

# Police Accreditation Manager

The City of Port Wentworth is currently seeking qualified applicants for the position of POLICE ACCREDITATION MANAGER. Qualified applicants must possess knowledge of police administration principles and practices, police accreditation processes, and general law enforcement techniques and procedures.

This is a full-time position with a starting salary of \$51,997.79. The City of Port Wentworth offers a generous benefits package, including 100% medical coverage for employees and families, Georgia Municipal Association pension participation, and life insurance. The selected applicant will be required to submit to a background check.

**Please submit resumes to:**

**City of Port Wentworth,  
ATTN: Director of Human Resources  
7224 GA Highway 21  
Port Wentworth, GA 31407**

**References are required.** Resumes will be accepted until the position is filled.

**The City of Port Wentworth is an Equal Opportunity Employer.**



## Police Accreditation Manager

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Police

### JOB SUMMARY

This position works within the chain of command under the supervision of the Assistant Chief of Police/Director of Professional Standards. Police Accreditation Manager is responsible for development of administrative systems to ensure that the Port Wentworth Police Department is compliant with the Georgia Law Enforcement Certification Program (**GLECP**) and the Commission on Accreditation for Law Enforcement Agencies (**CALEA**) rules and regulations. This position performs a wide range of duties including assisting with the development of policies and procedures, records maintenance, and conducting administrative inspections and audits.

This position will work closely with the Chief of Police and the Assistant Chief of Police/Director of Professional Standards.

### MAJOR DUTIES

- Oversees the accreditation process, including assessments; evaluates and reports the efficiency and effectiveness of the accreditation program.
- Plan and monitor the on-site assessments and maintain appropriate records relating to accreditation activities.
- Take the lead role while getting the agency prepared 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's accreditation.
- Responsible for maintaining all files for compliance with the accreditation process.
- Coordinates proper training for police department employees on all new and revised policies.
- Conducts employee orientation training regarding the accreditation process.
- Writes and/or reviews all new and revised policies to ensure compliance with standards.
- Coordinates with City Legal staff for proofing of policies for adherence with all applicable laws.
- Acts as a liaison between police administration, other department employees and outside agencies in all accreditation efforts.
- Maintains a standard format for policies to be reviewed and revised on a scheduled basis.
- Regularly reports to the Chief of Police or designee and key staff on accreditation compliance.
- Directs on-site inspections of compliance.
- Conducts research and planning and assists with presentations as needed.
- Represents the police department at meetings related to the accreditation process as determined by the Chief of Police or designee.
- Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all members of the general public.
- **Performs other duties and responsibilities as directed by the Chief of Police or designee.**

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the principles and practices of police administration.
- Knowledge of the Police Accreditation Process.
- Knowledge of management and supervisory techniques and procedures.
- Knowledge of general law enforcement techniques and procedures.
- Knowledge of federal and state laws, local ordinances, and Departmental rules and regulations.
- Knowledge of the geography and boundaries of the city.
- Knowledge and principles of and practices of employment issues.
- Skilled in planning, organizing and decision making.
- Skilled in oral and written communication.

## **SUPERVISORY CONTROLS**

- The position supervises the accreditation process and responsibilities regarding its various duties and projects.
- The position works within the chain of command to effectively secure compliance with department employees.
- The position shall submit completed work to the Asst. Chief of Police for compliance with procedures and the nature and propriety of the final results, and as directed.

## **GUIDELINES**

Guidelines include federal and state laws, criminal and traffic laws, city ordinances, and Departmental policies and procedures. These guidelines require judgment, selection, and interpretation in application.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied administrative and technical duties.
- The variety of tasks to be performed will require multitasking skills to complete due to the complexity of the work.
- The purpose of this position is to provide a direction on the accreditation processes to the chain of command.
- The duties and responsibilities will include acting as a liaison for the Port Wentworth Police Department.
- Successful performance helps ensure effective law enforcement practices, contributes to effective communication within the Department, and affects the public perception of the Department.

## **CONTACTS**

- Contacts are typically with co-workers, other city employees, elected officials, representatives from other law enforcement agencies, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, and provide services.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk, table, or vehicle, or while intermittently sitting, standing, or stooping.
- The employee occasionally lifts light boxes.
- The work is typically performed sitting in an office or attending training conferences.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

## **MINIMUM QUALIFICATIONS**

- Bachelor's degree
- Five years of experience involving research methods, organization/preparation/coordination of a wide range of projects/reports/files within a law enforcement agency.
- Knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- Knowledge of applicable laws, and traditional police department rules and regulations.
- Equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

## **PREFERED QUALIFICATIONS**

- Graduation from a POST Law Enforcement Training Academy within the United States.
- **Graduation from a Georgia P.O.S.T. Law Enforcement Training Academy.**
- Graduation from an accredited college or university with a master's degree in police science, law enforcement, criminal justice, public administration, or a closely related field.
- **Previous experience as an Accreditation Manager or Police Accreditation Manager.**