

## **POLICE OPERATIONS SPECIALIST**

### **General Statement of Duties**

Performs complex administrative work coordinating and maintaining accreditation compliance activities and professional standards within the police department. This position is responsible for assisting in the development of department policies, and updating and maintaining policies in compliance with CALEA® accreditation standards and applicable state and federal law. Operates as the departments Quartermaster, as well as, fleet research and procurement, build, and operational readiness. Work is performed under the general supervision of the Support Services Bureau Captain combined with regular meetings with the Chief of Police and other command staff members.

### **Distinguishing Features of the Class**

Employees in this class perform a wide variety of administrative and professional tasks necessary to ensure continued accreditation compliance on behalf of the department and maintain equipment in a state of operational readiness. Comprehensive knowledge of departmental functions is needed in relation to policy, procedure, uniforms, equipment, and vehicle fleet. Work requires independent and self-initiated activities as well as any delegated projects. This position is occasionally assigned responsibility for special tasks or projects by the Chief of Police or members of the command staff.

This employee generally maintains normal office hours, but is occasionally required to perform overtime or unscheduled work in accordance with operational demands. Work is performed under the supervision of the Support Services Bureau Captain and is evaluated through observation, conferences, and the quality and effectiveness of work completed.

### **Essential Duties and Illustrative Examples of Work**

Builds and maintains the electronic accreditation assessment. This includes identifying written directives and verifying agency compliance.

Assigns tasks within the electronic assessment to agency staff as related to the accreditation process and coordinates them to meet deadlines to ensure efficient workflow.

Reviews a wide variety of complex and technical issues concerning law enforcement standards and the accreditation process. Recommends new and revised written directives to command staff.

Maintains the integrity of confidential or sensitive information.

Actively participates in the North Carolina Law Enforcement Accreditation Network (NCLEAN).

Attends CALEA conferences and related training, as needed.

Manage and maintain the inventory of uniforms and standard issued equipment used by police department personnel, including but not limited to, ordering, issuance, tracking of serialized items and disposal/replacement of expired items.

Coordinates and assist with in-processing new personnel, as well as recovery of equipment and uniforms from exiting personnel.

Serves as a liaison for the department with equipment vendors.

Calls vendors, places orders, and picks up supplies.

Oversees the department's fixed asset inventories and manages the process for the sale or disposal of surplus items.

Maintains an inventory of agency stored equipment and spare parts which includes agency storage areas ensuring these items are in a state of operational readiness.

Researches fleet vehicle options and stays up to date on current technology and trends surrounding police pursuit vehicles and their equipment.

Oversees the process of vehicle procurement and build. Works with contract vendors and within department fiscal guidelines to ensure purchasing deadlines are met and items are received and installed in a timely manner.

Maintains an accurate list of emergency equipment components and their costs.

Ensures the department's fleet is in a state of operational readiness. Including plans for unexpected downtime and agency transfers.

Works on a variety of special projects as assigned.

Serves as backup for the ASA I position assigned to Police Administration; answering phones; directing visitors; providing assistance to personnel and performing electronic timekeeping submissions.

Performs related duties as required.

### **Knowledge, Skills, and Abilities**

Thorough knowledge of the principles and practices of modern law enforcement operations;

Knowledge of research methods and processes;

Thorough knowledge of the CALEA Accreditation process;

Ability to read and understand materials concerning the law enforcement and criminal justice processes;

Ability to plan, organize, train agency employees;

Ability to analyze facts and to exercise sound judgment in arriving at conclusions and recommendations;

Ability to read, type and understand a wide range of technical literature with advanced skill in the operation of general office equipment;

Ability to communicate effectively in both oral and written formats;

Ability to establish and maintain effective working relationships with coworkers, supervisors, internal and external customers, and town officials;

Ability to handle confidential and sensitive information appropriately;

Considerable knowledge of Town departments, their functions, and operations;

Ability to handle multiple priorities utilizing sound judgment and based on knowledge of departmental issues and needs;

Ability to gather and compile materials from a variety of sources;

Ability to accurately organize and enter data into databases;

### **Physical Requirements**

Must be able to physically perform the basic life operational support functions of fingering, grasping, talking, hearing, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

### **Desirable Education and Experience**

Graduation from an accredited college or university with major coursework in law enforcement, business, research methods or related field; or an equivalent combination of education and experience. Considerable experience in the CALEA Accreditation process, planning and research methods.

### **Fair Labor Standards Act (FLSA) Status**

Non-Exempt