

TITLE: Compliance Officer

SO/13

DEPARTMENT: Sheriff's Office, Fayette County

JOB SUMMARY: This position is responsible for administering the Sheriff's Office compliance with local, state, and national laws, rules, and regulations.

MAJOR DUTIES:

- o Researches laws, rules, and regulations; evaluates and recommends operational standards for law enforcement and employment hiring practices; meets with division directors and the Sheriff and obtains policy direction; writes policy; determines, defines, and develops procedures for application of policies governing day-to-day operations; works with division directors to update policies and procedures; ensures memos and directives are added to the policy manual; develops, writes, and maintains policies and procedures for training employees on departmental policies and procedures, documentation of training events, and maintenance or related records; develops and implements methods for accessibility of policies and procedures; researches employment rules, laws and regulations; researches and maintains current knowledge of open records laws; reviews potential areas of compliance vulnerability and risk; oversees the implementation and maintenance of a Compliance Program.
- o Conducts background investigations on applicants; contacts personal and employment references; reviews personnel records; conducts field interviews; obtains, reviews, and confirms criminal history, driving history, and education; compiles reports for review; makes recommendations concerning possible employment.
- o Monitors, updates, and maintains Web sit for the Sheriff's Office; performs daily research regarding current issues; determine and implement a information distribution system.
- o Supervises clerical assistants.
- o Works with Terminal Agency Coordinator for the Georgia Crime Information Center to validate GCIC entries; maintains knowledge of current GCIC rules.
- o Develops, obtains approval for, implements, and trains employees in regards to the Continuity of Operations Plan; establishes policy guidance to ensure execution of essential functions in the event of emergencies.
- o Investigates individuals who fail to meet professional standards of conduct within the Sheriff's Office; determines areas of non-compliance.
- o Develops and administers program budget.
- o Investigates and makes presentations to Sheriff for Accreditation Program.

- o Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- o Knowledge of federal, state, and local laws.
- o Knowledge of the criminal justice system.
- o Knowledge of departmental rules and regulations.
- o Knowledge of law enforcement standards.
- o Knowledge of GCIC rules and regulations.
- o Skill in the operation of computers and job related software programs.
- o Skill in the development of policies and procedures.
- o Ability to prepare clear and comprehensive reports.
- o Ability to obtain information through interviews.

**SUPERVISORY CONTROLS:** The Director of Administration assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include state and federal laws, rules, and regulations. These guidelines require judgment, selection, and interpretation in application.

**COMPLEXITY:** The work consists of related duties in the development and maintenance of compliance related programs and policies. Frequent changes to regulations contribute to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to assist the Sheriff's Office in maintaining compliance with applicable laws, rules, and guidelines. Success in this position contributes to the effectiveness of department operations.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, representatives of other law enforcement agencies, court personnel, representatives of state and federal agencies, attorneys, and members of the general public.

Compliance Officer, Sheriff's Office

Page 3

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information; resolve problems; and provide services.

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, or walking. The employee occasionally lifts light objects.

**WORK ENVIRONMENT:** The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has functional supervision over assigned clerical/administrative personnel.

**SPECIAL CERTIFICATIONS AND LICENSES:** Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

**ADA COMPLIANCE:** Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

**HIPAA COMPLIANCE:** The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

**DRUG AND ALCOHOL COMPLIANCE:** In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

#### MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

EXEMPT/HIPAA

- o Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.
- o Ability to meet current requirements set forth by the Police Standards and Training Council for the State of Georgia.