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BROOKLINE POLICE DEPARTMENT *Brookline Massachusetts*

TRAINING LIEUTENANT/ACCREDITATION MANAGER **COMMUNITY SERVICES DIVISION**

The Training Lieutenant/Accreditation Manager will be assigned to the Community Services Division and will oversee these two primary functions, along with other duties as assigned by the Deputy Superintendent of the Community Services Division.

ACCREDITATION: A Lieutenant shall be designated by the Chief of Police as the Accreditation Manager for the Brookline Police Department. The Accreditation Manager is responsible for monitoring the Department's compliance with all mandated applicable accreditation standards. This includes a review of all proposed policies and procedures of the Brookline Police Department in terms of the standards. Periodic reports, reviews, and other activities mandated by applicable accreditation standards shall be forwarded to the Accreditation Officer as they are due. The Accreditation Manager will provide the necessary instruction to acquaint those responsible for providing standard of proofs with an understanding of how the system works. The Accreditation Manager will identify and correct instances where a requirement is not met. Periodic reports/reviews will be placed in the department's accreditation files under the appropriate accreditation standards for those reports. It is the responsibility of the Accreditation Officer to designate a responsible person for the collection of assigned standards of proofs. The Accreditation Officer shall ensure that reports, reviews and other activities mandated by accreditation standards are accomplished.

The individual assigned to the position of Accreditation Manager shall receive specialized Accreditation Manager training within one year of being appointed.

In addition to the above, a combination of the following desired traits will be considered:

- Recommendation from current and former supervisor(s)
- Prior job performance and work history (positive/negative)
- Prior experience and/or interest in the specialist position
- Proven abilities to perform work type required in the specialist position
- Training (job specific)
- Training (general)
- Self-initiated training (relative to specialist position)
- Commendations / letters of compliment for good work service to the community



- Complaint history (external Citizen Complaints / Internal Complaints)
- Attendance history
- Self- motivated
- Strong work ethic
- Positive attitude
- Excellent organizational skills
- History of self-initiative
- Good decision making ability
- Ability to work under stressful conditions
- Excellent interpersonal communication skills
- Calm and confident demeanor
- Good listening and interviewing skills
- Willingness to take on complex assignments
- Ability to complete assignments
- Ability to solve complex issues / problems
- Ability to work independently
- Ability to work in team environment
- Positive / Pro-Active approach to work
- Sound written communication skills
- Working knowledge of technology and social media skills
- Prior assignment to and/or volunteering for department specialty units

Additional criteria for a specific position will be provided with the job description which is included in this folder.

Andrew Lipson
Chief of Police



TRAINING LIEUTENANT/ACCREDITATION MANAGER **COMMUNITY SERVICE DIVISION**

The Training Lieutenant/Accreditation Manager will be assigned to the Community Services Division and will oversee these two primary functions, along with other duties as assigned by the Deputy Superintendent of the Community Services Division.

TRAINING LIEUTENANT

A. SUMMARY

The Training Lieutenant will implement and oversee a comprehensive training program for the Department. The Training Lieutenant will oversee the delivery of this training and supervise the Brookline Police Training Unit.

B. GENERAL DUTIES AND RESPONSIBILITIES

1. To develop the training program for the Department, to include annual in service training, recruit training, specialized training, roll call training and other training opportunities designed to enhance an employee's ability to perform the functions demanded of police officers in today's society.
2. To keep all employees informed of changes in statute law, Town By-Laws, case law, the criminal justice system, training bulletins, trends and department policies, and procedures.
3. Will regularly update officers on matters important to the proper execution of their duties by using all available mediums to educate, train, and mentor employees.
4. Is responsible to ensuring that the Department meets all state and Department mandated training requirements.
5. Ensure proper training records and instructor credentials are maintained and up to date.
6. Serve as the Officer-In-Charge of the Breath Test Machine and maintain certifications.
7. Ensure officers are in compliance with the State training requirements, such as CJIS and Ethics.
8. Ensure relevant policies and procedures will be incorporated into the training program.
9. Serve as a back-up to the Department's PIO in his/her duties.
10. All other duties as assigned by the Deputy Superintendent of the Community Service Division and the Chief of Police.

ACCREDITATION MANAGER

A. SUMMARY

The Lieutenant assigned to the Accreditation Manager position is responsible for managing and maintaining the process associated with the state accreditation program.



