



Professional Standards Coordinator

Salary

\$72,505.89 - \$101,508.16 Annually

Location OH 43221, OH **Job Type** Regular, Full-Time

Department Police **Job Number** 20221213d

Closing 1/20/2023 11:59 PM Eastern

Description

JOB SUMMARY:

As part of the Police, reporting directly to the Administrative Lieutenant, this position is responsible for the accreditation processes for the Upper Arlington Division of Police. This position will oversee the Division's entire accreditation process and standards continuous compliance through the development and coordination of resources, training, and personnel within the department and outside agencies. This position also serves as the Administrative Assistant for the Support Services Bureau in which tasks include, but are not limited to, serving as the agency's LEADS Terminal Agency Coordinator, and providing secretarial and administrative support necessary for the effective and efficient functioning of the Support Services Bureau.

Examples of Duties

ESSENTIAL FUNCTIONS: For purposes of 42 USC 12101:

1. Manage the departmental accreditation process as mandated by the Commission on Accreditation for Law Enforcement Agencies (CALEA), as well as similar improvement processes including department inspections and policy review, revision and implementation. Tasks associated include, but are not limited to, sustaining the collection of proofs of compliance, documenting adherence to established standards, assisting staff with inspections, advising on standards updates, managing software for accreditation and other records, and providing training to department personnel on the accreditation process.
2. Managing the departmental accreditation process as mandated by the Ohio Collaborative to include sustaining the collection of proofs of compliance, adherence to established standards, and managing software and records for accreditation.
3. Responsible for developing strategies for maintaining accreditation compliance, to include project management, task assignments, goal setting, and follow-up with members of the agency.

4. Coordinate and oversee standards manual modifications and edition changes to include policy, reports, inspections, and training changes.
5. Prepare annual reports for the CALEA Information Management Reporting System (CIMRS), attend necessary training, oversee annual CALEA Service Member reviews, coordinate and oversee full onsite assessments, and attend the full Commission review hearings.
6. Assist with the review and revision of department forms and written directives to determine their compliance with CALEA standards, and represent the department at accreditation meetings and training functions.
7. Ensures all aspects of the accreditation maintenance process are completed, including time sensitive standards, periodic inspection reports, reviews and updates which includes sending monthly reminders to each division for standard compliance items.
8. Coordinate onsite CALEA assessments and inspections in a manner that enables the department to have sufficient time and resources to achieve professional accreditation.
9. Coordinate and implement internal online training through agency's policy management software (PowerDMS).
10. Serves as agency's LEADS Terminal Agency Coordinator (TAC) to consist of all LEADS responsibilities and duties of monthly validations, biennial operator certification for all personnel, biennial security certification for non-operator personnel, attend annual TAC training, maintain physical security compliance, maintain department Agency Agreements, conduct quadrennial background checks of all personnel, and distribute appropriate documents to personnel.
11. Maintain biennial OHLEG Security Training for all Police Division personnel.
12. Coordinate and compile data and photos for annual Police Division report.
13. Compile and distribute information and statistics for monthly Support Services Bureau report.
14. Record keeping of annual sworn personnel physical fitness appointments, Line of Duty Death forms review, notary expirations, annual performance evaluations, and probationary evaluations.

OTHER DUTIES AND RESPONSIBILITIES:

15. Provides responsible support to the members of the Police Division.
16. Composes, formats and types letters, memos, charts, labels, reports and other correspondence.
17. Plans and coordinates Police Division functions related to new hires, retirements and promotions.
18. Provides administrative support at meetings.
19. Performs duties of other administrative staff during their absence.
20. Performs other duties as required. (5%)

Typical Qualifications

QUALIFICATIONS:

Bachelor's Degree in Criminal Justice, Public Administration, or equivalent from an accredited college or university; minimum five years administrative experience involving research methods, organization, preparation and coordination of projects/reports/files; must possess valid Ohio driver's license; must successfully pass thorough background check. Three years of experience in law enforcement or related organization preferred; experience with the Commission on Accreditation for Law Enforcement Agencies (CALEA) preferred; experience or education in policy writing and implementation preferred.

LICENSURE OR CERTIFICATION REQUIREMENTS: (* indicates developed after employment).

Accreditation Manager Certification*, notary certification*

Benefits

The City of Upper Arlington offers an extensive benefits package. Benefits include:

- Paid Leave: Vacation, Sick, Personal, Holidays, Bereavement
- Health Insurance: Choice between Traditional PPO plan and High Deductible Plan with a Health Savings Account
- Dental Insurance with Delta Dental of Ohio
- Vision Insurance with Eyemed
- Group Term Life Insurance with option to purchase supplemental coverage
- Voluntary Pet Insurance
- Service Credit Compensation
- Deferred Compensation Savings Plans
- Wellness Program
- Employee Assistance Program

Agency: City of Upper Arlington

Address: 3600 Tremont Rd
Upper Arlington, Ohio, 43221

Website: <https://upperarlingtonoh.gov>