



Salt River Pima-Maricopa Indian Community ALEAP Accreditation Manager

SALARY	\$72,564.00 - \$99,778.00 Annually	LOCATION	Scottsdale, AZ
JOB TYPE	Full-Time	JOB NUMBER	101114-241205
DEPARTMENT	Police Department	OPENING DATE	12/05/2024
CLOSING DATE	1/5/2025 11:59 PM Arizona		

Definition

Position Summary: Under general supervision from the SRPD Professional Service Division, The ALEAP Accreditation Manager oversees, coordinates and administers the accreditation process for the SRPD. 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. **This job class is treated as FLSA Exempt and considered a DRIVING position.**

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 SRPD 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 SRPD Supervisor, Command Staff and others within SRPD and others who may include, but not limited to the SRPMIC Office of General Counsel, SRPMIC Tribal Prosecutors Office, and SRPMIC Human Resources.
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, tribal, 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 SRPD and SRPMIC.
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 the culture, customs, traditions, history and government of the Salt River Pima- Maricopa Indian Community.
- 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.
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- 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).
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- Skill in establishing and maintaining effective working relationships with State and Federal representatives, Community officials, and SRPMIC 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.
- **Underfill Eligibility:** An enrolled Community Member whom closely qualifies for the minimum qualifications for a position may be considered for employment under SRPMIC Policy 2-19, Underfill.

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.

"SRPMIC is an Equal Opportunity/Affirmative Action Employer" Preference will be given to a qualified: Community Member Veteran, Community Member, Spouse of Community Member, qualified Native American, and then other qualified candidate.

In order to obtain preference, the following is required: 1) Qualified Community Member Veteran (DD-214) will be required at the time of application submission 2) Qualified Community Member (must provide Tribal I.D at time of application submission),3) Spouse of a Community Member (Marriage License/certificate and spouse Tribal ID or CIB is required at time of application submission), and 4) Native American (Tribal ID or CIB required at time of application submission).

Documents may be submitted by one of the following methods:

- 1) attach to application
- 2) fax (480) 362-5860
- 3) mail or hand deliver to Human Resources.

Documentation must be received by position closing date.

The IHS/BIA Form-4432 is not accepted.

Your Tribal ID/CIB must be submitted to HR-Recruitment-Two Waters.

Employer

Salt River Pima-Maricopa Indian Community

Address

10005 E Osborn Road

Scottsdale, Arizona, 85256

Phone

480-362-7925
480-362-7925

Website

<http://www.srpmic-nsn.gov/employment>