

COLONIAL BEACH POLICE DEPARTMENT

416-B Colonial Ave, Colonial Beach VA 22443 | 804.493.8066

Accreditation Manager - Job Description

Ensures departmental compliance with accreditation requirements. Maintains and updates policy and procedures to comply with standards, state law, and federal law.

**This is a grant funded position with a 3 year term

General Definition of Work:

- Ensure department is in compliance with accreditation standards.
- Gather and maintain documentation to support accreditation compliance.
- Collects and analyzes data on department activities.
- Attend VLEAC meetings
- Perform legal research.
- Assist in the preparation of the department's strategic plan.
- Assists in the preparation and assures the adherence to all orders, rules, and regulations concerning the activities of the office staff.
- Answer questions and concerns of employees and or citizens.
- Effectively communicate with all people.
- Undergo training as required by the Department.
- Performs related tasks as required and assigned.
- Reviews and analyzes all department rules, regulations, policies and procedures to ensure compliance with VLEPSC standards.
- Identifies areas of non-compliance and makes recommendations to the Sheriff to correct deficiencies.
- Researches and identifies areas of need and develops programs, polices and/or procedures to address those needs.
- Involves all members of the department in the accreditation process.
- Maintains liaison with the Virginia Law Enforcement Coalition (VALEAC).

KNOWLEDGE, SKILLS AND ABILITIES:

Must have good community relations with the general public;

WORKING CONDITIONS/PHYSICAL DEMANDS:

Work involves a considerable degree or risk to personal safety. This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, running, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; Hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and or small parts, use of measuring devices, assembly or fabrication

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EVALUATION:

Performance will be evaluated on the ability and effectiveness in carrying out the above responsibilities.

IMMEDIATE SUPERVISOR:

Chief of Police