



**United States
Department of Justice**

Law Enforcement

Analyst

Certification Standards

Based on the
Law Enforcement Analytic Standards

About Global

The U.S. Department of Justice's Global Justice Information Sharing Initiative (Global) serves as a Federal Advisory Committee to the U.S. Attorney General on critical justice information sharing initiatives. Global promotes standards-based electronic information exchange to provide justice and public safety communities with timely, accurate, complete, and accessible information in a secure and trusted environment. Global is administered by the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance.

This project was supported by Grant No. 2007-NC-BX-K001 awarded by the Bureau of Justice Assistance, in collaboration with the U.S. Department of Justice's Global Justice Information Sharing Initiative. The Bureau of Justice Assistance is a component of the Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the SMART Office, and the Office for Victims of Crime. Points of view or opinions in this document are those of the author and do not represent the official position or policies of the U.S. Department of Justice.

Law Enforcement Analyst Certification

Certification is important to the institutionalization of the analyst profession within the law enforcement community. It recognizes and legitimizes the role of the law enforcement analyst and reinforces the need to ensure that the law enforcement analyst is a professional occupation. The law enforcement intelligence analyst is defined as a professional who collects various facts and documents, circumstances, evidence, interviews, and other material related to a crime and places them in a logical, related framework to develop a criminal case, explain a criminal phenomenon, or describe crime and crime trends.¹

The law enforcement officer profession requires certification—so, too, should the law enforcement analyst profession. The U.S. Department of Justice's (DOJ) Global Justice Information Sharing Initiative (Global) Intelligence Working Group (GIWG) developed the following recommended standards for intelligence analyst certification programs and the analyst certifying process. The recommendations, developed in 2005, reflect Global's continued efforts towards instituting standards for the intelligence analysis process to ensure that intelligence products are accurate, timely, factual, and relevant, while also recommending implementation of policy and/or action(s).

The certification standards incorporate the *Law Enforcement Analytic Standards*, developed by the International Association of Law Enforcement Intelligence Analysts (IALEIA) with support from the GIWG.² This booklet contains 25 recommended analytic standards. The first seven standards relate to analysts or those who fill the analytic function. These standards refer to education, training, professionalism, and certification. The remaining standards relate to analytical products and processes. Specifically, the analyst certification standard states:

Analysts should be certified by an agency or organization (governmental, professional association, or institution of higher learning) program specifically developed for intelligence analysts. These analytic certification programs shall reflect experience, education, training, and proficiency testing.

1 Carter, David L. 2004. *Law Enforcement Intelligence: A Guide for State, Local, and Tribal Law Enforcement Agencies*, p. 110.

2 A copy of the *Law Enforcement Analytic Standards* booklet can be found at www.it.ojp.gov/documents/law_enforcement_analytic_standards.pdf.

It is recommended that persons hired as analysts in support of intelligence-led policing meet this criterion as well as the other recommended standards contained in the *Law Enforcement Analytic Standards* booklet.

Certification offers a number of benefits to analytical personnel. Certification recognizes the professional ability and skills of individual analysts. Certification allows for those individuals that have taken additional steps to increase their knowledge to be recognized by their employers and their peers. Doing so promotes professionalism and leadership among the analytical community. In some instances, certification can help analysts obtain promotions or better define their career paths. Certification also provides employers with a reliable method to gauge competence and experience.

Several certification programs have been instituted at the national and state levels. Also, colleges and universities offer degree and certificate opportunities in the criminal analysis field. Other analytical programs are in the process of being developed. These may be appropriate for persons entering the field who may not meet the experience requirements. The analyst certification standards have been developed to assist these types of organizations and agencies with developing, standardizing, and institutionalizing the process to certify analysts. Additionally, the recommended standards have been vetted by IALEIA and other analytical and law enforcement associations/agencies, ensuring their accuracy and comprehensiveness.

The Law Enforcement Analyst Certification Standards are separated into two parts. The first section provides guidance to agencies and organizations that offer analyst certification. Recommendations include the development of a code of ethics, development of policies and procedures for the certification process, and resources for persons assigned to the analyst function. The second section offers guidance regarding instituting the analyst certification process. Recommendations include completion of a certification application, successful completion of a certification examination, and adherence to the standards outlined in the *Law Enforcement Analytic Standards*. The result of applying these standards within agencies and organizations will be the institutionalization of the law enforcement analyst as a professional position within the law enforcement field.

Recommended Standards for Certification Organizations

Standard 1: Adhere to the tenets of the *National Criminal Intelligence Sharing Plan* (NCISP)³ and the standards outlined in the *Law Enforcement Analytic Standards* booklet.

- Provide a link to the NCISP and the *Law Enforcement Analytic Standards* booklet on the organization's Web site.
- Encourage applicants to review the NCISP and *Law Enforcement Analytic Standards* booklet and utilize the standards in their professional growth as well as when developing and preparing analytical products.

Standard 2: Maintain a review board responsible for evaluating applications, approving certification, and resolving disputes.

- Consider allowing a portion of the governing body to be representatives from the certified analyst population.
- Develop, adhere to, and publish a charter or bylaws to govern operations.
- Ensure that the organization maintains a set of policies and procedures that can be accessed by organization employees and certification applicants, as appropriate. At a minimum, develop policies for the following areas:
 - Approval process
 - Recertification process
 - Code of Ethics (addressed in Standard 3)
 - Privacy (addressed in Standard 4)
 - Appeal process
 - Process to remove individuals as certified analysts

³ A copy of the *National Criminal Intelligence Sharing Plan* (NCISP) can be found at www.it.ojp.gov.

Standard 3: Develop, adhere to, and publish a Code of Ethics.

