



DATE	April 2013
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: Police Department Recognition Manager
DEPARTMENT/DIVISION: Police
REPORTS TO: Police Department Administrative Services Division Commander

SUMMARY: Performs complex administrative, analytical, and professional assistance work to demonstrate the Police Department’s compliance with and adherence to standards established by the Texas Police Chief’s Association Recognition Program. Develops, coordinates, and manages grants.

ESSENTIAL JOB FUNCTIONS:

- Identifies, verifies, and reconciles 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 amendments to the standards.
- Develops, writes, reviews, revises, and manages the department’s catalog of policies and forms to ensure compliance with Texas Law Enforcement Best Practices Program standards; recommends changes in policies and procedures when indicated by Texas Law Enforcement Best Practices Program standards updates, changes, or modifications; maintains a standard format for policies to be reviewed and revised on a scheduled basis; maintains recognition files.
- Conducts regular reviews with appropriate staff and revises department policy and procedures manuals and catalogs to ensure standard operating procedures are reliable and up-to-date and meet all current Texas Law Enforcement Best Practices Program standards, legislative mandates, and judicial rulings.
- Coordinates on-site Texas Law Enforcement Best Practices Program standards assessments and inspections; prepares and submits required reports and documentation to Texas Law Enforcement Best Practices Program; prepares the department for re-recognition.
- Serves as a liaison between police administration, other department employees, and outside agencies in all recognition efforts; regularly reports to agency staff on recognition compliance.
- Provides recognition related training to department personnel; ensures appropriate training for department employees on all new and revised policies.
- Administers and coordinates all existing grant awards. Serves as grant Program Manager for specific grants as designated by the Chief of Police.
- Ensures compliance with grant terms and conditions and reporting requirements.
- Drafts new grant applications.
- Coordinates the grant application process, assists organizational components with developing the grant concept and drafting the grant application.
- Assembles data for preparation of grant purchasing specifications and grant contracts as assigned.
- Researches, develops and recommends action on overall grant program management.
- Researches grant opportunities and disseminates grant data to applicable organizational components.
- Writes/edits a variety of correspondence, reports, forms, and other materials as required.
- Distributes and prepares personnel, general, and special orders as assigned by the Chief of Police.
- Participates in Texas Law Enforcement Best Practices Program conferences and mock assessments.

- Develops department's multi-year plan; manages, maintains, and updates functional organizational charts.
- Performs related tasks as required.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- None.

KNOWLEDGE, SKILLS, AND ABILITIES:

- English Language: the structure and content of the English language, including the meaning of words and grammar. Able to communicate effectively orally and in writing
- Public Information: laws and guidelines related to releasing police record information, especially regarding confidentiality and chain of custody.
- Open Records Act: laws and guidelines related to fulfillment of requests for information.
- Police Records Information Resources: Databases and repositories of information used in within the law enforcement field.
- Office Software: current word processing, presentation, spreadsheet, database, and computer-aided-drawing programs used by the City.
- Basic Math: add, subtract, multiply, or divide quickly.
- Research: conducting research including design and measurement, sampling and survey, and data handling by the use of computers.
- Reporting: researching, analyzing, and compiling data and preparing concise documents.
- Mechanical/Technical: safe operation of diverse office equipment, especially computer, scientific calculator, copier, fax machine, and paper shredder.
- Social Perceptiveness: being aware of others' reactions and understanding why they react the way they do.
- Critical Thinking: using logic and analysis to identify the strengths and weaknesses of different approaches.
- Service Orientation: actively looking for ways to help people.
- Active Listening: listening to what other people are saying and asking questions as appropriate.
- Information Management: knowing how to find information and identifying essential information and keeping sensitive information confidential.
- Relationships: Ability to relate well with police officers, other city employees, city officials, other governmental agencies and the general public.
- Attendance: Regular, reliable, and punctual attendance is an essential function of the job

MINIMUM QUALIFICATIONS:

- Graduation from an accredited college or university with a Bachelor's Degree in law enforcement, criminal justice administration, police sciences, public administration, or closely related field, supplemented by six to twelve months of responsible accreditation and compliance experience in a law enforcement or governmental field, or Associates Degree in law enforcement or related field, and two (2) years accreditation or recognition program experience; any equivalent combination of education, training, and experience. Experience in a law enforcement or criminal justice system and in preparing and submitting written reports or other documents to regulatory or compliance agencies preferred.

PREFERENCES:

- Experience in accreditation or recognition programs through the Commission on Accreditation for Law Enforcement Agencies (CALEA) or the Texas Police Chief's Association Law Enforcement Best Practices Program.
- Experience in grant writing or grant management.

- Excellent written and verbal communication skills.
- Experience with Microsoft products.
- Good organizational skills.
- Experience in an environment requiring frequent verbal and written communication.
- Experience in a customer service oriented position.

WORKING CONDITIONS:

- Frequent reaching, sitting, standing, walking, talking, seeing and hearing.
- Occasional lifting and carrying up to 25 pounds
- Able to grasp, handle, and feel, type.
- Work is typically performed in the standard office environment.
- Direct contact with citizens, police personnel, city personnel, and outside agencies.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass Polygraph and Psychological screening
- Must pass criminal history check.
- Must pass motor vehicle records check.
- Must possess a valid TX Drivers License.