

TOWN OF BEDFORD
24 NORTH AMHERST ROAD
BEDFORD, NEW HAMPSHIRE 03110

NOTICE OF VACANCY – 5/02/2022

**POSITION: ACCREDITATION MANAGER/ANALYST – FT (Civilian position)
Bedford Police Department**

WAGE RANGE: \$23.73 – \$34.09 per hour, Excellent Benefits including NH Retirement System

SUMMARY:

Seeking a qualified, professional, highly motivated, problem solving and community-oriented individual for the full-time position of CALEA Accreditation Manager/Analyst for the Bedford Police Department. The Town of Bedford, NH is a suburban community with a population of 23,500 centrally located in southern NH in close proximity to the Boston metropolitan area, White Mountains, NH Lakes Region, Atlantic Ocean and adjacent to Manchester, NH. The Bedford Police Department is a modern, suburban, community policing oriented organization committed to the highest standards of excellence and integrity comprised of 41-sworn personnel and 23-civilian support staff. The Department is a progressive, forward leaning Department with specialized units and programs and operates the Town public safety Communications Center. For more information visit www.bedfordpd.com or contact Lieutenant (LT) Kevin T. Bowen at kbowen@bedfordnh.org 603-792-1346.

TYPICAL DUTIES:

Performs a variety of complex administrative and professional assistance work in planning, coordinating and managing the implementation, maintenance and adherence to the Bedford Police Department's accreditation through CALEA (Commission on Accreditation for Law Enforcement Agencies). This position requires advanced administrative and professional skills necessary to serve in a capacity that provides direct assistance to the Chief of Police. Must have strong office skills for daily tasks, strong interpersonal skills, and the ability to exercise independent judgment, work independently and exercise appropriate discretion. Must possess skills in the use of computers and law enforcement business software. A broad understanding of police operations, practices, and principles are essential. The position is directly tasked with managing the Department's accreditation process and provides assistance to the command staff in a wide range of planning and research activities. Must be able to interact with staff and the public in a cordial, professional, effective manner. May be responsible for other tasks and special projects including statistical analysis, criminal information analysis, strategic planning, and tasks related to managing Department performance measurement programs. The employee generally maintains normal office hours but will occasionally be required to perform overtime or unscheduled work in accordance with operational and training demands.

Typical and Required Functions/Tasks:

- ✓ Plan, coordinate and manage agency accreditation activities, projects and processing; Gather and analyze data; Monitor and measure agency adherence to accreditation standards; Identify, verify, and reconcile compliance activities correcting any noted deficiencies through policy, training, or other administrative measures; Complete and submit required reports and forms; Prepare and maintain appropriate reports and internal communication.
- ✓ Manage, maintain and update current and archive accreditation files and SOPs of the Department, both manually and using an electronic computer program.
- ✓ Serve as the central repository for information about the CALEA accreditation process, standards associated with the accreditation process and procedures and reports on behalf of the Department; Keep up to date on accreditation standards, as well as the interpretation and application of accreditation standards through active participation with appropriate accreditation commissions and professional associations.
- ✓ Serve as Department liaison to CALEA, as well as Accreditation Managers of other law enforcement agencies. Attend periodic meetings and conferences, professional workshops, and trainings related to CALEA standards/accreditation.
- ✓ Serve as the Department representative to and liaison with CALEA for all accreditation matters; Update and notify Chief of Police and command staff of professional standards and changes to any CALEA standards or changes to the CALEA accreditation process; Provide various presentations to command staff and Department personnel about accreditation, policy, and other matters.

- ✓ Responsible for Department policy development by suggesting areas of new policy development, revisions to existing policy/procedures, maintaining and updating existing policy, and includes annual and semi-annual reviews of all department policies.
- ✓ Prepares and/or reviews all new and existing agency policies and directives to ensure compliance with federal and state laws, NH Attorney General directives, Town ordinances and CALEA standards; Coordinate annual and semi-annual review and revision of all Department policies and procedures; Ensure all proposed policy changes/revisions are forwarded for review to the Department's command staff. Work collaboratively with Department personnel to ensure appropriate input by department members in policy development and/or review; Recommend changes in policies and procedures when indicated by accreditation updates, changes or modifications; Coordinate the revision of manuals, procedures and other internal publications for compliance with national and state professional law enforcement standards/requirements.
- ✓ Plans, coordinates remote and on-site CALEA assessments and inspections in a manner that enables the agency sufficient time and resources to achieve professional accreditation. Facilitate and conduct mock assessments reviews; conducts internal Department inspections.
- ✓ Develop and conduct accreditation related training for Department personnel; ensure appropriate training for Department employees on all new and revised policies.
- ✓ Conducts and coordinates inspections of Departmental, division and program files for compliance with accreditation and Department internal standards.
- ✓ Perform all assigned duties and tasks in an effective, efficient and safe manner; Accept responsibility to support and promote the Department's mission and comply with its directives; Initiate decision-making consistent with the Department's mission, values, goals and objectives; Performs research/analysis of Department performance and criminal activity/trends.
- ✓ Maintain contact with other law enforcement agencies in order to discover improved methods, policies and procedures. Stay abreast of latest law enforcement and emergency communications policies, best practices and technological trends making recommendations to Chief and Command Staff to improve efficiency and effectiveness of Department.

(This job specification should not be construed to imply that these duties are the exclusive standards of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as needed.)

MINIMUM QUALIFICATIONS:

- High School diploma or GED required. Bachelor's degree in business administration, criminal justice, or related field from an accredited college is preferred. Both education and experience will be considered.
- Previous experience as an accreditation manager or experience in supporting CALEA or state accreditation program(s) is preferred.
- Equivalent combination of education and experience sufficient to successfully perform the required functions/tasks of the job listed above, including considerable knowledge of current law enforcement and/or emergency communications practices, as well as federal, state and local regulations governing departmental policy and operations. Knowledge of law enforcement and/or emergency communications CALEA accreditation standards preferred.
- Successful completion of a pre-employment background investigation process including criminal records check and maintain security clearance.

APPLICATION PROCEDURE:

The required application may be obtained online at: www.bedfordnh.org/230/Employment-Opportunities or in person at the Town Office. Completed applications and cover letters may be submitted by email to jobs@bedfordnh.org or, delivered to:

Human Resources
Bedford Town Offices
24 North Amherst Road
Bedford NH 03110

APPLICATION DEADLINE: 5/12/2022 (or until filled)

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