



CALIFORNIA STATE UNIVERSITY, FULLERTON

University Extended Education

Certificate in Crime and Intelligence Analysis Practicum Guide and Application

CALIFORNIA STATE UNIVERSITY, FULLERTON P.O. Box 6870, Fullerton, CA 92834-6870

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Certificate in Crime and Intelligence Analysis Practicum Workplace Responsibilities

In addition to the eight courses required in the instructional program, participants are required to complete a 400-hour practicum in a crime and intelligence unit of a law enforcement agency, or law enforcement branch of a governmental agency to demonstrate the practical application of knowledge and skills acquired in the Crime and Intelligence Analysis Certificate Program.

The practicum should be a supervised practical application of the tools, skills and abilities specifically used in Crime and Intelligence Analysis. Examples of duties practicum students should be assigned are:

- Collect data, subject it to statistical tests, develop and test hypothesis, and write conclusions of findings in a manner which adheres to commonly accepted Criminal Justice research standards.
- Conceptualize and convert raw data to valid criminal intelligence information.
- Create association matrices and prepare telephone toll analyses, hierarchical analyses, visual investigation analyses, link analysis, and financial analyses.
- Collect, collate and analyze data to detect crime patterns, crime series, crime trends and forecast future crime occurrences.
- Use crime and/or intelligence information to create directed patrol or tactical action plans that will lead to an effective police response.
- Analyze data to develop crime/suspect and suspect/crime correlations
- Assist in the preparation of crime bulletins, reports, charts and graphs
- Develop target profile analyses
- Using statistical techniques to solve a variety of problems.
- Determine, describe and document illicit relationships between persons, organizations and events.

Note: Duties assigned to practicum students should directly relate to Crime & Intelligence Analysis.

The practicum requirement may only be waived for those certificate candidates who are, or have been employed full-time for one year or more within a law enforcement agency as a **crime** and or **intelligence analyst**. This employment must be verified in writing by a current or past supervisor. Participants should be aware that there is a background check requirement for any applicant working in a law enforcement agency (Penal Code 13511.5).



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How to Apply

Before you begin your practicum, please make sure you carefully read through the information and instructions below. Also, please make sure you have read the description of the practicum carefully and are willing to meet the requirements outlined in the Workplace Responsibilities information sheet.

Application Process:

To apply for the Practicum, you must:

- Be enrolled in the Crime and Intelligence Analysis certificate program
- Have successfully completed at least 2 courses in the certificate program
- Identified an agency in which you will be doing your practicum with
- Complete and submit the Practicum Application Form (\$55 fee)

During the Practicum:

- At the start of the practicum share a copy of the Workplace Responsibilities information sheet with your supervisor
- Keep a log of the number of hours completed and the tasks and responsibilities assigned to

Upon Completion:

- Have your supervisor provide a letter of completion/participation in a relevant internship of 400 hours. The letter must be typed on Department letterhead, state the number of hours completed and describe the duties assigned during your work in the practicum. The letter must be mailed to:

Makeda Seyoum, Program Assistant
Cal State Fullerton
University Extended Education
2600 Nutwood Ave., Suite 950
Fullerton, CA 92831

- Submit your practicum log of hours via email or by mail to the Program Assistant Makeda Seyoum -mseyoum@fullerton.edu

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2600 Nutwood Ave., Ste. 950, Fullerton, CA 92831 / T 657-278-2611/ F 657-278-544

PRACTICUM APPLICATION FOR Certificate in Crime & Intelligence Analysis

I. APPLICATION INFORMATION			
Date	CSUF Student ID or Social Security Number		
Last Name	First	Middle Initial	
Mailing Address			
City	State	Zip	
Home Telephone	Work/Cell		
Email Address			
DOB	Sex		
II. AGENCY INFORMATION			
Supervisor's Name	Title		
Mailing Address			
City	State	Zip	
Work Telephone #	Email Address		
Unit/Department			
Start Date	Estimated Completion Date		
III. REGISTRATION INFORMATION			
Schedule #	Class Title: Practicum in Crime and Intelligence Analysis		
Date:	Fee: \$55.00		

Please complete the form and include a \$55 non-refundable registration fee for the application to:

Cal State Fullerton,
University Extended Education
2600 Nutwood Avenue, Suite 950
Fullerton, CA 92831
Attn: Makeda Seyoum

Payment Options:

Check Enclosed (Payable to CSUF – no cash)

Please call me to take my credit card payment by phone

Bill my company (Purchase order or letter of sponsorship must accompany registration. If registering by telephone, please fax on day or registration.)



Overview of Position – Crime Analyst:

*Please note this is a general overview of the responsibilities of a Crime Analyst and these responsibilities vary from agency to agency. This list is intended to provide you with a snapshot of the different types of tasks you should be assigned to during your practicum.

