

**DOUGLAS COUNTY
SHERIFF'S OFFICE**

JOB TITLE: CALEA PROGRAM MANAGER – JD09

Exempt: No

Job Type: 3373P

Pay Grade: P340

Department: Office of the Sheriff

Approved By: Sheriff Darren Weekly

Date: 01-10-23

General Duties: Under limited supervision, perform a variety of complex administrative and managerial tasks, to include information collection and analysis, computer entry, statistical computation, and legal research. Maintain Office policies, procedures, rules, and regulations in accordance with CALEA standards, federal and state laws and applicable court decisions, county ordinances, and Office command staff directives. The CALEA Program Manager is responsible for seeing that the Sheriff's Office complies with all applicable standards, and is responsible for the development and maintenance of a procedure to monitor continued compliance in all areas on a systematic and ongoing basis, and to identify and promptly deal with any events or circumstances that may jeopardize compliance with accreditation or other pertinent laws, rules, or regulations. Ensure that specific rules / guidelines are consistent throughout the various Office policies and procedures.

Supervision Exercised: None.

Supervision Received: Works under the supervision of the Professional Standards Division Captain.

Maintain:

- Appropriate files and records of accreditation activities, including proofs of compliance.
- Office policies, rules, regulations, and procedures to ensure accuracy and timely dissemination to personnel.
- Files and policies (prepare new files / policies) for all new or changed standards issued by CALEA.
- Original copies of issued policies and/or procedures.
- Complete and updated Individual Standard Status Reports.
- Directive manuals and disburse new/revised documents to all personnel.

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.

Examples of Duties:

- As necessary, edit, revise, or create all Office Policy and Procedures and Standard Operating Procedures. This is accomplished through communication with the division captains, chief deputies, Undersheriff, and Sheriff.
- As necessary, obtain advice, information, and/or have individual policies / procedures reviewed and approved by the offices of the County Attorney and/or Human Resources.
- Maintain a standard format for issued policies and procedures as well as a standardized procedure for the approval and documentation of changes.
- Maintain consistency regarding specific rules / guidelines in all policies and procedures.
- At a minimum, on an annual basis review the Colorado Revised Statutes to ensure that any statutory changes are reflected in Office policies and procedures, update all documents to reflect those changes, and issue the revised documents to all affected Office personnel.
- Coordinate and complete special projects as assigned.
- Provide assistance to the Internal Affairs and Training Units when and as needed.
- Compose, type, and format correspondence and special reports.
- Prepare and conduct employee orientation training regarding accreditation when/if needed.
- Perform other related duties as assigned.
- Act as the CALEA Manager for the Accreditation Unit which requires the submission of documents to CALEA and participate in continued readiness for inspection of the Office by CALEA auditors as required.
- Attend a CALEA conference within one year of hire/transfer date to obtain specialized Accreditation Manager training.

Minimum Requirements:

- Bachelor's degree from an accredited college or university, or an equivalent combination of training, experience, and education. 60 hours of college credits required at a minimum.
- Demonstrated ability to produce quality written work.
- Ability to work with confidential information / documents and maintain utmost trust.
- Ability to pass various qualifying exams and intensive background investigation.
- Must be able to perform all essential functions of the position.
- Possess a valid Colorado drivers' license.

Abilities:

- Have / obtain the knowledge necessary to perform the functions of the position.
- Establish and maintain a cooperative working relationship with those contacted in the course of work and effectively work as part of a team.
- Exemplify the values of the Office and demonstrate professionalism at all times.
- Type accurately at a speed necessary of successful job performance, demonstrate proficiency in computer applications and Windows-based systems.
- Ability to comprehend the overall operation and mission of the Sheriff's Office and convert that knowledge into applicable written policies and procedures.

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: Must have basic user-level competency with Windows PC operating systems.

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 persons.

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 maintains 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 of 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

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Effective Date: 06-06-05
Revised Date: 03-24-23
Reviewed Date: 03-24-23

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.