



Delaware, County of (OH) Accreditation Manager

SALARY	\$32.76 - \$43.18 Hourly \$68,140.80 - \$89,814.40 Annually	LOCATION	Delaware, OH
JOB TYPE	Full-Time	JOB NUMBER	2501019
DEPARTMENT	Sheriff's Office	DIVISION	Professional Services
OPENING DATE	04/08/2025	CLOSING DATE	4/29/2025 11:59 PM Eastern
FLSA	Exempt	BARGAINING UNIT	N/A

Objectives

Target Hiring Range: \$68,140 - \$76,648 annually

Position is responsible for managing the Office's law enforcement accreditation process with multiple accrediting bodies, including the Commission on Accreditation for Law Enforcement Agencies (CALEA), the Ohio Collaborative Police Advisory Standards, and the Ohio Collaborative Law Enforcement Accreditation Program. In addition, the position manages the agency policy and procedure system known as Lexipol. Candidates must be highly organized, proficient with current technology, highly collaborative, and able to problem-solve multi-faceted challenges.

Job Standards

Completion of an associate degree and previous experience with accreditation, as well as with policy and procedure management for Law Enforcement Agencies, is highly preferred. Must have a valid Ohio driver's license and a clean criminal record. Work involves moderately complex processes and operations following established laws and procedures

Essential Functions

- Acts as the Professional Services Division's Accreditation Manager and policy and procedure manager;
- Serves as liaison between the Division and the Agency's chosen accrediting bodies;
- Completes required Accreditation Manager training within one year of hire;
- Attends local, state, and national accreditation trainings, meetings, and/or conferences;
- Attends at least one training conference per Accreditation cycle to remain up to date on current accreditation trends;
- Attends the CALEA conference every 4 years to receive certification;
- Ensures that the Agency remains in compliance with applicable standards both in letter and in spirit;
- Reviews all applicable standards for compliance;

- Reviews and evaluates current accreditation standards and propose new ways to improve the Agency's compliance;
- Monitors the current accrediting bodies' publications for updates and disseminate information to the Professional Services Division Chief Deputy and other Agency personnel, as needed;
- Drafts correspondence to the Professional Services Division Chief Deputy, Executive Staff and/or Command Staff when new standards have been proposed or adopted and whenever there have been significant revisions to existing standards that may affect the Agency;
- Reviews and updates the Accreditation Database, as needed;
- Organizes a mock assessment approximately 1-3months prior to the anticipated web-based or on-site assessment date;
- Plans the on-site assessment approximately 1-3months prior to the anticipated on-site assessment date;
- Ensures that the Division annually submits the appropriate accreditation continuation fees;
- Completes and submits the Agency Status Report by the anniversary date each year;
- Manages the annual web-based assessment of Agency CALEA files;
- Assigns projects to unit personnel and sets project goals;
- Builds and maintains professional relationships both inside and outside the Division;
- Responds to inquiries from Agency personnel, other law enforcement agencies, other government agencies, and the public regarding any aspect of the accreditation process;
- Ensures the agency is in compliance with all State of Ohio Collaborative Standards and Accreditation Standards. Submits required documentation to applicable databases;
- Maintains all necessary records for the State of Ohio Collaborative Standards and Accreditation;
- Ensures all law enforcement Lexipol updates are processed and distributed in a timely manner;
- Manages and distributes Lexipol Daily Training Bulletins (DTB's) monthly;
- Works with agency staff as needed to maintain State of Ohio Collaborative Standards and Accreditation and the Lexipol System;
- Works cooperatively with the Jail Accreditation Manager to effectively share information and learn Jail Accreditation Standards to ensure continuity of operations and accountability for all agency accreditation programs;
- Meets with Executive Staff, Command Staff, line staff, and/or civilian personnel of all levels, as needed
- Meets with outside law enforcement agencies, outside government agencies/officials;
- Provides assistance to other law enforcement agencies;
- Serves on committees as needed;
- Reviews all publication proposals at the general concurrence level and advise on any potential accreditation conflicts;
- Drafts and distributes memos and reports regarding the maintenance of compliance files; and,
- Other duties as assigned.

Supplemental Information

NON-ESSENTIAL JOB FUNCTIONS:

- Maintains professional training;
- Attends meetings; and,
- Performs related Essential and Non-Essential functions as needed.

JOB REQUIREMENTS

Equipment:Incumbent operates the following equipment: computer and related software, printer, copier, facsimile machine, paper shredder, paper hole-punch, multi-line phone.

Critical Skills/Expertise:

- Ability to communicate effectively, both orally and in writing;
- Ability to multi-task in a fast-paced setting
- Ability to concentrate under stress;
- Ability to follow instructions and to multi - task;
- Ability to maintain confidentiality;
- Ability to operate a variety of communication and office equipment;
- Ability to prioritize, organize and schedule tasks;
- Ability to effectively use a multi - line phone system;
- Knowledge of authorized personnel;
- Knowledge of community resources / programs;

- Knowledge of computers and related equipment / technologies;
- Knowledge of filing methods and techniques;
- Knowledge of geographical area;
- Knowledge of other county entities;
- Knowledge of staff members to contact; and,
- Knowledge of Agency Policy and Procedures Manual.

II. RESPONSIBILITY

Supervisor provides general guidance allowing the Incumbent the ability to plan the procedures and methods to attain objectives and gives technical or detailed assistance when needed. Supervisor closely reviews work product and offers feedback for improvement. Errors in work may cause inaccuracies in documentation materials resulting in a non-compliance status.

III. PERSONAL WORK RELATIONSHIP

Incumbent has contact with co-workers, employees in the department, public and private sector employees, Court and law enforcement personnel, institutional residents, and the general public.

Physical Requirements: Incumbent performs sedentary work which may require lifting up to fifteen (15) pounds occasionally

Physical Activity: Incumbent performs the following physical activities; reaching, walking, hearing, talking, and repetitive motion.

Visual Activity: Incumbent performs work where the seeing job is at or within arm's reach.

Job Location: Incumbent works in a modern office setting and is not exposed to adverse environmental conditions.

Equal Opportunity Employer

M/F/D/V

Benefits

Delaware County offers a complete benefits package to full-time employees including: health care, Flexible Spending Account (FSA), dental care, life insurance, pension, holidays, vacation, sick leave, and deferred compensation plans.

To learn more details, visit our [benefits page](#).

Full job descriptions are available on the [Class Specifications](#) page.

Equal Opportunity Employer

M/F/D/V

Employer

Delaware, County of (OH)

Department

Sheriff's Office

Address

1776 State Route 521

Delaware, Ohio, 43015

Phone

(740) 833-2800

Website

<https://www.governmentjobs.com/careers/codelawareoh>