

**POLICE****JOB DESCRIPTION/JOB TASK ANALYSIS****Job Title: ACCREDITATION MANAGER (Part Time)****Reports to: CHIEF OF POLICE****Type of Position:** Hours Per Week: 29 Maximum NON-EXEMPT**General Description:**

The Accreditation Manager provides direction for personnel, both sworn and non-sworn, associated with the Accreditation process, assists in the promotion, development, and enactment of procedures which are compatible with the achievement, and the Commission on Florida Law Enforcement Accreditation (CFA).

The Accreditation Manager is responsible for administering the CFA accreditation process and ensuring compliance with standards developed. This position is required to continuously monitor, edit, maintain, and development departmental directives, procedures, and forms in accordance with federal, state, and local laws as well as the standards set forth by accreditation. The Accreditation Manager ensures that all annual and/or time sensitive reviews, reports, audits, and inspections are completed as required by CFA.

The Accreditation Manager is responsible for introducing new members with the accreditation process as well as training and preparing agency personnel for on-site assessments, which occur every three years.

The Accreditation Manager is also responsible for review, recommendations, and revisions of various manuals, Police Department Departmental Directives, and Administrative Directives in order to improve and comply with departmental needs and requirements.

**Work Experience/Requirements:**

- High School Diploma or General Education Diploma (GED)
- Accreditation Commission Sponsored Manager Training

**Job Task, Policy, and Proficiency**

ID	Statement	Performance Standard
<b>TASK</b>		
AC1653b	Prepare unit budget	The member prepares or assists in preparing an accurate and well-organized unit/department budget, taking into consideration new or additionally required equipment/tools/personnel needs.

ALL1000	Complete assignments as directed	The member will successfully complete all assignments to specifications as directed and within the specified time frame and budget in accordance with agency policies.
ALL1001	Maintain work areas	The member ensures that their work area is clean, organized, safe and presentable in accordance with agency policies and procedures.
ALL1002a	Participate in meetings/training and community relations activities if applicable	As applicable, the member actively participates in meetings/training as directed or as required and in accordance with established agency policies/procedures, and disseminates information received to agency members as appropriate. The member may also actively participate in community relations activities in order to promote and enhance the vision, goals, and objectives of the department in conjunction with the needs of the community.
ALL1003a	Complete, update, submit required reports/documents/forms	The member will thoroughly and accurately complete, update, and submit or forward all required reports, documents and forms to the appropriate authority/personnel in a timely manner pursuant to applicable state regulations and in accordance with agency policies and procedures.
AM6001	Maintains Standard files for primary and secondary proofs of compliance	The accreditation manager will maintain the standards file by updating the file with highlighted documentation supporting primary and secondary proofs of compliance.
AM6002b	Draft/update/maintain directives	The member will draft and maintain a system of written directives as specified and will review and revise the directives annually or as otherwise deemed necessary in accordance with agency policies/procedures or accreditation requirements to ensure that they are complete, accurate and up to date.
AM6002c	Assist in updating policies and directives as required/directed	The member will assist in updating and revising agency policies/directives in accordance with accreditation requirements and standards, submitting revised policies to the appropriate authority for review and validation
AM6002d	Inspect records/reports	The member accurately reviews/inspects records and reports submitted to the Accreditation Component in order to ensure compliance with standards. Discrepancies are documented, reported, and resolved.
AM6002e	Maintain historical directives	The member will maintain a file of historical directives in an orderly manner that facilitates ready retrieval when necessary. The member will also research and provide copies of historical directives in a timely manner when requested.
AM6003	Attend and participate in accreditation related meetings	The member attends and participates in accreditation related meetings, providing requested information/ service when required.
AM6004	Serve on accreditation related committees	The accreditation manager serves on various accreditation related committees with the goals of enhancing the accreditation process and resolving issues brought before the committee for review.
AM6005a	Liaison between agency and accreditation bodies	The accreditation manager establishes, develops, and maintains open channels of communications with accreditation bodies to facilitate the flow of information between the bodies and the agency.
AM6005c	Disseminate accreditation related information to agency members	The member disseminates accreditation related information to agency members in a timely manner as required/directed.

