

Law Enforcement Fellow in the Office of Community Oriented Policing Services, United States Department of Justice: An IPA Opportunity

The Partnerships and Technical Assistance Division in 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.

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 and local government leaders and all levels of law enforcement.

This fellowship position is a detail assignment to an unclassified position description 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. A stipend to cover such items as local living expenses and/or partial salary reimbursement to the selected Fellow's eligible organization may be considered.

The fellow will assist with a full range of activities in the Partnerships and Technical Assistance Division. Broad responsibilities for the division include provides subject matter expertise to COPS Office programs and initiatives. The division is also responsible for:

- 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).

The incumbent will work closely with Partnerships and Technical Assistance Division staff, the Office of the Director, and other COPS Office staff responsible for the design and management of COPS Office programs. Examples of the types of duties may include:

- Provide subject matter expertise in police operations, policies and procedures and current issues facing the law enforcement community
- Assist in evaluating requests for technical assistance from state and local law enforcement agencies
- Contribute 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 recipient of COPS technical assistance, providing subject matter expertise, guidance and support.
- Arranging and leading conference calls and meetings with COPS and various stakeholders, developing agendas, crafting follow-up action
- Coordinate the efforts of other experts in the government and the private and public sectors; serve as the liaison between the COPS Office and those participants
- Assist 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.

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, references, and a brief (no more than 5 pages) writing sample to the following address no later than the close of business, May 15, 2014 to:

Helene Bushwick
 Office of Community Oriented Policing Services
 145 N Street, NE
 Washington, DC 20530
 Phone: 202.305-7620
 Email: helene.bushwick@usdoj.gov

The desired starting date for the fellowship position is negotiable, although it is expected that the IPA would begin the appointment in FY2014. We look forward to receiving and reviewing applications for this exciting and mutually beneficial fellowship opportunity in the COPS Office.

The Department of Justice Equal Employment Opportunity statement is found at:

<http://www.justice.gov/jmd/eos/08-eeo-policy.pdf>.

Reasonable Accommodation Statement: Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.