

NEWTOWN MUNICIPAL CENTER
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Patrice Fahey
Human Resources Director

TOWN OF NEWTOWN

OFFICE OF HUMAN RESOURCES

Job Description

Accreditation Manager

The Newtown Police Department seeks a highly qualified and experienced POST Accreditation Manager to oversee and ensure compliance with the Police Officer Standards and Training (POST) Council's accreditation standards. The ideal candidate will review, update, and maintain departmental policies to align with current POST standards and gather and organize the necessary proofs to demonstrate ongoing compliance. The POST Accreditation Manager will work collaboratively with departmental leadership, training officers, and external stakeholders to guarantee the Newtown Police Department's adherence to the highest standards of professionalism and excellence.

Working in a small group, the employee will aid others in their daily activities, such as assisting the Records Manager, Training Officer, Administrative Officer, and other administrative staff and performing other duties as assigned.

Key Responsibilities:

- Review and interpret current POST accreditation standards.
- Evaluate existing departmental policies and procedures for alignment with accreditation requirements.
- Collaborate with relevant personnel to update and enhance policies to meet current standards.
- Maintain a comprehensive system for organizing and presenting proofs of compliance.
- Conduct regular audits and assessments to ensure continuous adherence to accreditation standards.
- Serve as the liaison between the Newtown Police Department and the POST Council.
- Provide guidance and training to department members on accreditation-related matters.

Qualifications:

- A bachelor's degree in criminal justice, public administration, or a related field is preferred.
- Minimum of 5 years of experience in law enforcement accreditation processes or comparable.
- In-depth knowledge of POST accreditation standards and procedures.
- Strong organizational and analytical skills.
- Excellent communication and interpersonal abilities.

Hourly Rate & Benefits:

- Part-time: The hourly rate for the POST Accreditation Manager position begins at \$38.50/hour, working a 25-hour workweek. Hours are negotiable. This position is part of a collective bargaining unit. There will be a six-month probationary period.
- Paid vacation and sick leave are available on a prorated basis
- Vacation entitlement after 1 year; paid holiday's, sick time after 6 months, personal time
- 401A entitlement

Application Process:

Submit your resume and application to Human Resources, Attention Patrice Fahey, by emailing Patrice Fahey at patrice.fahey@newtown-ct.gov by the close of business on July 31, 2024. The Town of Newtown is an equal opportunity employer.

**OFFICE OF HUMAN RESOURCES
NEWTOWN, CONNECTICUT 06470**

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**EEO/Affirmative Action Employer
(Applications available on Town of Newtown website)**