



Certification Program

CERTIFIED LAW ENFORCEMENT ANALYST

LAW ENFORCEMENT ANALYST - FOUNDATIONAL

2021 Committee Members

Chair: Kimm Barnes, Douglas County (OR) Sheriff's Office

Jonathan Alston, RCMP

Steve Hawthorne, Retired

Alex Schneider, Burleson (TX) Police Department

Tamika Prince, Pearland (TX) Police Department

Jenny Zawitz, formerly: Albemarle County (VA) Police Department & NCMEC

Milena Bruns, International Criminal Court

Angela Backer-Hines, Eagan (MN) Police Department

Shelly Holt, State of Nevada

International Liaison: Carola Jersonsky, Ministry of Justice and Security of the City of Buenos Aires



CLEA Certification Overview



- IACA offers advanced certification as a
 - Certified Law Enforcement Analyst (CLEA)
- Rolled out in 2005; currently 84 CLEAs worldwide
- [Program Outline](#) – provides background; details the process
- [Study Guide](#) – covers main concepts for each skill set
- [Certification Tracker](#) – secure upload of your documentation; no separate application needed

All available online at <https://iaca.net/about-clea/>

CLEA Prerequisites

- Current member of IACA
- Three years of full time experience as a crime or intelligence analyst
- Must satisfy specific criteria that assesses the applicant's combined work, educational experience, skills and abilities, and contributions to the field

CLEA Point System

100 points are needed to take the exam. Points are awarded for:

- Education
- Work experience (as an analyst and in other criminal justice areas)
- Specific college courses
- Continuing education (keep documentation – nothing older than 7 years)
- Seminars/conferences
- Presentations given
- Classes instructed
- Professional memberships

Details are spelled out in the Program Outline <https://iaca.net/about-clea/>

College Degree (Education Component)	
Associate's -----	10
Bachelor's -----	20
Graduate -----	30
Work History (Experience Component)	
Crime Analyst or CAU Supervisor	
3 years -----	20
5 years -----	40
10 years -----	60
Other Criminal Justice Experience	
2 points per year, max of 20 points -----	0-20
College Accredited Courses	
(Equivalent of 3 semester credit hours, grade of C or better)	
GIS -----	6
Research Methods -----	6
Statistics -----	6
Intro to Crime Analysis -----	6
Intro to Criminal Justice -----	6
Intro to Criminal Behavior/Criminology -----	6
Continuing Professional Education	
1 point for every 12 hours of training -----	0-20
Seminars/Conferences	
1 point per conference, max 5 points -----	0-5
Presentations	
2 points per presentation, max 6 points -----	0-6
Instruction of Classes	
3 points per class instruction, max 12 points -----	0-12
Publications	
3 points per publication, max 15 points -----	0-15
Professional Association Memberships	
1 point per membership, max 5 points -----	0-5

**Applicants
must meet
100 point
threshold**

Tips for a Complete CLEA Application

- Read the program outline
 - Most all of your answers will be found in the outline
- Submit thorough documentation
 - Professional Trainings MUST include training hours on the document
 - No training documents older than 7 years at time of application review
- Provide complete verification of employment letters (VOE)
- Full time crime or intelligence analysts
 - Full or partial credit given for National Guard time based on MOS and deployment status (DD214)
 - Partial credit for part time crime or intelligence analysts
 - Partial credit for crime analyst internships/volunteer work (must provide VOE)
 - Education and research positions not applicable
- Unofficial transcripts are okay to upload – screenshots are not

Employment Verification Letters

What is NOT accepted:

- Offer letter
- Paycheck stub
- Photo ID cards

EXAMPLE VERIFICATION OF EMPLOYMENT (VOE)

YOUR AGENCY LETTERHEAD AT TOP OF THE PAGE

January 1, 2021

To Whom It May Concern:

This letter is to verify that Jane Doe has been employed with our agency since January 1, 2010 and has held the following full-time positions:

Police Officer: January 1, 2010 to January 1, 2011
Dispatcher: January 2, 2011 to January 1, 2012
Crime Analyst: January 2, 2012 to the present date.

Ms. Doe was also employed part-time as an intern analyst from January 1, 2008 to January 1, 2009.

