

**Policy Director - Los Angeles Police Department**  
**Job Description**

**Department:** City of Los Angeles - Mayor's Office of Public Safety (MOPS)  
**Position:** Policy Director - Los Angeles Police Department

**Duties and Responsibilities:** The Policy Director will assist in formulating policy for the City of Los Angeles ("City") with respect to public safety, working directly with the Los Angeles Police Department (LAPD) and the Board of Police Commissioners. The Policy Director will be the primary liaison to the LAPD, support various homeland security and public safety policy matters, and work with other regional law enforcement agencies, state and federal agencies, and non-governmental organizations on public safety issues. In particular, the Policy Director will focus on innovative solutions regarding:

- Developing overarching public safety policies;
- Developing strategies to reduce crime;
- Ensuring transparency and open communication on policing matters;
- Supporting efforts to compile, share, and analyze public safety data;
- Designing strategies to recruit additional qualified City police officers;
- Developing strategies to enhance innovative service delivery programs;
- Supporting research, development, and implementation of legislative priorities;
- Working with the LAPD, City Departments, and other partners to develop and support strategies around homelessness and related rehabilitation programs and services;
- Developing innovative technological solutions to everyday public safety issues;
- Negotiating and coordinating public safety, policing, and related policy decisions with other jurisdictions, grantors, City Departments, community representatives, and elected officials;
- Assisting in oversight of public safety and homeland security grant projects in conjunction with the LAPD, including:
  - Assisting in the design of program components;
  - Planning implementation of accepted grant proposals, often in conjunction with partners and/or sub-grantees;
  - Identifying funding opportunities for emergency preparedness, homeland security and public safety programming; and
  - Developing appropriate budgets for grant administration and execution;
- Establishing partnerships across sectors on policing and public safety initiatives;
- Supporting gang prevention, intervention, and suppression efforts and programs led by the Mayor's Office of Gang Reduction and Youth Development;
- Supporting policy aspects of the City budget development process related to the LAPD;
- Preparing written and oral briefings to the Mayor, City Council, and other staff regarding public safety issues;
- Attending LAPD or related public safety events on behalf of or with the Mayor; and

- Assisting and advising the Mayor during activation of the City Emergency Operations Center and other large-scale events to ensure coordination between the City, County, State, and federal government.

**Requirements:** A degree from an accredited college or university; graduate degree preferred; minimum of five years professional experience in related policy development and implementation, or equivalent experience; proven record of exercising good judgment and professionalism in a fast paced and/or intense working environment; strong writing and research skills; excellent communication skills and ability to work with grantors, City department staff, community representatives and elected officials; ability to work independently while contributing to, working within, and valuing an overall team structure; and proficiency with traditional office software programs.

**Salary:** Compensation will be negotiated within an established annual salary range commensurate with demonstrated skills and work experience.

This position is an exempt, at-will position. The incumbent will not accrue any civil service tenure, contractual employment rights, or due process rights. The incumbent may be removed, without any finding of cause, by the hiring authority.

**Qualified candidates should send a cover letter and resume to:**

Denaee Amaya, Executive Assistant  
Mayor's Office of Public Safety  
denaee.amaya@lacity.org  
Direct: (213) 978-0677