



## **Intelligence Analyst**

The Idaho State Police Forensic Services (ISPFS) is seeking a self-motivated individual to provide intelligence support for the ISPFS Sexual Assault Kit Initiative (SAKI) program in conjunction with the Idaho Criminal Intelligence Center ([IC]<sup>2</sup>). ISPFS is seeking to recruit and hire an Intelligence Analyst in support of investigative, and strategic needs of the ISPFS SAKI team. The Intelligence Analyst will use their expertise to assist the SAKI team in working with law enforcement agencies throughout Idaho to develop new leads in unsolved homicide and sexual assault cases. The Intelligence Analyst will also be heavily involved in researching and locating individuals who “lawfully owe” DNA under Idaho Code.

This is a contract position with funding for at least three-years under the grant. ISPFS intends to write for additional grant funding in support of this position. The position includes a yearly evaluation.

Successful applicants will be required to complete a background investigation. Please review [ISP Employment Disqualifiers](#) and the [ISP Drug Policy](#).

### **EXAMPLE OF DUTIES:**

- Perform Intelligence Analyst function for the Idaho State Police Forensic Services Sexual Assault Kit Initiative team;
- Provide investigative case support for cold cases such as homicide, sexual assault, missing persons, and unidentified human remains;
- Investigative/case support for Lawfully Owed DNA investigations;
- Prepare bi-weekly information briefs, periodic written intelligence bulletins and periodic intelligence assessments to the SAKI team leadership;
- Respond to requests for information for criminal information from law enforcement agencies related to SAKI purposes;
- Research and compile reports, statements, and documentation;
- Contact and interview others to obtain critical information;
- Utilize databases and business records to develop suspect information, identify assets, etc;
- Interpret federal and state codes in regulatory matters;
- Provide training to law enforcement related to analytical processes and analytical products;

- Conduct liaison with Idaho law enforcement agencies as directed by SAKI leadership to assist in the sharing of criminal intelligence;
- Disseminate intelligence information as directed by SAKI leadership to Federal, State, and local law enforcement agencies;
- May be called to testify in court or administrative hearings;
- Other duties as assigned;
- General data entry requirements.

**MINIMUM QUALIFICATIONS:**

- Experience researching a variety of sources to locate individuals;
- Experience interpreting and applying rules, laws, and regulations and explaining them to others;
- Experience conducting and documenting sensitive fact-finding interviews;
- Experience researching and writing reports;
- Experience entering and retrieving data in a computer records system;
- Valid driver's license.

**Benefits:**

This is a contract position providing a starting hourly wage of \$27.00 for up to 40 hours a week for a self-employed contractor. This position is for in-person employment at the ISPFS headquarters in Meridian, Idaho. A benefits package is not provided with this position.

**EEO/ADA/Veteran:**

The State of Idaho is committed to providing equal employment opportunities and prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, political affiliation or belief, sex, national origin, genetics, or any other status protected under applicable federal, state, or local laws.

The State of Idaho is committed to access and reasonable accommodations for individuals with disabilities, auxiliary aids and services are available upon request. If you require an accommodation at any step in our recruitment process, you are encouraged to contact (208) 334-2263 (TTY/TTD: 711), or email [ada.coordinator@dhr.idaho.gov](mailto:ada.coordinator@dhr.idaho.gov).

**Application Process:**

Please email your cover letter and resume to [forensic.services@isp.idaho.gov](mailto:forensic.services@isp.idaho.gov). In the subject line of the email please list "SAKI Intelligence Analyst application." Position will be advertised until filled.