

Job Title: Professional Standards Administrator

Job Summary: The purpose of this position is to research, develop, and maintain Police Department rules, regulations, general orders, memoranda, and other administrative documentation pertaining to the accreditation/certification process and to plan and carry out other duties and special projects as directed by the Chief of Police.

Major Duties:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs a variety of complex administrative and professional duties related to planning, coordinating and managing implementation and maintenance of the Department's certification through the Georgia Association of Chiefs of Police (GACP) Law Enforcement Agency Certification Program.
- Develops procedures to ensure compliance with the certification process; provides training for Department employees on all new and revised policies; conducts orientation for new employees regarding the certification process.
- Maintains standard format for policies to be reviewed and revised on a scheduled basis; maintains master and archive files for written directives.
- Writes and/or reviews all new and revised policies to ensure compliance with GACP standards; coordinates with Town Legal Department staff for proofing of applicable policies for adherence with all applicable laws.
- Acts as a liaison between police administration, other Department employees and outside agencies in all certification efforts; reports regularly to agency staff on certification compliance.
- Directs on-site inspections; prepares and submits annual agency reports to GACP.
- Maintains Individual Standard Status Reports (ISSRs) to document compliance for each certification standard.
- Represents Department at local, regional and national conferences and meetings related to the certification process.
- Prepares monthly, quarterly and annual statistical reports.
- Performs special research or projects as assigned by the Chief of Police.
- Maintains awareness of new trends and advances in law enforcement as they apply to certification; reads professional literature and maintains professional

affiliations.

- Keeps abreast of all aspects of the certification process, including proposed amendments to the standards, assessing the impact of those changes on policies and procedures of the Department.
- Performs other related duties as required.

Knowledge Required by the Position:

- Extensive knowledge of Departmental operations, organizational structure, programs, policies and procedures; includes knowledge of proper technical and professional terminology.
- Ability to collect, coordinate, review, prioritize, classify, analyze and present data.
- Ability to utilize a wide variety of reference, descriptive and advisory data and information.
- Ability to organize and direct work of self and others, and to apply principles of persuasion and influence over others in a leadership capacity.
- Ability to manage or coordinate multiple tasks or activities simultaneously.
- Ability to set priorities and meet deadlines.
- Ability to exercise discretion in identifying and selecting from alternative courses of action.
- Ability to provide guidance, assistance and interpretation regarding the application of procedures and standards to specific situations.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, Town personnel, other law enforcement agencies and GACP staff.
- Ability to communicate effectively; includes ability to organize ideas logically and to issue clear verbal and written instructions using proper spelling, punctuation and grammar.

- Ability to maintain confidentiality of highly sensitive data.
- Ability to organize and carry out work assignments with minimal direct supervision.
- Ability to calculate decimals and percentages and to perform mathematical operations involving advanced algebraic principles and formulas; ability to utilize descriptive statistics, statistical inference and statistical theory.
- Ability to operate a personal computer utilizing word processing, spreadsheet, database management and other software applications as may be necessary to perform essential job functions.
- Ability to operate a motor vehicle to conduct work activities.
- Ability to exert moderate physical effort, which may involve the lifting, carrying, pushing and pulling of objects and materials weighing 11-20 pounds.
- Ability to work at desk or keyboard for extended periods of time.
- Essential functions are regularly performed without exposure to adverse environmental conditions.

Supervisory Controls: This position reports to the Chief of Police. The work is reviewed through actual work outcomes, reports, and observation of activities.

Guidelines: Guidelines include federal, state and local ordinances and regulations and departmental policies and procedures governing law enforcement action, including court procedures. These guidelines require sound judgment and interpretation in application.

Complexity: This position generally consists of administrative work in an indoor office environment with little physical exertion.

Personal Contacts: Contacts are typically with law enforcement officers, emergency personnel, citizens, victims, witnesses, defendants, judges, attorneys, other criminal justice agency employees, Town employees and the general public.

Purpose of Contacts: Contacts are typically to give and exchange information, resolve conflicts, and negotiate or settle matters.

Physical Demands: The individual must be able to: hear in person and telephone conversations; recognize differences or changes in sound patterns, loudness or pitch; speak audibly and clearly; identify and distinguish smells of different materials; sit or stand for prolonged periods; lift and carry boxes (average 50 pounds); and work efficiently for long periods of time.

Work Environment: Work is performed in an office setting and does not require exposure to dangerous and life-threatening situations.

Supervisory and Management Responsibility: None.

Minimum Qualifications:

Bachelor Degree preferred; experience in the criminal justice field preferred; experience in state certification/CALEA accreditation preferred; must be at least 21 years of age; successful completion of the pre-employment process, which includes oral interview, background check, criminal records and traffic history check, medical and drug screening and/or polygraph evaluation; valid State of Georgia driver's license and satisfactory Motor Vehicle Record required; equivalent combination of education and experience.