AM6006	Attend training sessions with FLA PAC organization	The accreditation manager attends FLA PAC meetings / training sessions and applies new information or practices to agency accreditation issues.
AM6007	Provide accreditation related training to agency members.	The accreditation manager will develop and deliver all required accreditation related training to appropriate agency personnel in an effective and timely manner.
AM6008	Conduct assessment activities for the accreditation commission	The accreditation manager will serve as an on-site assessor, reviewing agency standards, proofs, and documentation to assist in determining the agency's status with regard to accreditation compliance.
AM6009	Assist other agencies in accreditation efforts	The member will provide accurate information or services to agencies requesting assistance with the accreditation process and related issues.
AM6010	Prepare for reaccreditation	In preparation of reaccreditation, the accreditation manager will accurately complete the standards summary forms, generate highlighted documentation demonstrating proof of compliance, and update the standards files as necessary.
AM6011	Generate and submit status reports to command staff	The accreditation manager will generate and submit accurate and complete accreditation status reports to command staff as required/requested.
AM6012	Maintain and archive accreditation documentation	The member will maintain and keep current all documentation as required by the respective accrediting entity to help ensure compliance with accreditation requirements. Accrediting entities may include one or more of the following accreditation bodies: CALEA, CFA, and any other applicable accreditation entities. The member archives end of year documentation and SOPs.
AM6013	Prepare/coordinate reports for accreditation	The member will coordinate/prepare complete and accurate reports as required for accreditation in a timely manner. The member ensures that the reports are comprehensive and satisfy the requirements outlined in the applicable accreditation standard/requirement.
AM6015	Distribute/maintain distribution sheets	The member will issue, collect, maintain and archive distribution sheets in an accurate and timely manner upon dissemination of new or revised directives to ensure compliance with accreditation requirements and in accordance with agency policies/procedures.
AM6016	Monitor accreditation process	The member will carefully monitor all designated aspects of the agency's accreditation process to ensure compliance with all applicable standards including, as appropriate, CALEA, CFA, and any other applicable accreditation entities.
AM6017	Make recommendation based on accreditation inspections	The member will advise the affected bureau/division commander and component of accreditation related inspection findings and generate recommendations to ensure compliance with accreditation standards that were identified as non-compliant or potentially non-compliant.
AM6018	Maintain Accreditation photo files	The member files accreditation photo files into the appropriate file folders/cabinets, and documents appropriate information if photo is pulled from file due to a request.
AM6020	Issue written directives manuals/supplements/electronic notices of updates	The member supervises or coordinates the insurance of written directive manuals, supplements, and electronic notices of updates to all appropriate personnel/bureaus in a timely manner.

GS1135b	Generate/update and submit statistical reports	The member will correctly locate, tabulate, and accurately compile statistical data in a timely manner and submit the edited statistical report to the appropriate personnel as requested.
GS1137d	Organize, summarize, and assemble requested information	Given an authorized request, the member researches, organizes, summarizes, and assembles requested information/documentation from various files and sources, forwarding the completed work product to the appropriate personnel/authority in a timely manner.
PUR1315a	Verify invoices on received goods/supplies	The member will accurately and thoroughly check invoices, packing slips, and receipts against purchase orders for all deliveries in order to verify items received are exactly as ordered, with inconsistencies reconciled in a timely manner pursuant to agency policies. If applicable, member will generate a receiving report and will forward the received items to the appropriate location.
QA6026a	Conduct post inspection conference/meeting	The member will conduct a post inspection conference with the applicable bureau/division commander and component supervisor to present and discuss findings and recommendations consistent with agency policies.
QA6028	Assist staff/administration in resolving quality assurance/accreditation non-compliance issues and findings	The member will assist affected units/components and personnel in resolving QA and/or accreditation related deficiencies and making the necessary changes to ensure compliance with specific directives and/or accreditation standards if applicable.
SP7003	Assist superiors in making decisions on issues where no guidelines or policy exists.	The member will research and analyze the issue / problem at hand and provide superiors with valid and defensible information / data in oral or written format as requested, in order to assist in arriving at the most appropriate decision consistent with agency mission, goals, and the law.
SP7004	Review completed work assignments by employees for achievement of task and objectives.	The member will review completed work assignments / products for accuracy and achievement of all objectives, providing the originator with appropriate feedback to encourage task completion according to desired specifications.
SP7010	Implement changes and new programs as directed.	The member efficiently and effectively implements changes and new programs exactly as directed by superiors within the time frame specified in accordance with agency policies.
SP7019	Provide leadership on employee assignments.	The member applies appropriate combinations of supportive and directive behaviors towards members in order to enhance goal attainment and foster positive morale.
SP7020	Develop and/or maintain a system for maintaining/archiving various records, tapes, logs.	The member develops and/or maintains a system designed to facilitate efficient, secure, and systematic document storage and retrieval consistent with the duty assignment and all applicable laws.
SP7027	Liaison with intra/inter agency personnel	The member will initiate, develop, and maintain channels of communications and work effectively with inter/intra agency personnel in order to achieve objectives and goals and better serve the needs of the agency and/or community.
SP7029a	Maintain current knowledge of State/Federal Statutes and regulations	The member undertake all the required activities to maintain up to date knowledge of any mandated/proposed changes to current local, State, and/or Federal Statutes and other governing bodies regulations affecting the incumbent's job duties and area of responsibility.

