

University of Houston – Clear Lake

Position Description

Job Title: **Law Enforcement Compliance Officer**

Job Code: **3292**

Pay Grade: **040**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree from an accredited university in Business, Education, Criminal Justice or related program.	Master's degree from an accredited university in Business, Education, Criminal Justice or related program.
Experience	Three years as a manager/coordinator. Office skills, accuracy and attention to detail.	Experience with law enforcement accreditation, internal affairs, public information, recruiting and personnel management.
License/Certification	Texas driver's license	Licensed CALEA Assessor

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The Police Compliance Manager (PCM) of University of Houston-Clear Lake Police Department is responsible for performing analytical and administrative work with minimal supervision, while managing the police department's student worker program. The PCM is responsible for planning and coordinating all law enforcement accreditation activities, submitting all regulatory compliance reports (UCR, CLERY, SACS Security), conducting crime analysis, handling internal affairs investigations, conducting risk analysis and staff inspections, overseeing the promotions process, managing the department's citation and records function and directing the department's student worker program. The PCM is a civilian position that will report directly to the Chief of Police and serve as a member of the Chief's Senior Command Staff. The PCM will manage at least one full time civilian police department front line supervisor and up to seven student workers.

Duties and responsibilities

% Time

Drafts written directives or assigns writing projects to achieve accreditation objectives.	20
Manages department Citations and Records.	15
Supervises Student Worker Program	15
Manages risk assessment and staff inspection reviews.	10
Maintains CALEA files.	10
Reviews a wide variety of complex and technical issues concerning CALEA Standards and Accreditation Process. Handles Internal Affairs Investigations.	10
Submits regulatory reports (UCR, CLERY, SAC Security). Keeps abreast of the accreditation process, including proposed changes or amendments to the standards, transition policies, or process changes, and evaluates the impact of these changes on the agency, and attends CALEA Conferences as well as local accreditation coalition meetings.	10

Oversees promotions process. Provides accreditation training for agency personnel. Other duties as assigned.	10
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This position description describes the general qualifications, duties and responsibilities of work being performed.