

# **Frequently Asked Questions (FAQ's)**

## **Georgia Law Enforcement Criminal Intelligence Analysis Certification Program**

1. What is the Criminal Intelligence Analysis Certification Program?

Answer: It is a standardized training and professional development program for all Criminal Intelligence Analysts in the State of Georgia. The primary goal of the program is to professionalize and enhance the practice of intelligence collection and analysis, in order to maximize the benefits derived from intelligence. The Program was developed by and is sponsored and managed by the Georgia Bureau of Investigation.

2. Who is eligible for the program, and what qualifications are necessary for entry?

Answer: Applicants for the program:

- a. Must be full-time employees of state or local law enforcement departments
  - b. Must be employed as Criminal Intelligence Analysts, or as analysts performing both intelligence analysis and crime analysis, or as crime analysts whose duties will now include intelligence analysis, or as investigators whose duties include performing intelligence analysis for the employing departments
  - c. Must be recommended in writing by their department or agency heads
  - d. Must have passed fingerprint-based background investigations conducted by their employers
  - e. Must be in good standing with their departments, and with P.O.S.T. if applicable, and must be free of serious disciplinary actions within their employment histories.
  - f. Must have successfully completed mandatory preliminary training requirements, including 28 CFR Part 23, and hands-on training in Basic Microsoft Access, Excel and PowerPoint.
3. Are there any requirements the applicants' employing law enforcement departments must meet in order for their candidates to enter the program?

Answer: The employing departments:

- a. Must have a written policy in force on the use, handling and protection of intelligence information
- b. Must have a current written policy in force on the protection of privacy, civil rights and civil liberties

4. Are there costs associated with application or entry into the program?

Answer: There are no costs to apply for the program, and no administrative costs to be paid by the applicant departments. Such costs will be the responsibility of the GBI. The costs that must be paid by the applicant departments are all costs associated with training registration and any related fees for courses taught by private sector training vendors who charge such fees for their services. Other costs that must be paid by the applicant departments are any travel and travel-related costs for attendance at training courses, whether taught by private sector vendors or by public sector training programs.

5. How do you apply for the program?

Answer: Through completion and submission of a program application that can be found on the GBI Website, [GBI.Georgia.Gov.](http://GBI.Georgia.Gov.), under the heading "Criminal Intelligence Analysis Certification Program". This application will provide information on how to submit the completed application to the certification program coordinator, who is an Intelligence Analyst Supervisor at the Georgia Information Sharing and Analysis Center (GISAC), a GBI work unit that manages the program on a day-to-day, and serves as the state's intelligence fusion center.

6. What is the length of the program, and is there more than one level?

Answer: The program has two levels, the Basic Level and the Practitioner Level. The Basic Level is for beginning analysts and analysts with up to five years of experience. The Practitioner Level is for more experienced analysts who have, at minimum, five years of experience, and who have completed the Basic Level of certification. Each level has a multi-course training curriculum detailed in Section IV of the program, and each level should be completed within five years following application acceptance.

7. How is certification achieved and awarded?

Answer: Each of the two levels has its own distinct certification. Certification is achieved in each level by successfully completing the required training curriculum for that level, and then successfully passing both a practical and written evaluation designed specifically for that level. The evaluations will be designed and constructed based solely on the training curriculums for each level, and will be scheduled and coordinated by the GISAC Staff and Program Governing Board at least twice per year. The dates and locations of the evaluations will be announced on the GBI Website. Following successful evaluations, applicants will be awarded certifications by the GBI Director in ceremonies that will be open to employing agency command staffs and applicant family members.

8. Is continuing training required for certified analysts following completion of the program?

Answer: The program requires that certified analysts receive a minimum of twenty (20) hours of continued or in-service training on an annual basis in order to maintain their certifications. The training must be in courses that will improve or enhance their capabilities as analysts, and the training subjects/curriculums must be approved in advance by the program coordinator at GISAC.