- Provide a set of values-based guidelines for individuals to follow.
- Utilize the Code of Ethics to help institutionalize professionalism of the analytical position.
- Include language that addresses the expectations and responsibilities of individuals performing the analytical function.

Standard 4: Develop, adhere to, and publish a privacy policy.⁴

- Consult the *Fair Information Practices*.⁵
- Include the purpose for collection of personal data.
- Describe how information security is implemented.
- Distribute the policy to all members.

Standard 5: Utilize an application process.

- Safeguard and maintain applicant information by the organization, and do not release to outside sources.
- Include language regarding the types of information obtained and how it is used, maintained, and purged.
- Ensure that the directions to complete the application and the application process are clearly stated and posted for applicants to review.
- Include a list of materials that must be submitted.
- Ensure that applicants are aware of the criteria used to approve or deny certification.
- Post the length of the certification process and means of notification for certification/denial.

⁴ Additional resources for the development of a privacy policy can be found at www.it.ojp.gov.

⁵ A copy of the Fair Information Practices can be found in the OECD Guidelines on the Protection of Privacy and Transborder Flows of Personal Data available at www.it.ojp.gov/documents/OECD_FIPs.pdf.

- Inform the applicant, if denied certification, in writing within 30 days of the decision, and include a reason why the applicant was denied.

Standard 6: Include a proficiency testing element in the certification process.

- Ensure that the test includes questions on a variety of intelligence and analytical issues, products, and services.
- Publish the length of the test, the number of questions, and a general synopsis of what will be covered on the test.
- Ensure that testing is administrated by an organization proctor or a supervisor within the analyst's agency.
- Regularly review and update the testing process and question bank.

Standard 7: If the organization offers a recertification program, ensure that policies and procedures are developed, adhered to, and published regarding the process.

- Determine specific criteria used for recertification.
- Establish the recertification cycle.

Standard 8: If the organization offers training, ensure that the curriculum meets the *Minimum Criminal Intelligence Training Standards*.⁶

- Organizations should adhere to these recommended minimum training standards, particularly for the Intelligence Analyst and Intelligence Officer classifications.
- Individuals instructing training classes for the organization should adhere to the existing Train-the-Trainer minimum standards.

⁶ The *Minimum Criminal Intelligence Training Standards* document was developed by the Criminal Intelligence Training Coordination Strategy Working Group and set forth the minimum intelligence training standards for six law enforcement classifications, including Intelligence Analyst, Intelligence Officer, and Train-the-Trainer. More information on these standards can be found at www.it.ojp.gov/documents/minimum_criminal_intel_training_standards.pdf.

Standard 9: Offer resources, workshops, forums, or other types of communication and networking opportunities for individuals assigned to the analytical function.

- Create a collaborative environment where certified analysts can build relationships with other analysts, learn from each other, and be kept current on changes in the intelligence arena.
- Embrace and encourage trusted relationships.
- Maintain a Web site that includes information on the certification process.

Standard 10: Support mechanisms to institutionalize the professionalism of the analytical position.

- Recognize the professionalism and relevance of the analytical position.
- Participate in events and create opportunities to showcase the accomplishments of certified analysts.
- Provide outreach materials to executives and other appropriate individuals regarding the profession and benefits to certification.

Recommended Standards for the Analyst Certification Process

Standard 1: Complete the certification application.

- Require that data be complete and accurate.
- Include a signature block for applicants that will indicate that the information submitted is accurate.
- At a minimum, ensure that the application addresses the following:
 - Applicant name, address, and contact information
 - Employer information
 - Supervisor contact information
 - Education and work experience
 - Summary of training
 - Professional association memberships or achievements

Standard 2: Possess a minimum level of experience in the analytical field.

- Include a minimum number of years applicants must have been working in the analytical field to be eligible for certification (i.e., two years).
- Request applicants to submit proof of employment, copies of job descriptions, and/or examples of work.

Standard 3: Possess an education from an accredited college or university.

- Offer options that allow applicants to possess levels of education and/or a combination of education and experience, for example:
 - 4-year degree
 - 2-year degree, 5 years of experience
 - No degree, 10 years of experience

Standard 4: Pass a certification examination.

- Ensure that applicants adhere to the testing policies and procedures.
- Require a minimum passing score.
- Determine and post passing score information, number of times applicants can take the exam, and the cost of the exam.
- Consider providing feedback to applicants regarding their deficiencies.

Standard 5: Hold current membership in a professional association or organization.

- Embrace a collaborative environment by building relationships and maximizing the resources and expertise of association members.
- Provide proof of membership with certification application.
- Include awards or recognition received through association activities.

Standard 6: Receive a minimum of 40 hours of criminal analysis training within the last three years.

- Adhere to the core training objectives in the *National Criminal Intelligence Sharing Plan*.
- Adhere to the *Minimum Criminal Intelligence Training Standards* by seeking accredited or standards-compliant training programs.

Standard 7: Adhere to recertification criteria in order to maintain certification status.

- Participate in at least eight hours of continuing education per year.

Standard 8: Successfully pass a fingerprint-based background investigation upon initial hire as an analyst and subsequently pass a name-based records check within the last three years.

- Obtain a letter of confirmation from the employing agency that the applicant has successfully passed a background investigation.

Standard 9: Adhere to the standards outlined in the NCISP and the *Law Enforcement Analytic Standards* booklet.

- Consider including a section on the application that indicates the applicant has read the booklet and the NCISP.

For more information on the U.S. Department of Justice's Global Initiative
and its products, including those referenced in this document,

visit www.it.ojp.gov, or call
(850) 385-0600

January 2010