



HARRIS COUNTY
Human Resource & Risk Management
Houston, TX 77002

<https://agency.governmentjobs.com/harriscountytexas/default.cfm>
invites applications for the position of:

Front End Law Enforcement Specialist and Researcher

An Equal Opportunity Employer

SALARY:	Depends on Qualifications
OPENING DATE:	12/04/20
CLOSING DATE:	01/04/21 11:59 PM
POSITION DESCRIPTION:	

About the Justice Administration Department:

The Justice Administration Department (JAD) was created by the Commissioners Court to act as a resource for all County Criminal and Juvenile Justice Agencies. The Department coordinates amongst stakeholders and provides the members of Commissioners Court and County Criminal and Youth Justice Leader's policy research, data analysis, and solutions meant to increase public safety, fairness, equity, efficiency, and accountability throughout the Harris County justice system.

The goals of the Justice Administration Department are to:

- Increase public safety
- Address racial and ethnic equity and inclusion
- Engage in meaningful community engagement
- Reduce reliance on incarceration for both adults and youth
- Reduce barriers to successful community re-integration
- Increase coordination and collaboration across all county justice departments and stakeholders
- Facilitate coordination and collaboration with non-profit community partners serving survivors of crime
- Assist in the implementation of evidence-based practices
- Promote fairness and procedural justice, and enhance public trust and confidence

JAD's Scope and Duties:

- Assess the state of the Harris County justice system via the collection and analysis of data that identify micro and macro-level trends disaggregated by race and ethnicity and evaluate comparative evidence-based practices
- Assess Harris County's highest-impact opportunities to implement new practices and help stakeholders improve existing practices
- Recommends policies to Commissioners Court and stakeholders that are predicated on evidence-based practices generated through JAD's data analysis and research, stakeholder feedback, best practices from experts and other jurisdictions, and to achieve our goals
- Measures the success of the policies and recommends modifications during and after the implementation process
- Facilitates high-quality implementation which requires a high degree of familiarity with implementing agencies

- Supports testing and evaluation to quickly identify areas for improvement and respond and to generate evidence about the impact of bail reform
- Enables effective communication to stakeholders about the impact of justice policies on communities
- Assists the coordination with other Harris County justice agencies to identify existing areas of opportunity related to programs, data infrastructure, and map work processes
- Conducts research nationally to compile an ongoing list of programs that have proven success comparative to our goals
- Staff the Criminal Justice Coordinating Council (CJCC) and its committees, including facilitating CJCC meetings, managing the MacArthur Safety & Justice Challenge grant
- Supports existing technical, research, and policy staff in Harris County justice agencies
- Serves as a resource to help facilitate projects that cross multiple departments and other governmental agencies

What you will do at Harris County:

The Front End Diversion Law Enforcement Specialist serves as an in-house expert on law enforcement best practices. They will strengthen law enforcements capacity to implement pre-booking alternatives to incarceration, conduct outreach and give presentations related to trends and development in the field. The position will serve as the primary liaison to all City and County Law Enforcement agencies.

Key responsibilities of the Front End Diversion Law Enforcement Specialist position include, but are not limited to, the following:

- Serves as an in-house expert on law enforcement best practices with an emphasis on front end diversion and early interventions
- Compiles and composes written products, including policy briefs, research memos, and presentations that concisely and clearly describe complex analyses and policy options to law enforcement and community audiences
- Conducts in-depth analysis of relevant law enforcement administrative policy, evidenced-based, policing practices, crime analysis, community policing efforts, as well as standard programmatic police operations, policy implementation, and research
- Researches, analyzes, and reviews policy solutions or strategies related to pre-arrest alternatives to incarceration, alternatives to the use of lethal force, implementation of violence intervention and other crime prevention strategies, crime reporting by residents, and other policy solutions
- Develops written products, including policy briefs, research memos, and presentations that concisely and clearly describe complex analyses and policy options to law enforcement audiences
- Develops and expands knowledge based on police, corrections, criminal justice, and related social service policy issues
- Responsible for building and maintaining relationships with community partners and law enforcement agencies, scheduling trainings and providing continuous support to partners and participants
- Develops web-based products for distance learning, including webinars, interactive documents, and other materials for county, state, and national audiences
- Represents the JAD in relevant networks, delivering presentations on JAD projects and initiatives at national and local industry events, conferences, and meetings when appropriate
- Attends community outreach and law enforcement events on behalf of the JAD and their work
- Develops training curriculum for multiple audiences, such as sheriffs, police chiefs, police supervisors, line-level officers, community advocates, etc.
- Plans and initiates policy-focused meetings of high-ranking government officials, advocates, and experts
- Conducts outreach and gives presentations related to trends and development in the field
- Serves as the primary liaison to all Harris County Law Enforcement Agencies
- Builds and maintains relationships with community partners and law enforcement agencies scheduling trainings and providing continuous support to partners and program participants

- Attends community outreach and law enforcement events on behalf the JAD and answers questions from community partners and participants

<https://hrrm.harriscountytexas.gov/Pages/EqualEmploymentOpportunityPlan.aspx>

If you need special services or accommodations, please call (713) 274-5445 or email ADACoordinator@bmd.hctx.net

