**Coordinator, Police Accreditation Standard Job Description**

**Classification Title:** Coordinator, Police Accreditation

**FLSA Exemption Status:** Exempt

**Pay Grade:** 12

**Job Description Summary:**

The Coordinator of Police Accreditation is responsible for managing and coordinating the department’s ongoing accreditation process.

**Essential Duties and Tasks:**

**40%: Management**

* Serves as the Department’s authority and primary contact for the accreditation program.
* Maintains fluency in Commission on Accreditation for Law Enforcement Agencies (CALEA) standards and processes.
* Maintains contact with the staff of the accrediting body.
* Manages the accreditation process to complete tasks and meet deadlines.
* Maintains files containing proof of compliance.
* Drafts reports and written directives that achieve accreditation objectives.
* Acts as a liaison with other accredited agencies.
* Monitors departmental policies to ensure that they meet accreditation requirements.
* Coordinates any on-site assessments, which can include operating a motor vehicle for the purpose of campus tours and off-site assessments.
* Manages project assignments from the command staff as needed.

**25%: Administration**

* Works collaboratively to ensure appropriate input by department members in policy development and review.
* Researches and understands best practices in police, security, and communications.
* Informs personnel of changes in regulations and policies, implications of new or amended laws, and new techniques of police work.

**15%: Training**

* Develops, prepares, and provides accreditation training for agency personnel. Participates in accreditation conferences and training.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor’s degree or equivalent combination of education and experience.
* Two years of law enforcement experience to include at least one year of experience and direct involvement in a successful CALEA (or equivalent) accreditation, including on-site assessment process.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Working knowledge of spreadsheet and word processing software.
* Knowledge of local community, area support and resource systems and local law enforcement agencies.
* Strong interpersonal skills.
* Ability to multitask and work cooperatively with others.
* Ability to communicate effectively with all segments of the campus population.
* Ability to function under adverse and stressful conditions.

**Machines and Equipment:**

* Computer: 25 hours
* Copy Machine: 5 hours
* Telephone: 5 hours

**Physical Requirements:**

* Required to lift and/or move light-to-moderate weight objects.

**Other Requirements and Factors:**

* May be required to work weekends, holidays, and hours other than Monday through Friday, 8 am to 5 pm.
* May require out-of-town travel.
* New hires must successfully pass an oral interview board, and a background investigation to include, but not limited to driving history and criminal background history.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**