



**STATE OF VERMONT**  
LEGISLATIVE JOINT FISCAL OFFICE

**MEMORANDUM**

**TO:** Members, Joint Fiscal Committee

**FROM:** Maria Belliveau, Associate Fiscal Officer

**DATE:** August 10, 2015

**SUBJECT:** JFO #2774 Request for One Limited Service Position

The Joint Fiscal Committee received a request from the Vermont Department of Public Safety to authorize the establishment of one new limited service position. This position will be a Criminal Analyst and will be supported by Homeland Security funds.

There are currently two Criminal Analysts that support the Vermont Intelligence Center (VIC) activities and it has been determined that a third is needed in order to satisfy the required standards of performance.

Please review the enclosed materials and notify the Joint Fiscal Office (Maria Belliveau at (802) 828-5971; [mbelliveau@leg.state.vt.us](mailto:mbelliveau@leg.state.vt.us)) if you have questions or would like this item held for legislative review. Unless you respond to the contrary by August 24, 2015 it will be assumed that you agree to consider as final the Governor's acceptance of this request.

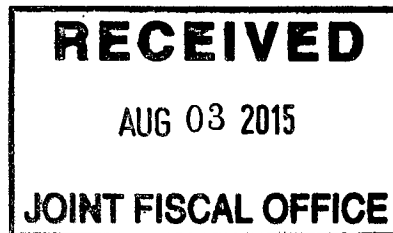
# 2774



**State of Vermont**  
Department of Finance & Management  
109 State Street, Pavilion Building  
Montpelier, VT 05620-0401

[phone] 802-828-2376  
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*Agency of Administration*



**MEMORANDUM**

**TO:** Justin Johnson, Secretary of Administration  
**THRU:** Jim Reardon, Commissioner of Finance and Management  
**FROM:** Emily Byrne, Budget Director *EB*  
**RE:** Limited Service Position Request from DPS for Criminal Analyst at the Vermont Intelligence Center  
**DATE:** 7/24/2015

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Attached is a request for 1 limited service positions from DPS. This position is funded fully with federal dollars through the Homeland Security Grant Program (HSGP). The original grant was approved by JFC prior to 2006. The program currently has two analysts, the new position would assist with the increasing workload at the Vermont Intelligence Center; DPS has determined that this position is necessary to meet the performance requirements of the HSGP to maintain the current level of funding.

I recommend approval.



*to JFO 7/27*

**STATE OF VERMONT**  
**Joint Fiscal Committee Review**  
**Limited Service - Grant Funded**  
**Position Request Form**

This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources must be obtained prior to review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report must be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: Public Safety Date: May 11, 2015

Name and Phone (of the person completing this request): Captain Richmond Hopkins 802-241-5357

Request is for:  
 Positions funded and attached to a new grant.  
 Positions funded and attached to an existing grant approved by JFO # 2108

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):  
 DHS, Homeland Security Grant Program, CFDA # 97.067

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:

| <u>Title* of Position(s) Requested</u> | <u># of Positions</u> | <u>Division/Program</u>                  | <u>Grant Funding Period/Anticipated End Date</u>     |
|--|-----------------------|--|--|
| Criminal Analyst                       | 1                     | State Police/Vermont Intelligence Center | 09/01/2015 to 08/31/2018<br>09/01/2014 to 08/31/2018 |

\*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

3. Justification for this request as an essential grant program need:  
 The VIC provides full service analytical support to all law enforcement, Federal, State and Local. The increasing work load and complexity of this mission has outstripped the capability of our 2 criminal analysts. Additionally as the SOV designated Fusion Center, the VIC must meet DHS standards of performance in order for SOV to be eligible for HSGP funds. This analyst will ensure we have the capability to meet said standards.

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 VSA Sec. 5(b)).

[Signature] \_\_\_\_\_ Date 6/18/15  
 Signature of Agency or Department Head

[Signature] \_\_\_\_\_ Date 6.22.15  
 Approved/Denied by Department of Human Resources

[Signature] \_\_\_\_\_ Date 7/24/15  
 Approved/Denied by Finance and Management

[Signature] \_\_\_\_\_ Date 7/24/15  
 Approved/Denied by Secretary of Administration

*OKED 7/24/15*

Comments:

JUN 26 2015

**Request for Classification Action**  
**New or Vacant Positions**  
**EXISTING Job Class/Title ONLY**  
**Position Description Form C/Notice of Action**  
**For Department of Personnel Use Only**

|  |                           |                       |
|--|---------------------------|-----------------------|
| Notice of Action # _____   |                           | Date Received (Stamp) |
| Action Taken: _____  |                           |                       |
| New Job Title _____  |                           |                       |
| Current Class Code _____   | New Class Code _____      |                       |
| Current Pay Grade _____  | New Pay Grade _____       |                       |
| Current Mgt Level ____ B/U ____ OT Cat. ____ EEO Cat. ____ FLSA ____ |                           |                       |
| New Mgt Level ____ B/U ____ OT Cat. ____ EEO Cat. ____ FLSA ____     |                           |                       |
| Classification Analyst _____   | Date _____                | Effective Date: _____ |
| Comments:  |                           | Date Processed: _____ |
| Willis Rating/Components:  | Knowledge & Skills: _____ | Mental Demands: _____ |
|  | Working Conditions: _____ | Accountability: _____ |
|  | Total: _____              |                       |

