

JOB DESCRIPTION

Town of Smithfield

ACCREDITATION MANAGER

GENERAL SUMMARY: Under the general supervision of the Detective Commander, the Accreditation Manager is responsible for performing administrative work, coordinating accreditation activities assigned by the Police Chief, and accomplishing assigned tasks consistent with agency goals and standards established by the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA). The Accreditation Manager is encouraged to make independent judgments and decisions based on analytical and innovative thinking.

ESSENTIAL FUNCTIONS:

1. Review a wide variety of complex and technical issues concerning law enforcement standards and the accreditation process.
2. Draft new written directives or assign writing projects to others that achieve accreditation objectives.
3. Obtain proofs of compliance to satisfy CALEA standards.
4. Assign, direct and coordinate groups of employees to achieve plans of action, recommendations to the Police Chief and other activities that meet compliance with applicable accreditation standards.
5. Keep abreast of all aspects of the accreditation process, including proposed changes or amendments to the standards, assessing the impact of changes on current policies and procedures of the agency.
6. Assist in identification and development of new programs, systems, procedures, or equipment to improve performance of the agency in compliance with applicable standards.
7. Meet regularly with the Police Chief and key employees to identify needs and report progress on accreditation efforts.
8. Provide accreditation training for agency employees.
9. Maintain master and archive files for agency written directives.

10. Reply to informational requests, i.e.: questionnaires, surveys, etc., from outside agencies.
11. Familiarize new employees with the accreditation process and provide in-service training to incumbent employees.

OTHER FUNCTIONS:

1. Act as liaison to CALEA on all accreditation related matters.
2. Attend CALEA conferences.
3. Perform other related work, as assigned by the Police Chief.

JOB REQUIREMENTS:

Experience

1. Five years continuous experience with a law enforcement agency.

Other Skills

Possess the ability to:

1. Read and understand materials concerning law enforcement and criminal justice processes.
2. Understand the principles and practices of modern law enforcement operations.
3. Demonstrate good writing skills.
4. Work independently and solve problems involving many variables.
5. Analyze facts and to exercise sound judgment in arriving at conclusions and recommendations.
6. Complete assignments in a timely fashion.
7. Deal tactfully, professionally, and effectively with others.

JOB REQUIREMENTS: (Cont'd)**Other**

1. Must be a sworn, active, permanent Department member.
2. Possess an active Rhode Island operator's license.

PHYSICAL REQUIREMENTS:

This position requires the Accreditation Manager to perform all functions contained in this job description. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements necessary to accomplish the essential functions.

WORKING CONDITIONS:

Be available by telephone, radio, and pager during normal working hours and available for callback, when needed.

SALARY RANGE:

Union position stipulated by contractual agreement between the Fraternal Order of Police, Lodge 17 and Town of Smithfield.

June, 2000