

Job Title: Executive Data and Compliance Specialist**Department:** Vicksburg Police Department**Reports To:** Police Chief or Designee**FLSA Status:****Position Type:** Full-Time**Prepared By:****Prepared Date:****Approved By:****Approved Date:**

Position Summary:

The Executive Data and Compliance Specialist is responsible for ensuring the Vicksburg Police Department maintains full compliance with the National Incident-Based Reporting System (NIBRS) as required by the FBI and the Mississippi Department of Public Safety (DPS). This role includes performing detailed quality control of crime data, coding incident reports daily, coordinating monthly submissions to the state repository, and maintaining the department's NIBRS certification. The specialist will also manage police department grant activities, including identifying opportunities, coordinating applications, monitoring compliance, and preparing reports. Additionally, this role supports departmental accreditation, produces various reports for the police department, and contributes to informed decision-making through crime data analysis.

Essential Duties and Responsibilities:

- Perform comprehensive quality assurance reviews of crime data to ensure compliance with Mississippi DPS and FBI NIBRS reporting standards.
- Maintain the Vicksburg Police Department's NIBRS certification by meeting all compliance benchmarks and documentation standards.
- Collect, analyze, and interpret crime data—including NIBRS and supplemental data sources—to identify trends, patterns, and emerging hotspots within the City of Vicksburg.
- Develop crime maps, dashboards, charts, and statistical reports to support tactical operations, strategic planning, patrol deployment, investigations, and community safety initiatives.
- Upload and submit incident-based data monthly to the Mississippi Department of Public Safety NIBRS Division, maintaining proper formatting through flat files, XML, and/or JSON formats.
- Prepare and present monthly and annual crime summaries for departmental leadership, elected officials, and community stakeholders.
- Serve as the department's primary liaison to the MS Department of Public Safety and the FBI regarding NIBRS-related matters.
- Provide initial and ongoing training to sworn and civilian personnel on NIBRS guidelines, crime classification, and reporting procedures.
- Assist in developing clear procedures and checklists to help ensure NIBRS data is accurate, complete, and submitted on time.

- Monitor and correct data entry errors or irregularities in collaboration with the Records Division and other units.
 - Work closely with investigations personnel and police officers to ensure reports are complete, properly coded, and accurately reflect incident details.
 - Perform daily NIBRS coding as new reports are submitted; update reports when supplemental information is provided.
 - Utilize the Records Management Systems (RMS) to review, edit, extract, and analyze NIBRS data.
 - Create crime trend reports, statistical dashboards, and analytical summaries for internal leadership, city officials, and public information requests.
 - Support the Police Department's accreditation process through documentation and accurate reporting of incident data.
 - Manage police department grants, including researching opportunities, preparing applications, coordinating submissions, ensuring compliance with funding requirements, and preparing financial and programmatic reports.
 - Prepare and run other reports requested by the police department to support operational, administrative, and strategic needs.
 - Stay current on changes to FBI and state NIBRS reporting protocols and implement adjustments as necessary.
 - Prepare for audits and data quality reviews from state or federal agencies.
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Qualifications:

- Strong knowledge of the FBI and Mississippi NIBRS programs, standards, and reporting protocols.
 - Experience with flat file, XML, and/or JSON formats for data processing and system uploads.
 - Proficiency with the Records Management Systems (RMS).
 - Excellent attention to detail, problem-solving, and analytical thinking skills.
 - Strong communication skills, including the ability to deliver technical training.
 - Proficiency in Microsoft Excel; familiarity with data visualization tools is a plus.
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Education and Experience:

- Bachelor's degree in Criminal Justice, Public Administration, or a related field preferred.
 - Minimum of 3 years of experience in NIBRS reporting, law enforcement data analysis, or crime data compliance.
 - Prior experience conducting NIBRS training and working directly with state or federal compliance agencies is highly desirable.
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Certificates, Licenses, and Registrations:

- FBI NIBRS Certification or equivalent training (preferred).
- CJIS Security Awareness Certification (required or must be obtained within 30 days of hire).

- Mississippi BLEOST Instructor Certification (preferred).
 - Valid Mississippi driver's license.
 - Any additional certifications in data analysis, public safety software, or law enforcement data systems (preferred).
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Work Environment and Physical Demands:

- Primarily office-based with occasional travel to attend trainings or represent the department at state-level meetings.
- Must be able to sit for extended periods and work at a computer workstation.