

**SATELLITE BEACH POLICE DEPARTMENT--- POLICY AND PROCEDURE DIRECTIVE  
JOB TASK ANALYSIS**

**Position Covered:**

<b>ACCREDITATION MANAGER</b>
<b>PROFESSIONAL STANDARDS</b>

**Basic Description:** (A short narrative describing the position and responsibilities.)

This position involves extensive clerical and record keeping work with responsibility for tasks unique to the police department accreditation program. This position will at times require supervision of other employees and civilian volunteer workers to assist with the workload and responsibility for the success of the accreditation program. Incumbent performs a variety of clerical tasks, maintains records, and inputs data into computer databases. Work is performed with minimal supervision and independent judgement is required.

It is the responsibility of the member to maintain, and take the necessary steps to improve upon, the minimum level of proficiency in job related skills, knowledge, and abilities.

The duties and tasks in this form are not intended to be all-inclusive and the employer reserves the right to assign additional duties and responsibilities as necessary.

**TYPICAL DUTIES**

COMPLETE PROFICENCY AND KNOWLEDGE OF THESE DUTIES IS A MINIMUM REQUIREMENT.

- Maintain all files, logs, databases and reports required for the continued compliance established by the Commission for Florida Law Enforcement Accreditation program.
- Gather all required proofs of compliance from each division to meet accreditation standards
- Schedule and disseminates policy reviews
- Update policy manual regularly
- Disseminate legal bullitens
- Attend meetings pertinent to the continued success of the accreditation program
- Maintain department training files
- Assembles data in appropriate form for use in completing required reports.
- Coordinate civilian volunteer programs, meetings, scheduling, and training.
- Recruitment and selection of civilian volunteers.
- Maintain volunteer member records.
- Coordinate Housecheck Program.

**USE AS MANY FORMAT SHEETS AS NECESSARY TO COVER THE OBJECTIVES AND REQUIREMENTS**

**Originator Init.** \_\_\_\_\_ **Reviewer Init.** \_\_\_\_\_ **Chiefs' Approval** \_\_\_\_\_ **Date** \_\_\_\_\_ **Page** 1

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**WRITTEN DOCUMENTATION**

COMPLETE PROFICENCY AND KNOWLEDGE OF THESE DUTIES IS A MINIMUM REQUIREMENT.

Thoroughly and accurately complete reports/logs, activity cards maintenance logs, and all other department and CFA reporting documentation as required.

**PUBLIC RELATIONS**

COMPLETE PROFICENCY AND KNOWLEDGE OF THESE DUTIES IS A MINIMUM REQUIREMENT.

Actively assist citizens in a polite and professional manner.  
Refer the public to the appropriate agencies or services.  
Participate in special events when assigned.  
Project an overall positive attitude of agency and profession to general public and treat public with courtesy.  
Represent the department professionally at meetings.

**MINIMUM MENTAL REQUIREMENTS**

Retain information, use reference material with ease.  
Basic math skills  
Ability to read and to distinguish the order of numbers.  
Perceptual skills Interpersonal skills, empathy, tolerance, patience,  
Ability to get along with many cultures, assess human behavior.  
Process, organize, prioritize information; report facts chronologically.  
Follow directions and orders.  
Ability to perform different tasks simultaneously.

**MINIMUM KNOWLEDGE SKILLS**

Remain current in field through training, talking with others, reading. Remains aware of functions and services of agency. Professionally present information to others. Working knowledge of department policies and procedures. Proficient in Microsoft Office products.

**MINIMUM PHYSICAL REQUIREMENTS**

Keen hearing.  
Communicate verbally in English with ability to enunciate.  
Write legibly in English, using proper grammar, spelling, and punctuation.  
Manual and finger dexterity.  
Ability to sit for extended periods of time  
Correctable eyesight to 20/40.  
Use of two hands simultaneously.  
Ability to lift 25 pounds

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**This is Attachment "B" to Directive Number 8.00** **JOB TASK ANALYSIS FORMAT**

02/20/12

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**Position Covered:**

**ACCREDITATION MANAGER**

**PROFESSIONAL STANDARDS**

**MINIMUM EDUCATION/EXPERIENCE**

Must be a high school graduate or possess a state equivalency diploma. A minimum of 2 years experience related to law enforcement operating and/or record keeping procedures preferred. Solid working knowledge of Microsoft Office databases (Word, Excel, Outlook, etc).

**MINIMUM REQUIREMENTS**

Must be at least 18 years of age.  
Must be a United States citizen.  
Must possess a valid Florida State Drivers License.  
Must not have been convicted of a felony.  
Must not have been convicted of a misdemeanor involving moral character or as deemed inappropriate by F.D.L.E. standards or the Chief of Police.  
Must not have been released or discharged under dishonorable conditions from any of the Armed Forces of the United States.  
Must pass drug screen.  
May be required to successfully pass a written examination and/or oral review board.

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