

# NEW CASTLE COUNTY GOVERNMENT

Number 1176

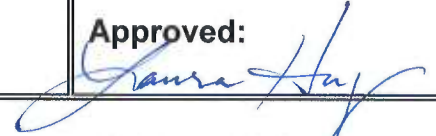
## CLASS SPECIFICATION

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Date 12/03/13

**Title:** POLICE ACCREDITATION COORDINATOR

**Approved:**



GENERAL STATEMENT OF DUTIES: Plans and coordinates accreditation activities, performs analytical and administrative work, develops and maintains policy and procedure, researches new technology and methods for the department of Public Safety; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for assessing and coordinating the needs of the accreditation process mandated by the Commission on Accreditation for Law Enforcement Agencies (CALEA); this employee works under the general direction of the Chief of Police or other designated supervisor.

EXAMPLES OF WORK: (Illustrative only)

- Develops, reviews and organizes the Department's directives, internal operating procedures and standard operating procedures to ensure compliance with CALEA standards;
- Identifies and develops new programs, systems, procedures or equipment specifications for the improvement of agency performance related to Accreditation;
- Keeps abreast of the Accreditation process, including proposed changes to the standards, transition policies or process;
- Drafts changes to directives for command staff review to achieve Accreditation objectives;
- Develops and administers Accreditation training for agency personnel;
- Develops and maintains budget and funding related to the Accreditation process;
- Coordinates Accreditation tasks to meet deadlines;
- Provides information to the public and may make presentations to civic associations;
- Maintains CALEA records, both written and computerized;
- Evaluates and reports on impact of any changes to Accreditation standards;
- Reviews complex and technical reports concerning CALEA standards and the Accreditation process;
- Coordinates attendance of agency representatives at CALEA conferences and local police Accreditation meetings;
- Maintains master files for agency written directives and routinely reviews the individual unit files of all Division components;
- Executes orders and directives in accordance with the Department's goals and objectives;

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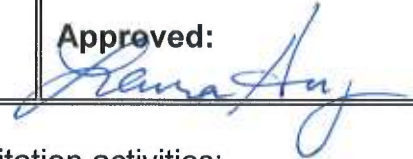
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## CLASS SPECIFICATION

Date 12/03/13

**Title:** POLICE ACCREDITATION COORDINATOR

**Approved:**



- Uses various software programs to track and record Accreditation activities;
- Promotes an ongoing attitude of dedication to public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Ability to organize activities and train agency personnel; ability to analyze facts and exercise sound judgment; ability to interpret information relating to public safety agencies and criminal justice processes; knowledge of the requirements for grants as they pertain to Public Safety; ability to establish and develop effective working relationships with associates, agencies, private organizations and the public; ability to communicate courteously and effectively, both verbally and in writing; ability to make effective presentations before groups; ability to analyze data, draw valid conclusions and make reliable recommendations.

**MINIMUM QUALIFICATIONS:** At least (3) three years of progressively responsible experience in planning and administration, and a Bachelor's Degree in Criminal Justice, Business Administration, Public Administration, or a related field from an accredited college or university; or an equivalent combination of experience, education or training directly related to the required knowledge, skills and abilities.

**PREFERRED QUALIFICATION:** Experience in planning, policy development, research or experience with an Accreditation process.

**ADDITIONAL REQUIREMENTS:** Must pass a Class III County physical examination and background check.

**HISTORY OF REVISIONS:**

Established: 01/12/10

Revised: 12/03/13