



Manager of Accreditation, Police Support Services

FC: 000081
PB: N10
FLSA: Exempt

PC: 930
BU: Non Rep
Created: June 2014

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

The Manager for accreditation for the BART Police Department (BPD) will work in the Support Services Division and will be responsible for the research, planning, organizing, and developing the Police Department accreditation program. The position also will be responsible for the communication and dissemination of all correspondences with the Commission on Accreditation for Law Enforcement Agencies (CALEA) for the Police Department. Specifically, disseminating directives, procuring and reviewing documentations to ensure the highest level of CALEA compliance for BPD as well as provide professional level staff support to the Police Chief and his/her designee.

CLASS CHARACTERISTICS

This single position class provides technical, analytical and administrative tasks in support of the departments goals and objectives. The Manager of Accreditation will be able to read and interpret complex federal, state and regulations as well as District policies and operate with a high degree of independent judgment in decision making in accordance with the established rules and procedures. This Class is distinguished from other support positions within the Police Department in that it has direct development and oversight of the CALEA accreditation program.

REPORTS TO

This position reports to the Police Chief or his/her designee.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Serving as the Accreditation Manager the position will be responsible for interpreting CALEA standards and assessing how the standards apply to agency directives for purposes of CALEA compliance.
2. Serve as an expert in the area of CALEA Accreditation reviews and responds to a wide variety of complex and technical issues concerning department practices and how they relate and comply with CALEA standards and the accreditation process.

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3. Coordinates a wide variety of complex and technical issues concerning department practices and how they relate and comply with CALEA standards and the accreditation process.
4. Stays abreast of current law enforcement trends and the accreditation process, including proposed changes or amendments to the standards, transition policies or process changes. Evaluate the impact of these changes in the agency.
5. Develops, modifies and maintain the department's policy and procedure manuals and confirm compliance with CALEA standards.
6. Provides accreditation training to agency personnel and on a regular basis reports on the progress of the Department's accreditation efforts.
7. Assist in developing BPD's relationship with the community.
8. Use office and proprietary software for research, data management, word Processing, reports and communication.
9. Other duties as assigned.

QUALIFICATIONS

Knowledge of:

Applicable Federal, State and local laws, rules and regulations pertaining to local government operations.

Statistical analysis and forecasting techniques.

Law enforcement accreditation standards.

Principles and practices of law enforcement accreditation processes.

California Peace Officer Standards on Training (POST) process.

Skill in:

Reviewing and interpreting CALEA standards and assessing how these standards apply to agency directives for purposes of CALEA compliance.

Reading and interpreting materials concerning BART.

Speaking effectively in a public setting.

Speaking informatively to public groups concerning the accreditation process.

Developing cooperative and professional relationships with employees and all levels of management within the organization.

Establishing and maintaining working relations with various agencies of government, administrative staff, political representatives and the general public.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in criminal justice, psychology, public administration or a closely related field from an accredited college or university. Master's Degree preferred.

Experience:

Ten (10) years of (full-time equivalent) verifiable professional experience in Law Enforcement which must include three (3) years in a civilian supervisor position or at the rank of Sergeant or higher.

Other Requirements:

Must possess a valid California Driver's license and have a satisfactory driving record
Able to work evenings and weekends as assigned

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A Bachelor's degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; field environment; construction site environment; exposure to heat, cold, moving vehicles, electrical energy and inclement weather conditions.

Physical Conditions:

Requires maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

EEOC: xx

Safety Sensitive Designation: xx