



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: RESEARCH AND PLANNING SUPERVISOR

BARGAINING UNIT: CIV MANAGEMENT CODE NUMBER: 0145

PAY RANGE CODE: 18.4 MC REVISION DATE: 8/25/16

NATURE OF WORK:

This is administrative and supervisory work in the Research and Planning Unit of the Omaha Police Department. The work involves supervising and directing a group of employees responsible for researching changes in city ordinances, state statutes, court rulings, and federal law, and recommending possible corresponding changes in police procedures and policy. Work also involves reviewing information concerning procedural changes obtained by subordinates from sources such as general orders, information orders, periodicals, surveys, and policies and procedures manuals from other law enforcement agencies. In addition, work includes serving as project supervisor for maintaining the Omaha Police Department's accreditation through the Commission on Accreditation for Law Enforcement Agencies (CALEA) and serving as department liaison to this agency. Work entails the responsibility for planning, instructing, and assigning duties to subordinates, providing leadership for them in the conduct of their work and checking their proficiency. In addition, work includes supervising, participating in, and guiding departmental grant writing, grant management, and grant reporting as well as supervising the creation, updating, and distribution of departmental forms. An incumbent in this classification performs duties with a considerable independence, making decisions based on experience and departmental policies, and receives general direction from a superior.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Trains, schedules, assigns, oversees, evaluates work, and recommends hiring, discipline, or termination of administrative and clerical staff.

Supervises and participates in the research, compilation, and preparation of a variety of statistical and narrative reports, reviews, and analyses for use in decision making processes, departmental accreditation files, and press/public presentations by departmental employees/command.

Facilitates department interaction with CALEA and oversees, completes, and assigns tasks as may be necessary to ensure continued departmental accreditation compliance.

Supervises and participates in research into future departmental needs, analyzes such data as demographics and departmental statistics, and reviews documents such as former general orders, legislative bills, federal laws, state statutes, city ordinances, applicable court rulings, the current Policies and Procedures manual, other law enforcement agencies' writings, textbooks, and

periodicals to learn of needed changes in policy and procedure within the Police Department to ensure accreditation and best practices are maintained and/or implemented.

Interprets city policies, department policies, collective bargaining agreements, and policies from other law enforcement agencies to department officials and employees and confers with department officials regarding policy needs, issues, and changes.

Reviews and evaluates pending city ordinance changes, state statutes, court rulings, and national legislation which pertain to the Police Department to incorporate policy and modifications to current procedures.

Prepares responses to CALEA informational requests and completes related reports as may be required to maintain department eligibility for accreditation.

Oversees and participates in research and writing of grant requests and grant management to include the following tasks: supervise and assist with tracking of grant expenditures and available funding, act as a liaison with City of Omaha grant administration staff, ensure grant progress reporting and other required grant reporting is completed in accordance with required deadlines, and other grant management duties as may be required or assigned.

Oversees and participates in the drafting of general orders, information orders, and changes in the department's Policies and Procedures manual and related policies, sending drafts to the City Law Department or other city or county departments for review if necessary, obtaining approval from Police administration, and distributing copies of the new orders to all interested and/or required parties.

Acts as chairperson on the Report Review Committee, overseeing and participating in the creation and revision of departmental forms, to include ensuring forms are reviewed by the Report Review Committee and relevant departmental command personnel, and ensures departmental form records and files are kept up to date.

Oversees the maintenance and updating of the department's Policies and Procedures manual which includes ensuring that all changes are incorporated into the manual per departmental policy and copies are distributed accordingly both within the department and/or on the department's public website when authorized.

Oversees the processes and procedures related to the department's document compliance program used to distribute orders and other departmental documents for employee review, signature, acknowledgement, and related processes.

Oversees and participates in meetings to develop the direction and scope of plans for future projects, including setting goals and time lines.

Represents the Police Department at various committee and board meetings and acts as liaison with other divisions, departments, and state agencies that will have the potential to effect or change Police Department policy.

Oversees surveys of other law enforcement agencies to discover improved methods, policies, and procedures and coordinates responses to surveys from other law enforcement agencies to inform them of the department's methods, policies, and procedures.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the sources from which prospective changes in departmental Policies and Procedures manual, Information Orders, and General Orders may be gathered.

Knowledge of research methodologies.

Knowledge of business English, spelling, grammar and punctuation.

Knowledge of policies, procedures, and techniques used in law enforcement agencies.

Knowledge of CALEA accreditation standards and accreditation management practices.

Knowledge of the principles and applications of office management, including modern office procedures, clerical techniques, the use of office equipment, and compiling and maintaining reports and records.

Knowledge of the principles and practices of police administration.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Skill in composing general order procedural narratives from technical data, which can be understood by all sworn and non-sworn personnel in the Police Department.

Skill in estimating staff, material, and monetary requirements of departmental programs.

Skill in communicating effectively.

Ability to prepare clear, concise, and organized business correspondence, reports, and position descriptions.

Ability to analyze and evaluate complex issues with multiple aspects and recommend solutions.

Ability to organize, compile, and maintain confidential departmental records.

Ability to interpret and explain departmental rules, policies, and practices.

Ability to supervise subordinates including assigning work, providing direction, monitoring performance, and recommending hiring, discipline, and termination.

Ability to perform basic mathematical computations to include addition, subtraction, multiplication, and division.

Ability to perform technical assignments and manage multiple projects with accuracy while focusing on details.

Ability to establish and maintain effective working relationships with fellow employees, members of other law enforcement agencies, the media, and members of the general public.

Ability to understand oral or written instructions.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to maintain the confidentiality of all departmental communications, documents, transactions, and records.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to sit and use hands to grasp, handle, or feel from 76 to 100% of the time and to stand up to 25% of the time.

Ability to sit most of the time, using up to twenty (20) pounds of force occasionally and up to ten (10) pounds frequently to move objects.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's degree with course work in composition and research methods

AND

Two (2) years of experience in researching technical documents for data upon which to base the design and writing of manuals and other official instruments, one (1) year of which must have been in a supervisory capacity

OR

An equivalent combination of experience and education.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed in an office setting amid normal conditions of dust, odors, fumes, and noises.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Personal Computer
Printer

Facsimile Machine
Calculator

Copier
Scanner

Previous Revision Date(s): 1/4/2000
2/3/2009