presentations, briefings, and training for law enforcement officials, department personnel, and criminal justice agencies.**

How would you describe your readiness to perform the above task?

- A. I have no experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task many times and do not require any additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

What is the highest level of independence you have been given when performing this task?

- A. I have no experience performing this task but I would be willing to learn.
- B. I have no experience; however, I have observed others performing this task.
- C. I have performed this task with the assistance of my supervisor or co-workers.
- D. I have performed this task by myself without assistance.

In your work experience, how frequently have you performed this task?

- A. I seldom or have not performed this task but would be willing to learn.
- B. I have performed this task occasionally but it was not a major part of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

Considering your previous work experience and training, how long ago did you perform the work identified in the task above?

- A. I performed this work **within the past year.**
- B. I performed this work **more than 1 year ago but less than 3 years.**
- C. I performed this work **3 or more years ago but less than 5 years.**
- D. I performed this work **5 or more years ago.**
- E. I have not performed this work.

**23. Prepare and deliver multimedia presentations and/or training to law enforcement agencies and groups.**

**How many of the following have you used in your presentation or training?**

**a) Power Point; b) Charts; c) Handout Materials; d) Exercises; e) Class Participation; f) Hands on Training.**

- A. None of these
- B. One or two of these
- C. Three to five of these
- D. All six of these
- E. All six of these and I have provided training to others in some of them.

**What is the highest level of independence under which you have performed the above task?**

- A. I have not performed this task but I am willing to learn.
- B. My supervisor worked closely with me, gave me directions on most of the parts of my job, and frequently reviewed my work.
- C. My supervisor gave me general instructions and regularly reviewed my work.
- D. My supervisor set goals for me and let me direct the course of my work.

**How many times have you performed the above task?**

- A. I have not performed this task.
- B. 1 -5 times
- C. 6 -10 times
- D. 11+ times

**Considering your previous work experience and training, how long ago did you perform the work identified in the task above?**

- A. I performed this work **within the past year.**
- B. I performed this work **more than 1 year ago but less than 3 years.**
- C. I performed this work **3 or more years ago but less than 5 years.**
- D. I performed this work **5 or more years ago.**
- E. I have not performed this work.

**24. Ensure release of information is made in accordance with laws, regulations and WSIN policies**

In your work experience, how frequently have you performed this task?

- A. I seldom or have not performed this task but would be willing to learn.
- B. I have performed this task occasionally but it was not a major part of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

How much previous full-time work experience do you have performing this task?

- A. Little or none but I would be willing to learn.
- B. Between **1-6 months**
- C. Between **7-12 months**
- D. **More than 1 year - 3 years**
- E. **More than 3 years - 5 years**
- F. **More than five years**

Considering your previous work experience and training, how long ago did you perform the work identified in the task above?

- A. I performed this work **within the past year.**
- B. I performed this work **more than 1 year ago but less than 3 years.**
- C. I performed this work **3 or more years ago but less than 5 years.**
- D. I performed this work **5 or more years ago.**
- E. I have not performed this work.

## Task Area 5: Officer Safety

Criminal Intelligence Specialists II at the Department of Justice electronically monitor law enforcement activities to avoid potentially dangerous conflicting law enforcement operations.

### 25. Monitor law enforcement activities and provide operational event deconfliction.

How would you describe your readiness to perform the above task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task many times and do not require any additional training.
- D. This is an area of expertise for me and I have trained others in how to perform this task.

What is the highest level of independence you have been given when performing this task?

- A. I have no experience performing this task but I would be willing to learn.
- B. I have no experience; however, I have observed others performing this task.
- C. I have performed this task with the assistance of my supervisor or co-workers.
- D. I have performed this task by myself without assistance.

In your work experience, how frequently have you performed this task?

- A. I seldom or have not performed this task but would be willing to learn.
- B. I have performed this task occasionally but it was not a major part of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it several times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

Considering your previous work experience and training, how long ago did you perform the work identified in the task above?

- A. I performed this work **within the past year**.
- B. I performed this work **more than 1 year ago but less than 3 years**.
- C. I performed this work **3 or more years ago but less than 5 years**.
- D. I performed this work **5 or more years ago**.
- E. I have not performed this work.