- Station Analyst Work
 - Patrol
 - Hotsheets and Patrol Information Sheets
 - Spatial Analysis – Comp Stat Reports/Maps – Crime Series/Patterns
 - Average Response Time Report
 - Six Packs
 - Suspect Identification
 - Field Interview Management
 - Parolee Release Information
 - Probation Search Terms
 - Violent Criminal Release Notification
 - Target Profile Analysis – Forecasting
 - Information Bulletins and Flyers – Wanted Posters (No PAL as Wanted)
 - Reports – FI, Warrant, Parole, Sweep
 - Investigations
 - Suspect Identification
 - Background Research
 - Court Preparation Support
 - Link Analysis and Time Lines
 - Information Flyers and Wanted Posters (No PAL as Wanted)
 - Six Packs
 - Stolen Property Information
 - Pawn Slip Information
 - Case Clearance Support
 - Parole and Probation Information
 - Crime Forecasting
 - Administration
 - Special Projects
 - Stat Requests and Analysis
- Homicide Analyst Work
 - Suspect/Victim Identification



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- Background Research
 - Case Management Tools
 - DA Staffing Support
 - Court Preparation Support
 - Link Analysis – Time Lines – VIA Charts
 - Presentations
 - Attempt to Identify Posters
 - Wanted Posters
 - Six Packs
 - Video Capture and Enhancement
 - FI Entries
 - Felony Warrant List
- Intelligence Analyst Work
 - Suspect / Victim Identification
 - Background Research
 - Case Management Tools
 - Link Analysis - Time Lines - VIA Charts
 - Presentations
 - Wanted Posters
 - Six Packs
 - Video Capture and Enhancement
 - FI entries
 - Felony Warrant List
 - Subject Summary
 - Strategic Report
 - Threat Assessment
 - Gang Task Force Analyst Work
 - Suspect / Victim Identification
 - Background Research
 - Case Management Tools
 - Court Preparation Support
 - Link Analysis - Time Lines - VIA Charts
 - Presentations
 - Flyers / Six Packs
 - Video Capture and Enhancement
 - Reports
 - Parole Release and At Large

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- Field Interview (FI)
 - Operation Packages and Sweep Reports
 - Subject Summaries
 - Felony Warrant List
 - Mapping
 - Associating Gang Affiliation
 - Identifying Potential Gang Suspects
- Corrections Analyst Work
 - Suspect / Victim Identification
 - Background Research
 - Case Management Tools
 - Link Analysis - Time Lines - VIA Charts
 - Presentations
 - Video Capture and Enhancement
 - FI entries
 - Felony Warrant List
 - Subject Summary
 - Associating Gang Affiliation
 - Booking Reports
 - Jail/Officer Safety Bulletins
 - Inmates of Interest/Releases of Interest
 - Jail Informational Bulletins
 - Administrative Analyst Work
 - Administrative Reports & Statistics
 - DEC (Drug Endangered Children) Analyst
 - Suspect / Victim Identification
 - Background Research
 - Case Management Tools
 - Link Analysis - Time Lines - VIA Charts
 - Presentations
 - Video Capture and Enhancement
 - Subject Summary
 - Flyers / Six Packs
 - Informational Bulletins
 - Support Role of CCAU

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- Supervisors Role / Senior Crime Analyst Role
- Support & Supervision
- Training & Process Development
- Technology Research and Application
- CART Coordination

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Software Training Recommendations – Crime Analyst

*Please note software programs vary from agency to agency. This list is intended to provide you with a general snapshot of the different types of software training you should be exposed to during your practicum.

1. Running Names and Other Miscellaneous RMS and CLETS Queries

- a. RMS – NAMS, FLAG, JLOC, LOCS, CHIQ, SASO, FI Reporting Tab and Crime Analysis Tab
 - i. MNI number
 - ii. Prior criminal contacts
 - iii. Associates
 - iv. Field Interview information (FI Reporting Tab for entry and Crime Analysis Tab for viewing and editing) – **field interview entry**
 - v. Flags of interest – narcotics, officer safety, gang, etc.
 - vi. Historical information
 - vii. Jail/Booking Information
 - viii. Location
 - ix. Warrant Information
 - x. CAD (call) data
 - xi. Scars, marks and/or tattoos (Enter in FI Reporting Tab and view and edit in Crime Analysis Tab – also located under NAMS for viewing)
 - xii. Aliases and monikers (Enter in FI Reporting Tab and view and edit in Crime Analysis Tab – also located under NAMS for viewing)
 - xiii. Changing passwords
- b. CLETS – see CLETS list for extensive searches
 - i. Name, Drivers License, Vehicles, CII (criminal history)
 1. DRNM – vehicles registered to
 2. DL and DLNI – driver’s license information
 3. DP, VCAI and DLSV – vehicle information
 4. HPDR – criminal history information (state)
 5. HNBI and HFID – criminal history information (FBI)
 6. NNAM – NLETS driver’s license information
 - ii. Changing Passwords
 - iii. NLETS (National), DMV, LEDS (Oregon), CJIS
- c. **Pawn Slips** and reviewing information in RMS and CLETS
- d. **Hotsheet**
 - i. APR sheets vs. Data Warehouse/RMS vs. CLETS messages
 - ii. Running vehicles – CLETS
 1. DP, VCAI and DLSV



