

## **POLICE POLICY AND PROCEDURE ANALYST**

### **JOB DESCRIPTION**

**Classification Responsibilities:** The Police Policy and Procedure Analyst is responsible for writing, defining, and maintaining established policies and procedures as part of the Police Department's Policy and Inspections Section. The duties performed include: reorganizing established Police Department policies and procedures and developing new ones based on information gathered from research and statistical analysis as requested by the Police Chief and/or associated staff; updating, issuing, and maintaining the Police Departments operational orders system and all operations manuals; making recommendations on policies, procedures, and methods of operation, and presenting information on other projects assigned to the Policy and Inspections Section; updating, issuing, and maintaining all Police Department manuals and supplemental orders; and providing training to Police Department employees. Additionally, an employee in this class responds to specific questions as to department policies and procedures upon request from department members, City personnel, outside law enforcement agencies, and the general public. Additional duties include: overseeing the administration of the policy tracking system (Power DMS), providing functional supervision to a Senior Program Assistant or other administrative staff. The Police Policy and Procedure Analyst must also research department policies and procedures in response to court orders and legal requests for information. This class performs related duties as required.

**Distinguishing Features:** The Police Policy and Procedure Analyst is a civilian classification. Supervision is received from a Management Assistant II or Police Lieutenant assigned to the Policy and Inspections Section, who reviews work through conferences, written reports, and results achieved. The Police Policy and Procedure Analyst provides training during various departmental administered academies. The incumbent must have the ability to develop oral and written presentations of policy and procedural changes to the Police Department executive and command staff, and provide documented research of various issues which will be used to determine a course of recommendation. An employee in this class should have sufficient training in writing, research, and problem-solving, as well as some training in descriptive statistics, policy analysis, and program evaluation to meet the standards of the department. This class is FLSA nonexempt.

### **QUALIFICATIONS**

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Public or Business Administration or a related field. Good (1 - 3 years) professional experience in policy and procedure analysis and research or experience in a field related to the program area.

**Special Requirements.** Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required.

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualifications.** Use of electronic document management software such as PowerDMS is desirable. Experience in a law enforcement setting or with accreditation procedures is also desirable.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with the general public, other City employees, vendors, management, public officials, national and international law enforcement agencies, government, and businesses in order to distribute and receive policy and procedure information and to conduct research on department and city agency practices. Gives oral presentations, instructs and/or trains subordinates, officers, and civilians in a classroom setting regarding policies and procedures related to operations. Communicates with interns and volunteers in order to assign and explain work, and evaluate performance. Prepares written documents such as administrative and field orders, unit manuals, special research reports, detailed reports outlining problems and practical solutions, and subpoena responses with clearly organized thoughts using proper sentence construction, punctuation, and grammar in order to convey information, analyze programs and recommend alternatives in problem solving. Prepares oral and written presentations of documented research for the Police Chief and associated administrative staff.

**Manual/Physical:** Reviews the work products of others to ensure compliance with standard operating procedures, federal regulations, Occupational Safety and Health Administration (OSHA), American Disabilities Act (ADA), state regulations, and Department of Public Safety (DPS) rules of evidence collection. Operates a variety of standard office equipment such as a telephone, printer, personal computer, and to prepare operational orders and reports for distribution. Enters data or information into a personal computer in order to evaluate and analyze responses to surveys. Files surveys and reports.

**Mental:** Plans, organizes, and/or directs the activities involved in the distribution of department general and operational orders manuals. Prioritizes and assigns work to personnel in regard to drafting unit manuals and researching various topics. Prioritizes own work. Resolves procedural and operational problems by applying problem solving techniques to draft policies and procedures. Coordinates work activities with other City departments, other cities, and outside agencies to draft orders related to interagency efforts. Develops Citywide departmental, divisional, and special unit policies/procedures. Conducts research and/or analyzes data such as surveys, census figures, and calls for service to develop plans of action and make recommendations. Performs mathematical calculations, statistical computations, financial, and/or cost analyses to determine cost benefits. Comprehends and makes inferences from written material such as reports, manuals, surveys, and articles to develop and/or revise policies and procedures. Learns job-related material through on-the-job training regarding the use of personal computer programs. Learns job-related material in a classroom setting regarding current agency practices and federal/state regulations.

### **Knowledge and Abilities:**

Knowledge of:

the principles and practices of Public Administration and governmental organizations;  
research methods and design techniques used in Public Administration;  
descriptive statistics, survey techniques, methods of policy analysis, and program evaluation;  
inferential statistics and data collection methods;

law enforcement policies, procedures, accreditation, and legal demands; and Microsoft Office products and other relevant technologies.

Ability to:

make oral presentations to management and staff;  
comprehend, interpret, analyze, and make inferences and/or conclusions from complex written documents, statistical data, and oral communications;  
research the operations of other law enforcement agencies by telephone, e-mail, or documented material, such as current local, national and international Police Report studies;  
perform program evaluation and organizational analysis;  
monitor procedures and methods and prepare narrative reports of findings and recommended actions;  
conduct surveys, collect information, and write special reports;  
instruct new and continuing department members in current policies and procedures in an academy setting;  
establish and maintain effective working relationships with coworkers, administrative staff, and other City employees; and  
represent the Police Department on City-appointed committees and Task Force teams.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 10/19

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EEO-Prof

JOB FCTN-ADM

INCREMENTS 43-200

PAY GRADE: 49

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