



FELLOWSHIP PROGRAM

The Office of Community Oriented Policing Services (COPS Office) announces an exciting opportunity for an individual with demonstrated experience in law enforcement operations, policies and procedures to assist in strengthening the COPS Office's capabilities in the development, delivery and management of technical assistance to law enforcement, community members, and other criminal justice stakeholders as a Law Enforcement Fellow.

Background

The COPS Office is the component of the U.S. Department of Justice responsible for advancing the practice of community policing by the nation's state, local, territory, and tribal law enforcement agencies through information and grant resources. It awards grants to state, local, territory, and tribal law enforcement agencies to hire and train community-policing professionals, acquire and deploy cutting-edge crime fighting technologies, and develop and test innovative policing strategies. COPS Office funding also provides training and technical assistance to community members, local government leaders, and all levels of law enforcement. This fellowship position is a detail assignment under the Intergovernmental Personnel Act (IPA) for one year, with a possibility of renewal for a second year. Individuals eligible for an IPA assignment include employees of State and local government agencies, institutions of higher education, Indian tribal governments, federally funded research and development centers, and qualified nonprofit organizations. The fellow will need to relocate to the Washington D.C. Metro area for the term of the appointment. Under the IPA provisions, the fellow will remain on the payroll of his/her home institution and the home institution will continue to administer pay and benefits. The fellow is paid a negotiated stipend by the COPS Office to cover such things as local living expenses.

Major Duties

A successful candidate for the Fellowship Program position duties consist of:

- Providing subject matter expertise in police operations, policies and procedures and current issues facing the law enforcement community.
- Assisting in evaluating requests for technical assistance from state and local law enforcement agencies.
- Contributing to the development of technical assistance programs geared to the needs of the specific recipient. This includes applying various methods of technical assistance, from on-line to on-site assistance, as well as developing reports, white papers, guidebooks, and other documents.
- Working on-site with the recipients of the COPS office, providing subject matter expertise, guidance and support.
- Arranging and leading conference calls and meetings with COPS and various stakeholders, developing agendas and constructing follow-up action.
- Coordinating the efforts of other experts in the government and the private and public sectors; serving as the liaison between the COPS Office and those participants.

- Assisting in establishing and enhancing partnerships with other federal, state, local or tribal agencies and organizations, as well as the private sector, to further technical assistance and to implement and maintain projects and programs related to the advancement of community policing.

Knowledge Required for the Position

In the performance of their duties, a successful candidate for the Fellowship Program position will have the following responsibilities:

- Managing innovative community policing pilot programs and projects.
- Developing traditional and non-traditional partnerships across a wide variety of stakeholders, in order to increase awareness of and develop support for community policing.
- Producing products and publications for use by law enforcement and the community.
- Developing, overseeing the delivery of, and sometimes providing the delivery of training and technical assistance to law enforcement and other criminal justice stakeholders.
- Disseminating community policing knowledge through external presentations and support to the field, including presenting at conferences, conducting workshops, and finding new opportunities to share COPS resources with a wider audience.
- Developing ideas for and writing COPS “Innovation” pamphlets (short, user-friendly guides on topics of interest to a law enforcement audience).

Additional and/or Optional Communications Duties That May Be Performed

In addition to required duties and knowledge required for the position, the COPS Office would be interested to hear from candidates with the following communications experience:

- Utilizing approved social media platforms to promote the work of COPS Office with law enforcement and communities.
- Responding to inquiries from media representatives, public and professional organizations.
- Developing communication plans considering and determining appropriate audiences, aspects to emphasize, the most effective means to use in communicating with selected audiences and providing specific information needed for a variety of audiences.
- Maintains progressive ongoing media plans to highlight the services of the COPS Office, and coordinates proactive marketing strategies designed to promote and deliver COPS products to the appropriate audiences.
- Provide programmatic and communications support for the National Blue Alert Network, including, but not limited to, engagement work with non-Blue Alert states.
- Developing and overseeing public safety public information campaigns and promotion of innovative community policing strategies.

Qualifications

A successful candidate for the Fellowship Program position will possess the following qualifications:

Applicants should possess in-depth knowledge of police operations, policies, and procedures, and have an interest in national level policy and current issues facing law enforcement agencies in the United States. Seven or more years of experience in a position with a law enforcement agency is preferred, and applicants should possess excellent oral and written communication skills.

Applicants should send a letter of interest, a resume or curriculum vitae, and a brief (**no more than five (5) pages**) writing sample to the following address:

To: Craig A. Jones, Sr.
Office of Community Oriented Policing Services
2 CON 145 N Street, NE
Washington, DC 20530
Phone: 202-598-0375
Email: craig.jones@usdoj.gov

The desired starting date for the fellowship position is negotiable, although it is expected that the IPA would begin the appointment in FY2021. We look forward to receiving and reviewing applications for this exciting and mutually beneficial fellowship opportunity in the COPS Office.

The Department of Justice/Community Oriented Policing Services (COPS Office) is an Affirmative Action/Equal Opportunity Employer. Women, minorities, people with disabilities, and candidates of all backgrounds are encouraged to apply.