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- iii. Completing Hotsheet in Word/Photoshop – sample Hotsheet

2. Reports

- a. **FI Report** – Automated
 - i. **Required report**
 - ii. Pulling FI data from shared drive
 - iii. Saving photos for FI report (MNI vs. CDC#)
 - iv. Mapping FI data
- b. **Pawn Report**
 - i. Not a requirement
 - ii. Self created in Word or Photoshop
 - iii. Saving photos for report (MNI vs. CDC#)
- c. **Parole Report** – Automated
 - i. **Required report**
 - ii. Pulling parole data from shared drive
 - iii. Saving photos for parole report (MNI vs. CDC#)
 - iv. Mapping parole data
- d. **Warrant Report** – Automated – Crystal Reports
 - i. **Required report**
 - ii. Pulling warrant data from data warehouse – see instructions
 - iii. Saving photos for warrant report (MNI vs. CDC #)
 - iv. Mapping warrant data
- e. **Average Response Time Report (ART)** – Automated – Saber Logic
 - i. **Required report**
 - ii. Pulling CAD data from GIS folder on shared drive – see instructions
 - iii. Runs report for five months worth of data
 - iv. Response Time explanation
- f. **Comp Stat Report** – Automated – Saber Logic
 - i. **Required report**
 - ii. Pulling crime data from GIS folder on shared drive – see instructions
 - iii. Runs report for three years worth of data – year to date

3. Photoshop

- a. Basic photo editing and basic bulletin template
- b. Provide Photoshop shortcut list
 - i. Six Packs, Hotsheet, Subject Summary, Bulletin/Flyer, Report Covers
 - ii. Page layout, layers, inserting text, inserting graphics, Photoshop tool bar
- c. Printing from the plotter

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4. Crime Map and Arc View Training

- a. Crime Map 3.0 vs. Crime Map 5.0
- b. ArcView 3.2 vs. Arc Map 9.3
 - i. Comp Stat, Parole, FI, Warrants
 - ii. Crime Mapping
 1. Cleansing of data, importing and exporting, photos/graphics, maps, reports, creating layouts, and printing
 2. Hotspots - Grid, Concentration Analysis, Pattern Analysis – Temporal – Threshold – Time Series
- c. Statistical Requests – using Crime Map and Excel
 - i. Sorting data, pivot tables, importing and exporting data, changing file formats, formulas and page setup
- d. Printing from the plotter

5. Data Warehouse

- a. RMS data query
 - i. Average response time, address, calls for service, crime or EDP, name, vehicle, property, MO, SMUT, field interview, number, warrant, flag, arrest/citation, jail booking number, jail population, jail booking activity, jail release activity and pawned property
- b. Statistical Requests
 - i. Data Warehouse vs. Crime Map – when to use one over the other
 - ii. Using Excel
 1. Sorting data, pivot tables, importing and exporting data, changing file formats, formulas and page setup
- c. Use disclaimer when providing Data Warehouse information as opposed to crime data

6. Microsoft Products

- a. Word
 - i. Hotsheets, patrol information, flyers/bulletins, memos, subject summary, six packs
- b. Excel
 - i. Statistical requests, formulas, pivot tables and graphs
- c. Power point
 - i. Presentations
- d. Visio
 - i. Creating case packets, link diagramming (simple), time lines (simple) and VIA Charts (visual investigative analysis charts)

7. Video Capture

- a. Using Dazzle and Studio 9 equipment/software

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- i. Video editing, still captures and exporting stills

8. Link Explorer – Watson

- a. Overview of intelligence products
 - i. Link diagramming, time line analysis, financial analysis, event charting, telephone toll analysis and VIA Charting

9. Miscellaneous Databases & Websites

- a. Merlin, Lexis, Locate Plus - Entersect, Accurint
- b. NICB
- c. LinX
- d. Parole Leads
- e. Veritracks
- f. CAL Gang
- g. E-trace
- h. LEO – ViCAP
- i. Megan's Law
- j. WSIN – CIB – RISS Access
- k. CAL Photo – State
- l. CSAR – California Sex and Arson Registrants
- m. CAL Photo – Local – Web Universal
- n. County Probation – On line source
- o. Court Probation – On line source
- p. Criss Cross
- q. Web CAD – On line application
- r. ISYS
- s. Titan
- t. LA CLEAR
- u. Social Sites

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