

ALEAP Accreditation Specialist

SALARY: \$61,776.00 - \$84,945.00 Annually

DEFINITION:

The ALEAP Accreditation Specialist oversees, coordinates and administers the accreditation process for the Police Department. This is accomplished by managing records, coordinating resources and personnel, reviewing policies and making recommendations, implementing accreditation standards, submitting reports and inspections, monitoring records and systems, directing and conducting studies, analyzing information, and assisting with program and policy development. Other duties include but not limited to interpreting standards, managing onsite assessments, reviewing policies and procedures for compliance.

Essential Functions:

Essential functions may vary among positions, but may include the following tasks, knowledge, skills, abilities, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not intended to be a comprehensive listing of tasks performed by all positions in this classification.

EXAMPLES OF TASKS:

1. Manage the departmental accreditation process as mandated by the Arizona Law Enforcement Accreditation Program (ALEAP).
2. Serves as the department's representative to the Arizona Law Enforcement Accreditation Program; and provides presentations to the Police Department and the Community about accreditation, policy, and procedure.
3. Coordinate the overall direction of the policy development through communications and by gathering input from the PD Supervisor, Command Staff and others within City.
4. Identifies and verifies compliance with established law enforcement standards, correcting any noted deficiencies through policy, training, or other administrative measures.
5. Reviews standards and ensures the department remains in compliance; stays current in all aspects of the accreditation process to include proposed changes or amendments to the standards, and assesses the impact of changes on current policies and procedures.
6. Assists staff in resolving quality assurance and accreditation noncompliance issues and findings.
7. Monitors processes designed to meet ALEAP standards; completes, updates, and submits required reports, documents and forms pursuant to policy and procedure.
8. Updates policies, procedures, and files for primary and secondary proofs of compliance. Maintains accreditation files utilizing PowerDMS document management software.
9. Conducts regular reviews of policies and procedures to meet all current ALEAP requirements correlating any changes with the ALEAP tracking system.
10. Compare, contrast, examine, evaluate and identify best practices, industry standards, policy and procedure trends and Police Standards, operations, rules and regulations by researching and having current situational awareness of technical papers, professional journals, state and federal publications and other resource materials to include, but not limited to AACOP association,

ALEAP association, Accrednet association, IACP association and Association for Public Policy Analysis and Management (APPAM)

11. Conduct internal department inspections and audits in accordance to policy and procedures.
12. Prepares and presents reports as requested or required, to include however not limited to monthly, quarterly and annual or specific project management situational reports.
13. Oversee annual assessor reviews, coordinate and oversee mock and full onsite assessments, and attend the ALEAP review hearings.
14. Attend necessary Accreditation Coordinator training.
15. May assist in the preparation of grant applications to secure funds, monitor grant reporting procedures for compliance; gather, compile and evaluate data to assist in evaluation of grant programs; may assist in preparation of an assigned budget.
16. Follows all Training, Policies, Procedures, Laws and maintains in strict confidence and the security all data, financial accounts, information, metrics, policies, procedures, statistics that are confidential and sensitive to the operations of the PD and the City.
17. Other job-related duties as assigned to enhance departmental operations by the Office of the Chief.

Knowledge, Skills, Abilities, and Other Characteristics:

Knowledge of Police Department's organization, practices, policies, procedures and legal demands.

Knowledge of research techniques, methods and procedures.

Knowledge of training methods and techniques appropriate to the assignment.

Knowledge of accreditation processes (i.e. ALEAP, CALEA, etc.).

Knowledge of basic auditing principles and practices.

Knowledge of risk management and liability.

Knowledge of Policy and Procedure development principles.

Ability to communicate effectively both orally and in writing.

Ability to maintain accurate and timely program records, according to prescribed standards.

Ability to interpret data and other information and make decisions in conformance with laws, regulation and policies.

Ability to plan, organize and coordinate special projects.

Ability to create comparative and statistical analysis spreadsheets.

Ability to edit and proofread policies, procedures, reports and documentation.

Ability to utilize computers and related software, such as, but not limited to Excel, Word, ACCESS, PowerPoint, and any standard accounting software, to fulfill job requirements.

Ability to operate a variety of standard office equipment.

Ability to manage the departmental accreditation process as mandated by the Arizona Law Enforcement Agency Program (ALEAP).

Skill in establishing and maintaining effective working relationships with State and Federal representatives, Community officials, and City staff at all levels.

Skill in managing records and documents.

Skill in research and drafting policy.

Skill in Identifying and verifying compliance with established law enforcement standards, correcting any noted deficiencies through policy, training, or other administrative measures.

Skill in reviewing standards and ensures the department remains in compliance.

MINIMUM QUALIFICATIONS:

Education & Experience – Associate’s degree in related field (criminal justice, public administration, etc.). 2 years of accreditation, compliance or criminal justice administrative coordination.

Equivalency - Any equivalent combination of experience and education that will allow the applicant to satisfactorily perform the duties of the job may be considered when filling the position.

SPECIAL REQUIREMENTS:

Possess and maintain a valid Arizona driver’s license.

Prior to hire as an employee, applicants will be subject to drug and alcohol testing. Will be required to pass a pre-employment background/fingerprint check. Employees are subject to random drug and alcohol testing.