

**DOUGLAS COUNTY
SHERIFF'S OFFICE**

JOB TITLE: MANAGER, ACCREDITATION COMPLIANCE AND POLICY

Exempt: Yes

Pay Grade: E404

Approved By: Sheriff Darren Weekly

Job Type: 4043E

Department: Office of the Sheriff

Date: 01-10-23

General Duties: Under limited supervision, the Manager, Accreditation, Compliance and Policy oversees the development, implementation, and management of the Sheriff's Office Accreditation Unit. This position is responsible for ensuring the Office operates in full alignment with Commission on the Accreditation of Law Enforcement Agencies (CALEA), American Correctional Association's Commission on Accreditation for Corrections (ACA), and the National Commission on Correctional Healthcare (NCCHC) standards.

The Manager performs a wide range of complex administrative, analytical, and managerial duties, including data collection and analysis, statistical reporting, policy development, legal research, and strategic planning. The position directs and coordinates the work of staff within the Accreditation Unit, ensuring that policies, procedures, and rules are current, consistent, and compliant with all applicable regulations and professional standards.

This role serves as the primary authority and point of contact for all accreditation and compliance matters, responsible for developing systems to monitor and document continued compliance, identifying potential risks, and implementing timely corrective actions to preserve accreditation status. The Manager also ensures interdepartmental coordination, provides training and guidance to staff on policy and compliance matters, and oversees ongoing policy review and revision processes to support operational excellence and organizational accountability.

Supervision Exercised: Accreditation Unit staff members.

Supervision Received: Works under the supervision of the Chief of Professional Standards.

Essential Duties and Responsibilities

Management and Leadership:

- Oversee the Accreditation Unit staff, including training and mentoring, scheduling, assigning and reviewing work, and making recommendations related to pay, performance, and discipline.
- Plan, direct, and evaluate the operations of the Accreditation Unit to ensure effectiveness and alignment with agency goals.
- Coordinate accreditation activities across all divisions and ensure continued compliance with CALEA, ACA, and NCCHC standards.

- Prepare for and participate in all assessments and maintain a state of continuous readiness.
- Attend a CALEA conference within one year of appointment to obtain specialized Accreditation Manager training.
- Provide support to Internal Affairs, Training, and other units as needed.
- Coordinate and complete special projects assigned by command staff.

Policy Development and Compliance:

- Develop, edit, revise, and maintain all Office Policies and Procedures and Standard Operating Procedures (SOPs).
- Collaborate with division chiefs, the Undersheriff, and the Sheriff to ensure policies reflect operational needs and command intent.
- Obtain review and approval from the County Attorney's Office and/or Human Resources for policies or procedures with legal or personnel implications.
- Maintain a standardized format for all Office policies, procedures, and documentation of revisions and approvals.
- Ensure consistency and accuracy in rules, guidelines, and terminology across all policies and procedures.
- Conduct annual reviews of the Colorado Revised Statutes (C.R.S.) and other applicable laws to ensure Office policies remain current with legislative or regulatory changes.
- Issue revised and approved documents to all affected Office personnel in a timely manner.
- Maintain an organized and accessible archive of current and historical policies and related documentation.
- Draft, format, and proofread official correspondence, reports, and publications related to accreditation or policy management.
- Develop and deliver policy- or accreditation-related orientation and training for staff when needed.

Consequence of Error: Failure to maintain and continually monitor CALEA files, proofs, office policies and procedure to ensure compliance in all facets may result in negative legal consequences, negative public opinion of the Office and/or its members, and the loss of CALEA accreditation.

Minimum Requirements:

- Bachelor's degree in Criminal Justice, Public Administration, Business Administration, or a closely related field. Equivalent combinations of education and experience may be considered.
- Five (5) years of progressively responsible administrative or analytical experience in law enforcement, public administration, or a related field.
- Minimum of three (3) years of experience in policy development, accreditation management (preferably CALEA), or compliance program coordination.
- Supervisory or lead experience preferred.
- Experience with CALEA accreditation processes, Lexipol, PowerDMS, or comparable policy management systems is highly desirable.
- Must be able to perform all essential functions of the position.

- Possess a valid Colorado drivers' license.

Knowledge, Skills, and Abilities

- Comprehensive knowledge of law enforcement operations, organizational structure, and administrative procedures.
- Knowledge of CALEA accreditation standards, compliance monitoring, and audit preparation.
- Strong understanding of federal, state, and local laws, regulations, and policies affecting law enforcement operations.
- Demonstrated ability to research, write, and edit policies, procedures, and reports with clarity and accuracy.
- Excellent analytical and problem-solving skills with the ability to interpret complex information and apply it to policy or compliance decisions.
- Strong leadership and interpersonal skills with the ability to train, mentor, and supervise staff effectively.
- Proficiency with Microsoft Office Suite and database or policy management software (e.g., PowerDMS).
- Strong attention to detail and ability to manage multiple priorities and deadlines.
- Excellent written and verbal communication skills.
- Ability to maintain confidentiality and exercise sound judgment in sensitive matters.
- Ability to establish and maintain effective working relationships with employees, management, and external partners.

Essential Functions:

Attention to Detail: Must be accurate and detail-oriented in all documentation. Must be organized and have the ability to prioritize.

Computer Skills: Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, etc.). Skilled in electronic records management, document editing, and data entry. Experience with policy management and accreditation software (e.g., PowerDMS, Lexipol, or similar platforms). Ability to research, compile, and analyze data using spreadsheets or database tools.

Office Policies and Procedures: Demonstrates working knowledge of and compliance with all department policies, procedures, and directives. Working knowledge of CALEA standards and proof file documentation. The ability to compile, report, and update CALEA Information Management & Reporting System (CIMRS) as well as any like documents and/or reports.

Emotional Abilities: Controls personal emotional responses and acts appropriately under high levels of personal stress. Demonstrates sensitivity to feelings of others; listens to others with empathy; and displays compassion to those in distress. Controls personal aggressive responses and acts in a manner designed to calm volatile people.

Mental Abilities: Apply reason and logic rapidly in a legally correct manner when under physical, emotional, and intellectual stress. Comprehends and processes new information quickly and

accurately. Retains relevant information.

Physical Demands: Possesses and maintains ability to occasionally lift and carry items up to 40 lbs.

Public Interaction: Explain procedures, complaints, and other information as required by verbal and written methods.

Report Writing: Prepare written reports, memos, activity logs, etc. This includes the documentation of own observation and actions. Writes legibly using acceptable grammar, punctuation, and spelling.

Social Skills: Establish and maintain effective relationships with peers, supervisors, and the public.

Testimony: Must be able to provide credible testimony in a court of law or any other legal proceeding or investigation.

Note: The successful applicant must be able to perform ALL the above job functions, unassisted, and at a pace and level of performance consistent with actual job requirements. These duties are intended to be illustrative only and are not intended to be all-inclusive.

Other: In the event of an emergency/disaster in or near the County, all County employees are expected to make every effort to be available to assist the County Manager, Elected/Appointed Officials and Department Directors to ensure the continued operation of any and all necessary County functions. This may mean being available to perform additional duties and hours beyond what is normally required. In the event an exempt employee does work more than 40 hours a week in support of County operations during an emergency, such employee may receive overtime or other appropriate wage compensation in accordance with existing County policies or at the discretion of the County.