



CITY OF NEWPORT, RHODE ISLAND

CAREER OPPORTUNITY

Position Title:	LAW ENFORCEMENT ANALYST
Posting Date:	Thursday, May 29, 2025
Closing Date:	Friday, June 13, 2025
Department:	Police
Brief Job Description: (essential functions of the job)	<ul style="list-style-type: none">• Aids the police department by providing timely information that will increase the apprehension of offenders, the clearance of cases and increase officer safety• Assumes the lead role in presentation to command staff, city council and in public forums• Conducts evidence-based evaluation on the effectiveness of specific initiatives and identifying the need for program development in certain areas• Makes verbal and/or written recommendations for Patrol, Detectives or Administration and any of their subordinate units where law enforcement related patterns have been quantified• Coordinates the procurement of data from Local, State and Federal agencies for use in analysis and shares information with other Local, State and Federal agencies• Performs short term analyses for the purpose of informing the Police Chief of sudden upswings in a particular criminal activity or quality-of-life complaints with the possibility of a repeat offender(s)• Participates in the process of background investigations for law enforcement employment and other law enforcement inquiries• Assists the police department maintain accreditation by helping to organize and facilitate the accreditation process through the analysis of current policy and procedures, collecting proofs and making recommendations for policy updates and improvements• Performs beat, staffing and workload assessment analysis as requested• Uses Geographic Information Systems (GIS) and related software to map calls for service / crimes for spatial-temporal analysis• Serves as the point of contact for all crime statistics and related data• Supervises/trains interns on specific Law Enforcement Analyst projects• Compiles and publishes daily/weekly/monthly crime bulletins, analyses and/or officer safety alerts• Performs directly related work as assigned

Minimum Entrance Qualifications:	<ul style="list-style-type: none"> • Associate's degree (bachelor's degree preferred) in communications, public relations, environmental science, or related field with a minimum of 3-5 years of experience in public information, communications, or community outreach, preferably in the water/wastewater industry or environmental sector; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.
Licenses/Certifications:	<ul style="list-style-type: none"> • Valid driver's license. • CAD/RMS systems (IMC), data management software (Access), GIS (ArcGIS) skills preferred • Experience in drafting detailed reports and presenting analytical findings to both technical and non-technical audiences required.
Pay and Hours Per Week Executive Grade: N03 Min. Salary: \$58,851/year Max. Salary: \$79,089/year Hours per week: 40 FULL BENEFITS OFFERED	<p style="text-align: center;">Submit resume and/or completed application to:</p> <p style="text-align: center;"> Director of Human Resources Human Resources Department City Hall – 43 Broadway Newport, Rhode Island 02840 HR@CityofNewport.com </p>
<p style="text-align: center;">An Equal Opportunity and Affirmative Action Employer</p> <p>APPLICATIONS ARE ACCEPTED DURING THE POSTING PERIOD INDICATED OR AS THE NEED EXISTS FOR THE POSITION CURRENTLY VACANT. APPLICATIONS ARE AVAILABLE IN THE HUMAN RESOURCES OFFICE AND ALSO ON THE CITY'S WEBSITE. THE CITY RESERVES THE RIGHT TO NOT CONSIDER APPLICATIONS THAT ARE RECEIVED UNSIGNED, INCOMPLETE, RECEIVED AFTER THE CLOSING DATE OR POST-MARKED AFTER THE CLOSING DATE.</p> <p style="text-align: center;">www.cityofnewport.com/jobs</p> <p style="text-align: center;"> Tel: (401) 845-5393 Fax (401) 845-9364 </p>	