

TOWN OF WETHERSFIELD
Police Civilian Accreditation Manager

Department: Police
AFSCME 818
Grade 42
37.5 Hours

February 2024

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.

Performs other duties and responsibilities as directed.

Performs related work as required.

Operates personal computer and utilizes software appropriate for accreditation administrative work.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable ability to direct and coordinate the administration of a Police accreditation process.

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.

Ability to carry out programs, projects, studies or other work independently.

Considerable judgment in interpreting and adapting guidelines, such as organizational policies and directives.

Ability to analyze results and recommend changes.

Ability to prepare and present technical, statistical and narrative reports in oral and written form.

Knowledge of and ability to utilize personal computer applications.

Ability to deal effectively with Town staff, Town officials and the public.

Considerable ability to work with coworkers and members of the public, and to establish positive relationships with coworkers and CALEA representatives.

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.

Ability to get from one location in the office or work site(s) to other locations both inside and outside of the office.

Ability to sit and/or stand for long periods of time.

Ability to reach and bend, and push/pull or lift objects less than twenty pounds.

Mobility to inspect construction sites, which may include climbing, walking on/over wetland areas and/or rough terrain and crawling.

Ability to perform manipulative skills such as writing, drafting, using a keyboard and/or calculator with accuracy.

Ability to see and read objects closely such as reviewing plans, narratives and financial reports.

Ability to read from a computer monitor.

Ability to see objects far away when driving.

Ability to discriminate between colors.

Ability to hear normal sounds with background noise as in hearing using a telephone. Ability to distinguish verbal communication and communicate through speech.

Ability to communicate effectively 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 concentrate on complicated detail and complex issues with interruption, pressure and changing priorities for more than three hours at a time.

Ability to memorize, prioritize and perform multiple and diverse tasks over long periods of time and the ability to remember information that has been read, studied or previously learned.

Ability to use knowledge and reasoning to solve complex problems.

Ability to utilize and apply knowledge of planning theories, practices and principles, and to relate the concepts behind specific ideas.

Ability to learn and apply new information, technology and legislation applicable to departmental activities.

Ability to distinguish between public and confidential information, and to handle it appropriately.

Ability to work in a typical office setting subject to interruptions, high traffic flow and heavy work volume, and perform field work, which includes exposure to fluctuations in temperature and seasonal weather including wetness and humidity.

REQUIRED QUALIFICATIONS:

The qualifications required would generally be acquired with a Bachelor's Degree in police science, law enforcement, criminal justice, public administration or a closely related field and five (5) years of experience in public safety management; OR an equivalent combination of experience and training as determined by the Town Manager.

Graduation from a POSTC Law Enforcement Training Academy as a police officer and in good standing with POSTC, preferred.

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