**Position Information:**

Incumbent: **Vacant or New Position**

Position Number: TBD Current Job/Class Title: Criminal Intelligence Analyst

Agency/Department/Unit: Public Safety/State Police/VIC GUC: 33112

Pay Group: 33B Work Station: Williston Zip Code: 05495

Position Type:  Permanent  Limited Service (end date)

Funding Source:  Core  Sponsored  Partnership. For Partnership positions provide the funding breakdown (% General Fund, % Federal, etc.) 100% HSGP

Supervisor's Name, Title and Phone Number: Lieutenant Kevin Lane 802-872-6111

**Check the type of request (new or vacant position) and complete the appropriate section.**

**New Position(s):**

a. **REQUIRED:** Allocation requested: Existing Class Code  Existing Job/Class Title: Criminal Intelligence Analyst

b. Position authorized by:

Joint Fiscal Office – JFO #  Approval Date:

Legislature – Provide statutory citation (e.g. Act XX, Section XXX(x), XXXX session)

Other (explain) -- Provide statutory citation if appropriate.

**Vacant Position:**

a. Position Number:

b. Date position became vacant:

c. Current Job/Class Code:  Current Job/Class Title:

d. REQUIRED: Requested (existing) Job/Class Code:  Requested (existing) Job/Class Title:

e. Are there any other changes to this position; for example: change of supervisor, GUC, work station? Yes  No  If Yes, please provide detailed information:

**For All Requests:**

1. List the anticipated job duties and expectations; include all major job duties:

Statute, 28 Code Federal Regulation Part 23, and provide corrections and updates as needed. With any active investigations that are targeted, monitor and submit subject information to New England High Intensity Drug Trafficking Area (NEHIDTA) to verify that no conflicts exist with other local, state or federal agencies and notify officers if there are conflicts. Train new officers and in service officers in CrimeNtel.

2. Assist law enforcement agencies with missing person investigations. Related tasks include: creating flyers for the public and bulletins for law enforcement on missing persons, consistently speaking with case officers (such as once every seven days or more as needed), and working with Vermont Criminal Information Center (VCIC) to ensure that their records and ours correspond. Monitor case notes from the Records Management Systems (Spillman & Valcour) to assist the officers and agencies on cases, and to keep these types of cases actively progressing.

3. Produce multiple products for the law enforcement community on a daily basis. Depending upon the crime, products include;

- Request for Information (RFI); this requires that ability to utilize various databases at the same time and determine that all information associated with a subject is provided and that the information is not released to unauthorized persons. The report is provided as a background to law enforcement to assist them in understanding who their subject is and what kind of activity they are involved in.

- Photo line-ups; this requires the analysis of facial features to ensure that photographs used in each line-up are consistent and does not mislead the witnesses.

- Link charts; these require the ability to analyze reports and determine the connection of all persons involved in a case, and display visually those connections.

- Bulletins; this product requires strong interview and writing skills to be able to get the most relevant information from a case and relay it in a short, concise format to all levels of law enforcement and at times the public.

- Statistical Reports; This requires the ability to analyze various data sets and report them to Command Staff in written and chart form.

- Phone Toll Analysis; the ability to produce reports based on the analysis of possibly thousands of phone records.

These products are developed by providing the requestor with the most accurate and updated information with the intent to either prevent crimes from occurring or to capture the suspects. These products are produced daily.

4. Prepare written and oral reports summarizing the results of analytical work which will be reviewed by the supervisor of the unit and sent to the requestor.

5. Produce threat and vulnerability assessments as requested for special events and critical infrastructure.

6. Obtain a Secret Clearance and operate in the classified information environment.

7. Conduct intelligence collection on Homeland Security matters.

8. Brief leaders at all levels of Government on criminal and terrorism intelligence.

9. Monitor various open source news outlets and social media for indications of criminal activity that have occurred or may be planned for the future. If any information indicating criminal activity is present, follow up and reach out to the responsible agency to offer assistance and request updates.

10. On-Call duty. The analysts at the VTIAC work a rotated schedule for on-call, after hour's duty. This includes being available to the law enforcement community on a 24/7 basis.

11. Operate Analytical Systems. Utilize various software and database programs at the VIC.

•ACCURINT; A direct connection to over 34 billion current public records, to assist in verifying identities, detect fraud and conduct investigations.

•METCHECK (JusticeXchange); provides law enforcement with real time access to pharmacy logs from across the country in the sales of pseudoephedrine (PSE). This allows for automated checks on suspicious purchases, buying patterns and the ability to place a "watch" on individuals who exceed the legal limits imposed by state law.

