

## JOB OPENING



### *Meadows Place Police Department*

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Position: **Accreditation Manager** – TPCAF Best Practices

Type: Part-Time (Sworn or Non-Sworn)

Date Posted: November 21, 2022

Date Closed: Open until filled

Schedule: Flexible, approximately 20 hours per week

### **POSITION OVERVIEW**

The Meadows Place Police Department is seeking a highly self-motivated individual to lead the department through the Texas Police Chiefs Association Foundation's Accreditation Program.

The position involves writing policy, understanding of Accreditation Standards, maintaining computer files, obtaining proofs of compliance, file development, attending meetings, submitting reports, regular interaction with the Chief of Police and all other department members, and other duties as assigned.

### **JOB DURATION**

Indefinite - The position will take on additional responsibilities once the initial Accreditation process is complete. These duties have not been finalized.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Must be able to pass a standard law enforcement background check.

Must be literate in the use of MS Word, Excel, and PowerPoint, and have excellent organizational skills.

Experience using Power DMS is preferred.

### **APPLICATION**

Interested candidates are to e-mail a Cover Letter and Resume to Lt. Stuart Denton at **[denton@cityofmeadowsplace.org](mailto:denton@cityofmeadowsplace.org)**.