

**CITY OF GREENBELT, MD  
CLASS SPECIFICATION**

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**CLASS TITLE:** Police Accreditation Manager  
**DEPARTMENT:** Police  
**REPORTS TO:** Chief

**SALARY GRADE:** 13  
**FLSA STATUS:** NE  
**DATE:** 11/2022

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**JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:**

Performs complex administrative, analytical, and professional assistance work to demonstrate the Police Department's compliance with and adherence to standards established by the Commission on Accreditation for Law Enforcement Agencies (CALEA); does related work as required. Work is performed under the general direction of the Chief.

Considerable knowledge of the office and objectives, as well as the principles and standards for national accreditation and communications is essential.

Responsible for working a variety of hours which includes a normal 40-hour work week and being on-call and available 24 hours a day, 7 days a week.

**ESSENTIAL JOB FUNCTIONS:**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

Planning, coordinating, and managing accreditation activities, projects, and processes; gathering and analyzing data; monitoring and measuring adherence to standards; resolving non-compliance issues and findings; updating and maintaining policies and regulations; completing and submitting required reports and forms; preparing and maintaining appropriate reports, and files.

**IMPORTANT JOB FUNCTIONS:**

Identifies, verifies, and reconciles compliance with established law enforcement standards, correcting any noted deficiencies through policy, training, or other administrative measures; reviews standards and ensures the Department remains in compliance; stays abreast of all aspects of the accreditation process to include proposed amendments to the standards.

Develops, writes, reviews, revises, and manages the Department's catalog of policies and forms to ensure compliance with CALEA standards; recommends changes in policies when indicated by CALEA updates, changes or modifications; maintains a standard format for policies to be reviewed and revised on a scheduled basis; maintains accreditation files.

Conducts regular reviews with certain staff and revises Departmental policy and procedures manuals and catalogs to ensure standard operating procedures are reliable and up-to-date and meet all current CALEA, legislative mandates, and judicial rulings.

Coordinates on-site CALEA assessments and inspections; prepares and submits required reports and documentation to CALEA; prepares the Department for reaccreditation.

Serves as a liaison between police administration, other Department employees, and outside agencies in all accreditation efforts; regularly reports to agency staff on accreditation compliance.

Provides accreditation related training to Department personnel; ensures appropriate training for Department employees on all new and revised policies.

Utilizes the CALEA Accreditation Compliance Express (CACE) software program to manage, create and maintain reporting status and track responsibility for each standard.

Writes/edits a variety of correspondence, reports, forms, and other materials as required.  
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Distributes and prepares personnel, general and special orders as assigned by the Chief of Police.

Participates in local Police Accreditation Coalition (PAC), CALEA conferences, and mock assessments.

Develops Department's multi-year plan; manages maintains, and updates functional organizational charts.

Performs related tasks as required.

**MATERIAL AND EQUIPMENT USED:**

Computer                      General Office Equipment

**MINIMUM QUALIFICATIONS REQUIRED:**

Must possess a current valid Maryland Driver's License and a proven safe driving record

Ability to operate a computer. Able to use Microsoft Word and spreadsheet software such as Microsoft Excel. Able to learn and apply other office software and automated office procedures.

**Education and Experience:**

Graduation from an accredited college or university with a Bachelor's Degree in law enforcement, criminal justice administration, police sciences, public administration, records management, supplemented by moderate responsible accreditation and compliance experience in law enforcement, government, medical, or educational field, or any combined equivalent of education, training and experience. Experience in law enforcement or criminal justice system and in preparing and submitting written reports or other documents to regulatory or compliance agencies preferred.

**Licenses and Certifications:**

None.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Comprehensive knowledge and understanding of CALEA standards and the accreditation process.

Knowledge of law enforcement theory and practice, as well as knowledge of the criminal justice system. Understanding of the use of criminal statutes, civil law and liability of each.

Thorough knowledge of Department policies and procedures and state and local laws/ordinances.

Thorough knowledge of English usage, spelling, grammar, and punctuation, statistical analysis, and business arithmetic.

Knowledge of demographic and geographic characteristics of the community.

Skill in communicating complex information in understandable terms to a variety of levels of education and abilities to understand.

Excellent writing skills with the ability to communicate effectively orally and in writing.

Ability to prepare, edit, and maintain accurate documents, reports, records, files, and materials.

Ability to learn and apply technical terminology and information specifically related to police work.

Ability to exercise sound judgment in evaluating situations and making decisions.

Ability to evaluate operations, predict outcomes,

Ability to delegate tasks effectively, accepting responsibility for outcomes.

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Ability to effectively and discretely handle confidential information.

Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities.

Ability to follow and give verbal and written instructions.

Ability to work independently and solve problems using complex variables.

Ability to explain complex issues to multiple audiences, including policymakers, community-based organizations, media and the public.

Ability to work democratically and effectively with diverse groups.

Ability to meet deadlines, manage competing priority and work independently.

Ability to interact professionally and cooperatively and establish and maintain effective working relationships with coworkers, officials, public and private representatives, and the general public.

### **Mental and Physical Abilities:**

Writes reports, correspondence and procedure manuals

Develops and produces publications for the general public.

Apply concepts such as fractions, percentage, ratios and proportions to practical situations.

Interpret a variety of instructions in written, oral, diagram or schedule form.

Ability to proofread and check for accuracy in various reports, computer entries, and police logs.

Ability to perform duties rapidly and accurately.

Ability to keep confidential information.

Ability to establish and maintain effective working relationships with a variety of people.

Verbal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly or quickly.

Hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound.

Visual acuity is required for color perception, preparing and analyzing written or computer data, operation of motor vehicles, machines, or equipment, determining the accuracy, neatness, and thoroughness, and observing surroundings and activities.

Sensory requirements include standard vision requirements; vocal communication is required for conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to receive detailed information through oral communication and/or to make fine distinctions in sound. This is sedentary work requiring the exertion of up to 10 pounds of force sometimes.

### **Working Conditions:**

Sedentary work requiring the exertion of up to ten pounds of force occasionally, and negligible amount of force constantly to move objects.

Work requires sitting, standing, walking, lifting, carrying climbing, fingering, grasping, and repetitive motions.

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

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The incumbent's working conditions are typically moderately quiet.

**NOTE:** This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.