

RESOLUTION NO. 2020-008

A RESOLUTION OF THE MAYOR AND THE VILLAGE COMMISSION OF NORTH BAY VILLAGE, FLORIDA, APPROVING THE JOB DESCRIPTION, APPLICABLE SALARY SCALE AND APPLICABLE PERFORMANCE MEASURES AND METRICS FOR ACCREDITATION COORDINATOR; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the approved and adopted 2019–2020 Fiscal Year Budget for the North Bay Village (the “Village”) contemplated the creation and provided funding for certain new employee positions; and

WHEREAS, Staff has recommended approval of the job descriptions salary scales, and performance measures and metrics, associated with the accreditation coordinator position, as provided in the January 31, 2020 Memorandum from the Human Resources Department, which is attached hereto as Exhibit “A” and incorporated herein and made a part hereof by this reference; and

WHEREAS, staff has recommended the Commission approved the foregoing positions.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COMMISSION OF THE NORTH BAY VILLAGE, FLORIDA, AS FOLLOWS:

Section 1. Recitals. The above recitals are confirmed, adopted, and incorporated herein and made a part hereof by this reference.

Section 2. Approval. The job descriptions, salary scales, and performance measures and metrics associated with the “Accreditation Coordinator,” as provided in Exhibit “A”, are hereby approved.

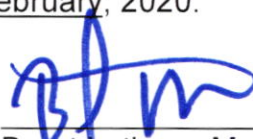
Section 3. Implementation. The Village Manager and the Village Attorney are hereby authorized to take such other action as is necessary to implement the provisions of this Resolution.

Section 4. Effective Date. This Resolution shall become effective immediately upon its adoption.

The foregoing Resolution was offered by Commissioner Strout who moved its adoption. The motion was seconded by Commissioner Jackson and upon being put to a vote, the vote was as follows:


Mayor Brent Latham	<u>YES</u>
Vice Mayor Marvin Wilmoth	<u>YES</u>
Commissioner Jose R. Alvarez	<u>YES</u>
Commissioner Andreana Jackson	<u>YES</u>
Commissioner Julianna Strout	<u>YES</u>

PASSED AND ADOPTED on this 11th day of February, 2020.



 Brent Latham, Mayor

ATTEST:



 Elora Riera, CMC
 Village Clerk



APPROVED AS TO LEGAL SUFFICIENCY:



 Weiss Serota Helfman Cole & Bierman, PL
 VILLAGE ATTORNEY

Position Description

Police Accreditation Coordinator – Part-Time

Classification Identification: Hourly/Part-Time

Pay: \$28.00 p/hr

General Purpose

This technical and administrative position is responsible for the pro-active coordinator of the accreditation and re-accreditation program which includes reviewing, analyzing, interpreting and implementing amended and/or new accreditation standards and determining how to author and integrate policy into the department in order to remain compliant with the Commission of Florida Accreditation standards (CFA). The position requires the processing and understanding of complex, opaquely-defined issues relating to the accreditation standards and processes, which entails utilizing knowledge and experience of the process with considerable autonomy to complete critical tasks. Employee provides support and guidance to the Accreditation Manager in areas of development and training for regulated practices, and effective performance measurements. Data gathering plays an ancillary role in many of the processes undertaken by this position. Employee keeps open communication with the Police Chief, Command staff, and respective department employees on results of audits and inspections; and providing tactical recommendations to the entire team on non-compliance issues and findings. Position requires considerable latitude, quick initiative and independent judgment in the planning, scheduling, and execution of time sensitive tasks. Work may be reviewed and measured through levels of success accomplishing the accreditation goals of the Department.