Note – if your job title doesn't include the word analyst, please include a short description of your job duties in this letter

Sincerely,

Your Human Resources Personnel or Agency Supervisor
Their Job Title
Their Contact Information

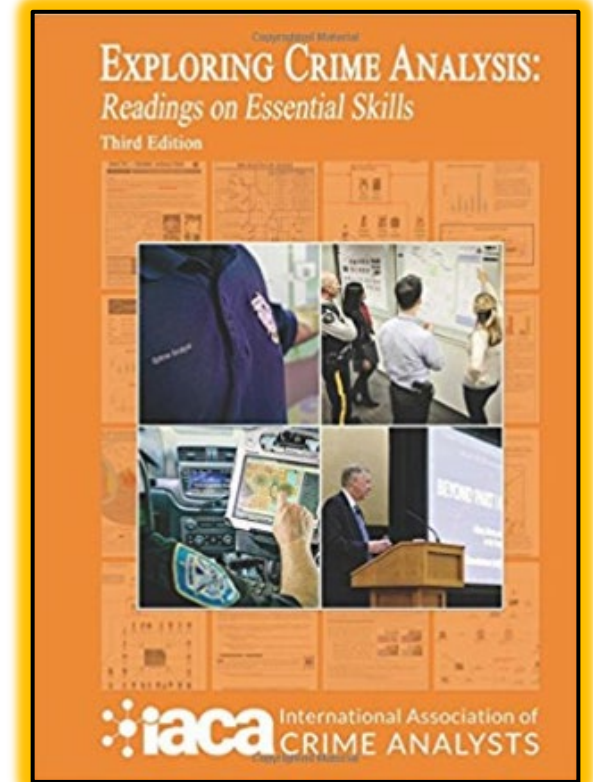
The CLEA Exam

- Four hours is allowed
- 10 questions from each skill set – 190 questions total
- Multiple choice, True/False, matching, and fill-in-the-blank
- 7 out of 10 (70%) in **EVERY** skill set section to pass
- Exam offered at IACA conferences, symposiums, and some regional conferences
- Can be proctored at your own agency/HR department
- \$175 USD fee for 1st exam - \$75 USD for all retakes

Exploring Crime Analysis: Readings on Essential Skills (3rd edition)

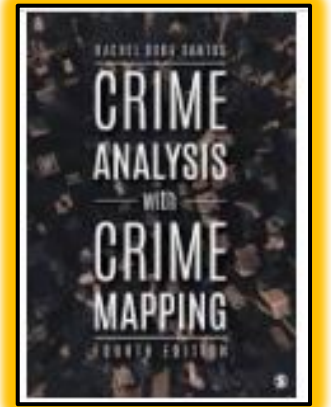
19 Skill Sets

Crime Analysis Terms, Concepts & Processes | Law Enforcement Models
Criminal Behavior | Law Enforcement Data Sources | Internet Resources
Crime Analysis Data | Applied Research Methods | Descriptive Statistics
Adv. Statistical Concepts | Qualitative Analysis | Spreadsheet Operations
Temporal Analysis | Intelligence Analysis & Charting | Crime Mapping
Spatial Analysis & Forecasting | Analytical Writing | Analytical Products
Applied Crime Series Analysis | Organized Crime



Other Reading Sources

- ❖ Better Policing with Microsoft Office (dated material) – Stallo & Bruce
- ❖ Crime Analysis with Crime Mapping (4th edition) –Boba Santos
- ❖ Crime Analysis: From First Report to Final Arrest – Gottlieb
- ❖ IACA White Papers
- ❖ Intelligence Analysis for Problem Solvers – Eck & Clarke
- ❖ Crime Analysis for Problem Solvers in 60 Small Steps – Eck & Clarke
- ❖ Introductory Guide to Crime Analysis and Mapping (dated material) – Boba Santos



What if you fail the CLEA exam?

Exam retakes (\$75 USD per retake):

- One year *grace* period in which to retake exam
- Waiting period of 1 year after each retake
- No limit to number of attempts
- Must retake the entire exam each time

Recertification (\$25 USD)

Must meet at least 3 certain conditions within the last 5 years:

- Training attended (keep documentation!)
- Training presented or developed
- Develop and share computerized analytical technique
- Participate in complex case or analytical detailed task
- College coursework
- Other significant activity that contributes to the field
- IACA volunteer work

Why get certified?

