

City of St. Charles Position Description  ST. CHARLES SINCE 1834	<b>Position Title</b>	Police Public Information and Accreditation Coordinator		
	<b>Department</b>	Police	<b>Division</b>	
			<b>Section</b>	
	<b>Full/Part Time</b>	Full Time	<b>Union</b>	Non-Union
	<b>Reports to</b>	Police Chief	<b>Positions Supervised</b>	None
<b>FSLA Status</b>	Exempt	<b>Salary Grade</b>	L	

### Position Description Overview

This position, under the general supervision of the Chief of Police is responsible for ensuring that the accreditation functions and the Department's accredited status are maintained as defined by the Commission on Accreditation for Law Enforcement Agencies (CALEA). This position is responsible for other administrative functions as assigned by the Chief of Police which include but are not limited to property room inspections, assistance with property destruction, crime analysis and public information officer to include coordination with the City media person. Additionally, this person will strive to create a positive attitude and mutual support between Department members, the City, and assistance from CALEA. The position serves as lead on the Safety Committee.

### Essential Job Functions

#### *Standard*

1. Take personal responsibility to provide exceptional customer service in order to promote and maintain a positive City image, constructive working environment, and foster pride and professionalism in the workplace and community.
2. Adhere to all departmental and City safety policies.
3. Consistent attendance and punctuality is required.

#### *Position-Specific*

1. Ensure that all policies and procedures meet or exceed applicable CALEA standards.
  - Participate in meetings and mock assessments of the Illinois Police Accreditation Coalition (IPAC);
  - Ensure that all written directives meet or exceed CALEA standards prior to their issuance;
  - Ensure that written directives are reviewed and evaluated in a timely manner, per written directive and CALEA standards;
  - Assist outside police agencies requesting information regarding CALEA standards and written directives;
  - Maintain and update CALEA files;
  - Administer and maintain the computerized CALEA Accreditation Compliance Express-Law Enforcement Program. (CACE-L); and
  - Review CALEA standards frequently and recommend that policies and procedures be changed accordingly.

- File annual report with CALEA
2. Assist with development of written directives, seeking input from other members of the Department through the written directive review process.
  3. Assists with Department specific FOIA requests as backup to Records personnel.
  4. Conduct special staff projects/studies when required by the Chief of Police.
  5. Administer and maintain a computerized database system for task management.
  6. Ensure that monthly, semi-annual, annual, bi-annual goals and objectives reports are completed when required by those individuals assigned to complete them.
  7. Prepare and distribute official press releases as appropriate by:
    - Establish and maintain an active professional relationship with local media representatives; and
    - Organize and hold press conferences and/ or press briefings.
  8. Provide limited supervision to others through motivation, direction, and feedback on assigned tasks.

#### **Additional Job Functions**

##### *Standard*

1. Contribute to a positive group environment by:
  - Complying with all safety policies, practices, and procedures, and reporting all unsafe activities to supervisor and/or Human Resources.
  - Participating in proactive team efforts to achieve departmental and City-wide goals;
  - Assisting other co-workers on special projects as required; and
  - Providing leadership to others through example and by sharing knowledge and skills.
2. Perform other duties as required or assigned.

##### *Position-Specific*

1. Respond to major crime scenes as directed.
2. Train internal personnel on CALEA related protocol.
3. Assist with the preparation and implementation of the budget process for Support Services Division.
4. Coordinate department crime analysis functions.
5. Attend staff meetings as directed.

#### **Basic Requirements**

For successful performance in this position, the incumbent will need to demonstrate the following:

##### **Knowledge**

##### *Standard*

1. Proficient knowledge in personal computer skills, electronic mail, record keeping, database activity, and word processing.

	<p><i>Position-Specific</i></p> <ol style="list-style-type: none"> <li>1. Considerable knowledge in applicable accreditation processes.</li> </ol>
<p><b>Skills</b></p>	<p><i>Standard</i></p> <ol style="list-style-type: none"> <li>1. Effective interpersonal communication skills for interaction with elected and appointed officials, employees, agencies, other governmental units, and the public.</li> <li>2. Excellent file maintenance and organizational skills.</li> </ol>
	<p><i>Position-Specific</i></p> <p>N/A</p>
<p><b>Abilities</b></p>	<p><i>Standard</i></p> <ol style="list-style-type: none"> <li>1. Demonstrated ability to handle confidential material and information in an ethical, professional manner.</li> <li>2. Demonstrated ability to handle multiple tasks simultaneously and in a timely manner.</li> <li>3. Demonstrated ability to perform basic mathematical calculations, including the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, and to compute percentages.</li> <li>4. Ability to function under general supervision and operate within policy guidelines using independent judgment in achieving assigned objectives.</li> <li>5. Ability to develop work methods and procedures with initiative and good judgment and to use resourcefulness and tact in meeting new challenges.</li> <li>6. Ability and willingness to receive, handle, and complete confidential submissions, records, reports, and data with utmost honesty, integrity, and confidentiality.</li> <li>7. Ability to speak and communicate clearly in an office environment.</li> <li>8. Ability to speak effectively before groups of customers or employees.</li> <li>9. Ability to compose routine correspondence and routine reports in a clear, concise, logical, and effective manner, utilizing proper grammar, spelling, punctuation, sentence structure, and tone.</li> <li>10. Ability to collect, logically organize, and analyze information, and make appropriate decisions or recommendations within scope of position responsibilities.</li> <li>11. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.</li> <li>12. Ability to accurately proofread and edit documents for correct grammar, spelling, sentence structure, punctuation, tone, and content.</li> <li>13. Possession of a valid driver's license.</li> </ol>

	<p><i>Position-Specific</i></p> <ol style="list-style-type: none"> <li>1. Ability to receive general guidance to overall objectives, must be independent and operate within department policies.</li> </ol>
<p><b>Education &amp; Experience</b></p>	<ol style="list-style-type: none"> <li>1. Bachelor’s degree required.</li> <li>2. Five (5) years of experience in law enforcement and policy development.</li> <li>3. Three (3) years of supervisory experience.</li> <li>4. Experience with CALEA standards and assessment preferred.</li> <li>5. Knowledge and experience using social media desirable.</li> <li>6. Any equivalent combination of experience and education that provides the required knowledge, skills, and abilities.</li> </ol>
<p><b>Physical/ Environmental Demands</b></p>	<p><i>Standard</i></p> <p>Light physical activity performing non-strenuous daily activities of a productive/technical nature at moderate noise levels in a well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation, including:</p> <ol style="list-style-type: none"> <li>1. Physical ability to sit, stand, walk, climb, balance, stoop, kneel or crouch.</li> <li>2. Physical ability to reach items with arms and hands and manual dexterity and fine motor skills sufficient to perform all essential and additional job functions and basic requirements listed above.</li> <li>3. Physical ability to hear ordinary conversation, such as questions from residents, as well as other sounds, such as the telephone ringing, etc.</li> <li>4. Ability to see close, at a distance, and with peripheral vision as well as to adjust vision focus.</li> </ol> <hr/> <p><i>Position-Specific</i></p> <p>N/A</p>

## Position Description Acknowledgement

**Position Title**

Police Public Information Accreditation  
Coordinator

**Revised/Updated**

5/31/13

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the assignment of essential job functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

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Employee

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Date

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Supervisor

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Date

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Human Resources

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Date