

## Accreditation & Court Compliance Specialist

Hutto PD is now hiring for a Accreditation & Court Compliance Specialist

Salary

**\$40.11 - \$44.27 Hourly**

Location

Hutto, TX

Job Type

Full Time

Department

Police

Division

Non-Sworn

Opening Date

09/24/2025

Closing Date

10/31/2025 5:00 PM Central

FLSA

Non-Exempt

Position Overview

Title: Accreditation and Court Compliance Specialist

Department: Hutto Police Department

Status: Full-Time/Non-Commissioned

FLSA: Non-Exempt

### POSITION OVERVIEW

Under the general direction of a supervisor, this civilian non-commissioned position is responsible for the Police Department's full compliance with Michael Morton Act, Texas vs. Heath, and Texas Senate Bill 111 as well and any other current or future legislation related to the submission of evidence. The role plays a key part in maintaining the department's accreditation by maintaining compliance with the Texas Police Chiefs Association Law Enforcement Accreditation Program (TPCAF).

### ESSENTIAL DUTIES

Oversees the accreditation process, including assessments; evaluates, audits, and reports the efficiency and effectiveness of the accreditation program.

Plans and monitor the on-site assessments and maintain appropriate records relating to accreditation activities.

Take the lead role while preparing the agency for mock and on-site assessments.

Performs complex administrative and professional assistance in planning, coordinating and managing the implementation, maintenance and adherence to the police department's accreditation.

Responsible, with the training officer, for maintaining all files for compliance with the accreditation process.

Serve as the department's liaison for accreditation efforts, collaborating with police administration, outside agencies, and accreditation committees; represent the department at meetings, conferences, and training as assigned.

## Accreditation & Court Compliance Specialist

Writes and reviews all new and revised policies to ensure compliance with standards. Confirms and may coordinate with city legal staff to proof General Orders for adherence with all applicable laws.

Regularly reports bi-weekly to the Chief of Police or designee and critical staff on accreditation compliance.

Direct on-site inspections of compliance.

Ensure the integrity and confidentiality of information obtained through paper documents, electronic formats or any other type of media.

Field requests for official records and reports from prosecutors and other law enforcement agencies.

Research, locate, and provide audio/video, and all report content to Prosecutors, Courts, Supervisors, Officers, and Records.

Maintain accurate records of all prosecutorial requests received and fulfilled.

Respond to requests from the Municipal Court for Event and Case Reports.

Upload/export to/from various police evidence and case tracking systems.

Provide all requests for all evidentiary media and documentation to outside legal entities, such as the District Attorney, County Attorney, and other Law Enforcement Agencies, by researching databases to ensure the department complies with the Michael Morton Act, Texas vs. Heath, and Texas SB111.

Ensure all necessary department personnel are notified of request for case reports, evidence, digital media, photographs, and audio/video recordings.

Responsible for creating all case jackets, merging case jackets, etc. within the appropriate online evidence tracking application.

Responsible for certifying with the courts that all responsive records and audio/video media have been provided to the requestor and/or uploaded to the appropriate evidence tracking application.

Maintain knowledge of Texas Legislative updates as it pertains to the Michael Morton Act, Texas SB111, and any additional governmental laws, as it pertains to the information subject to disclosure to the Prosecution, Defendant, etc.

Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials and all members of the general public.

Performs other duties as assigned.

### **KNOWLEDGE, SKILL AND ABILITIES**

Strong ability to direct and coordinate the Police Department's accreditation process, applying modern law enforcement principles, procedures, and equipment.

Knowledge of applicable laws, departmental policies, City ordinances, and accreditation standards, including Open Records and the Freedom of Information Act.

Proficiency with office and computer systems, including Microsoft Office Suite and accreditation management software (e.g., PowerDMS).

Ability to work independently on projects, studies, and compliance programs, exercising sound judgment in interpreting and applying guidelines.

Skill in analyzing results, preparing technical/statistical reports, and presenting findings in both oral and written form.

Ability to establish and maintain effective working relationships with coworkers, other agencies, officials, and the public, including TPCAF representatives.

Strong problem-solving skills with the ability to quickly assess situations and develop effective, lawful courses of action

## Accreditation & Court Compliance Specialist

Effective verbal and written communication skills, including the ability to convey complex information clearly.

### EDUCATION, CERTIFICATION & EXPERIENCE

Graduation from high school or GED equivalent.

A bachelor's degree in criminal justice, public administration or a closely related field is preferred with five (5) years of experience in public safety management; OR an equivalent combination of experience and training as determined by the Chief of Police

Experience meeting the requirements of the Michael Morton Act and Texas SB1111 is preferred.

Must hold a Valid Texas Class C Texas driver license

### PRINCIPLES OF POSITIVE CUSTOMER

This position requires providing positive customer service. The key to good customer service is building positive relationships with the public, vendors, and co-workers. Thanking the customer and promoting a positive, helpful and friendly environment will ensure individuals will leave with a great impression. Treat others as you would want to be treated.

### DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Employer

City of Hutto

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Phone

(512) 759-4053

Website

<https://www.governmentjobs.com/.../accreditation-court...>