

University of Houston – Clear Lake

Position Description

Job Title: **Coordinator, Law Enforcement Accreditation**

Job Code: **3290**

Pay Grade: **030** FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelors degree from an accredited university in Business, Education, Criminal Justice or related program.	Graduate degree from an accredited university in Business, Education, Criminal Justice or related program.
Experience	One year experience as program coordinator or manager	
License/Certification	Texas Driver's License	

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

POSITION SUMMARY

This position is responsible for performing analytical and administrative work with minimal supervision from the Support Operations Lieutenant. The emphasis for this position is on planning and coordinating accreditation activities as assigned by the Chief of Police. This position is encouraged to make independent decisions based on analytical and innovative thinking. The individual must work cohesively with each respective division of the department to assure that best practices are established and carried out through the development of sound department policy and procedure. The individual will also interact routinely with members of the University community to determine whether the Police Department is meeting the expectations of the community and report deficiencies accordingly. The Accreditation Manager is a civilian member of the UHCL Police Department's Command Staff. As a member of the Command Staff, The Accreditation Manager will be tasked with department Planning and Research, Crime Analysis, maintaining the Jeanne Cleary Act report and Uniformed Crime Report (UCR). Performance in this job is measured through participation in conferences, reports, analyses, methodology, and levels of success accomplishing the accreditation goals of the agency.

Duties and responsibilities	% Time
Uses the CALEA Accreditation Compliance Express (CACE) software program to track accreditation activities; Maintains frequent contact with CALEA staff and local accreditation coalition (TALON); Maintains CALEA files	25
Drafts written directives or assigns writing projects to achieve accreditation objectives	20
Reviews a wide variety of complex and technical issues concerning CALEA Standards and Accreditation Process	20
Meets regularly with the Chief of Police and key agency personnel to identify needs and report progress on accreditation efforts. Identifies and develops new programs, systems, procedures, or equipment specifications for the improvement of agency performance in compliance with applicable accreditation standards. Provides accreditation training for agency personnel. Other duties as assigned.	15

This position description describes the general qualifications, duties and responsibilities of work being performed.