

CLASS TITLE: ACCREDITATION MANAGER

PURPOSE OF THE CLASSIFICATION: Under general direction performs supervisory and administrative work, analyzing, developing, planning and coordinating the accreditation activities of the Tulsa Police Department (TPD) to attain and retain TPD accreditation status; and performs other related required duties.

ESSENTIAL TASKS:

- Supervises and administers the planning, collection, compilation, creation, analysis and interpretation of data relating to the Tulsa Police Department's accreditation activities
- Recruits, trains and administers a professional staff competent to carry out the responsibilities of the accreditation function
- Supervises day-to-day accreditation activities
- Reviews a variety of complex and technical law enforcement issues related to standards and the accreditation process
- Identifies and develops new programs, systems, procedures or equipment specifications for agency performance improvement and accreditation standard compliance
- Presents accreditation reports, special studies and recommendations to key agency members and others to identify needs and report accreditation progress
- Acts as liaison to CALEA on accreditation proposed changes or amendments to the standards, transition policies or process changes and evaluates impact on agency policies and procedures and maintains files and standards according to the Commission on Accreditation for Law Enforcement Agencies, Inc., (CALEA)
- Attends CALEA, local accreditation network and various public meetings to inform the public and expedite agency-assessment efforts
- Provides accreditation training for agency members
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in criminal justice, business administration, behavioral science or a related field of study and five (5) years of experience with a law enforcement agency; graduation from an accredited school of law preferred; or an equivalent combination of training and experience per Personnel Policies and Procedures Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of the principles and practices of modern law enforcement operations and administration; comprehensive knowledge of the laws, ordinances, rules and regulations related to a law enforcement agency; and considerable knowledge of administrative practices with particular reference to management systems. Ability to plan, direct and coordinate the work of professional and support personnel involved in accreditation activities; ability to formulate short and long range plans necessary in accomplishing accreditation goals; ability to read and understand law enforcement and criminal materials; ability to work independently and solve problems involving complex variables; ability to organize, plan activities and train agency members; ability to analyze facts and exercise sound judgment in arriving at conclusions and recommendations; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, 10-key, and telephone; occasional lifting and carrying up to 5 pounds; may be subject to walking, sitting, reaching, and handling; and vision, speech and hearing sufficient to perform the essential tasks.

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Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; and some travel to various City locations to attend meetings.

Class Code: 2049

EEO Code: E-01

Pay Code: EX-44

Group: Public Safety

Series: Police

Effective date: December 5, 2018