

CITY OF FRANKLIN Job Description

Job Title:	Accreditation Coordinator
Department:	Police
Reports To:	Assistant Chief of Police
Appointing Authority:	Chief of Police
Salary Level:	Grade 3
FLSA Status:	Non-Exempt
Prepared By:	Chief Craig Liermann
Prepared Date:	2025
Approved By:	
Approved Date:	

Summary

The Accreditation Coordinator is responsible for the coordination, development, implementation, and maintenance of the Police Department's accreditation and professional standards programs. This position ensures ongoing compliance with the standards set by the Commission on Accreditation for Law Enforcement Agencies (CALEA), the Wisconsin Law Enforcement Accreditation Group (WILEAG), or other applicable accrediting bodies. The Accreditation Coordinator works closely with command staff to promote best practices, maintain documentation, and support policy development and continuous organizational improvement.

Essential Duties and Responsibilities

- Serves as the department's accreditation coordinator, maintaining all files, proofs of compliance, and documentation required by accrediting agencies.
- Develops and manages the accreditation project plan, ensuring timely completion of all required tasks.
- Reviews departmental policies, procedures, and operations to ensure compliance with applicable accreditation standards.
- Prepares and coordinates mock assessments, self-assessments, and on-site accreditation reviews.
- Communicates regularly with the Chief of Police and command staff regarding accreditation progress, compliance status, and corrective actions.
- Develops and maintains a system for ongoing compliance, including document control and version tracking for policies and directives.
- Assists in the drafting and revision of policies, general orders, and directive to align with current accreditation standards and best practices.
- Trains and supports department personnel regarding accreditation processes, standards, and documentation requirements.

- Serves as the department's liaison to external accrediting bodies and represents the agency at professional meetings, training sessions, and conference related to accreditation and standards compliance.
- Conducts internal audits and assists with inspections, performance evaluations, and administrative reviews.
- Performs related duties as assigned.

Supervision

The Accreditation Coordinator works under the supervision, direction, and guidance of the Assistant Chief of Police, or duty supervisor in the absence of the Assistant Chief of Police.

Education and/or Experience

- High School Diploma or GED equivalent
- Bachelor's Degree preferred
- One year of clerical or program coordination work preferred
- Knowledge of law enforcement operations, policies, and administrative procedures preferred.
- Understanding of accreditation standards, compliance methodologies, and file maintenance procedures preferred.
- Excellent organization and project management skills, with attention to detail and documentation accuracy.
- Strong written and verbal communication skills.
- Ability to analyze policies and recommend improvements consistent with accreditation requirements.
- Proficiency with office software and database management systems, including Microsoft Office Suite and electronic accreditation management platforms (e.g., Lexipol, PowerDMS, DocTract, etc.).
- Ability to work independently, maintain confidentiality, and exercise sound judgment.
- Skill in coordinating cross-departmental efforts and facilitation cooperation among divisions.

Certificates, Licenses, Registrations

- Valid state driver's license.
- Accreditation Coordinator Certification or completion of Accreditation Coordinator training (preferred or required within one year of appointment).

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 regularly required to sit; use hands to operate, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to *stand* and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

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.

The noise level in the work environment is usually moderate.

Other Qualifications

Ability to make independent judgments, which have moderate impacts on the organization.

Ability to report to work on time.

Ability to be available for work.

Ability to maintain confidentiality of information.

Ability to apply department policies and procedures in daily operations.

Ability to handle stressful situations.

Ability to make quick decisions in the absence of clearly defined procedures.

Ability to enter, retrieve and analyze computer information accurately.

Ability to effectively meet and deal with the public.

Ability to adjust to changes in the organization.

Ability to be positive in response to management directions.

Other Skills and Abilities

Tools and equipment used: Personal computer including word processing software, copy machine, fax machine, telephone communications.

Miscellaneous

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 job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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