

TOWN OF WETHERSFIELD
Police Civilian Accreditation Manager

Department: Police
Grade 42

AFSCME 818
37.5 Hours

POSITION SUMMARY:

Under general direction of the Chief of Police, this civilian position is responsible for the development of administrative systems to ensure that the Wethersfield Police Department is compliant with the Commission on Accreditation for Law Enforcement Agencies (CALEA) rules and regulations. This position performs various functions, including developing policies and procedures, maintaining records, and conducting administrative inspections and audits.

ESSENTIAL JOB FUNCTIONS:

- Oversees the accreditation process, including assessments; evaluates and reports the efficiency and effectiveness of the accreditation program. This includes both CALEA and State of Connecticut accreditation work.
- Plan and monitor the on-site assessments and maintain appropriate records relating to accreditation activities.
- Take the lead role while preparing the agency for mock and on-site assessments.
- Performs complex administrative and professional assistance in planning, coordinating and managing the implementation, maintenance and adherence to the police department's accreditation.
- Responsible, with the training officer, for maintaining all files for compliance with the accreditation process.
- Responsible for coordinating proper training for police department employees on all new and revised policies.
- Conducts employee orientation training regarding the accreditation process.
- Writes and reviews all new and revised policies to ensure compliance with standards.
- Coordinates with town legal staff to proof policies for adherence with all applicable laws.
- Acts as a liaison between police administration, other department employees and outside agencies in all accreditation efforts.
- Shall maintain a standard format for policy review and revision.
- Regularly reports to the Chief of Police or designee and critical staff on accreditation compliance.
- Directs on-site inspections of compliance.

- Conducts research and planning, and assists with presentations as needed.
- Represent the department in conjunction with the Chief of Police or the Chief's designee at various meetings and conferences for accreditation, may serve on accreditation-related committees, and participates in accreditation-related training.
- Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials and all members of the general public.
- Operates personal computer and utilizes software appropriate for accreditation administrative work.
- Performs other duties and responsibilities as directed.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to analyze results and recommend changes.
- Ability to prepare and present technical, statistical and narrative reports in oral and written form.
- Ability to maintain files, records, spreadsheets and databases, and to make mathematical calculations using a calculator and software applications.
- Ability to carry out programs, projects, studies or other work independently.
- Ability to deal effectively with Town staff, Town officials and the public.
- Ability to distinguish between public and confidential information, and to handle it appropriately
- Ability to utilize and apply knowledge of planning theories, practices and principles, and to relate the concepts behind specific ideas.
- Ability to work with coworkers and members of the public, and to establish positive relationships with coworkers and CALEA representatives.
- Considerable ability to direct and coordinate the administration of a Police accreditation process.
- Considerable judgment in interpreting and adapting guidelines, such as organizational policies and directives.
- Knowledge of modern law enforcement principles, procedures, techniques and equipment.
- Knowledge of applicable laws and traditional police department rules and regulations.
- Skilled in effectively operating modern office and computer equipment and various software packages, including but not limited to Word, Excel, PowerPoint and PowerDMS accreditation management software.

PHYSICAL AND MENTAL REQUIREMENTS/WORK ENVIRONMENT:

Required for essential duties; reasonable accommodations will be considered under the Americans with Disabilities Act; This list is not all inclusive and may be supplemented as necessary.

While performing the duties of this job the employee will have to move from one location of the office or workplace to other locations both inside and outside the office. Mobility is necessary to direct on-site inspections of compliance. The individual must be able to sit and/or stand for extended periods of time and have the ability to reach, bend, and push, pull, along with walking up and down flights of stairs, and lift or carry objects weighing less than 20 pounds.

This role also requires the ability to perform fine manipulative tasks, such as writing and using a keyboard and/or calculator with accuracy. The employee must be able to see and read materials at close range, including narrative, as well as charts and diagrams on a computer monitor, tablet, and smartphone, as well as see at a distance while driving and distinguish between colors. Adequate hearing is required to communicate effectively in environments with background noise, such as during telephone conversations.

Additional requirements include the ability to concentrate on complicated details and complex issues with interruptions, pressure, and changing priorities. The role demands strong memory skills to manage multiple and diverse tasks over extended periods and to recall information that has been read, studied, or previously learned. The ability to learn and apply new information, technology and legislation applicable to departmental activities.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in police science, law enforcement, criminal justice, public administration or a closely related field
- Five (5) years of experience in public safety management; OR an equivalent combination of experience and training as determined by the Town Manager.

PREFERRED QUALIFICATIONS:

- Graduation from a POSTC Law Enforcement Training Academy as a police officer; and in good standing with POSTC

The above job description is illustrative and not a complete itemization of all facets of any job.