REQUIREMENTS:

What you will bring:

- Bachelor's Degree in Public Administration, Public Affairs, Political Science, Law, Criminal Justice or a related field of study; **and**
- Ten (10) years of experience as a practitioner in Law Enforcement with line experience in policing, criminal justice, community development or crime policy analysis in an agency larger than 1,000 officers, to include four (4) years of executive-level experience
- Demonstrated commitment to equity and racial and social justice
- Demonstrated ability to communicate effectively in both oral and written formats

Knowledge, Skills, and Abilities

- Ability to facilitate constructive dialog with historically marginalized groups/entities who often require law enforcement services, by bringing law enforcement to the table for discussion with said groups
- Experience in developing and implementing innovative law enforcement programs with the goal of safely diverting individuals from jail (Cite & Release, jail diversion centers, etc.)
- Familiarity and/or experience developing specialized police response programs to address incarceration of persons with substance use issues (sobering centers, Law Enforcement Assisted Diversion L.E.A.D, etc.)
- Experience in developing and implementing specialized law enforcement response programs to persons with mental illness and/or homelessness
- Excellent written and oral communication skills, basic familiarization of computer systems using Microsoft Office and standard applications, as well as effective organizational and time and case management skills, are all essential to satisfactory job performance
- Excellent research, writing, and editing skills, developing various types of communications from business emails to large reports
- Ability to work independently with minimal supervision, prioritizing and handling multiple tasks simultaneously
- Experience in organizing, balancing and prioritizing multiple projects and deadlines
- Comprehensive understanding of police organizations, culture and law enforcement practices
- Ability to maintain the highest standards of ethical behavior, exercising honesty and integrity, respect, confidentiality, and fairness

NOTE: To qualify for this position, required education, experience, knowledge, and skills must be clearly documented on your application's employment history. You may attach a resume to the application as supporting documentation but ONLY information stated on the application will be used for consideration. "See Resume" will not be accepted for qualifications.

PREFERENCES:

- Advanced Degree
- Line employee experience in administration, use of force application, or policy
- Master PO licensed Texas Peace officer, in good standing with TCOLE
- Experience in Internal Affairs
- Knowledge of local criminal justice system and business processes

- Bilingual in Spanish and English

GENERAL INFORMATION:

HOURS:

- 40 Hours per Week / Monday - Friday
- Occasional Evenings and Weekends

SALARY:

- Commensurate with Experience
- Based on 26 Pay Periods

Due to a high volume of applications positions may close prior to the advertised closing date

Harris County has an Employment-at-Will Policy.

Employment is contingent on passing a criminal background check.

Upon receiving a conditional Offer of Employment, all applicants are screened for the presence of illegal drugs.

To view your detailed application status, please log-in to your on-line profile by visiting: <https://www.governmentjobs.com/careers/harriscountytx>

1310 Prairie Street, Ste.
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Houston, TX 77002

Position #05794
FRONT END LAW ENFORCEMENT SPECIALIST AND
RESEARCHER
MB

employment@bmd.hctx.net

Front End Law Enforcement Specialist and Researcher Supplemental Questionnaire

- * 1. Do you have a Bachelor's Degree in Public Administration, Public Affairs, Political Science, Law, Criminal Justice or a related field of study?
 Yes
 No
- * 2. Please describe your educational background including level of education completed, area of study and completed major and minor programs.
- * 3. Which of the following best describes your work experience as a practitioner in Law Enforcement with line experience in policing, criminal justice, community development or crime policy analysis in an agency larger than 1,000 officers? (To be considered, qualifying experience must be documented on your application's employment history.)

- Less than five years
 - Five years or more but less than six
 - Six years or more but less than seven
 - Seven years or more but less than eight
 - Eight years or more but less than nine
 - Nine years or more but less than ten
 - Ten years or more but less than eleven
 - Eleven or more years
 - I do not have this experience
- * 4. Please describe in detail your experience working as a practitioner in Law Enforcement with line experience in policing, criminal justice, community development or crime policy analysis in an agency larger than 1,000 officers. Please include your role, type of organization and scope of duties and responsibilities. You can make reference to your employment history, but do not use "See Resume", as we do not use resumes for qualifications. If you do not have this experience, please type "none" in the space provided.
- * 5. Which of the following best describes your executive-level experience with the rank of Sergeant and above, with command level? (To be considered, qualifying experience must be documented on your application's employment history.)
- Less than three years
 - Three years or more but less than four
 - Four years or more but less than five
 - Five or more years
 - I do not have this experience
- * 6. Please describe in detail your executive-level experience with the rank of Sergeant and above, with command level. Please include your role, type of organization and scope of duties and responsibilities. You can make reference to your employment history, but do not use "See Resume", as we do not use resumes for qualifications. If you do not have this experience, please type "none" in the space provided.
- * 7. Do you have line employee experience in administration, use of force application, or policy?
- Yes
 - No
- * 8. Please describe your line employee experience in administration, use of force application, or policy. If you do not have this experience type "none" in the space provided.
- * 9. Are you a Master PO licensed Texas Peace officer, in good standing with TCOLE?
- Yes
 - No
- * 10. Are you bilingual in English and Spanish?
- Yes
 - No
- * Required Question