

01/2024

City of Douglas

Title: Police Administrative Programs Coordinator

Reports To: Chief of Police

Department: Police

FLSA: Exempt

Occupational Code: P

Range: 26

JOB SUMMARY:

The primary purpose of this position is to manage the ALEAP accreditation function for the Douglas Police Department, as well as similar programs and continuous improvement processes (i.e. internal inspections and audits).

The Police Administrative Programs Coordinator will be tasked with managing the accreditation process for the agency, as well as similar programs and continuous improvement processes, including department inspections and policy review, revision and implementation. The tasks associated with the position will include but are not limited to collecting proofs of compliance, documenting adherence to established standards, assisting with staff inspections, advising on standard updates, and all other duties as assigned by the Chief of Police.

ESSENTIAL FUNCTIONS:

1. Manages the departmental accreditation process as mandated by the Arizona Law Enforcement Agency Program (ALEAP).
2. Serves as the department's representative to the Arizona Law Enforcement Association Program; and provides various presentations to Douglas Police Officers and command staff about accreditation, policy, and other planning matters.
3. Identifies and verifies compliance with established law enforcement standards, correcting any noted deficiencies through policy, training, or other administrative measures; reviews standards and ensures the department remains in compliance; stays abreast of 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.
4. Assists staff in resolving quality assurance and accreditation noncompliance issues and findings.
5. Monitors measures designed to meet Commission Standards; completes, updates, and submits required reports, documents and forms pursuant to policy/procedure.
6. Updates policies, procedures, and files for primary and secondary proofs of compliance. Maintains accreditation files within the shared drive for the Department. ALEAP standards are categorized by chapter and subchapters.
7. Uploads policies, procedures, and proofs to meet assessments. Highlights portions of each item that meet the criteria for the ALEAP assessment. Conducts regular reviews of policies and procedures to meet all current ALEAP requirements. If policies or procedures are updated or changed in any way, the assessment must be updated.
8. Develops, writes, revises, and manages the department's catalog of policies and forms to meet accreditation standards.

9. Internal department inspections and audits performed per policy and procedures established.
10. Oversees annual Assessor reviews, coordinates and oversees mock and full onsite assessments, and attends the Commission review hearings.
11. Attends necessary Accreditation Manager training.
12. Prepares annual reports.
13. Manages the body worn camera program and assists with the redaction for public records requests.
14. Maintains the integrity, professionalism, values, and goals of the City by assuring that all policies, rules and regulations are followed and that accountability and public trust are preserved.
15. Supports the relationship between the City and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and City staff; enthusiastically promotes the City's goals and priorities in compliance with all policies and procedures.
16. Works in a safe manner and reports unsafe activity and conditions. Follows City-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the City's Safety Handbook.
17. Maintains regular and reliable attendance.
18. May perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the City's governmental organization, City Code, policies, and procedures.
- Knowledge of the Police Department's organization, policies, and procedures.
- Knowledge of general office procedures, methods, and equipment.
- Knowledge of training methods and techniques appropriate to the assignment.
- Knowledge of principles, practices, methods, materials, and equipment including personal computers, word processing, spreadsheet and data base applications, calculators, and adding machines.
- Knowledge of occupational hazards, safety precautions, and compliance requirements.
- Knowledge of OSHA compliance and regulations as they pertain to the functions of this position.
- Skill in developing and presenting training and orientation to staff.
- Skill in using a variety of computer software to include word processing, database and spreadsheet applications.
- Skill in managing records management.
- Skill in scheduling.
- Skill in providing customer service.
- Skill in operating a variety of office equipment, including personal computers, telephones, calculators, computer terminals, and typewriters.
- Skill in utilizing public relations techniques in responding to inquiries and complaints.

- Skill in communicating effectively, both orally and in writing.
- Ability to maintain accurate records and files.
- Ability to handle multiple projects.
- Ability to prepare reports.
- Ability to establish and maintain effective working relationships with City departments and employees, state/federal/local elected officials, department heads, assigned staff, business and professional groups, other agencies, and the general public.

MINIMUM QUALIFICATIONS:

Education and/or Experience:

Associates degree in Business Administration, Public Administration, Management, or a closely related field; and four (4) years of full-time administrative/management analyst experience in analytical evaluations and studies to prepare related reports and recommendations; or any equivalent combination of education, experience, and training which provides the knowledge and abilities necessary to perform the essential functions of the position in the assigned department. Considerable experience with the ALEAP accreditation process preferred.

Background

Ability to pass a complete background check

LICENSING, CERTIFICATION, AND OTHER REQUIREMENTS:

Valid Arizona (Class D) driver's license
Completion of PowerDMS user training upon hire
ALEAP Accreditation training upon hire
Must complete CPR course

Job description above approved on _____ by

Ana Urquijo, City Manager