



ARIZONA LAW ENFORCEMENT ACCREDITATION PROGRAM

Recognizing Professional Excellence



ARIZONA ASSOCIATION OF CHIEFS OF POLICE

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Invites applications for the position of: **Assessment Verification Analyst (AVA)**

<u>SALARY:</u>	\$750.00 per Law Enforcement file review \$250 per Emergency Communication Center file review
<u>DURATION:</u>	This is an individual contracted grant-funded position
<u>LOCATION:</u>	Remote
<u>Number of Positions:</u>	Six (6)
<u>OPENING DATE:</u>	February 20, 2024 0800 Hours
<u>CLOSING DATE:</u>	February 28, 2024 1700 Hours

Job Description:

The Arizona Law Enforcement Accreditation Program seeks highly skilled and detail-oriented individuals to join our team as Assessment Verification Analysts (AVA). The primary responsibility of the Assessment Verification Analyst will be to review a year's worth of law enforcement accreditation files for agencies seeking to maintain their accreditation status. This role requires a thorough understanding of accreditation standards, exceptional organizational skills, and the ability to communicate effectively with agency representatives.

Key Responsibilities:

- Review accreditation files from law enforcement agencies, focusing on standards and sub-standards set forth by accrediting bodies.
- Evaluate each standard and substandard to determine Assessment status: Assessment, in progress, or not in Assessment.
- Maintain accurate records of items that need to be addressed, utilizing an ALEAP-provided form for documentation to be submitted to the ALEAP Program Manager.

ALEAP Commission



Chief Peter Wingert (ret.)
Commission Chairperson
Paradise Valley Police
Department

Mr. Tom Belshe
Executive Director, League of
Arizona Cities and Towns

Sheriff David Clouse
Navajo County Sheriff

Dr. Jim DeLung Ph.D.
Police Administrator,
Prescott Police Department

Mr. Mike Giammarino
Compliance Manager,
Atizona POST

Mr. Tim Gomez
Director of Government and
Community Engagement,
Arizona State University

Mr. Jim Jellison
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Risk Retention Pool

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San Luis Police Department

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Sahuarita Police Department

Dr. Jim Thompson Ph.D.
City Manager, City of Scottsdale

VVACANT Commission Position

Roxie Heussner
AACOP Executive Director

Kevin E. Rhea
Training & Accreditation Director

Stacy Olson
ALEAP Program Manager

Kelly Ingram
ALEAP Accreditation Specialist

- Communicate with accreditation managers at the agency being reviewed to guide rectifying incomplete or out-of-Assessment items.
- Address any questions or concerns agency representatives raise regarding accreditation standards and requirements.
- Revisit files within 30 days to ensure that any identified issues have been addressed and Assessment achieved.
- Document any remaining incomplete items and escalate them to the ALEAP Program Manager for further review.
- Collaborate with the ALEAP Program Manager to convene intervention teams, if necessary, to assist agencies in achieving Assessment.
- Provide regular updates and reports on accreditation review progress to internal stakeholders.

Qualifications:

- High School diploma or GED, Associate, or bachelor’s degree preferred, supplemented by at least two years of responsible accreditation and Assessment experience in a law enforcement, governmental, medical, or educational field.
- Experience in law enforcement or criminal justice systems and in preparing and submitting written reports or other documents to regulatory or Assessment agencies is preferred. Any combination of education, training, and/or experience that would provide the required knowledge, skills, and abilities is qualifying.
- Requires excellent writing, communication, and analytical skills and knowledge and understanding of ALEAP standards and the accreditation process. Must be detail-oriented and demonstrate a high degree of accuracy, as many materials are time-sensitive and require careful review.
- Strong computer skills are required; experience with PowerDMS Document Management System is strongly preferred. Must be able to read, understand, and interpret technical materials concerning law enforcement and criminal justice processes and learn and apply technical terminology and information specifically related to police work.
- Strong understanding of ALEAP standards and accreditation requirements.
- Excellent analytical and critical thinking skills, with a keen attention to detail.

Equipment and Communication Requirements:

The independent contractor must have access to their own personal laptop or computer with the capability to run Microsoft Office applications, including Word, Excel, and PowerPoint. This is essential for reviewing accreditation files, maintaining records, and generating reports.

Additionally, the contractor must have a reliable phone line and email address to utilize for communication purposes. This is necessary for contacting accreditation managers at the agencies being reviewed and other ALEAP employees to address any questions, provide guidance, and coordinate intervention efforts as needed. Clear and timely communication is crucial for successfully completing accreditation assessments and ensuring Assessment with accreditation standards.

Application Process:

To apply for this position, please submit your resume and a cover letter outlining your qualifications and experience in law enforcement accreditation review via our website: <https://www.azleap.org/jobs>. Click on “ALEAP Job Openings” and follow the instructions. Include any relevant certifications or training you have completed.

Additional Information:

The Assessment Verification Analyst role is a contract position assigned per file. Before each file review, the AVA will be provided with a contract specific to the department under review, which must be signed before commencing the review. Analysts will be issued an IRS Form 1099 at the end of the year, encompassing all earnings and allowable expenses accrued while fulfilling their duties. Additional information regarding the position and its requirements will be furnished through the Assessment Verification Analyst Instruction Manual upon hiring.

Whether this position can be extended beyond the grant period hinges on ALEAP's financial stability at that juncture and the accessibility of forthcoming funding streams. For more information, contact Kevin E. Rhea, Program Director, Arizona Law Enforcement Accreditation Program, at 480-490-0350, or kevin.rhea@azchiefsopolice.org