# Accreditation Manager – Sheriff’s Office

**Grade: 8**

**FLSA: Non - Exempt**

**Date: 7/19**

**Job Summary:** Coordinates and develops agency-wide policies and procedures to meet the Commission on Accreditation for Law Enforcement Agencies (CALEA) accreditation standards. The responsibilities of the position include but are not limited to composing detailed internal reports, receiving and completing assignments, analyzing data, and identifying needs within the Sheriff’s Office. As part of their job function, the position is expected to monitor changes in state and federal law, monitor changes in the accreditation process, and make sure that departmental policy and general orders are in compliance.

**Essential Functions:**

1. Coordinates and develops agency-wide policies and procedures to meet the Commission on Accreditation for Law Enforcement Agencies (CALEA) accreditation standards;
2. Assigns, directs and coordinates groups of employees to achieve plans of action, recommendations to the Sheriff and other activities that meet compliance and;
3. Ensures the Sheriff’s Office meets and maintains the standards required by the CALEA accreditation process;
4. Review, analyze and report on a wide variety of complex technical issues concerning law enforcement standards and the accreditation process;
5. Work closely with others to facilitate the creation, review and updates of policies, directives and general operating procedures to maintain accreditation standards;
6. Assists in identification and development of new programs, system, procedures or equipment to improve performance of the agency in compliance with accreditation standards;
7. Develop and conduct training and familiarization on accreditation and professional standards;
8. Acts as liaison to the Commission on Accreditation for Law Enforcement Agencies Incorporated (CALEA) and attends CALEA and local accreditation network meetings;
9. Keeps abreast of all aspects of the accreditation process, including proposed changes or amendments to the accreditation standards, and assessing the impact of changes on current policies and procedures;
10. Maintain and administer programs associated with accreditation;
11. Draft new written directive to achieve accreditation objectives;
12. Serve as liaison to committees, agencies, and organizations that are associated with accreditation as appropriate;
13. Provide information and assistance to other departments, outside agencies, and the public as necessary;
14. Provides information on applicable local, state, federal codes, regulation and standards as it pertains to the scope of the position;
15. Performs other duties as assigned including and not limited to; administering, training and content creation for the Power DMS training system.

**Required Knowledge, Skills, and Abilities:**

1. Knowledge of Department policies and procedures.
2. Knowledge of CALEA accreditation standards
3. Extensive knowledge of local, state and national laws and standards as they apply to the field of public safety.
4. Knowledge of organizational and personnel management, with ability to effectively train and direct the work of others.
5. Ability to gain thorough knowledge of St. Mary’s County Government policies and procedures
6. Proficient in use of computer applications (spreadsheets, word processing, Email, etc.)
7. Knowledge of organizational and personnel management, with ability to effectively direct the work of others.
8. Ability to pay strict attention to detail and accuracy
9. Ability to provide constructive support and feedback to help others follow systematic improvements
10. Ability to provide support, training and/or coaching to ensure quality standards are met
11. Ability to handle and effectively respond to subject matter and procedural questions and objections
12. Ability to communicate effectively orally and in writing
13. Ability to establish, prepare and maintain accurate records;
14. Ability to operate relevant computer systems, including hardware and software and simple office machines;
15. Ability to coordinate, advise, and maintain effective working relationships with other professionals;
16. Ability to maintain strict confidentiality in all matters pertaining to the department;
17. Ability to work independently complete assigned tasks accurately and in a timely fashion;
18. Ability to use available resources to research information;

**Education and Experience:**

1. Bachelor’s degree from an accredited college or university;
2. Five years or more of related experience;
3. Or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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Department Head Date

Your signature below indicates that you have received a copy of this position description.

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Employee Date