

## City of Socorro Job Description

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| <b>Job Title:</b> Accreditation Manager                        | <b>Department:</b> Police  |
| <b>FLSA Status:</b> Full Time - Exempt                         | <b>Salary:</b> \$76,960.00 |
| <b>Approved:</b> 12/12/2024                                    | <b>Last Revised:</b>       |
| <b>Funding Source:</b> Grant Funded: 10/1/2024 thru 09/30/2026 |                            |

### General Purpose and Description:

The Accreditation Manager plays a critical role in leading the Socorro Police Department's efforts to achieve and maintain accreditation, ensuring the highest standards of professionalism and accountability. This position is responsible for overseeing the accreditation process, aligning departmental policies with city regulations, and ensuring compliance with recognized standards such as the Texas Police Chiefs Association (TPCA) Best Practices Recognition Program. The Accreditation Manager's work directly impacts the department's operational efficiency, adherence to best practices, and long-term success in serving the community.

### Duties, Functions, and Responsibilities:

- Lead and coordinate the department's efforts to achieve initial accreditation through TPCA Best Practices, with the potential for future accreditation through programs like CALEA.
- Plan, organize, and oversee accreditation-related activities and projects across all divisions.
- Monitor and evaluate policies, procedures, and practices to ensure compliance with accreditation standards.
- Identify and resolve conflicts between department policies, City of Socorro policies, and Civil Service Commission rules.
- Develop, revise, and maintain policies and procedures to meet accreditation and operational requirements.
- Compile and analyze data to produce required reports and proofs of compliance.
- Maintain detailed documentation and records for accreditation assessments and reviews.
- Coordinate internal reviews and audits to address deficiencies and ensure adherence to standards.
- Attend accreditation-related training sessions and workshops.
- Serve as a liaison between the department, accreditation organizations, and external agencies.
- Regularly reports to the Chief of Police and Command Staff on accreditation compliance.
- Makes recommendations to the Chief of Police and Command Staff to ensure the agency is proactive and strives to meet accreditation standards.
- Provide guidance and training to department members on accreditation-related matters.
- Regular worksite attendance is an essential function.
- Responsible for any other duties and assignments issued by the City of Socorro.

### Skills:

- Strong organizational and project management abilities.
- Excellent written and verbal communication skills.
- Proficiency in standard office software and accreditation management tools.
- Ability to interpret and apply policies, procedures, and regulations.
- Strong analytical and problem-solving skills.

**Accreditation Manager**

**\$76,960.00**

### Minimum Qualifications

- Bachelor's degree in Criminal Justice, Public Administration, Business Administration, or a related field and a minimum of two years of relevant experience in law enforcement, public administration, or a related field.
  - Alternatively, **60 credit hours of college coursework** in a related field **and at least five years of relevant experience** in law enforcement, public administration, or a related field may substitute for the bachelor's degree.
  - A master's degree in a related field is preferred but not required.

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- Possess a valid Texas class “C” Driver’s License

### **Certifications:**

- Completion of or willingness to complete accreditation manager training programs, such as those offered by the Texas Police Chiefs Association (TPCA) or the Commission on Accreditation for Law Enforcement Agencies (CALEA).

### **Equipment:**

- Operates standard office equipment, including computers with various software, calculators, copiers, scanners, shredders, fax machines, and multi-line telephone systems.
- Utilizes modern methods, practices, and procedures in the use of police-worn equipment, including body-worn cameras, communication devices, and firearms.
- Safely operates motor vehicles in accordance with department policies and applicable laws.

### **Physical Requirements:**

- Maintain physical fitness levels necessary for the rigorous demands of police work, including running, lifting, and climbing obstacles.
- Lift and carry objects weighing over 100 pounds as part of operational duties.
- Sit, stand, or remain on foot for extended periods, and climb stairs, ladders, or other obstacles throughout shifts.
- Run long distances and sprint short distances, climb walls, stoop, kneel, crawl, and perform physical tasks under time constraints.
- Control, restrain, and arrest individuals effectively, using physical strength and agility as required during high-pressure situations.
- Operate motor vehicles safely under varied conditions, including high speeds and adverse weather.
- Use and fire various weapons—such as pistols, rifles, shotguns, and tasers—from different physical positions, including prone, kneeling, and standing.
- Work in all weather conditions, exposed to extreme heat, cold, or other environmental challenges for extended periods.
- Pass periodic fitness evaluations and maintain ongoing compliance with health and wellness standards required for law enforcement officers.
- Participate in fitness programs targeting cardiovascular endurance, strength, agility, flexibility, and recovery to reduce injury risks and improve long-term health.

### **Conditions of Employment:**


- Must be eligible to work in the United States.
- Successful completion of a background investigation.
- Completion of all required training necessary to achieve and maintain accreditation.
- Adherence to the highest ethical and professional standards.
- Availability to work flexible hours as required for deadlines or training.
- Strong organizational, leadership, and communication skills are essential.
- Bilingual Skills: English & Spanish preferred



**City of Socorro  
Job Description**

  
\_\_\_\_\_  
Mayor

12-12-24  
Date

  
\_\_\_\_\_  
City Manager

12/13/24  
Date

  
\_\_\_\_\_  
Human Resources Director

12.13.24  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

