

**Title:** Accreditation Manager  
**PG:** 45  
**Status:** Civil Service  
**Position Reports to:** Sergeant/ORS-IAU  
**Department:** Police

**Class Code:** 2258  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This person manages all aspects of the Department's State (FCA) and National (CALEA) accreditation processes.

**ESSENTIAL FUNCTIONS:**

1. Maintains policy manual and historical record of amended policies.
2. Maintains report files for re-accreditation, sends out organized monthly reminders to each division, of reports due under the authority of the OIC/ORS.
3. Maintains all files as required by the Accreditation authorities, under the supervision of the OIC/ORS.
4. Inputs information in the computer as necessary to maintain current policies and/or procedures.
5. Conducts daily briefings with the OIC/ORS. Receives direction from the OIC/ORS and acts accordingly. Carries out any other tasks requested by the OIC/ORS not necessarily outlined in these duties.
6. Arranges to meet all deadlines by prioritizing and organizing ways to meet those deadlines.
7. Is alert of conditions or situations, which inhibit efficient operation of the agency and make recommendations for solutions.

**ADDITIONAL RESPONSIBILITIES:**

1. Assists the OIC/ORS with the collecting and filing of proofs for required CALEA and CFA standards.
2. Assists as directed by the OIC/ORS, in writing policies and/or procedures from input supplied by the senior staff, ensuring such policies and/or procedures are written in compliance with CALEA and CFA standards.
3. Assists the OIC/ORS in writing, editing, research and review of directives.
4. Assists the OIC/ORS by preparing directives for the ten-day turnarounds, Senior Staff review/summary, and final review/Chief of Police's signature to be sent out under the OIC/ORS authority.
5. Maintains a current and accurate policy manual in hardcopy and electronic format.
6. Assists in the publishing of Directives as directed by the OIC/ORS.
7. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Thorough knowledge of the total accreditation process.
2. Ability to establish and maintain effective working relationships with co-workers, other City employees and the general public.
3. Ability to communicate via a police radio or telephone.
4. Ability to communicate with the general public and department members such as providing guidance, giving technical direction, explaining or interpreting policy, etc.
5. Knowledge of City and departmental policies, rules and regulations.
6. Knowledge of principles, practices and equipment used in police work, to include administrative investigations.
7. Knowledge of federal, state and local laws or ordinances, rules of evidence, laws regarding search and seizure, and laws regarding administrative/personnel procedures.
8. Ability to foster cooperation between department personnel and be able to create an acceptable attitude among all members/appointees.

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9. Knowledge of intermediate computer skills including a working knowledge of Microsoft Office products.

**WORKING ENVIRONMENT/CONDITIONS:**

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.  
The job risks exposure to no significant environmental hazards.  
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. Graduation from a four (4) year college or university with a concentration in law enforcement, business, public administration or related field.
2. Must have a minimum of two (2) years experience in the law enforcement field.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specified requirements may be substituted.
4. Completion of City University Level two (2) or completion within twelve (12) months.

**SPECIAL REQUIREMENTS:**

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.