



City of Buckeye
CALEA ACCREDITATION MANAGER

CLASS CODE	739	SALARY	\$36.34 - \$54.50 Hourly \$2,907.20 - \$4,360.00 Biweekly \$6,298.93 - \$9,446.67 Monthly \$75,587.20 - \$113,360.00 Annually
ESTABLISHED DATE	July 01, 2014	REVISION DATE	November 23, 2022

Position Scope

Under limited supervision, plans, directs, organizes, manages and oversees the accreditation process for CALEA (Commission on Accreditation for Law Enforcement Agencies), for the City of Buckeye Police Department.

Primary Duties & Responsibilities

The City of Buckeye and the Buckeye Police Department recognize that the success of the accreditation process is dependent upon the skill of the accreditation manager.

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Conducts intense self-review of the agency's services, facilities, manpower resources, equipment, and training.
- Conducts periodic inspections of organizational components consistent with agency policy and submits comprehensive reports of inspection findings within prescribed timeframes as required by policy and state, national, and international accreditation standards.
- Provides written recommendations to improve agency efficiencies.
- Plan, coordinate and implement accreditation orientation and training to applicable city staff, agency employees, interested businesses, government entities, and community groups.
- Serve as the department's authority and primary contact for the CALEA Accreditation process.
- Plan, direct, organize, and review the department's international accreditation process to ensure compliance.

- Upon request, provides subject matter expert courtroom testimony related to the accreditation process and agency rules, regulation, policies, procedures, disciplinary actions, and training.
- Conducts mock assessments for requesting law enforcement agencies both within and outside of the state.
- Provides complex administrative, analytical, professional assistance to the Executive Command Staff.
- Serves as a professional resource to the Executive Command Staff.
- Ensures adherence and compliance to all applicable CALEA standards.
- Responsible for planning, coordinating, monitoring, measurement, and managing all accreditation activities, projects, and processes.
- Resolves agency non-compliance issues and findings.
- Prepares and maintains accurate, up-to-date files by ensuring the standards timelines of reports and inspections (daily, monthly, quarterly, annually, and triennially) are adhered to.
- Monitors records and systems and advises agency personnel with regards to maintaining accreditation standards.
- Organizes work, sets priorities, makes assignments, enforces deadlines, and makes decisions based upon analytical and innovative thinking within established guidelines as related to the accreditation process.
- Serves as the agency accreditation database (PowerDMS) administrator.
- Prepares the agency for an on-site assessment and supervises assessor activities.
- Reviews department policies and procedures related to state and federal statutes, changes in legal interpretations, emerging technology, and accreditation standards for compliance.
- Evaluates accreditation needs, identifies, implements, and manages the application of accreditation standards to meet accreditation requirements.
- Maintains current information on accreditation standards, and the interpretation and application of accreditation standards through active participation with appropriate CALEA Commissions and professional associations.
- Represents the city and agency at conferences for accreditation award recognition hearings.
- Acts as the agency liaison to the CALEA Commission and other law enforcement agencies involved in the accreditation process.
- Assists in developing short and long-term goals and objectives.
- Ensures that those persons assigned to the various positions within the agency who are responsible for operational and administrative functions are aware of their responsibility and the importance it plays to the success of the accreditation on-site assessment.
- Ensure agency internal controls are in place to comply with accreditation standards.
- Assists the executive command staff in establishing and maintaining a unified direction for the agency.
- Conducts risk management related inspections through the identification of policies, procedures, rules, regulations, equipment, training, and facilities where deficiencies and liability exist.
- Conducts on-going reviews and audits of the agency organizational structure.
- Reviews internal accountability measures as it relates to service delivery while focusing on those aspects where accountability and transparency needs to be increased.
- Reviews management including structure and function, as well as, accountability of command staff and support units.
- Prepares and submits annual agency report to the CALEA Commission.
- Serves as the subject matter expert to city departments and other law enforcement agencies related to the accreditation process.
- Provides leadership counseling to the executive command staff.
- Perform other duties as assigned or required.

Minimum Qualifications

Education and Experience:

Bachelor's Degree in Criminal Justice, Business, Public Administration or related field; five (5) years increasingly responsible experience in municipal administration, public administration and/or enforcement administration; and five (5) years of experience as an accreditation manager; OR an equivalent combination of education and experience providing the requisite skills, knowledge and experience to perform duties of the position.

NECESSARY SKILLS, KNOWLEDGE AND ABILITIES:

- Extensive, high-level knowledge of CALEA Law Enforcement Accreditation; Public Safety Communications Accreditation, and Public Safety Training Academy Accreditation standards, processes, and requirements.
- Knowledge of modern law enforcement management principles, practices and methods.
- Knowledge of the principles and practices of administrative management, including personnel rules, cost accounting, budgeting, strategic planning and effective employee supervision and training.
- Knowledge of law enforcement methods, practices, and procedures; including case laws governing arrest, rules of evidence, probable cause, and search and seizure.
- Knowledge of strategy and tactics for management and deployment of personnel and equipment in complex tactical and emergency situations.
- Knowledge of investigative and interrogative procedures; and techniques and protocols for observation and memorization of critical details.
- Knowledge of all computer hardware and applications related to the performance of the essential function of the job.
- Skill in effective leadership, and delegating tasks and authority.
- Skill in analyzing complex law enforcement and security issues, and developing solutions.
- Skill in analysis and use of judgment in accomplishing diversified job activities.
- Skill in public speaking and facilitating meetings.
- Skill in inspiring confidence and enthusiasm, and working effectively with internal and external customer groups.
- Skill in establishing and maintaining effective, cooperative working relationships with City officials, Boards and Commissions, employees and the general public.
- Skill in researching, compiling and summarizing a variety of informational and statistical data and materials.
- Skill in organizing work, setting priorities, meeting critical deadlines and following up on assignments with a minimum of direction
- Ability to encourage strong partnerships, collaborations and personnel participation with the Department's different divisions.
- Ability to interact in a positive and informative manner in group setting, one-on-one, in person or over the telephone.
- Ability to present ideas and recommendations clearly and concisely, both verbally and in writing.
- Ability to write reports, business correspondence, procedural manuals, and develop brochures and materials for public and internal distribution.
- Ability to exercise independent thinking within the limits of policies, standards and precedents.
- Ability to read, understand and apply complex technical and administrative materials.
- Ability to think and act independently.

Special Requirements

Valid Arizona driver's license with no major driving citations in the last 36 months. Due to the confidential and sensitive nature of the information handled, successful completion of a polygraph, psychological and a comprehensive background investigation is required.

Physical Demands/Work Environment

Work is performed in office environment.

Position Reports To

Assistant Chief or designee

Supervision Exercised

May supervise or give direction to staff