



# MLEAP

## MAINE LAW ENFORCEMENT ACCREDITATION PROGRAM

**Job Title:** Accreditation Program Coordinator

**Reports To:** MCOPA Accreditation Committee and MCOPA Executive Director

**Position Requirements:**

- Education: Minimum GED but some college preferred
- Be familiar with the concept of agency/department/entity accreditation
- Preferably a current or former trained agency accreditation manager and accreditation assessor
- Excellent writing and communication skills
- Ability to instruct accreditation training courses
- Excellent computer and other technology related skills
- Ability to work closely with law enforcement agency administrators and key personnel
- Physical health sufficient to travel in and out of state

**Position Overview:** The Accreditation Program Coordinator is a part-time position that efficiently manages the day-to-day operation, growth and overall success of the Maine Law Enforcement Accreditation Program (MLEAP). The Program operates as an entity of the Maine Chiefs of Police Association (MCOPA) and reports to the MCOPA Accreditation Committee.

This position can be eliminated or the Program Coordinator be terminated without notice at the discretion of the MCOPA Executive Board.

**Accreditation Program Manager Key Responsibilities**

- Ensure that logistics for timely assessments and re-assessments are prepared
- Ensure that agency annual reports and fees are received in a timely manner

- Ensure that Program website and online services are appropriately maintained
- Attend Commission meetings as liaison to the MCOPA Executive Board
- Ensure that accreditation related articles are included in law enforcement periodicals
- Maintain official standards, manuals, correspondence, meeting minutes, and other related documents
- Schedule and help conduct Program related training such as accreditation manager and assessor
- Maintain official list of accredited agencies to include date of initial assessment and re-assessment, payment of fees, etc.
- Maintain a list of qualified lead assessors and assessors
- Maintain contact with and provide appropriate assistance to candidate agencies and those indicating interest
- Maintain online or web based standards submittal program
- Investigate or supervise investigations into allegations of misconduct against accredited/ certified agencies, commissioners or assessors as they related to the Program
- Maintain appropriate relationship with AccredNet and provide written documentation of activities to the Executive Director and Commission
- Be the lead for resolving all disputes within the Program community
- Meet or exceed program goals as determined by the MCOPA Accreditation Committee
- Other Program related activities determined by the MCOPA Accreditation Committee

### **Accreditation Program Coordinator Salary and Expenses**

The Program Coordinator is a salary position and not entitled to any type of paid annual or sick leave, health insurance, or other similar type benefits.

- Salary is to be negotiated with the MCOPA Executive Board
- Mileage based on current published GSA rates to/from work related locations
- Reimbursement for accreditation related office supplies and other miscellaneous
- AccredNet and MCOPA conference travel and related expenses
- Other expenses as approved by the MCOPA Executive Director or MCOPA Accreditation Committee