

Requisition ID: 115406

Policy Writer

Johns Hopkins Public Safety is seeking a ***Policy Writer***. The policy write will play a key role in laying the foundation for building the Johns Hopkins Police Department (JHPD), as well as centralizing the policies for Johns Hopkins Public Safety. This position requires constant collaboration with internal stakeholders, the JHPD Accountability Board, the community, and the Maryland Police Training and Standards Commission in order to draft the proper policies that must comply with local, state and federal statutes, as well as fall within the best practices of law enforcement and industrial security. The Policy Writer will use evidence-based practices and data analytics to drive innovation in policy development and ensure compliance with the Baltimore Police Department (BPD) consent decree, the Joint Commission, the Maryland Higher Education Commission (MHEC), Maryland Police Training and Standards Commission (MPTSC), and the U.S. Department of Education (DOE).

Specific Duties & Responsibilities

- Primary writer, researcher and editor of proposed Departmental policies, with a focus on assigned topic areas central to compliance with the BPD Consent Decree, the Joint Commission, MHEC, MPTSC, and the DOE. Policies must be simple and clear, yet comprehensive.
- Manage implementation efforts for specific policies through timely and efficient communications to keep implementation goals on deadline and proactively identify any barriers to implementation as well as solutions.
- Support Departmental efforts in improving management efficiency through the use of technology and data.
- Collaborate externally with Office of the General Counsel attorneys, JHPD Accountability Board, and other subject matter experts, to ensure policies and procedures align with industry evidence-based best practices.
- Maintain standards, templates, and publication architecture.
- Maintain and archive policy and procedure documents for the entire Department.

- Assist with training curriculum development and in-reach/out-reach to obtain community and member feedback on written directives, as needed.

Special Knowledge, Skills, & Abilities

- Strong interviewing and research skills to gather the information needed to create policy and procedure documents.
- Ability to write effectively and concisely.
- Ability to identify pertinent information and create documents that present relevant information clearly and succinctly.
- Excellent interpersonal skills, including an ability to work independently and in a team setting.
- Efficient, organized work style and an ability to prioritize quickly and confidently and manage multiple deadlines.
- Documentation/publication experience with MS Office products and Adobe Acrobat.

Minimum Qualifications

- Bachelor's Degree in a related field.
- Four (4) years progressively responsible related professional experience.

Preferred Qualifications

- Experience as a Policy Writer/Analyst in law enforcement and/or corporate security.
- Knowledge of law enforcement procedures a plus.
- Policy and technical writing experience.

Classified Title: Policy Associate
Job Posting Title (Working Title): Policy Writer
Role/Level/Range: ATP/04/PE
Starting Salary Range: \$73,300 - \$128,300 Annually (Commensurate with experience)
Employee group: Full Time
Schedule: Mon - Fri 9-5 pm
Exempt Status: Exempt
Location: Hybrid/Eastern High Campus
Department name: VP for Public Safety Office of
Personnel area: University Administration

Total Rewards

The referenced base salary range represents the low and high end of Johns Hopkins University's salary range for this position. Not all candidates will be eligible for the upper end of the salary range. Exact salary will ultimately depend on multiple factors, which may include the successful candidate's geographic location, skills, work experience, market conditions, education/training and other qualifications. Johns Hopkins offers a total rewards package that supports our employees' health, life, career and retirement. More information can be found here: <https://hr.jhu.edu/benefits-worklife/>.

Education and Experience Equivalency

Please refer to the job description above to see which forms of equivalency are permitted for this position. If permitted, equivalencies will follow these guidelines: JHU Equivalency Formula: 30 undergraduate degree credits (semester hours) or 18 graduate degree credits may substitute for one year of experience. Additional related experience may substitute for required education on the same basis. For jobs where equivalency is permitted, up to two years of non-related college course work may be applied towards the total minimum education/experience required for the respective job.

Applicants Completing Studies

Applicants who do not meet the posted requirements but are completing their final

academic semester/quarter will be considered eligible for employment and may be asked to provide additional information confirming their academic completion date.

Background Checks

The successful candidate(s) for this position will be subject to a pre-employment background check. Johns Hopkins is committed to hiring individuals with a justice-involved background, consistent with applicable policies and current practice. A prior criminal history does not automatically preclude candidates from employment at Johns Hopkins University. In accordance with applicable law, the university will review, on an individual basis, the date of a candidate's conviction, the nature of the conviction and how the conviction relates to an essential job-related qualification or function.

Diversity and Inclusion

The Johns Hopkins University values diversity, equity and inclusion and advances these through our key strategic framework, the [JHU Roadmap on Diversity and Inclusion](#).

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.

EEO is the Law

https://www.eeoc.gov/sites/default/files/2023-06/22-088_EEOC_KnowYourRights6.12ScreenRdr.pdf

Accommodation Information

If you are interested in applying for employment with The Johns Hopkins University and require special assistance or accommodation during any part of the pre-employment process, please contact the Talent Acquisition Office at jhurecruitment@jhu.edu. For TTY users, call via Maryland Relay or dial 711. For more information about workplace accommodations or accessibility at Johns Hopkins University, please visit <https://accessibility.jhu.edu/>.

Vaccine Requirements

Johns Hopkins University strongly encourages, but no longer requires, at least one dose of the COVID-19 vaccine. The COVID-19 vaccine does not apply to positions located in the State of Florida. We still require all faculty, staff, and students to

receive the [seasonal flu vaccine](#). Exceptions to the COVID and flu vaccine requirements may be provided to individuals for religious beliefs or medical reasons. Requests for an exception must be submitted to the JHU vaccination registry. **This change does not apply to the School of Medicine (SOM). SOM hires must be fully vaccinated with an FDA COVID-19 vaccination and provide proof of vaccination status.** For additional information, applicants for SOM positions should visit <https://www.hopkinsmedicine.org/coronavirus/covid-19-vaccine/> and all other JHU applicants should visit <https://covidinfo.jhu.edu/health-safety/covid-vaccination-information/>.

The following additional provisions may apply, depending upon campus. Your recruiter will advise accordingly.

The pre-employment physical for positions in clinical areas, laboratories, working with research subjects, or involving community contact requires documentation of immune status against Rubella (German measles), Rubeola (Measles), Mumps, Varicella (chickenpox), Hepatitis B and documentation of having received the Tdap (Tetanus, diphtheria, pertussis) vaccination. This may include documentation of having two (2) MMR vaccines; two (2) Varicella vaccines; or antibody status to these diseases from laboratory testing. Blood tests for immunities to these diseases are ordinarily included in the pre-employment physical exam except for those employees who provide results of blood tests or immunization documentation from their own health care providers. Any vaccinations required for these diseases will be given at no cost in our Occupational Health office.

Hybrid: On-site 3-4 days a week

Visit the link to Apply: <https://jobs.jhu.edu/job/Baltimore-Policy-Writer-MD-21218/1212822100/>