

City of Claremont, New Hampshire Position Description

Position Title:	Part time Accreditation Coordinator	FLSA Status:	Exempt
Reports to:	Chief of Police	Union/Merit:	Merit
Department:	Police	Grade Level-Points:	_____
		Revised/Updated:	06/03/05

Job Summary

This is a part-time position capped at 32 hours per week. The incumbent of this position will be responsible for coordinating the Department's Accreditation process through New Hampshire Police Standards and Training and the Commission for Accreditation of Law Enforcement Agencies. Additionally, the incumbent will seek, write and administer various Law Enforcement grants. At the direction of the Chief, the Accreditation Coordinator has control over all areas of accreditation and law enforcement grants. He/she performs highly responsible administrative work in planning, organizing and coordinating the accreditation process. Work consists of broad functions and processes of both administrative and professional character. Activities are often involved and complex. Several administrative projects may require simultaneous attention such as assistance with grant budget preparation and grant writing, assistance with policy and procedure development, accreditation file management, training issues, etc. Guidelines include Federal and State Constitutions, New Hampshire laws, by-laws, contract between City and Police Union, court regulations, Department regulations, and the Commission for Accreditation of Law Enforcement Agencies' guidelines. Guidelines are broad and require considerable judgment or may be obscure or non-existent for some aspects of work. The Accreditation Coordinator is subordinate only to the Chief as the final technical authority within the department on all issues relative to accreditation. The Accreditation Coordinator is a member of the Command Staff and an advisor to the Chief of Police.

Essential Job Functions (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

1. Plans, organizes, and oversees the accreditation process of the department, as well as all law enforcement grants. As a member of the Command Staff, assists the Chief with all matters relative to accreditation. Reviews activities through reports prepared by subordinate officers, conferences with personnel, and on-site inspection and/or participation; coordinates function with other departmental personnel.
2. Consistent with the role of Accreditation Coordinator, participates in departmental policy making; assists Chief in drafting special orders and operating procedures; may be responsible to assist in preparation of the operating budget for the Department and/or grant budgets. Seeks and coordinates grants for special projects and/or purchases within the Department.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The use of an 8 hour day is to show the typical condition requirements for sitting, walking and standing and should not be construed that all jobs are 8 hours.

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3. Consistent with the duties of a part-time police officer, must have the ability to use a firearm and make forcible arrests.
4. Must have clear, understandable speech.
5. Is the Department Accreditation Coordinator for purposes of achieving accreditation under the Commission for Accreditation of Law Enforcement Agencies, the Northern New England Police Accreditation Council and New Hampshire Police Standards and Training Council.
6. Consistent with responsibilities of Accreditation Coordinator, evaluates performance, insures that all personnel are receiving adequate training to accomplish their tasks, and recommends specific individual training as needed to comply with accreditation requirements. Advises all officers in new developments in Federal, State, and municipal law and departmental regulations.
7. Provides testimony in criminal, administrative or legislative hearings; serves as a representative of the Department and/or the Chief of Police at various meetings and functions with the public and other public safety organizations; provides assistance to persons who have questions or complaints concerning the Department.
8. Coordinates all Accreditation and Grant functions within the Department including the compiling and preparation of necessary reports; the maintenance of all accreditation and grant forms, etc.
9. Performs all the duties incumbent upon a Part-Time Police Officer.
10. Performs other related duties as assigned.

Peripheral Duties

Attend Council and Commission meetings as requested.
Analyze and recommend improvements to equipment and facilities, as needed.
Participate in various committees.

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Desired Minimum Qualifications

Education and Experience:

Retired New Hampshire Police Officer with at least twenty (20) years experience as a law enforcement officer. Bachelor's degree in Police Science or related field. Certified New Hampshire police officer. Significant management experience, especially in the areas of policy and procedure writing and development and grant writing. Must have experience and understanding of New Hampshire and CALEA recognition and accreditation process and be able to coordinate said process.

Necessary Knowledge, Skills and Abilities:

Knowledge of:

- Municipal budgeting, New Hampshire laws related to collective bargaining, relevant court and administrative board decisions, and personnel management.
- Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- Thorough knowledge of all applicable Federal and State laws, City by-laws, ordinances, department rules and regulations and relevant court rulings.
- Considerable knowledge of the methods and practices of police administration.
- Thorough knowledge of applicable laws, ordinances, and department rules and regulations.
- Thorough knowledge of grant seeking, grant writing, and grant administration.
- Thorough knowledge of the New Hampshire Police Standards and Training recognition and accreditation process.
- Thorough knowledge of the Commission for Accreditation of Law Enforcement Agencies recognition and accreditation process.