- Round out your skill set and enhance knowledge in areas where you may be deficient
- Department recognition and status
- Be more marketable
- Some certified analysts receive a stipend from their agencies
- Personal achievement and self improvement

LEAF Certification Overview



- IACA offers basic certification as a
 - Law Enforcement Analyst – Foundational (LEAF)
- Developed in 2020
 - Currently 2 LEAF Analysts (certified through the development process)
 - 2021 IACA conference hosted the inaugural exam
- [Program Outline](#) – provides background; details the process
- [Study Guide](#) – covers main concepts for each competency

All available online at <https://iaca.net/about-leaf/>

LEAF Prerequisite

- Being a current member of IACA is the only prerequisite for the LEAF exam

The LEAF Exam

- Two hours is allowed
- 10 questions from each competency & 2 Critical Thinking Exercises
- Multiple Choice, True/False, Matching, Short Answer, Short Essay
- 80% or higher to pass
- Exam offered at IACA conferences, symposiums, and some regional conferences
- Can be proctored at your own agency/HR department
- \$150 USD fee for 1st exam - \$50 USD for all retakes

Exploring Crime Analysis: Readings on Essential Skills (3rd edition)

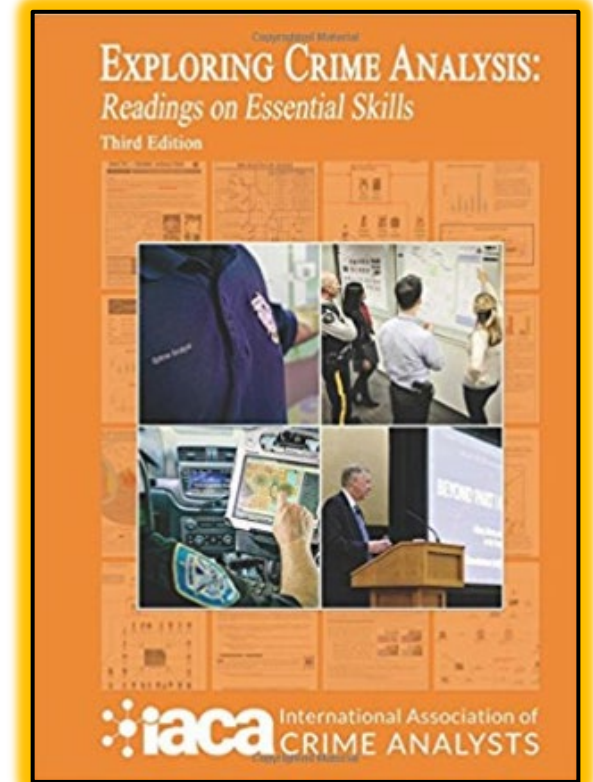
8 Competencies

Basics of Crime Analysis | Basic Statistics

Crime Theory | Mapping Basics

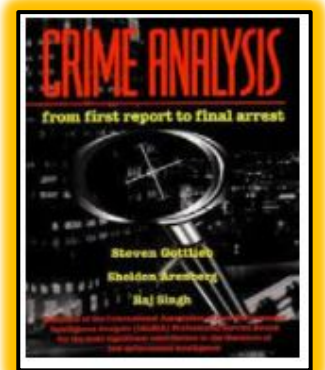
Databases & Data Management | Policing Models

Analytical Writing & Communications | Regional



Other Reading Sources

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- ❖ Crime Analysis with Crime Mapping (4th edition) –Boba Santos
- ❖ Crime Analysis: From First Report to Final Arrest – Gottlieb
- ❖ IACA White Papers
- ❖ Intelligence Analysis for Problem Solvers – Eck & Clarke
- ❖ Crime Analysis for Problem Solvers in 60 Small Steps – Eck & Clarke
- ❖ Introductory Guide to Crime Analysis and Mapping (dated material) – Boba Santos



What if you fail the LEAF exam?

Exam retakes (\$50 USD per retake):

- One year *grace* period in which to retake exam
- Waiting period of 1 year after each retake
- No limit to number of attempts
- Must retake the entire exam each time

International Applicants

Exam will be available in the following languages:

Spanish, German, Portuguese and French

- All efforts are being made to remove material that is specific to US agencies.
- The international exam will include more universal intelligence based questions.
- Missed questions in the exam that are determined to be inappropriate for international applicants will not be counted against their final exam score.

Questions?

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