

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 Department's operational orders system and all operations manuals; interpret, create, maintain, and update files for proof of compliance with the accreditation standards within defined timeframes and standards; making recommendations on policies, procedures, and methods of operation, and presenting information on other projects assigned to the Policy and Inspections Section; 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), and 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 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 and skills 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. Extensive (5+ years) experience working in a law enforcement setting, especially with accreditation procedures, is strongly desired. Use of electronic document management software such as PowerDMS is 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 department policies, 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 process, and legal demands; and
Microsoft Office products, spreadsheets, database software and other relevant technologies.

Ability to:

organize and prioritize multiple tasks to operate at maximum efficiency;
learn and apply technical terminology and information as related to both law enforcement work and accreditation standards;
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 6/24

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EEO-Prof

JOB FCTN-ADM

INCREMENTS 54-200

PAY GRADE: 51

IND-8810

SWORN-No

JC Date	Title Code	Title	Grade	Min Inc	Min Amount	Max Amount	SWN	Union	At Will	SFTY	SEC	FMCSA	PHMSA	Job Func	FLSA	EEO4	City-wide
05/19/25	5200	POLICE INFORMATION TECHNOLOGY PROJECT MANAGER	56	046	80799.89	118687.71			C		Y			INT	Exempt	PROFESSIONALS	N
05/19/25	3818	POLICE INVESTIGATOR I	46	072	52925.60	72855.12			C		Y			GEN	Non-Exempt	PARA-PROF	N
05/19/25	3861	POLICE INVESTIGATOR I - PT	46	072	52925.60	72855.12			A		Y			GEN	Non-Exempt	PARA-PROF	N
05/19/25	3928	POLICE INVESTIGATOR II	47	072	55553.68	76472.86			C		Y			GEN	Non-Exempt	PARA-PROF	N
05/19/25	4035	POLICE INVESTIGATOR III	49	072	61249.55	84314.26			C		Y			ADM	Non-Exempt	PARA-PROF	N
05/19/25	5310	POLICE LEGAL ADVISOR	64	067	125791.12	175336.10			C					LEG	Exempt	PROFESSIONALS	N
05/19/25	5119	POLICE LIEUTENANT	63	152	148109.94	166968.88	S		C	Y	Y			PUB	Non-Exempt	PROFESSIONALS	N
05/19/25	4888	POLICE MEDIA RELATIONS SPEC	55	080	83769.09	113033.02			A					ADM	Exempt	PROFESSIONALS	N
05/19/25	4330	POLICE OFFICER	POFCR	127	66939.60	94435.62	S	Y	C	Y	Y			PUB	Non-Exempt	PROTECTIVE SVCS	N
05/19/25	4350	POLICE OFFICER - DETECTIVE	POFCR	127	66939.60	94435.62	S	Y	C	Y	Y			PUB	Non-Exempt	PROTECTIVE SVCS	N
05/19/25	4336	POLICE OFFICER - GRANT FUNDED	POFCR	127	66939.60	94435.62	S	Y	A	Y	Y			PUB	Non-Exempt	PROTECTIVE SVCS	N
05/19/25	4690	POLICE OFFICER - PT	POFCR	127	66939.60	94435.62	S	Y	A	Y	Y			PUB	Non-Exempt	PROTECTIVE SVCS	N
05/19/25	4709H	POLICE OFFICER AZ POST CERTIFIED NON-LATERAL	POFCR	127	66939.60	94435.62	S	Y	C	Y	Y			PUB	Non-Exempt	PROTECTIVE SVCS	N
05/19/25	4542	POLICE OFFICER- LATERAL	POFCR	127	66939.60	94435.62	S	Y	C	Y	Y			PUB	Non-Exempt	PROTECTIVE SVCS	N
05/19/25	4541	POLICE OFFICER- LATERAL- DETECTIVE	POFCR	127	66939.60	94435.62	S	Y	C	Y	Y			PUB	Non-Exempt	PROTECTIVE SVCS	N
05/19/25	4541H	POLICE OFFICER- LATERAL- DETECTIVE- HTA	POFCR	127	66939.60	94435.62	S	Y	C	Y	Y			PUB	Non-Exempt	PROTECTIVE SVCS	N
05/19/25	4542H	POLICE OFFICER- LATERAL-HTA	POFCR	127	66939.60	94435.62	S	Y	C	Y	Y			PUB	Non-Exempt	PROTECTIVE SVCS	N
05/19/25	4229	POLICE OFFICER RECRUIT ACADEMY	POFCR	127	66939.60	94435.62	S		C	Y	Y			PUB	Non-Exempt	PROTECTIVE SVCS	N