SP7047b	Make recommendations to superiors as to unit training needs and resolution.	The supervisor will research training needs and make the appropriate recommendations to superiors in order to resolve any current or potential performance deficiencies in accordance with agency policies and applicable state/federal statutes and/or regulations.
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**POLICY**

PL2001	Message return/follow-up	As applicable, the member will check their assigned mailbox, telephone/electronic messages and any designated bulletin boards according to the established schedule or designated frequency for each. The member will return any telephone messages in a prompt and professional manner and will respond accurately and appropriately to any information contained on the bulletin board or received via mail or newsletter.
PL2002	Contact with public	The member demonstrates a polite, helpful, courteous, proud, productive, and professional image when engaged in their assigned duties with the public consistent with agency policy.
PL2003	Operation and care of equipment	The member properly operates and cares for equipment to manufacturers specifications and / or within the specified parameters. If applicable, the member checks to ensure all assigned equipment is present and operational, and documents/reports any required repairs in a timely manner and in accordance with agency policies.
PL2006	Human diversity awareness	The member demonstrates an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public, students and colleagues.
PL2008	Accepts supervision and direction	The member adheres to the chain of command, and accepts constructive criticism to improve job performance. The member responds to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with agency policies.
PL2014	Abide by Code of Ethics	The member will conduct him/herself in an ethical and professional manner, abiding by the established code of ethics as stipulated in the PGO Manual.
PL2015	Leave and Attendance	The member will follow all leave and attendance related policies/procedures, including, but not limited to submission of vacation and personnel requests and if applicable, the notification of supervisor regarding absence from work due to illness or untimely incidents, notification of supervisor concerning overtime hours worked, and notification of supervisor regarding after hours investigative duties performed if applicable.
PL2016	Grooming and dress	The member is appropriately groomed and attired so as to present a professional image in accordance with the agency policies and procedures.

**PROFICIENCY**

PR107	Knowledge of General Orders/Policy/Procedure manuals	The member has the ability to read, interpret, and follow procedural and policy manuals related to the job performed by the incumbent and demonstrate this knowledge via oral or written testing if required and in daily operations.
PR18	Computer/software/office equipment skills/knowledge	The member demonstrates adequate knowledge and skill in the use of office equipment and/or computer peripherals including as applicable: word processor, spread sheet, data-base, specialized computer program

		software/systems, printer, copier, and any other equipment required to perform position tasks.
PR20	Time management skills	The member efficiently organizes, prioritizes, schedules, and manages daily work activities, tasks, and special assignments.
PR22	Motivational skills	The member is able to elicit the desired member behaviors in order to achieve goals and objectives in a team oriented environment.
PR23	Inter-personal skills	The member demonstrates congenial, respectful, and productive behaviors and attitudes towards others in working relationships and situations.
PR30	Public speaking	The member has the ability to speak before groups, articulate ideas, and effectively communicate the stated objectives in a well planned, organized, and clear manner.
PR31	Problem solving	The member has the ability to look beyond surface issues to identify and analyze problems and develop effective responses and solutions to resolve such problems.
PR36	Knowledge of accreditation requirements	The member has the ability to express, communicate, and describe in detail the requirements necessary to fulfill the accreditation requirements/standards applicable to the incumbent's area of responsibility.
PR37	Knowledge of accreditation process	The member has the ability to express, communicate, and describe in detail the accreditation process in a step by step manner.
PR4a	Verbal communications	The member conveys verbal information / instructions / directives / commands in a clear, concise, and intelligent manner.
PR4c	Written communications	Written communications are accurate, complete, concise, legible, and timely.
PR4d	General comprehension skills	The member has the ability to understand directions and instructions, formulate and translate plans into actions, and process verbal information, physical cues, and body language in order to effectively listen to individuals.

