Job Title: Accreditation and Training Manager

Department: Police

Reports To: Police Commander

Salary Range: $22.66 – $33.46, DOE

Hiring Range: $22.66 – $28.06

Job Status: Regular, Full-Time	**FLSA Status:** Non-Exempt	**Town Status:** Classified
Origination Date: 07/17/23	**Revision Dates:**	

JOB SUMMARY

This position is responsible for managing the agency's certification/accreditation process and is the agency's primary liaison with the Arizona Law Enforcement Accreditation Program (ALEAP) on all matters concerning certification/accreditation/re-accreditation.

The primary duties of this the Accreditation Training Manager (ATM) position include reviewing, editing, amending and/or developing agency written directives (rules and regulations, and policies and procedures, etc.) to comply with certification/accreditation standards. The ATM completes, updates, and submits required reports, documents, and forms pursuant to policy/procedure; maintains standards files for primary and secondary proofs of compliance; draft, update and maintain department policies. The ATM is also responsible for ensuring that the agency is properly and adequately prepared to demonstrate its compliance through documentation/demonstration during an on-site assessment process as well as any annual or spot inspections.

ESSENTIAL FUNCTIONS

Essential Functions are not intended to be an exhaustive list of all responsibilities, duties, and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned. The duties and responsibilities are subject to change as the needs of the Town and requirements of the position change.

- Oversees the ALEAP accreditation process, including assessments; evaluates and reports the efficiency and effectiveness of the accreditation program.
- Plan and monitor the on-site assessments and maintain appropriate records relating to accreditation activities.
- Take the lead role while getting the agency prepared for mock and on-site assessments.
- Performs a variety of complex administrative and professional assistance work in planning, coordinating, and managing the implementation, maintenance, and adherence to the police department's accreditation through the ALEAP process.
- Responsible for maintaining all files for compliance with the accreditation process utilizing Power DMS system and other computer and/or software systems.
- Ensures proper training for police department employees on all new and revised policies and ensures that all annual required training is completed within the designated time frames for Accreditation compliance.
- Conducts employee orientation training regarding the accreditation process.

- Writes and/or assists in writing and reviews all new and revised policies to ensure compliance with ALEAP standards.
- Coordinates with Command Staff and the Town Legal Department when needed for proofing of policies for adherence with all applicable laws.
- Acts as a liaison between police administration, other department employees and outside agencies in all accreditation efforts.
- Maintains a standard format for policies to be reviewed and revised on a scheduled basis.
- Regularly reports to and works with the Chief of Police or designee and key staff on accreditation compliance.
- Maintains data entry of policy compliance in the Power DMS, Lexipol, or other associated software systems.
- Directs on-site inspections of compliance with ALEAP.
- Prepares and submits annual agency reports to ALEAP.
- Assists with special projects and assignments by conducting research and planning and assists with presentations as needed.
- Represents the police department at local, regional, and national conferences and meetings related to the accreditation process as determined by the Chief of Police or designee.
- Operates a motor vehicle to assist in carrying out the business of the department and the Town.
- Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, allied agencies and/or organizations and members of the general public.
- Performs other duties and responsibilities as directed.
- Attendance at work is an essential function of this position.
- Complete thorough, quality background investigations on potential new hire employees to assist in the recruitment process.
- Responsible for maintaining all files for compliance with the accreditation process.
- Assist with completing training requests, booking hotel stays, and completing other required travel arrangements and documents as needed to ensure staff attend necessary training courses.
- While the ATM does not supervise personnel, they do supervises the accreditation program as a whole, and is responsible for working with multiple persons of different ranks and positions (sworn and civilian supervisors, lieutenants, commanders, etc.).

KNOWLEDGE, SKILLS & ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge and understanding of ALEAP Standards and the accreditation processes preferred.
- Knowledge and experience utilizing Lexipol and Power DMS is preferred.
- Knowledge of modern law enforcement principles, procedures, techniques, and equipment preferred.
- Experience in preparing and submitting written reports or other documents to regulatory or compliance agencies preferred.
- Knowledge of database principles and practices, as well as computer and software applications as it relates to reporting and analysis of data.
- Knowledge of effective communication practices.
- Knowledge of government structure and leadership.
- Knowledge of research techniques, statistical gathering, and analysis.
- Skilled in the effective operation of modern office and computer equipment and various software packages, including but not limited to Word, Excel, PowerPoint, and Access.

- Skilled in effective communication techniques, both orally and in writing.
- Skilled in effective time management and resources utilization.
- Skilled in establishing a rapport and eliciting cooperation from co-workers and the public.
- Ability to analyze situations objectively and determine proper courses of action to be taken.
- Ability to gather, organize, evaluate, and analyze data.
- Ability to manage multiple projects at one time, skilled in effective time management and resource utilization, and able to adapt quickly to changing situations that may adversely affect previous plans, schedules, and routines.
- Ability to work independently in the absence of specific instructions or supervision by following verbal and /or written instructions effectively.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Criminal Justice, Public Administration, Business Administration or equivalent from an accredited college or university.
- Three years' experience involving research methods, organization/preparation/coordination of a wide range of projects/reports/files; OR
- Any equivalent combination of Formal Education and Experience sufficient to perform the Essential Functions.

PREFERRED QUALIFICATIONS

- Municipal government experience.
- Previous experience as an accreditation manager or similar position and duties.

REQUIREMENTS

- Valid AZ Driver's License within ten days of hire.
- Become an AZPOST certified background investigator within 6 months of hire. The police department will provide training, with no cost to the employee, to accomplish this requirement.

This job description does not constitute an employment agreement between the Town of Sahuarita and the employee and is subject to change by the Town of Sahuarita as needed.

Management's vision is for all employees to embrace, support, and promote the Town's values, beliefs, and culture, which include but are not limited to the following expected behaviors:

- High ethical standards
- Active participation in teamwork
- Strong safety principles and safety awareness
- Provide outstanding customer service to internal and external customers

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE TOWN WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH A MEMBER OF THE HUMAN RESOURCES DEPARTMENT