

LAW ENFORCEMENT PLANNER

5025

Date: May 2006

Department/Division: Police/Administration

FLSA: Non-Exempt

Reports to: Police Chief

PURPOSE OF POSITION

Under the general direction of the Police Chief, identifies and plans for long-term economic, operational, and programmatic needs of the Police Department.

ESSENTIAL DUTIES OF POSITION (with or without accommodation)

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be assigned.

- Oversees departmental budget preparation and strategic planning.
- Prepares documents for the Federal Grant Administration and State Grant Administration.
- Writes monthly and yearly departmental reports.
- Attends Town Hall meetings.
- Performs general research and answers correspondence.
- On behalf of Police Chief prepares written communication that represents the views of the Chief or the department, including but not limited to, newspaper articles, newsletters, web content, journal articles, speeches, and/or position papers.
- Prepares graphs, brochures, posters, and presentations as requested that represent the department in a professional manner and are suitable for publication.
- Suggests changes in performance measures as necessary to ensure that adequate data is being collected for comparison with other jurisdictions and for internal use. Compiles department performance measures monthly for reporting to City Manager and serves as department coordinator for collection of annual data for ICMA's Center for Performance Measurement police services template.
- Prepares line-item budget for Capital Improvement Program and Police Operating Budget based on critical evaluation of historical data and identification of future needs.
- Researches grant opportunities that might assist in funding departmental objectives that are consistent with the City's plan for police services. Prepares all RCA's and applications related to grant application and acceptance and fulfills all reporting requirements for grants, once received.
- Prepares an annual report each year that conveys to the Manager, Council, and public at large the activities of the department for the prior fiscal year.
- Prepares a monthly report to the City Manager each month that provides the Manager updates on status of the budget, a compilation of the department's monthly performance measures, and a list of accomplishments and concerns that will keep him or her apprised of topical issues in the Police Department.
- Performs biannually an analysis of the allocation of manpower within the department that is consistent with the requirement of the Commission on Accreditation for Law Enforcement Agencies.
- Conducts biannually a scientifically-sound survey of community opinion that is consistent with the requirements of the Commission on Accreditation for Law Enforcement Agencies.
- Coordinates department's strategic planning efforts and provides internal facilitation as necessary to maintain momentum in implementation of the department strategic plan.
- Provides command staff sufficient information and analyses to guide informed decisions regarding department policy and practice.
- Periodically reviews demand for service and recommends redistricting or re-staffing when necessary in order to meet demand for service at a level consistent with the department's performance objectives.
- Serves project management teams in capacity as expert on matters of department budget and financial impact.
- Regularly lifts up to 10 pounds and occasionally lifts up to 30 pounds.
- Expected to temporarily perform duties outside of normal classification in the event of a declared emergency. In the event that an employee is excused from work other than being sick, they will be required to report to work in a state of declared emergency.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Bachelor’s degree and two to five years experience or master’s degree and less than two years experience. Experience with and proficiency in use of standard office software products. Any equivalent combination of experience and training that provides the required knowledge, skill and abilities.

MINIMUM ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Abilities

Ability to speak clearly so others can understand you, ability to see details at close range (within a few feet of the observer), ability to see details at a distance, ability to identify and understand the speech of another person, ability to listen to and understand information and ideas presented through spoken words and sentences.

Job Knowledge

Knowledge of the principles of research and of standard sources and uses of crime and demographic data; knowledge of research methodology and of standard statistical procedures as they pertain to the compilation and analysis of large sets of data. Ability to establish and maintain effective working relationships with associates, municipal officials, representatives of other agencies and members of the general public. Knowledge of, or the ability to gain knowledge of, basic accounting and budgeting principles, Geographic Information Systems and group facilitation methods.

Language Skills and Interpersonal Communication

Requires superb communication skills. Requires the ability to write and speak clearly, distinctly, and effectively with fellow employees and the general public; read in English and compare similarities and differences between words and series of numbers; apply common sense understanding to the work process, procedures, programs and services; and to provide and follow verbal and written instructions; ability to establish and maintain effective working relationships with City officials, City staff, business representatives, and other governmental agencies.

Work Environment

One hundred percent of work is performed in a normal inside office environment with appropriate heating and cooling and is not subject to significant occupational or environmental hazards other than those normally associated with general public contact, dust or odors.

Special Requirements

Ability to pass criminal background check.

I have carefully read and understand the contents of this job description and have been given the opportunity to ask my supervisor any questions I have regarding my duties and responsibilities as described therein.

Employee Signature	Date	Department Approval	Date
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The City of Sioux City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages employees and prospective employees to discuss needed accommodations with the appropriate City representatives.

Approved Resolution: Res# 000382
Dated: May 31, 2006