

**DEPARTMENT OF JUSTICE
DIVISION OF LAWENFORCEMENT
OFFICE OF THE CHIEF
TRIBAL POLICE PILOT PROGRAM**

420-965-0111-901

Employee Name / Vacant

JOB TITLE: Crime Analyst III

STATEMENT OF DUTIES: The Crime Analyst (CA) III serves as the department's subject matter expert and primary analytical resource for the Tribal Police Program (TPPP). The incumbent performs the most complex, critical, and specialized functions related to the tribal criminal intelligence analysis, program oversight, and statewide development.

The CA III independently leads analytical studies, evaluates program effectiveness, ensures compliance with applicable statutes and regulations, coordinates interagency database integration, and develops policy recommendations impacting Department of Justice (DOJ) leadership, Commission on Peace Officer Standards and Training (POST), Tribal governments, and partner law enforcement agencies. The incumbent exercises a high degree of initiative, originality, and independent judgment in interpreting legislation, auditing compliance, and designing innovative analytical models that support Tribal public safety operations statewide.

SUPERVISION RECEIVED: Reports directly to the Special Agent Supervisor (SAS).

SUPERVISION EXERCISED: May serve as technical lead over analysts and program staff; provides training and quality control oversight related to TPPP analytical functions.

TYPICAL PHYSICAL DEMANDS: Sedentary; computer is utilized daily to perform and/or complete tasks.

TYPICAL WORKING CONDITIONS: Non-smoking enclosed environment, occasionally required to travel, operate a state vehicle, and work extended hours.

ESSENTIAL FUNCTIONS:

- 35% Serves as the lead analytical architect for the Tribal Police Pilot Program by designing and implementing statewide investigative and data-sharing models to support Tribal Law Enforcement operations. Conducts complex analytical studies evaluating program performance, compliance, and operational effectiveness. Reviews and interprets federal and state legislation impacting Tribal Law Enforcement and prepares formal impact analyses and recommendations for DOJ executive leadership. Develops policy frameworks, administrative controls, and data governance protocols to ensure statutory and regulatory compliance. Oversees quality control measures for intelligence products and ensures alignment with the criminal intelligence cycle and departmental standards.
- 20% Acts as the primary liaison for analytical coordination between DOJ, POST, Tribal Police Departments, District Attorneys, Deputy Attorneys General, and other state and federal partners. Facilitates database integration and information-sharing systems between departmental programs and Tribal agencies. Conducts field audits and compliance reviews to verify adherence to statutes, data reporting requirements, and administrative regulations. Provides expert guidance on proper criminal intelligence handling, dissemination protocols, and investigative documentation.

- 20% Must apply knowledge of auditing principles and methods to support the Special Investigator with TPPP's verification of Tribal compliance with proper administrative procedures and policies. Conducts the most complex and sensitive research assignments relating to Tribal law enforcement authorities, sovereignty considerations, and cross-jurisdictional investigations. Prepares formal analytical reports, white papers, and executive briefings for DOJ leadership and external stakeholders. Evaluates pending state and federal legislation for operational and fiscal impact on Tribal policing initiatives and recommends strategic responses.
- 10% Completes the evaluation of criminal justice data requested by Tribal Law Enforcement; develops, utilizes, and maintains spreadsheet programs to monitor Tribal police investigations; maintains investigative case files. Prepares the more complex reports, publications, and correspondence with findings and recommendations for dissemination to POST, Tribal Police Departments, and DOJ leadership. Selects important elements and extracts data from detailed documents, establishes and maintains files and databases, and applies regulations, laws, and policies pertaining to Tribal governments. Assists the SASs and Special Investigator in their tasks, as needed. May also be required to assist the Tribal Assistance Program (TAP) investigators on criminal cases involving Missing and Murdered Indigenous Persons (MMIP) by conducting database queries, monitoring social media, and gathering data and intelligence from other governmental agencies and apply knowledge of auditing principles and methods to support TAP's verification of Tribal compliance with proper administrative procedures and policies. Maintains indices of investigative files and materials; writes technical reports documenting project and program findings, such as program evaluation results and research findings to support special investigations.
- 10% Works independently to analyze problems, prepare alternative solutions, and make recommendations regarding Memorandums of Understanding (MOUs) with POST, Tribal police, and other law enforcement entities; prepares reports, correspondence, studies, and assignments as directed by management; develops and prepares administrative procedures and policies as directed by the TPPP SAS; acts as a subject matter expert on TPPP administrative practices to determine the needs of the unit's specialized work.
- 5% Plans and conducts specialized training for Tribal law enforcement personnel and DOJ staff regarding intelligence processes, compliance requirements, and data reporting standards. Represents the TPPP at professional conferences, interagency meetings, and statewide forums. Provides support to the program on day-to-day operations and responsibilities for administrative and program projects.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee's Signature Date

Supervisor's Signature Date