05/19/25	4914	POLICE OFFICER RECRUIT ACADEMY-FA	POFCR	127	66939.60	94435.62	S		C	Y	Y			PUB	Non-Exempt	PROTECTIVE SVCS	N
05/19/25	4675	POLICE OFFICER RECRUIT OIT	POFCR	127	66939.60	94435.62	S	Y	C	Y	Y			PUB	Non-Exempt	PROTECTIVE SVCS	N
05/19/25	4675H	POLICE OFFICER RECRUIT OIT-HTA	POFCR	127	66939.60	94435.62	S	Y	C	Y	Y			PUB	Non-Exempt	PROTECTIVE SVCS	N
05/19/25	4350H	POLICE OFFICER-DETECTIVE-HTA	POFCR	127	66939.60	94435.62	S	Y	C	Y	Y			PUB	Non-Exempt	PROTECTIVE SVCS	N
05/19/25	4330H	POLICE OFFICER-HTA	POFCR	127	66939.60	94435.62	S	Y	C	Y	Y			PUB	Non-Exempt	PROTECTIVE SVCS	N
05/19/25	4336H	POLICE OFFICER-HTA - GF	POFCR	127	66939.60	94435.62	S	Y	A	Y	Y			PUB	Non-Exempt	PROTECTIVE SVCS	N
05/19/25	4369	POLICE OFFICER-LATL-OUTOFSTATE	POFCR	127	66939.60	94435.62	S	Y	C	Y	Y			PUB	Non-Exempt	PROTECTIVE SVCS	N
05/19/25	4369H	POLICE OFFICER-LATL-OUTOFSTATE-HTA	POFCR	127	66939.60	94435.62	S	Y	C	Y	Y			PUB	Non-Exempt	PROTECTIVE SVCS	N
05/19/25	4331	POLICE PHOTOGRAPHIC TECHNICIAN	45	066	49657.09	69388.18			C		Y			TEC	Non-Exempt	TECHNICIANS	N
05/19/25	4847	POLICE PLANNER	55	058	79291.89	113033.02			C					ADM	Exempt	PROFESSIONALS	N
05/19/25	4235	POLICE POLICY & PROC ANALYST	52	058	68478.38	97620.22			C					ADM	Non-Exempt	PROFESSIONALS	N
05/19/25	4645	POLICE POLYGRAPH EXAMINER	54	055	74946.98	107644.37			C					ADM	Non-Exempt	TECHNICIANS	N
05/19/25	4126	POLICE PRE-RECRUIT	47	065	54591.26	76472.86			C	Y	Y			PUB	Non-Exempt	PROTECTIVE SVCS	N
05/19/25	5920	POLICE PSYCHOLOGIST	63	058	117126.46	166968.88			A					OFF	Exempt	PROFESSIONALS	N
05/19/25	5701	POLICE RECORDS AND RISK MANAGEMENT ADMINISTRATOR	59	058	96371.60	137385.25			A					ADM	Exempt	OFFICIAL & ADM	N
05/19/25	4016	POLICE RECORDS SHIFT SUPERVISOR	51	058	65226.10	92983.49			C		Y			ADM	Non-Exempt	ADMIN SUPPORT	N
05/19/25	3327	POLICE RECORDS SPEC I	43	091	47945.87	62942.88			C		Y			OFF	Non-Exempt	ADMIN SUPPORT	N
05/19/25	3509	POLICE RECORDS SPEC II	45	058	48675.12	69388.18			C		Y			OFF	Non-Exempt	ADMIN SUPPORT	N
05/19/25	3745	POLICE RECORDS SPEC III	46	058	51107.47	72855.12			C					OFF	Non-Exempt	ADMIN SUPPORT	N
05/19/25	3921	POLICE RECORDS SPEC III-PT	46	058	51107.47	72855.12			A					OFF	Non-Exempt	ADMIN SUPPORT	N
05/19/25	4474	POLICE RECORDS SUPV	54	058	75510.45	107644.37			C					ADM	Exempt	PROFESSIONALS	N
05/19/25	4738	POLICE SERGEANT	SGT	213	102713.52	120187.41	S	Y	C	Y	Y			PUB	Non-Exempt	PROTECTIVE SVCS	N
05/19/25	4738H	POLICE SERGEANT	SGT	213	102713.52	120187.41	S	Y	C	Y	Y			PUB	Non-Exempt	PROTECTIVE SVCS	N
05/19/25	4739	POLICE SERGEANT - DETECTIVE	SGT	213	102713.52	120187.41	S	Y	C	Y	Y			PUB	Non-Exempt	PROTECTIVE SVCS	N
05/19/25	4739H	POLICE SERGEANT - DETECTIVE	SGT	213	102713.52	120187.41	S	Y	C	Y	Y			PUB	Non-Exempt	PROTECTIVE SVCS	N
05/19/25	3342	POLICE SERVICE ASST	38	046	33588.46	49339.06			C	Y	Y			GEN	Non-Exempt	SVS MAINT	N
05/19/25	2904	POLICE SERVICE ASST-PART-TIME	38	046	33588.46	49339.06			A	Y	Y			GEN	Non-Exempt	SVS MAINT	N
05/19/25	3725	POLICE SERVICE OFFICER I	45	072	50406.51	69388.18			C		Y			GEN	Non-Exempt	PROTECTIVE SVCS	N
05/19/25	3903	POLICE SERVICE OFFICER II	47	072	55553.68	76472.86			C		Y			GEN	Non-Exempt	PROTECTIVE SVCS	N
05/19/25	6200	POLICE TECHNICAL SERVICES DIVISION MANAGER	65	051	126918.69	184119.73			A					ADM	Exempt	OFFICIAL & ADM	N
05/19/25	3955	POLICE VOLUNTEER COORDINATOR	51	067	66708.72	92983.49			C					ADM	Exempt	PROFESSIONALS	N
05/19/25	4195	POLICE WARRANTS INVESTIGATOR	49	072	61249.55	84314.26			C		Y			GEN	Non-Exempt	PARA-PROF	N
05/19/25	4123	POLICE YOUTH PROGRAM COORDINATOR	50	071	64182.56	88572.85			C					ADM	Exempt	PARA-PROF	N
05/19/25	3795	POOL MANAGER - PT	45	095	53385.90	69388.18			A	Y				PAR	Non-Exempt	SVS MAINT	N