



# Job Vacancy

## Accreditation Manager Police Department

**Job Description:** Under general supervision, oversees, plans, coordinate, and manage the law enforcement accreditation process for the police department. Liaison with the South Carolina Law Enforcement Accreditation, Inc. (SCLEA) and the Commission on Accreditation for Law Enforcement Agencies (CALEA). Assists police department staff in resolving quality assurance and accreditation non-compliance issues and findings. Monitors measures designed to meet SCLEA and CALEA standards

### **ESSENTIAL JOB FUNCTIONS:**

- Oversees the accreditation process, including assessments; evaluates and reports the efficiency and effectiveness of the accreditation programs.
- Plans and monitor the on-site assessments and maintain appropriate records relating to accreditation activities.
- Take the lead role preparing the police department for mock and on-site assessments.
- Performs a variety of complex administrative and professional assistance work in planning, coordinating, and managing the implementation, maintenance, and adherence to the police department accreditation process.
- Responsible for maintaining all files for compliance with the accreditation process/standards, and inspecting departmental, division, and section files for compliance.
- Ensure proper training for police department employees on all new and revised policies.
- Conducts employee orientation training regarding the accreditation process.
- Acts as the coordinator of policy development by suggesting areas of new policy development, maintaining and updating existing policy to ensure compliance with accreditation standards, and includes annual and semi-annual reviews of all department policies.
- Serves as the police department representative to and liaison with SCLEA and CALEA for all accreditation matters.
- Update and notify Police Chief of professional standards and changes to any SCLEA and CALEA or changes to the accreditation process.
- Provides various presentations to command staff, department personnel, City Council, and public about accreditation, policy, and other planning issues.
- Maintains data entry of policy compliance in appropriate accreditation software.
- Prepares and submit annual agency report to SCLEA and CALEA.
- Directs on-site accreditation inspections.
- Represents the police department at conferences and meetings related to the accreditation process as determined by the Police Chief.
- Maintain contact with other law enforcement agencies in order to discover improved methods, policies, and procedures.
- Remains abreast of latest law enforcement and emergency communications policies, best practices, and technological trends, and of all Federal and State laws, and ordinances of the City of Lancaster.
- Attends required training courses and seminars.
- Attends departmental meetings as required.
- Maintains assigned equipment and vehicles.
- Operates various types of office equipment, machinery and tools in the performance of duties such as a computer and monitor, adding machine, recorder, radio equipment, audio-visual equipment, facsimile machine, telephone, motor vehicle, etc.
- Reports regularly to Police Chief or designee and key staff on accreditation compliance.

- Performs related duties as directed when such duties are a logical and appropriate assignment to the position. Knowledge of methods, policies, and procedures of the Department pertaining to specific duties of the Accreditation Manager.
- Knowledge of the structure, functions, and inter-relationships of State and local law enforcement agencies.
- Knowledge of up-to-date methods of law enforcement procedures.
- Knowledge of SCLEA and CALEA accreditation standards.
- Knowledge of public administration management philosophies and concepts.
- Knowledge of research methods, techniques, statistical gathering, analysis, forecasting.
- Knowledge of other City departments to communicate with their representatives as necessary in carrying out duties and responsibilities.
- Skill in preparing and submitting written reports and other documents to regulatory and/or compliance agencies.
- Skill in the effective operation of modern office and computer equipment and various software packages, including but not limited to Word, Excel, PowerPoint, and Access.
- Skill in the care and use of required tools and equipment.
- Skill in effective time management and resources utilization.
- Ability to manage multiple projects at one time, and able to adapt quickly to changing situation that may adversely affect previous plans, schedules, and routines.
- Ability to analyze situations objectively and determine proper courses of actions to be taken.
- Ability to assemble, gather, organize, evaluate, and analyze information and make written and oral reports concisely, clearly and effectively.
- Ability to work independently in the absences of specific instructions or supervisions by following verbal and/or written instructions effectively
- Ability to act as lobbyist in the accreditation matters before various SCLEA and CALEA committees.
- Ability to comprehend, interpret, and apply regulations, procedures, and related information.
- Ability to communicate effectively with a wide variety of public and private groups and is persuasive in such communication.
- Ability to deal courteously, yet firmly and effectively with the public.
- Ability to handle required mathematical calculations accurately and quickly.

**PREFERRED EDUCATION AND EXPERIENCE REQUIREMENTS**

Bachelor’s Degree in Business Administration or Criminal Justice or related field, supplemented by four (4) years of work experience in law enforcement accreditation.

**Desirable Education and Experience:** High School Diploma or GED equivalent, supplemented by two (2) years of responsible experience in administrative functions which provides knowledge in computer operations, clerical skills, problem solving, and critical thinking; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

**Application for Position:** Applicants interested in this job opportunity may apply online at [www.lancastercitysc.com](http://www.lancastercitysc.com) (employment tab) Position Open Until Filled. EOE

**Position May be Subject to the Following Background Checks: Credit Check, Criminal History, Driving History, Drug Test, Medical/Physical**

Grade	Salary Range		
212	\$20.54 to \$25.67		