



City of Port St. Lucie
**Strategic Planning & Analysis Division Director- Police
 Department**

SALARY	See Position Description	LOCATION	Port St. Lucie FL 34984, FL
JOB TYPE	FULL-TIME	JOB NUMBER	202502846
DEPARTMENT	POLICE DEPARTMENT	OPENING DATE	02/05/2025
CLOSING DATE	Continuous		

POSITION SUMMARY

The City of Port St. Lucie is an equal opportunity employer.

This position requires the applicant to successfully pass a drug screening.

The starting salary range for this position is \$ 109,479.44 - \$125,901.36 depending on qualifications

Reports to the Chief of Police and works directly with Command Staff and the City Manager's Office to promote the development and implementation of the agency's strategic plan, evidence-based practices, and Stratified Policing. Performs advanced supervisory and administrative work in analyzing laws, patterns, trends, common characteristics and the underlying causes of crime. Directs and coordinates the operations of the Crime and Intelligence Section in the assimilation of intelligence, analysis of police data and statistics, and the dissemination of operational and intelligence products specific to crime patterns and trends. Provides direct oversight and management of the Crime and Intelligence Analysts day-to-day job duties, responsibilities, and functions. Facilitates the development of public trust and confidence in the City.

This position is an Essential classification and is required to report to duty before, during, and immediately after a civil emergency.

ESSENTIAL DUTIES

The following duties are illustrative for this position. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Keeps the mission, vision, and values of the City of Port St. Lucie at the forefront of decision making and action; builds strategic and collaborative relationships and interacts with others in a way that builds confidence and trust; provides excellent customer service by taking action to accomplish objectives, maintains high levels of work and productivity by generating innovative solutions to work situations.
- Develop and provide strategic leadership, oversight and guidance of the activities of various Divisions and special projects within the Police Department to ensure they are in concert with the strategic goals of the City Manager and City Council. Guides the implementation of the Department's Strategic Plan by developing and reviewing approved

Goals and Objectives and identifying and coordinating the development of strategies and resources to achieve success in reaching Objective milestones. Develops and tracks department performance measures in coordination with the City Manager's Office and by researching best practices and benchmark communities.

- Responds to service requests from Police Administration, City departments, and local, state, and federal law enforcement agencies to assist with analytical expertise; prepares crime reports for stakeholders to include the City Manager's Office.
- Assigns projects, reports, and/or case work to Crime and Intelligence Analysts, accordingly, continuously evaluating their work and providing guidance.
- Establishes and develops department performance measures, goals, objectives, and priorities to ensure effective unit operations and employee performance.
- Analyzes long term crime patterns and trends using probability studies and complex statistical analyses such as random samplings, correlation, and regression analysis; develops and tests hypotheses; develops victim and suspect profiles (e.g. physical or vehicle description profiles); the ability to analyze crime data to assist in informing police personnel of possible future criminal activity.
- Applies various research methods/design as well as having the ability to demonstrate a track record in quantitative and qualitative statistical analysis and should indicate their knowledge and experience of Statistical Package for the Social Sciences (SPSS) and Stata, or other statistical packages and their experience in conducting at least some of the following: design and analysis of surveys; longitudinal data analysis; bivariate and multivariate analysis; regression modeling; content analysis; network modeling; and/or structural equation modeling.
- Ensures that the Crime Analysis personnel:
 1. Presents daily briefing to Command Staff of significant cases.
 2. Prepares daily, weekly, and monthly written documents such as crime reports, and crime analysis bulletins in order to disseminate crime statistics, suspect information, and Modus Operandi (MO) patterns.
 3. Conducts research, gathers and compiles information, and analyzes data to identify crime patterns and trends in the City and surrounding areas; may share information compiled with other agencies, as directed; compiles and evaluates information, selects essential elements, and correlates new information with existing information; provides analytic support to all law enforcement personnel regarding special requests.
 4. Prepares maps, graphs, charts, tables and other illustrative devices for visual presentation of data; prepares intelligence reports and statistical analysis; prepares link analysis, event flow analysis, and activity charting.
 5. Receives, prepares and disseminates intelligence information on criminal activity and officer safety matters via bulletins, case reports, or memoranda.
 6. Provides recommendations or strategies concerning crime prevention or apprehension of criminals, such as directed patrol recommendations, surveillance, or stakeouts.
 7. Develops and maintains criminal intelligence sources; establishes, maintains and coordinates contacts with various local, state, and federal law enforcement agencies to facilitate a productive information exchange network.
- Assist in the management of the STARCOM and Collaborative Operational Analysis Response (COAR) (i.e., Stratified Policing accountability meetings) process for the department.
- Supervises the analysis of crime trends, patterns, and the development of law enforcement responses focused on improving the effectiveness of criminal apprehension and crime prevention.
- Performs crime research and analysis for the enhancement and direction of proactive law enforcement operations utilizing manual and automated methods of research and analysis. Works with university personnel on research and crime prevention strategy grants and research projects.
- Other duties as may be assigned.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND/OR EXPERIENCE

