

## ACCREDITATION ASSISTANT JOB DESCRIPTION

### GENERAL RESPONSIBILITIES

The Accreditation Assistant position in the Mundelein Police Department is assigned to the Support Services Division. The Accreditation Assistant will report directly to the Accreditation Manager. Under general direction, perform a wide variety of administrative activities within the police department involving the correlation of all department matters to the Mundelein Police Chief through the chain of command; performs staff services including, formulates and develops department policies, interprets policies and regulation, develops strategic plans, conducts research, and represents the department as directed.

The Accreditation Assistant is required to work in concert with other employees in order to efficiently deliver police services to the Community. This is civilian, plain clothes, non-uniform position, employed by the Chief of Police. The Aide will routinely be scheduled for 24 hours/week, but may not exceed 29 hours/week.

### DUTIES AND RESPONSIBILITIES

1. Develops, writes, revises and manages the department's policies and procedures manual and catalog of forms to ensure compliance with CALEA standards; recommends changes in policies and procedures when indicated by CALEA updates, changes or modifications; maintains a standard format of policies to be reviewed and revised on a scheduled basis; maintains accreditation files
2. Coordinates on-site CALEA assessments and inspections; prepares and submits required reports and documentation to CALEA; prepares the department for re-accreditation.
3. Reviews the work product of others to ensure compliance with policy, standards and operation procedures.
4. Maintains files of "Proofs" for re-accreditation.
5. Work independently and solve problems involving complex variables.
6. Performs other duties when assigned by the Police Chief through the chain of command which are reasonable within the scope of the duties enumerated above.

## **DESIRABLE REQUIREMENTS**

### Education

Requires knowledge, skills and mental development equivalent to the completion of four years of college with major courses in law enforcement, business administration, computer science, social sciences or other related fields.

### Experience

1. Requires ten years of law enforcement experience, preferably with at least two years at the rank of sergeant or above.
2. Requires possession of a valid Illinois Vehicle Operator's license in the appropriate classification required by law.
3. Requires familiarity with all applicable federal, state and local laws.
4. Requires familiarity with the functions and interrelationships of law enforcement jurisdictions.
5. Requires familiarity with firearms and other equipment used in police work
6. Requires familiarity with CALEA standards and the accreditation process.
7. Requires familiarity with uniformed police patrol procedures, including the specialties of truck enforcement, bike patrol, motorcycle patrol and tactical drug and gang enforcement.
8. Requires familiarity with applying for and administering external funds.
9. Requires familiarity with the budget process for the department and village.
10. Requires familiarity with investigation practices and procedures, including evidence collection and preservation techniques.
11. Requires familiarity with criminal behavior, methods and operations.
12. Requires considerable knowledge of supervisory policies, disciplinary procedures and scheduling of police operations.
13. Requires familiarity with the demographic and geographic characteristics of the community.

14. Requires thorough knowledge of computers including software applications, networks and file maintenance, including Power DMS, Power Point, Word, and Excel.
15. Requires familiarity with asset seizure and forfeiture.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The duties are performed in an office setting where the employee is subjected to a customary indoor environment.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Requires physical strength and ability to lift and/or move heavy objects such as boxes, law enforcement and public safety equipment, desks, chairs and other office furniture.
2. Requires visual ability to read and write reports and correspondence and use a computer.
3. Requires speaking ability sufficient to communicate effectively with other individuals in person and over a telephone.
4. Requires the ability to perform the job in a safe manner with concern and care for the safety of self and fellow employees.
5. Requires physical ability to sit continuously at a computer terminal for periods of two hours.
6. Requires mental capacity to concentrate on administrative tasks and attend/participate in long meetings.