The primary duties of this position include reviewing, editing, amending and/or developing departmental written directives (rules and regulations, policies and procedures, etc.) to comply with the accreditation standards set by Massachusetts Police Accreditation Commission. He/she is also responsible for ensuring that the Department is properly and adequately prepared to demonstrate its compliance documentation during the on-site assessment process. To accomplish these objectives and effectively manage the Department's certification/accreditation process, the Accreditation Manager must have effective organizational, interpersonal and written communication skills.

Once accredited, the Accreditation Manager works toward reaccreditation, which takes place every three years. During each reaccreditation period, an Accreditation Manager must show it is continuing to comply with the standards by showing updated and continuing proofs of compliance. In addition, the Accreditation Manager must be aware of standards that are constantly being added as well as others that are being modified.

B. GENERAL DUTIES AND RESPONSIBILITIES

1. Oversees all aspects of the accreditation process: the standards for certification and accreditation as well as the various requirements of the process for all functions of the Department, including the Public Safety Dispatch Center. Assesses and communicates the impact of any proposed changes (of department policies and practices) to the Office of Professional Responsibility and Management.
2. Conducts a thorough examination of the Department beginning with a comprehensive review of the standards: analyzes each standard to determine Department compliance; takes steps to achieve compliance where noncompliance is determined; organizes compliance documentation and prepares said documentation in the required manner for assessors to review.
3. Identifies standards that are not applicable to the Department. Prepares and submits waiver forms to the appropriate accreditation program for conditional approval.
4. Prepares and submits periodic status reports to the Office of Professional Responsibility to monitor accreditation efforts and progress (initial and follow-up reports throughout self-assessment).
5. Identifies which Optional Standards are in compliance and those that could be in compliance in order to meet the Department's required minimum percentage for certification/accreditation.
6. Provides information on accreditation to members of the Department to ensure familiarization with the process. Ensures that each employee is aware of all standards which affect or apply to his/her assigned area of responsibility and receives training on how to demonstrate compliance with all standards connected to the employee's duties and responsibilities.



7. Assists in the identification and development of new programs, systems and procedures to achieve compliance with standards which may include the acquisition of new equipment or minor changes in the facility.
8. Develops a self-assessment plan of action to achieve and maintain compliance with standards. Establishes work priorities and coordinates them to meet project deadlines.
9. Oversees and coordinates the Department's system for updating written directives. Assigns policy reviews and policy writing to individuals functionally responsible or connected to each standard and/or assists in the development of draft written directives for staff review.
10. Prepares and maintains the Department's compliance documentation including all Accreditation Files, as required by the appropriate accreditation commissions.
11. Maintains archive files of departmental written directives.
12. Submits documentation and/or reports to the appropriate accreditation commissions, as required.
13. Serves as advisor to the Chief of Police and Command Staff on issues related to accreditation.
14. Meets regularly with the Chief of Police, Superintendent, Deputy Superintendent of the Community Service Division and the Office of Professional Responsibility and key members of the Department to report on accreditation efforts and activities.
15. Develops and manages a department-wide monitoring/tracking system ensuring that all time-sensitive action items required by standards are completed on schedule (inspections, reports, reviews, analyses, etc.). Reviews compliance documentation to ensure compliance with standards.
16. Attends training programs offered by the Massachusetts Police Accreditation Commission (MPAC), the Coalition of Accreditation Managers of Massachusetts (CAMP), Commission on Accreditation for Law Enforcement Agencies (CALEA) and keep informed of program updates and changes.
17. Performs other duties related to accreditation, as assigned.

C. QUALIFICATIONS: SKILLS, KNOWLEDGE AND ABILITIES

1. Rank of Lieutenant with minimum of three years of supervisory experience preferred.
2. High degree of self-initiation and the ability to work with little or no supervision.
3. Effective organizational skills and the ability to accomplish multiple tasks at the same time.
4. Ability to plan and organize heavy workload, and complete assignments in a timely fashion.



5. Authority to delegate appropriate assignments throughout the Department and enforce deadlines.
6. Effective writing skills, including the ability to edit draft material.
7. Computer skills (word processing) or the ability to learn.
8. Ability to do some legal and historical research.
9. Ability to speak publicly about the accreditation process and train Department employees.
10. Ability to resolve problems and noncompliance issues.
11. Ability to think creatively to achieve compliance with challenging standards.
12. Ability to follow instructions ensuring adherence to the Department's policies and procedures.
13. The individual assigned to the Accreditation Manager position shall receive specialized Accreditation Manager training within one year of being appointed.

