

City of Lake City, FL

Classification Description

Classification Title: ACCREDITATION MANAGER
Department: POLICE

Pay Grade: 8
FLSA Status: Non-Exempt

General Description

The Accreditation Manager is an advanced administrative position where the employee is responsible for managing and coordinating the Lake City Police Department's accreditation program, for the purpose of obtaining and maintaining accreditation. This position includes reviewing, interpreting, and implanting amended and/or new accreditation standards and determining how to author and integrate policies into the Department in order to remain compliant with the Commission for Florida Law Enforcement Accreditation (CFA) standards; conducting inspections; communicating with the Police Chief, Executive and Command Staff and respective Department employees on results of inspections; and providing recommendations to work units on non-compliance issues and findings. Data gathering plays an additional role in many of the purposes undertaken by this position.

Nature of Work

Essential Functions:

- Identifies, implements and manages all accreditation and re-accreditation processes, independently and with minimal supervision, ensuring timely compliance each cycle year with standards developed by state and national accrediting bodies, as applicable, and any legal updates.
- Assures the Police Department complies with an maintains accredited status.
- Maintains current information on accreditation standards and the interpretation and application of accreditation standards through active participation with the appropriate accreditation commissions and professional associations.
- Analyzes, evaluates and maintains documentation to show proof of compliance with accreditation standards.
- Monitors and maintains accurate, up-to-date accreditation records and files with timely reporting.
- Conducts compliance and audit inspections as directed by the Chief of Police or designee.
- Guides and assists staff in resolving quality assurance and accreditation noncompliance issues and findings.
- Advises agency personnel with regards to maintaining accreditation and other record keeping for general and time-sensitive standards.

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- Assists with writing, and/or timely review of all new and revised policies to ensure compliance with CFA standards and best practices.
- Prepares staff reports that require research and data gathering.
- Performs or assists with inspections to ensure adherence to prescribed policies and procedures and accreditation standards.
- Interacts and communicates with various groups and individuals such as the Police Chief, other Department supervisors, other City personnel, attorneys, and other local, state, and federal law enforcement agencies.
- Represents the Department at the direction of the Chief of Police, or designee, at various meetings and conferences for accreditation, serves on accreditation related committees and participates in accreditation-related training.
- Participates in and delivers training on commission standards, standard operating procedures, changing laws and requirements, and new programs and initiatives.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

KNOWLEDGE, SKILLS, AND ABILITIES

- Must have working knowledge of the CFA standards and processes and of CFA “Best Practices” for electronic record-keeping and proof maintenance procedures. Applicants with knowledge in other accreditation programs are encouraged to apply.
- Must be proficient in PowerDMS, Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Access), and be able to navigate through other specialized software operating in a Windows environment.
- Must have excellent organizational skills for the management of time-sensitive standards, proofs and filing of electronic and paper files.
- Skilled in working independently and following through with assignments with minimal direction.
- Skilled in adapting to changing work environment, competing demands and ability to deal with frequent change, delays or unexpected events.
- Ability to manage multiple priorities to ensure that deadlines are met.
- Ability to communicate effectively verbally and have excellent writing skills.
- Ability to maintain sound judgement and maintain confidentiality regarding critical and sensitive information, records and reports.
- Ability to articulate, demonstrate and train others concerning current laws, standards, policies, and procedures.
- In-depth knowledge of law enforcement principles, practices and organizational structure.
- Ability to work with and maintain confidentiality of Criminal Justice Information (CJI).

Critical Skills/ Expertise: All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision,

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guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Knowledge of approved principles and practices of police work;
- Knowledge of laws and ordinances governing local police work;
- Ability to work with some degree of independence;
- Ability to execute difficult oral and written directions;
- Ability to prepare clear and comprehensive reports;
- Ability to react quickly and calmly in emergencies;
- Ability to execute duties firmly, tactfully, and impartially;
- Ability to establish and maintain effective working relationships with other employees, other law enforcement officers, and the general public;
- Skill in investigative techniques;
- Skill in use of police equipment;
- Skill in use and care of firearms; and
- Skill in operation of motor vehicles.

Minimum Qualifications: Must have a high school diploma or General Education Diploma (GED), have a least two (2) years of progressively responsible or directly assisting in the accreditation program for a State of Florida law enforcement agency preferred. Must possess and valid Florida Driver's License.

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without a hearing aid)
- Ability to communicate both orally and in writing
- Ability to access, input and retrieve information from a computer
- Ability to type accurately
- Listening
- Ability to enter data an efficient rate of speed.\
- The employee is occasionally required to use hands to manipulate, handles, grasp, feel, push, pull, carry or operate objects, and reach with hands and arms. The employee is occasionally required to climb, lift, or balance, stoop, kneel or crouch, and lift and/or move up to 20 pounds.
- While performing the duties of this position, the employee is frequently required to drive, walk, sit, type, stand, talk and hear.

Environmental Conditions:

- Works primarily inside in an office environment under stressful conditions,
- Occasionally required to work outside as duties require.

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(reasonable accommodation will be made for otherwise qualified individuals with a disability)

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

Print Name

Date

Signature