



Classification Description

Job Title: Accreditation Manager

Pay Grade: CA030 (8 hour)

Job Code: 3908

FLSA Status: Non-Exempt

Job Purpose

The Accreditation Manager is a sworn sergeant position under the direction of the Deputy Chief and conducts the accreditation management for the Florida Southwestern State College Campus Police Department. The Accreditation Manager performs a variety of complex administrative and professional assistance work in planning, coordinating and managing the maintenance and adherence to standards set forth by the accreditation body in the Department's Accreditation process. Keeps abreast of proposed changes to standards, evaluates the impact on agency policies and procedures, set priorities and deadlines, while exercising discretion, independent judgment, and independent thought. The Accreditation Manager may perform other related duties and tasks as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

The Accreditation Manager will act in the capacity of a Custodian of the Campus Police Property and Evidence. Evidence Custodian performs a variety of duties and tasks related to customer service and daily operations necessary to achieve exemplary services involving the receipt, recording, storage, retrieval and destruction of property and evidence through efficient and effective implementation of all operational duties, clerical duties, and tasks within the parameters of the Property and Evidence.

The Accreditation Manager will act in the capacity of a Background Investigator for the Campus Police Department. Background Investigator performs a variety of duties and tasks related to recruitment, application, background investigations, creating or editing job descriptions, developing exceptional candidates for selection, conduit for extending a job offer to each prospective employee upon proper approval and oversee incumbent onboarding processes.

An essential and important element of this position is attitude which includes the following: Interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense pressure and responding in a positive manner to supervision.

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General Responsibilities

Essential Functions

Assists command staff by coordinating policy development, researching and recommending revisions to the Department's policies and procedures, integrating professional correctional practices and ensuring policies and procedures comply with all participating Accreditation Agency, legislative mandates and judicial rulings.

Serves as Project Manager for the acquisition of department level written documentation required for the continued accreditation compliance process. Conducts maintenance of the accreditation files located inside of the Power DMS software. Serves as the Department liaison to the accreditation authority. Performs duties necessary to achieve Department and organizational goals, and objectives. Maintains sound knowledge of current accreditation principles and techniques. Facilitates accreditation requirements to the Chief of Police and to the Department's Administrative Staff.

Develops and revises all current departmental forms needed for the utilized in daily operations. Serves as a reminder to the Chief of Police and the Department Administrative Staff on pending monthly required mandatory reporting requirements. Prepares correspondence for entry into the Power DMS software module in preparation for the annual remote audit file reviews.

Adds and removes users as they enter and leave the department. Conducts familiarization training with new members on the Accreditation process and how to view the department's written directives in Power DMS. Informs department members of policy updates due to changes in Federal Law, State Statutes, Local Laws, and from the Accreditation Authority.

Performs exceptional customer service duties including, but not limited to, receiving and providing information from and to staff representatives, other agencies, and to the general public. Provides general referral information in person and through telephone inquiries to internal and external customers. Maintains confidential information.

Develops and maintains cooperative and professional relationships with employees and all levels of management to include representatives from other departments and organizations. Develops the ability to propose, interpret, and evaluate legislative initiatives. Establishes and maintains harmonious working relations with various agencies of government, administrative staff, political representatives and the general public.

Responsible for the performance of all assigned Property and Evidence operations necessary to achieve exemplary services involving the receipt, recording, storage, retrieval and destruction of property and evidence through efficient and effective implementation of all crime scene related services. Performs duties necessary to achieve Department and organizational goals, and objectives, and property/evidence responses/initiatives. Acts as custodian of the Property and Evidence. Maintains sound knowledge of modern techniques specific to handling property and evidence. Responsible for the security of evidence for use in the apprehension and prosecution of law violators.

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Responsible for maintaining up-to-date required/mandated training. Duties include attending training activities to ensure on-going job related training and professional development is compliant with all applicable Federal, State, Occupational Health and Safety, and organizational policies, practices and standards. Required to provide documentation of training to Department upon successful completion of training activities/courses, ensuring personal training record is up-to-date. Required to review and electronically sign General Orders, on-line training, and other instructive/informative documents published in Power DMS, within established time lines.

Performs duties relating to the receipt of property and evidence. Duties include collecting/receiving property/evidence; inspecting property/evidence to ensure it is packaged properly and in accordance with Department standards; and ensuring property/evidence paperwork is completed properly and submitted with property/evidence. Retrieves property/evidence from Department evidence lockers/cages. Weighs evidence such as narcotics/drugs.

Performs duties relating to documentation/recording of property/evidence received into the custody and control of the Property and Evidence. Duties include logging and performing data entry into computerized property/evidence tracking system; preparing reports; maintaining concise and accurate records; maintaining files and activity reports; maintaining visitor logs; processing disposition forms; responding timely to SAO requests, court ordered subpoenas, duces tecum, and retrieving information data. Ensures timeliness of reports/documentation/correspondence. Utilizes computer equipment and software programs. Compiles statistics. Maintains confidential information.

Responsible for duties relating to the storage of property/evidence. Duties include placing property/evidence in specific assigned locations for easy location/retrieval; maintaining/storing sensitive property/evidence separately, i.e., guns, currency, drugs, precious metals, jewelry, etc. in accordance with accreditation mandates; operating property/evidence equipment; and maintaining indoor storage locations. Assists with audits/inspections. Maintains confidential information.

