

Job Description

Job Title:	Police Accreditation and Compliance Specialist	Date Created:	9/2007
Department:	Police - Civilian	Date Revised:	1/2017
Job Code:	5T904	FLSA:	Non-Exempt
Grade:	GEN 025		

SUMMARY OF DUTIES:

Under general supervision, Police Accreditation and Compliance Specialist maintains the accreditation process by periodically inspecting and auditing all areas of operation within the Police Department to ensure compliance with statements of policy, directives, operating procedures and accreditation standards.

ESSENTIAL JOB FUNCTIONS

- Oversees and administers the daily operations of the accreditation process; ensures the Department is prepared for re-accreditation.
- Reviews, researches, and drafts administrative policies and procedures; manages the approval process for policy implementation.
- Manages policy management software; provides personnel with assistance in locating and reviewing agency documentation.
- Maintains all agency organizational charts, job descriptions, and job task analysis.
- Provides training to personnel and new hires on accreditation, PowerDMS policy management software and other software as appropriate.
- Participates in mock assessments for other accredited agencies.
- Attends various meetings and accreditation training conferences.
- Performs other duties as assigned.
- Must make independent judgments regarding time utilization and work priorities. Interprets staff inspection findings to develop narrative summaries and recommendations.
- Working knowledge of CALEA (The Commission on Accreditation for Law Enforcement Agencies), be able to interpret standards, and be able to develop documentation and other proofs of compliance for accreditation standards.
- Able to identify needed changes to the Department's written directive system to facilitate proofs of compliance for accreditation when applicable.

KNOWLEDGE AND SKILLS:

Knowledge of: Methods, practices and principles of police policies, operations, and procedures; accreditation processes and requirements.

Skill in: Communicating clearly both verbally and in writing; preparing technical documents; operating a personal computer including word processing software and standard office equipment.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in Criminal Justice, Public Administration, or related field.
- Four (4) years of experience in police operations and the accreditation process.

Any work related experience resulting in acceptable proficiency levels in the above Minimum Qualifications is an acceptable substitute for the above specified education and experience requirements

LICENSES AND CERTIFICATIONS:

- Texas Class C driver's license.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

- This is primarily an office classification although standing in work areas and walking between work areas may be required.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone.
- Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.
- Employees may be required to lift, carry, push, and pull materials and objects weighing up to 25 pounds.
- Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

The above statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties and skills which may be required. The position also requires meeting the essential requirements of the Physical Demands and Working Conditions, with or without reasonable accommodation.

The City of Plano, Texas invites qualified individuals to apply for the position of **Police Accreditation and Compliance Specialist** at our website <http://www.plano.gov/employment>.

The City of Plano is an Equal Opportunity Employer

Open positions are subject to close without notice.