Graduation from an accredited college or university with a master's degree in related field (e.g., criminal justice, criminology, information systems, and/or statistics) required. Minimum of ten (10) years' experience working for a law enforcement agency or a proven track record (commiserate with ten (10) years' experience) performing research, data analysis, statistics, and working with mapping software is required.

CERTIFICATES, LICENSES, REGISTRATIONS

- Criminal Intelligence Analyst training from an accredited organization, such as Florida Department of Law Enforcement (FDLE) is required.
- Possession of valid Florida driver's license and maintenance of clean driving record required.

KNOWLEDGE, SKILLS, & ABILITIES

- Knowledge of the City of Port St. Lucie and surrounding area's geographical layout.
- Knowledge of the principles and practices of law enforcement, including the needs, techniques, methods and legal demands of police and public administration.
- Knowledge of current scientific, technological and court accepted methods and means of evidence location, identification, documentation, recovery, and processing.
- Knowledge of the department's and City's policies, procedures, and practices.
- Knowledge of business English, spelling, and punctuation, to prepare reports, compose letters, etc.
- Advanced skill in the operation of a PC.
- Advanced skill in the analysis of data with the ability to convert data into prescribed format, such as reports, charts and graphs.
- Skill in filing and other organizational skills.
- Ability to write clear, concise reports and articles, and organize statistical information.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to access, input and retrieve information from a computer.
- Ability to adapt to fast changing situations with minimal confusion and recovery.
- Ability to exercise good judgment, high standards of practice and ethical conduct.
- Ability to communicate effectively in writing and orally.
- Ability to focus on the positive in every situation.
- Ability to model respect for individuals, teams, and the organization.
- Ability to stay centered when challenged.
- Ability to establish and maintain the trust and confidence of the department and public.
- Ability to analyze a variety of administrative problems and to make sound recommendations.
- Ability to work under pressure and meet deadlines.
- Ability to follow through with assigned tasks.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit, talk, hear, and use hands to finger, handle, or feel. The employee is frequently required to walk and reach with hands and arms. The employee is occasionally required to stand and stoop, kneel, and crouch. The employee must frequently lift and/or move up to 10 pounds and occasionally lift

and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Employer

City of Port St. Lucie

Address

121 SW Port St. Lucie Blvd

Port St. Lucie, Florida, 34984

Phone

772-871-5206

Website

<http://www.cityofpsl.com>

Strategic Planning & Analysis Division Director- Police Department Supplemental Questionnaire

***QUESTION 1**

Do you have a valid Florida driver's license?

- Yes
- No

***QUESTION 2**

Have you graduated from an accredited college or university with at minimum a master's degree in related field (e.g., criminal justice, criminology, information systems, and/or statistics)?

- Yes
- No

***QUESTION 3**

Do you have a minimum of ten (10) years' experience working for a law enforcement agency or a proven track record (commensurate with ten (10) years' experience) performing research, data analysis, statistics, and working with mapping software?

- Yes
- No

***QUESTION 4**

Criminal Intelligence Analyst training from an accredited organization, such as Florida Department of Law Enforcement (FDLE) is required. Have you completed training?

- Yes
- No

***QUESTION 5**

List any certifications you hold that may be relative to this position.

***QUESTION 6**

Please describe your experience relative to this position.

* Required Question