Essential Duties and Responsibilities

- Assists in the direction of the strategic planning of accreditation re-certification of the Police Department.
- Assists the management of accreditation cycles and full assessment compliance register.
- Ensures that departmental program operations are in compliance with professional accreditation standards, departmental standard operating procedures and State/Federal mandates.
- Identifies, verifies, and reconciles compliance with established departmental regulations.
- Recommends changes to policies and procedures when indicated by accreditation updates, changes or modifications.
- Co-drafts new departmental policies, and document templates.
- Communicates and distributes any necessary updates to key personnel.
- Ensures that the standard format for policies to be reviewed and revised on a scheduled basis.
- Manages, and trains personnel on the use of the accreditation software Power-DMS.
- Creates, and maintains accurate, up-to-date accreditation records and files with timely reporting.
- Analyzes, and evaluates reports/evaluations submitted by all sworn members for accuracy and compliance.
- Suggests corrections for any noted deficiencies through training, or other administrative measures.
- Serves as fact-checker on any concerned internal or general policies.
- Prepares, updates, and submits required reports, documents and forms pursuant to applicable accreditation regulations and in accordance with department policies and procedures to the CFA office.
- Conducts, and prepares reports for random, unannounced inspections of departmental personnel, and facilities for the purpose of assessing compliance with accreditation standards.

- Advises agency personnel on continued best practices necessary to uphold higher statutory standards.
- Provides accreditation orientation to all new departmental personnel. Ensures appropriate training for all department personnel on all new and amended high liability standards.
- Assists with the coordination of the department's self-assessment and other preparations made in advance of renewal of accreditation.
- Collects, and maintains detailed analysis of operations and functions of the department
- Assists staff in resolving operational and accreditation non-compliance issues and findings.
- Makes recommendations based on accreditation inspections.
- Assists with the management, preparation and monitoring of the agency's CFA compliance tally matrix.
- Assists with preparing the department for re-accreditation process and interviews.
- Assists with the planning, organization and coordination of the mock and on-site assessments.
- Assists with ensuring that the Police Department complies with and maintains accredited status with the Commission for Florida Law Enforcement Accreditation, Inc. (CFA)
- Serves on accreditation related committees and/or participates in accreditation related activities.
- Makes general recommendations to the Accreditation Manager on continuous reviews, inspections, and analyses.
- May assist other agencies in their accreditation efforts in an effort to share best practices.
- Assists Village Hall with special projects i.e.: LMS management, FEMA etc.
- Performs other related duties as assigned and/or required.

Required Knowledge, Skills and Abilities

- Extensive knowledge of current standards for the Commission on Accreditation for Law Enforcement Agencies (CALEA), accreditation process and compliance standards preferred.
- Extensive knowledge of the accreditation process and compliance standards.
- Considerable knowledge of General Orders and Policy & Procedures, Federal laws, State statutes, local, and Village regulations.
- Extensive knowledge of file-building techniques and requirements.
- Demonstrated ability to establish and maintain effective working relationships with internal members, external representatives, and the general public.
- Demonstrated ability to exercise independent judgment and resourcefulness.
- Demonstrated ability to identify and analyze problems and develop effective responses or solutions to resolve such problems.
- Demonstrated ability to read, analyze, and interpret work related documents.
- Ability to communicate effectively both orally and in writing.
- Demonstrated ability to use computer and various software applications including but not limited to Microsoft Office Suite, IA Pro, Blue Team, Power DMS, and SharePoint.
- Demonstrated ability to complete assignments in a timely manner.
- Ability to deal tactfully, professionally, and effectively with others to complete assigned tasks.
- Ability to plan and coordinate assessment activities.
- Ability to act effectively in unforeseen situations and help find solutions.

Desired Minimum Qualifications

- Must possess a high school diploma; Associates degree is preferred in the areas of police sciences, public administration, criminal justice, or related field.

- Minimum of 2 years of experience working in an accreditation capacity; criminal justice and law enforcement experience preferred.
- Thorough knowledge of the organization, operations of governing laws and regulations of the Village.
- Excellent English business writing, typing, transcribing, proofreading, and general office skills required.

Physical Demands

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

- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands and fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.
- Sits for long periods of time; may walk, stand, bend, stoop, reach, climb, carry and lift for varying periods. Requires continuous and repetitive arm-hand-eye movement.
- Lifting: May involve lifting and carrying up to 25 lbs. for short periods of time.
- Vision and hearing: Must have visual acuity to see and read paper and electronic documents; must be able to answer telephones, communicate conversation and respond to verbal inquiries.