



Vancouver Police Department Analyst Competition Application Package

The following package must be completed in full and accompany an analyst application in order for the submission to be accepted. In order to be considered, your application must clearly explain how you meet the essential qualifications of the posting and outlined below. **Each essential element outlined below must be submitted before the competition closing date. *Missing documents and sample products will not be accepted after the closing date.* You are solely responsible for ensuring every portion of your Competition Application Package is complete. The package accounts for 20% of your total competition score.**

Position Title	
Competition Number	
Last Name	
First Name	
Email	
Alternate Email	
Available Date	
Application Submission Date	
Phone Number	
Current Position	

1. **University degree** from a recognized university in one of the following disciplines: Criminology, Psychology, Computer Science, Geography, Political Science, Business Administration, Commerce or Science. The accredited degree must include university level English, Statistics and Research Methods.

AND

One of the following specialty certifications, courses, or programs:

- Mercyhurst University – Master’s Degree in Applied Intelligence

- BCIT Crime & Intelligence Analysis – Advanced Specialty Certificate
- SFU Criminology & Police Studies Certificate - must include five of the following crime and forensic analysis courses: Crim 330, Crim 350, Crim 355, Crim 380, Crim 449, Crim 450, Crim 451, Crim 457, Crim 480, Crim 481, Crim 810
- JIBC Graduate Certificate – Tactical Crime Analysis Certificate
- JIBC Graduate Certificate – Intelligence Analysis Certificate
- Mercyhurst University – Applied Intelligence Graduate Certificate
- IACA – Certified Law Enforcement Analyst (CLEA)
- IALEIA Fundamentals in Intelligence Analysis Training (FIAT) Course with Criminal Intelligence Certified Analyst Certification (CICA)
- Alpha Group - Crime and Intelligence Analysis Certificate (CCIA)
- A certificate in crime/intelligence analysis with a minimum of 30 credit hours (approx. 90 instructional hours) from a recognized institution

OR

BCIT Bachelor of Technology (BTech) in Crime and Intelligence Analysis and have completed the following additional courses and accreditation:

- Language Proficiency Index (LPI) with a minimum score of 30, and
- University level English Course, and
- University level Statistics Course, and
- University level Research Methods Course

Please note: university level courses must be obtained from an institution accredited as a university, such as Simon Fraser University or Capilano University.

Program or Accreditation	Confirmation document attached (initial each item)
University Degree or BTech	
University level English Course	
University level Statistics Course	
University level Research Methods Course	
LPI Score (if required)	

2. **Covering Letter** (no more than 500 words total) - 5 points

- The letter must speak to each of the core competencies, duties, and skills outlined in the posting
- Grammar, syntax and composition will be assessed

3. **Resume** (no more than three pages total) - 5 points

- The resume must specifically speak to each of the core competencies and skills outlined in the posting
- Grammar, syntax, and composition will be assessed
- All experience, courses, and qualifications claimed in the resume must be supported with verifiable documentation and/or a reference person (attach supporting documents).

Reference Name / Title	Agency / Section	Phone Number	Skill or Analytic Product Reference can Verify

4. **Candidate Analytic Product Submissions** (10 points)

Please provide examples of the following three (3) analytic products. Products can either be redacted (names and numbers changed) versions of past analytic products or previous training course project material. Essential elements of the charts and report will be assessed, including grammar, syntax and composition. The analytic products submitted should be your own work and should only contain components that **were exclusively authored by you. Do not use reports or examples that were written using a template that you did not design or author.**

- **Analytic Summary Report** (typewritten report that explains the analytic findings of a crime issue or investigation, with clearly articulated findings, recommendations and methodology)
- **Analyst’s Notebook DNR / CDR / Telecoms Link Chart** (chart should highlight the key subscribers within the network and the strength of the network relationships)

- **Esri ArcGIS Heat Map Chart** (Density Chart) that illustrates concentrations of a particular crime (the heat map colouration should clearly define crime concentrations using properly adjusted cell size and search radius to calculate the density score for graphic representation)

5. **Analytic Experience Letter** – Do you have experience conducting research, analysis, and writing reports to provide guidance or recommendations to decision makers? If yes, in a 750 words or less, please describe in detail when, where, and how you obtained this experience. Please include the dates and frequency of those functions (when), the position that you held at the time (where), and contact details for a supervisor that can verify your experience. Composition, flow and grammar will also be assessed. (10 points)

Reference Name / Title	Agency / Section	Phone Number	Skill or Analytic Product Reference to Verify