



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE: Accreditation Administrator **LAST UPDATED:** 03/31/2016
DEPARTMENT: Police **JOB CLASS:**
REPORTS TO: Chief of Police **FLSA DESIGNATION:** Exempt

Summary: Under general supervision of the Chief of Police, manages, coordinates and ensures agency compliance with policies, procedures, directives and standards as it relates to the accreditation process. Researches and compiles data to assist in the short and long term planning and development of Police Department operations.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Manages the planning, collection, compilation and documentation of proofs of compliance that correspond with the accreditation standards.
- Maintains pertinent records and files required for accreditation audits.
- Ensures the timely development and maintenance of accreditation files.
- Performs compliance inspections based on established guidelines for accreditation.
- Trains agency staff on policies and procedures necessary to correct deficiencies noted.
- Collects, collates, analyzes and presents data for use in the planning for short and long range operations.
- Provides accreditation training to all newly hired and promoted departmental employees.
- Meets regularly with the Chief of Police and key personnel and prepares reports related to the progress of accreditation efforts, maintains written directives and completes other projects as assigned.
- Responsible for maintaining the historical records for the department's policies and procedures.
- Liaisons with other law enforcement agencies and staff.
- Researches current law enforcement needs, techniques, methodology, and legal demands.
- Reviews, researches and drafts policies as needed or directed. Evaluates policies and procedures to ensure compliance with accreditation standards.
- Works with other department supervisors on revising and implementing policies and procedures in their affected areas.
- Serves as department administrator for PowerDMS software program. Manages and enters all data in the system. Creates new users, distribution groups, and information that is released to the department. Runs reports to track electronic signatures on all documents distributed through PowerDMS.
- Uploads and distributes all new and revised policies and procedures through the PowerDMS software program.
- Utilizes PowerDMS for all accreditation compliance functions.
- Creates departmental surveys to gather input on various police department topics.
- Assists with bi-weekly payroll using the Telestaff payroll system.

Other Important Duties:

- Responds to requests for information from staff, other entities and the public.
- Travels to conduct on site compliance inspections or mock assessments and attends CALEA and TALON meetings, conferences and training.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of Police Department administration, operations, policies and procedures.
- Knowledge of the requirements and guidelines for accreditation standards.
- Knowledge of computers and related equipment, hardware and software to set up and maintain tracking databases of all personnel and related training requirements for accreditation standards.
- Knowledge of City policies and procedures.
- Skill in effective oral and written communications.
- Skill in planning, developing and implementing departmental procedures and objectives to meet applicable accreditation standards.
- Skill in effectively supervising and delegating duties to assigned staff.
- Skill in resolving customer complaints and concerns.

Preferred Education, Experience, and Certifications:

- Bachelor's degree in Criminal Justice, Public Administration or related field and three (3) years planning or administrative experience with two (2) years of law enforcement accreditation knowledge; or equivalent combination of education and experience.
- Must pass a pre-employment drug screen, polygraph test, psychological exam, criminal background check and MVR check.
- Must possess State of Texas Drivers License.

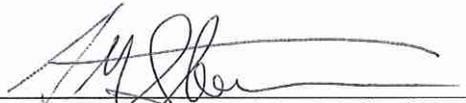
Environmental Factors and Conditions/Physical Requirements:

- Work is performed in municipal police department office and field environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to occasional bending, reaching, kneeling and lifting such as setting up meeting and testing rooms or transporting audio visual equipment.
- May be subject to exposure to extreme weather conditions, prolonged standing or sitting while traveling and conducting off site compliance inspections.
- Must be able to lift up to 50 pounds.

Equipment and Tools Utilized:

Equipment utilized includes personal computer, copier, calculator, fax machine and other standard office equipment, recruitment displays, and department vehicles.

Approved By:



 Darren Stevens, Assistant Police Chief

03/31/2016

 Date



 Shannon Allyn, Human Resources Generalist

03/31/2016

 Date