**Job Task Analysis:**

ID	Statement	Importance	Frequency	Total	Weight
<b>TASK</b>					
AC1653b	Prepare unit budget	3	1	4	3
ALL1000	Complete assignments as directed	4	4	8	1
ALL1001	Maintain work areas	3	4	7	1
ALL1002a	Participate in meetings/training and community relations activities if applicable	3	3	6	1
ALL1003a	Complete, update, submit required reports/documents/forms	4	4	8	1
AM6001	Maintains Standard files for primary and secondary proofs of compliance	4	4	8	1
AM6002b	Draft/update/maintain directives	4	2	6	1
AM6002c	Assist in updating policies and directives as required/directed	4	2	6	1
AM6002d	Inspect records/reports	3	4	7	1
AM6002e	Maintain historical directives	2	1	3	2.5

AM6003	Attend and participate in accreditation related meetings	3	2	5	1
AM6004	Serve on accreditation related committees	1	1	2	2
AM6005a	Liaison between agency and accreditation bodies	3	2	5	1
AM6005c	Disseminate accreditation related information to agency members	3	2	5	1
AM6006	Attend training sessions with FLA PAC organization	2	2	4	3
AM6007	Provide accreditation related training to agency members.	2	1	3	2.5
AM6008	Conduct assessment activities for the accreditation commission	2	1	3	2.5
AM6009	Assist other agencies in accreditation efforts	3	4	7	1
AM6010	Prepare for reaccreditation	4	1	5	1
AM6011	Generate and submit status reports to command staff	3	2	5	1
AM6012	Maintain and archive accreditation documentation	2	1	3	2.5
AM6013	Prepare/coordinate reports for accreditation	3	1	4	3
AM6015	Distribute/maintain distribution sheets	3	2	5	1
AM6016	Monitor accreditation process	4	4	8	1
AM6017	Make recommendation based on accreditation inspections	3	3	6	1
AM6018	Maintain Accreditation photo files	2	1	3	2.5
AM6020	Issue written directives manuals/supplements/electronic notices of updates	3	2	5	1
GS1135b	Generate/update and submit statistical reports	3	2	5	1
GS1137d	Organize, summarize, and assemble requested information	3	4	7	1
PUR1315a	Verify invoices on received goods/supplies	3	3	6	1
QA6026a	Conduct post inspection conference/meeting	4	2	6	1
QA6028	Assist staff/administration in resolving quality assurance/accreditation non-compliance issues and findings	3	3	6	1
SP7003	Assist superiors in making decisions on issues where no guidelines or policy exists.	4	2	6	1
SP7004	Review completed work assignments by employees for achievement of task and objectives.	4	4	8	1

SP7010	Implement changes and new programs as directed.	3	2	5	1
SP7019	Provide leadership on employee assignments.	4	4	8	1
SP7020	Develop and/or maintain a system for maintaining/archiving various records, tapes, logs.	4	1	5	1
SP7027	Liaison with intra/inter agency personnel	3	3	6	1
SP7029a	Maintain current knowledge of State/Federal Statutes and regulations	4	4	8	1
SP7047b	Make recommendations to superiors as to unit training needs and resolution.	4	2	6	1

**POLICY**

PL2001	Message return/follow-up	3	4	7	1
PL2002	Contact with public	4	4	8	1
PL2003	Operation and care of equipment	4	4	8	1
PL2006	Human diversity awareness	3	4	7	1
PL2008	Accepts supervision and direction	3	4	7	1
PL2014	Abide by Code of Ethics	4	4	8	1
PL2015	Leave and Attendance	4	4	8	1
PL2016	Grooming and dress	2	4	6	1

**PROFICIENCY**

PR107	Knowledge of General Orders/Policy/Procedure manuals	4	4	8	1
PR18	Computer/software/office equipment skills/knowledge	4	4	8	1
PR20	Time management skills	4	4	8	1
PR22	Motivational skills	2	4	6	1
PR23	Inter-personal skills	3	4	7	1
PR30	Public speaking	2	2	4	3
PR31	Problem solving	4	4	8	1
PR36	Knowledge of accreditation requirements	4	4	8	1
PR37	Knowledge of accreditation process	3	4	7	1
PR4a	Verbal communications	4	4	8	1
PR4c	Written communications	4	4	8	1
PR4d	General comprehension skills	4	4	8	1

**Importance:** 1 = Not Important      2 = Somewhat      3 = Important      4 = Very Important  
**Frequency:** 1 = Annually      2 = Monthly      3 = Weekly      4 = Daily  
**Weight:** 1 = Non Critical for Totals 1 - 1.99      2 = Somewhat Critical for Totals 2 - 2.99      2.5 = Critical for Totals 3 - 3.49  
3 = Very Critical for Totals 3.5 – 4

Reviewed by: Captain John Healy *JH*  
Approved by: Chief Julio Yero *JY*  
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