

ADMINISTRATION

ACCREDITATION MANAGEMENT

Purpose: To define the accreditation process, establish a management system which provides authority for administering the process, and delineating responsibilities for those involved.

Policy Statement: It is the policy of the North Little Rock Police Department to comply with the applicable standards promulgated by the Commission on the Accreditation for Law Enforcement Agencies (CALEA). Toward that end, the Accreditation Manager will develop and administer those processes required to achieve and maintain compliance.

Summary of Changes:

Definitions:

Proof of Compliance: Any document, interview, or observation that tends to prove an agency is in compliance with an applicable standard.

Standards: A clearly defined criterion that addresses the authority, performance, and responsibilities of an agency and its members.

Staff Authority: The giving of instructions or direction by an individual who has limited or no authority to do so in his/her own right, but who performs certain tasks of command as a representative of the Chief of Police.

Accreditation: The process of being formally recognized as adhering to and utilizing professionally recognized standards or state-of-the-art procedures.

Procedure:

1 Accreditation

Law enforcement agencies seeking accreditation must comply with established standards that are applicable to a particular agency on the basis of its size and the functions it performs. The agency must comply with all mandatory standards and at least 80% of those standards designated as other than mandatory. Standards are designed to reflect the best professional practices in each of the following areas of law enforcement management:

- 1.1.1 Administration;
- 1.1.2 Operations; and
- 1.1.3 Support Services.
- 1.2 Standards were developed to help law enforcement agencies achieve the following:
 - 1.2.1 Increase agency capabilities to prevent and control crime;
 - 1.2.2 Enhance agency effectiveness and efficiency in the delivery of law enforcement services;
 - 1.2.3 Improve cooperation and coordination with other agencies; and
 - 1.2.4 Increase citizen and member confidence in the goals, objectives, policies, and practices of the agency.
- 1.3 The standards address the following major law enforcement topics:
 - 1.3.1 Role, responsibilities, and relationships with other agencies;
 - 1.3.2 Organization, management, and administration;
 - 1.3.3 Personnel and administration;
 - 1.3.4 Law enforcement operations, operational support and traffic enforcement;
 - 1.3.5 Prisoner and court related services; and
 - 1.3.6 Auxiliary and technical services.
- 1.4 Once accreditation standards are achieved, the agency must periodically provide documentation called "proofs of compliance" that verify the agency is maintaining its compliance with the standards.
- 1.5 When the agency determines that it is in compliance with all the required standards, CALEA sends a team of assessors who are experienced law enforcement practitioners to conduct an on-site assessment. They prepare a report of their findings and submit it to the Commission for review. The Commission then either awards or defers accreditation.
- 1.6 Accreditation is for a three-year period. Agencies are expected to remain in compliance for the three-year period and repeat the aforementioned process to remain accredited.

2 Accreditation Manager Responsibilities

- 2.1 Implement new or revised programs, procedures, and functions required to achieve compliance;
- 2.2 Prepare policies and procedures;
- 2.3 Provide command personnel with guidance in the interpretation of CALEA standards as it relates to Departmental policies and procedures.
- 2.4 Research and planning;

- 2.5 Set priorities for preparation of compliance documentation;
- 2.6 Developments of the approach by which to delegate responsibility for preparing compliance documentation, train those involved, monitor progress and review and approve results;
- 2.7 Orient all personnel to the accreditation program and self-assessment process;
- 2.8 Review and edit policy directive preparation;
- 2.9 Review, edit, and file compliance documentation;
- 2.10 Develop, modify, and approve for preparation;
- 2.11 Organization compliance documentation files;
- 2.12 Maintain policy directive archive file; and
- 2.13 Index, purge, and review policy directives.

3. Administrative Process [CALEA 11.4.3]

- 3.1 The Accreditation Manager will possess staff authority to discharge his/her responsibilities in administering the accreditation process.
 - 3.1.1 The Accreditation manager and his/her assistant will have access to the Division Commanders and the Chief of Police concerning matters of the accreditation process.
- 3.2 The procedures for policy directive management with respect to the accreditation processes will be followed in accordance with Policy Directive 0-2, Written Policy and Directives.
- 3.3 The accreditation Manager will track all activities, inspections, reports, audits, reviews, or other administrative functions required by the CALEA standards.
- 3.4 CALEA approved software and any other available means will be used to track all required activities. The tracking system will include:
 - 3.4.1 Type of activity;
 - 3.4.2 Frequency of activity;
 - 3.4.3 Date of last activity;
 - 3.4.4 Next scheduled date; and
 - 3.4.5 Position responsible for activity.
- 3.5 The Division Commander having responsibility over a specified activity will designate the organizational position responsible for obtaining and forwarding the proof of compliance documentation to the Accreditation Manager at the prescribed time.
- 3.6 The designated member will ensure that all such documentation is forwarded to the Accreditation Manager in a timely manner.
- 3.7 The Accreditation Manager will ensure that the supplied documentation is placed in the appropriate files(s) as "proof of compliance" for that standard.
 - 3.7.1 Documentation that is received and deemed unsuitable to demonstrate the proof of compliance may warrant the submission of additional documents in order to satisfy requirements.
- 3.8 The tracking system will be updated to reflect the date of receipt for said documentation.
- 3.9 If documentation is not received within five working days of the required due date, the Accreditation Manager will cause written notification to be made to the responsible position and/or the appropriate Division Commander.

4 Form Management [CALEA 11.4.2]

- 4.1 The basis for developing a new form or revising an existing form will be:
 - 4.1.1 The purpose and use of the form will be based on a justifiable need;
 - 4.1.2 The form will eliminate duplication or redundancy;
 - 4.1.3 The form will eliminate or updated unnecessary, outdated, or obsolete forms;
 - 4.1.4 Appearance or functional efficiency of form is improved.
- 4.2 New and/or revised forms will be forwarded through the chain of command to the Division Commander.
 - 4.2.1 Any new or revised forms will be forwarded through the chain of command to the Division Commander.
 - 4.2.2 Division Commanders will forward forms to the accreditation office for compliance approval.
 - 4.2.3 The Accreditation Manager will disseminate the form to staff members for review. If corrections are required, the form will be returned to the issuing Division Commander.
 - 4.2.4 If the form meets staff approval and does not require modifications, it will be submitted to the Chief of Police for approval.
 - 4.2.5 The accreditation office will maintain a file and/or index of forms currently in use.
- 4.3 Each new form will contain in small print at the bottom of the front page the following information:
 - 4.3.1 Title of form;

- 4.3.2 Date the form was created or revised;
- 4.3.3 Computer program used to create the form;
- 4.3.4 Whether or not previous editions of the form may still be used; and
- 4.3.5 If applicable, which form the new one replaces.

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