Responsible for duties relating to the retrieval of found or confiscated property/evidence. Duties include responding to telephone inquiries; retrieving property/evidence from assigned storage locations; preparing evidence as requested; ensuring computerized property/evidence tracking system is timely updated; and ensuring property/evidence chain of custody is properly documented. Releases property/evidence to appropriate authority; and returns property/evidence to rightful owners pursuant to law and upon appropriate authorization. Submits evidence to crime lab(s).

Responsible for duties relating to the destruction/disposal of property/evidence pursuant to law. Duties include retrieval of items slated for disposal/destruction; timely updating computerized property/evidence tracking system; determining appropriate destruction/disposal methods in accordance with procedures and pursuant to law; scheduling destruction/disposal; completing destruction/disposal of property/evidence; and ensuring reports and data entry are completed timely. Maintains records of destruction/disposal in accordance with law.

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Responsible for Quartermaster related duties. Duties include ordering/distributing expendable items to Department members; and ensuring Quartermaster storage location is maintained in a secure, neat and orderly fashion. Ensures Quartermaster is appropriately stocked to meet member necessities. Completes and maintains appropriate paperwork in accordance with policies and procedures.

Responsible for issued equipment/supplies. Duties include maintenance of assigned/issued equipment in operational ready condition. Conducts self-inspections. Maintains/utilizes equipment in accordance with General Orders. Requests/ensures timely repair/replacement of items not deemed to be operationally ready.

Conducts research projects/special assignments; responds to telephone inquiries; and maintains liaison with other agencies. Testifies at trials/hearings/depositions.

Conducts comprehensive interviews with applicants/employees, employers, associates, references, and other knowledgeable individuals to establish the background, reputation, character, or suitability of the applicant, employee, community partner, vendor and/or volunteer.

Collects and analyzes data regarding employment history, criminal activities and related records of the applicant, employee, community partner, vendor and/or volunteer; determines value of data for placement into computerized data management system.

Analyzes public records, such as law enforcement reports, judgments, and educational transcripts of the applicant, employee, community partner, vendor and/or volunteer; contacts other agencies, departments and organizations to obtain and confirm information as necessary.

Verifies that the applicant possesses at least the minimum education and experience requirements as listed on the official job description.

Analyzes investigation results and draws logical and objective conclusions; may confer with the Deputy Chief and/or the Chief of Police; makes recommendations regarding suitability for employment or involvement in the agency.

Prepares the written background investigation report in a narrative format prescribed by agency policy.

Supervises the Campus Police Department services College-wide to ensure a safe and secure environment for students, staff and visitors. Duties include overseeing the day-to-day operations and activities of the Campus Police Department staff, patrolling all campuses and performing investigative work on various campus incidents, if warranted.

Serves as the liaison for the campus with local law enforcement and emergency response agencies; appraises emergency situations and makes decisions accordingly; directs emergency staff to appropriate areas of the campus during emergency situations, if warranted.

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Performs basic law enforcement functions including, but not limited to, pursuit, apprehension, arrest, and transport of law violators or suspected law violators; controls and monitors traffic flow; issues parking and uniform traffic citations; performs escort duties; provides emergency medical care (first aid) to sick and injured persons, if warranted.

Assists with the administration and implementation of Campus Police Department policies, procedures and programs including emergency management notification, life safety, fire and sanitation. Delivers training sessions on safety and security topics at the campus as needed, if warranted.

Performs additional duties as assigned, which may include projects/special assignments; public speaking engagements/programs; and attending meetings and/or training.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Associate's degree from a regionally accredited institution of higher education in criminal justice or related field.

Three (3) years of significant and progressively responsible experience in law enforcement, security services, military police and/or public safety management to include one (1) year of full-time experience at the rank of Law Enforcement Sergeant or higher. Appropriate combination of education and experience may be substituted.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- An equivalent combination of training and experience which provides the required knowledge, skills and abilities for the accreditation position is acceptable.
- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.

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- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.
- Must be able to read, research, and understand Federal Law, Florida State Statutes, FSWPD General Orders; City Ordinances/Codes/policies and procedures; resource and supplemental materials, Accreditation requirements specific to the Department Law Enforcement responsibilities, NIMS/ICS issued materials; FDLE submission requirements; evidence collection procedures; crime lab procedures; maps; and radio codes/signals/unit identifications, and recognize informative placards/signs, storage facilities and containers; evidence supplies; evidence recognition/types; evidence collection procedures; property/evidence processing procedures; security codes; inventory control procedures; weapons safety; biohazard procedures; exposures relating to hazardous materials, narcotics, and chemicals.
- Must maintain and exercise ethnic/cultural awareness, knowledge of basic grammar, proper spelling, and punctuations, be familiar with the Department's Policies / Written Directives.
- Must be able to demonstrate acceptable reading comprehension and interpreting abilities use various software applications such as Microsoft Office (e.g. Word); Power DMS.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

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Work Conditions/Physical Demands/Special Conditions

- Physical: Routinely requires the ability to see, hear, and speak. Regularly requires sitting, bending, stooping, walking and standing. On occasion, incumbents may be required to lift 40 or more pounds.
- Environmental: Normal general office. Occasionally, position patrols the high school and or campus, both indoors and outdoors. Incumbents will be exposed to heat, rain and other weather conditions.
- Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills necessary.
- Approved: July 28, 2021. Revised: February 3, 2022, July 1, 2023, and October 16, 2023.