



DEPARTMENT OF

# POLICE

## Maryland Criminal Intelligence Network Coordinator

Salary: \$45,000 - \$52,000

Type: Full Time/Grant Funded

Benefits: Full Benefits

Date Posted: 06/12/2024

### About Police

The members of the Salisbury Police Department are committed to providing the highest quality of police services by empowering our members and the community to work in partnership with the goal of improving the quality of life within the City of Salisbury, while at the same time maintaining respect for individual rights and human dignity. PRIDE in our community, PRIDE in our department, and PRIDE in ourselves.

### Profile

The Maryland Criminal Intelligence Network (MCIN) Coordinator is a non-sworn position that is tasked with entering data and event deconfliction on all MCIN drug, gang, firearms, human trafficking, seizures, arrests, and other MCIN- related investigation activities. The MCIN coordinator will be the point of contact for other MCIN sites and assist coalition partners on different investigative operations within their jurisdiction. The MCIN coordinator will also conduct in-house analyses for the jurisdiction upon request, further examining information provided by MCIN coalition partners, track and monitor MCIN related investigative operations and court cases, and gather information/ data for monthly and quarterly reports.

### Preferred Education

Five (5) to seven (7) years training, education, and/or experience in a law enforcement related field.

### Preferred Experience

Candidates for the MCIN Coordinator position should have experience consisting of prior law enforcement and investigation of criminal networks, as well as the required analytical capabilities to appropriately analyze reports received through HIDTA.

### Requirements/Certifications

High School Diploma

Three (3) to five (5) year's relevant law enforcement experience

### How to Apply

**1** Visit [PoliceApp.com/SalisburyMD](https://PoliceApp.com/SalisburyMD)

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

Jobs will be posted for a minimum of 2 weeks.

# City of Salisbury, MD

## Classification Description

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Classification Title: MCIN Coordinator

Grade: 4

Department: Police Services

FLSA Status: NE

Date: June 11, 2024

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**Position Profile:** Coordinates with local, state, and federal resources to identify violent offenders who are engaged in drug, gang, firearms, and human trafficking investigations.

1. Enters data and event deconfliction for all MCIN related investigations to include drug, gang, firearms, human trafficking, seizures, arrests and other MCIN related operations.
2. Assists law enforcement with MCIN related cellular phone extract uploads into the communications analysis portal (CAP).
3. Serves as the point of contact for other MCIN sites and assists coalition partners on different investigative operations within their jurisdiction.
4. The MCIN coordinator will also conduct in house analyses upon request.
5. Examine information provided by MCIN coalition partners, track and monitor MCIN related investigative operations and court cases.
6. Gather MCIN related information and data for monthly and quarterly reporting.
7. Coordinates regular meetings of the MCIN Coalition and ensures data and other information sharing in accordance with federal and state law, evaluates progress among the federal, state, and local public safety agencies working within the coalition.
8. Coordinates the implementation of the MCIN strategy on a day-to-day basis to ensure the achievement of established goals and objectives.
9. Keeps supervisor informed of successes and challenges involved with the MCIN Project.
10. Performs other duties as assigned.

### **Duties and Responsibilities**

**MCIN Coordinator-** Responsible for coordinating and collecting information from various law enforcement operations under the MCIN initiative. The MCIN coordinator is responsible for facilitating communication, coordination, and collaboration among various MCIN coalition partner agencies and departments. This position involves managing data entry and analysis, overseeing event deconfliction, and supporting investigative operations related to drug enforcement, gang activity, firearms, human trafficking, and other criminal activities. The MCIN coordinator also assists with the integration of technological tools and platforms, such as cellular phone extract uploads and communications analysis portals, to aid in investigations. Additionally, the MCIN coordinator prepares detailed reports, monitors

ongoing investigations, and serves as the primary point of contact for inter-agency cooperation, ensuring information sharing and strategic planning.

- **Data Collection:** Gather and organize intelligence data from multiple sources, including law enforcement partners in the MCIN coalition.
- **Analysis:** Analyze and evaluate data to identify criminal networks involving drugs, firearms, and human trafficking.
- **Information Sharing:** Collaborate and coordinate with law enforcement agencies, investigators, and other relevant parties to share intelligence findings and support ongoing MCIN investigations.
- **Report Generation:** Prepare and deliver documented MCIN reports monthly and quarterly from investigative operations.

**Leadership/Team Leader:** Provides guidance direction on the goals and objectives in the MCIN – ODAC grant program.

- Ability to handle situations and maintain a high degree of confidentiality.
- Excellent at record keeping and capable of analyzing data collected.
- Collaborates with the MCIN coalition partners, as well as other stakeholders in the field of public safety.

**Stewardship/Financial:** Assists MCIN coalition partners.

- Monitors and reviews intel gathered within the Maryland Criminal Intelligence network.
- Keeps MCIN partners and stakeholders of the MCIN coalition informed.
- Reviews and approves requests for MCIN funds that align with the requirements and goals of the MCIN grant.

**Development/Leadership Development:** Provide solutions that align with MCIN grant objectives in the field of public safety.

- Work on improving skills by attending relevant meetings and trainings.

**Skills Proficiency/Strategic Planning:** Excellent organizational and interpersonal skills including written and verbal communication skills.

- Ability to make recommendations to effectively resolve problems or issues by using judgment that is consistent with standard practices, policies, procedures, and goals of the MCIN grant.
- Proficiency (or ability to become proficient) in various law enforcement data bases and programs (IE Linx, NCIC)

**Performance Expectations**

- **Communication:** Effectively communicate intelligence findings through well-structured written reports and clear verbal presentations. Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.

- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Takes charge before others do and/or without being instructed.
- **Adaptability:** Adapt to changing intelligence requirements, emerging threats, and evolving technology.
- **Information Security:** Maintain the highest standards of legal and ethical compliance when handling sensitive information and intelligence sources.
- **Timeliness:** Meet deadlines consistently and provide intelligence in a timely manner to support ongoing operations and decision-making processes.

#### **Education and Experience**

- Three to five year's relevant experience; or
- Five to seven years training, education, and/or experience.
- Requires driver's license.
- Must be able to pass a comprehensive law enforcement background check

#### **Physical Requirements**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as residential or commercial buildings, e.g., use of safe work place practices, observance of fire and building safety regulations, avoidance of trips and falls, and observance of traffic signals when driving.

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.