•National Criminal Information Center (NCIC); ability to run vehicle inquiries as well as criminal record checks

•Telco Solutions (TCSG); this provides contact information for cell phone carriers and subpoena information.

•CrimeReports; this program allows for crime data analysis and crime mapping capabilities.

•TipSoft; this program is supplied to the public to submit anonymous tips to law enforcement, out unit monitors and evaluates every tip that is reported utilizing this program.

•Homeland Security Information Network (HSIN); this database is provided by the Department of Homeland Security to assist states with the sharing of Criminal and Terrorism related crimes.

•New England State Police Information Network (NESPIN); this program provides the ability to research various crimes and criminal matters in the New England area. It provides various databases, such as Pawn Shop searches.

•National Missing and Unidentified Persons System (NAMUS); this is a national centralized repository and resource for missing persons and unidentified decedent records.

•License Plate Reader (LPR); this provides the ability to search license plates that have been seen by state plate readers.

•E-Trace; this program is provided by the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) and allows the ability to run queries on firearms that have been recovered or stolen.

•VT Courts online; provides court records for individuals that have gone through the Vermont Courts.

•DMV Photo Retrieval; this provides the ability to pull driver license photos for any individual that may have committed a crime or is in danger.

•CrimeNtel; this is the state of Vermont's Intel database and is accessible to any sworn law enforcement officer that has attended the training.

•Financial Crimes Enforcement Network (FINCEN); this is provided by the US Department of the Treasury and allows the ability to pull financial records for subjects under investigation as well as areas to see if there is potential criminal activity is present.

•Law Enforcement Notification System (LENS); this provides recently released subjects that will be in federal probation.

•Law Enforcement On Line (LEO); this program is provided by the Federal Bureau of Investigations (FBI) and allows the ability to research crimes from around the world as well as submit reports to the Joint Terrorism Task Force (JTTF) in our state. It also provides a secure means of transmitting information to other law enforcement agencies around the world.

12. TipSoft Monitoring. VIC has been tasked with managing the TipSoft program that provides the public with an electronic / anonymous means of submitting a tip about criminal activity. Every tip that is entered is viewed, evaluated and distributed to the responsible agency.

2. Provide a brief justification/explanation of this request: The VIC provides full service analytical support to all law enforcement in Vermont including Federal, state, local and county entities. The existing workload and increasing complexity of the mission has far outstripped the capacity of our 2 criminal analysts. Additionally as the SOV designated Fusion Center, the VIC must meet DHS standards of performance in order for the SOV to be eligible for Homeland Security Grant funds. This analyst will ensure we have the capability to meet those standards. This position is 100% grant funded by HSGP.

3. If the position will be supervisory, please list the names and titles of all classified employees reporting to this position (this information should be identified on the organizational chart as well). N/A

#### Personnel Administrator's Section:

4. If the requested class title is part of a job series or career ladder, will the position be recruited at different levels? Yes  No

5. The name and title of the person who completed this form: Captain Rick Hopkins

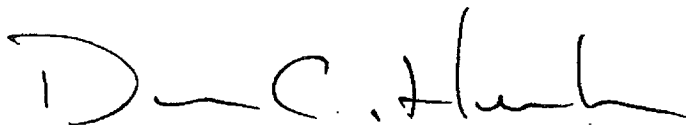
6. Who should be contacted if there are questions about this position (provide name and phone number):  
Lieutenant Kevin Lane (802)872-6111

7. How many other positions are allocated to the requested class title in the department: 1

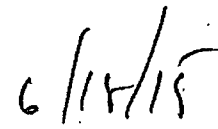
8. Will this change (new position added/change to vacant position) affect other positions within the organization? (For example, will this have an impact on the supervisor's management level designation; will duties be shifted within the unit requiring review of other positions; or are there other issues relevant to the classification process.) No

#### Attachments:

- Organizational charts are **required** and must indicate where the position reports.
- Class specification (optional).
- For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position, etc.
- Other supporting documentation such as memos regarding department reorganization, or further explanation regarding the need to reallocate a vacancy (if appropriate).



Personnel Administrator's Signature (required)\*

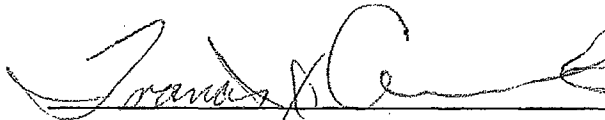


Date

\_\_\_\_\_  
Supervisor's Signature (required)\*

\_\_\_\_\_  
Date





Francis X. Aumand III  
Deputy Commissioner  
VT Department of Public Safety

Appointing Authority or Authorized Representative Signature (required)\*

6/18/15  
Date

\* Note: Attach additional information or comments if appropriate.

Vermont Intelligence Center Organizational Chart  
May 12, 2015