Ability to:

- Analyze complex police problems.
- Plan, organize and direct the work of subordinates and to advise, instruct and train personnel.
- Perform work requiring good physical condition.
- Effectively communicate in writing and verbally.
- Make independent judgments which have critical impacts on the organization.
- Demonstrated ability to communicate both orally and in writing.
- Maintain electronic and written records and prepare reports and to document any and all information pertaining to the activities and responsibilities of the position.
- Make accurate arithmetic calculations.

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- Maintain effective working relationships with department heads, employees, City Council and the public and to deal with service problems courteously and tactfully.

Skill in:

- The use of firearms and police equipment.
- The use of the tools and equipment listed below.

Supervision Received

Works under the supervision of the Chief of Police. Works independently, within established laws, policies and regulations, overseeing daily activities and on-going investigations. Keeps the Chief advised of progress and problems and jointly reviews and discusses causes with the Chief to determine appropriate Department approach and course of action.

Supervision Exercised

Incumbent organizes, plans, and recommends the formulation of goals, policies and operative procedures of the Police Department relative to the NH and CALEA accreditation process.

Responsibility for Public Contact

Daily contact requiring courtesy, discretion, and sound judgment. Contacts are with a wide variety of people outside the City service and may include the business community, attorneys, public action groups, other police departments and judges. The purpose of these contacts may be to defend or justify departmental actions and may require skillful negotiations and compromise.

Licensing & Certification

Certified New Hampshire Police Officer

Must maintain any required approvals and designations as required.

Must maintain a valid motor vehicle operator's license.

Tools & Equipment Used

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General police-issued equipment such as firearms, protective vest/gear, restraints, radio, vehicle, etc. General office equipment including computer, workstation, telephone, fax machine, photocopier, etc.

Typical Work Surface(s): Standard office desk and chair; tables; computer work station, wood, tile, cement and carpeted floors.

Typical Controls & Equipment: Calculator, computer, printers, telephone, typewriter, copy machine, fax machine, general police-issued equipment such as firearms, protective vest/gear, restraints, radio, vehicle, etc.

Typical Work Environment: Inside: 80% Outside: 20%

Summary of Occupational Exposures: May be exposed to cleaning fluids, copier toner, etc. Work is performed in a variety of settings from comfortable office setting to extreme weather conditions. The employee may take charge at the scene of more serious crimes which may include physical or verbal attacks from individuals or groups. Physical demands include self-defense efforts, disarming persons who may not be rational, running, jumping, etc. However, these conditions are generally not a daily factor in the work.

The incumbent's working conditions are typically quiet to moderately loud.

Physical Activity Requirements

Primary Physical Requirements

LIFT up to 10 lbs.: Frequently required

LIFT 11 to 25 lbs.: Occasionally required

LIFT 26 to 50 lbs.: Occasionally required

LIFT over 50 lbs.: Occasionally required

CARRY up to 10 lbs.: Occasionally required

CARRY 11 to 25 lbs.: Occasionally required

CARRY 26 to 50 lbs.: Occasionally required

CARRY over 50 lbs.: Rarely required

REACH above shoulder height: Occasionally required

REACH at shoulder height: Occasionally required

REACH below shoulder height: Occasionally required

Other Physical Considerations

Twisting: Occasionally required

Bending: Occasionally required

Crawling: Rarely required

Squatting: Occasionally required

Kneeling: Occasionally required

Crouching: Occasionally required

Climbing: Rarely required

Balancing: Rarely required

Grasping: Frequently required

Handling: Frequently required

Torquing: Occasionally required

Fingering: Frequently required

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PUSH/PULL: Occasionally required

During an 8-hour Day, Employee is Typically Required To:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive and Sensory Requirements:

- Talking: Necessary for communicating with others.
- Hearing: Necessary for taking instructions and information.
- Sight: Necessary for performing job effectively and correctly.
- Tasting & Smelling: May be necessary for detecting odors.

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