

Bowie City Police Department - General Orders



TITLE: ACCREDITATION PROCESS		NUMBER: 206
EFFECTIVE DATE: 6/15/16		REVIEW DATE:
X_NEW _ AMENDS _ RESCINDS		DATE:

AUTHORITY	ACCREDITATIONS STANDARDS	TOTAL PAGES
Chief John K. Nesky	11.4.3 33.5.3 33.5.4	3

I. PURPOSE

The purpose of this Order is to familiarize agency personnel with the CALEA process.

II. POLICY

It is the policy of the City of Bowie Police Department to become and remain an accredited police agency. The Department recognizes that the standards set forth by the Commission on Accreditation for Law Enforcement Agencies (CALEA) will have a four fold positive effect on the Department. First, increase the Department's capability to prevent and control crime. Second, increase the agency's effectiveness and efficiency in the delivery of law enforcement services. Third, increase cooperation and coordination with other law enforcement agencies and with other agencies of the criminal justice system. Fourth, increase citizen and employee confidence in the goals, objectives, policies and practices of the Department.

III. ACCREDITATION PROCESS

- A. The agency is an active, contractual participant in the international accreditation process through CALEA.
- B. The *Standards for Law Enforcement Agencies* is the cornerstone publication of CALEA.
 1. The standards reflect the Commission's view of the best professional requirements and practices for law enforcement agencies.
 2. The applicability of CALEA standards are based on the agency's size, functions and mission.
 3. The *Standards Manual* is available for inspection, review, and consultation in the Operation Services office.

IV. ACCOUNTABILITY

- A.** All agency employees are responsible for efficiently and effectively conducting their assigned or delegated accreditation process related activities.
- B.** Except for specific waivers granted by the Commission, agency employees will not knowingly or willingly conduct activities or create conditions that are not in compliance with applicable CALEA standards.

V. PLACEMENT OF THE ACCREDITATION FUNCTION

The Accreditation function is within the Operation Services Division.

VI. ACCREDITATION MANAGER

The Accreditation Manager for the agency will be the Operation Services Sergeant. Duties and responsibilities of the Accreditation Manager include, but are not limited to:

- A.** Acting as liaison to the Commission;
- B.** Remaining thoroughly familiar with accreditation standards, processes, and proposed changes;
- C.** Assessing the impact of new or revised standards on agency directives;
- D.** Conducting accreditation related training and distribution of agency directives;
- E.** Maintaining master and archive files and copies of agency directives;
- F.** Assigning, directing, and coordinating related agency activities to achieve compliance with accreditation standards;
- G.** Maintaining and updating information contained in the accreditation related database and reporting system;
- H.** Ensure that periodic reports, reviews, and other activities mandated by applicable CALEA standards are accomplished. An Administrative Reports List of required reports, reviews and other activities shall be maintained. (CALEA 11.4.3)
- I.** Ensuring the Chief is regularly updated and briefed on accreditation related activities and dynamics;
- J.** Ensuring post-accreditation annual reports are completed and submitted to CALEA.
- K.** Ensuring that all newly hired sworn personnel receive training on accreditation and the accreditation process within thirty days being hired for experienced police officers and within thirty days of graduating the police academy for new recruits. (CALEA 33.5.3.a)
- L.** Ensuring that all newly hired civilian personnel receive training on accreditation and the accreditation process within thirty days of being hired. (CALEA 33.5.3.a)
- M.** The Accreditation Manager shall familiarize all agency personnel with the accreditation process during the self-assessment phase associated with achieving the initial accreditation and each subsequent re-accreditation. This can be done through quarterly newsletter, in-service training or roll-call training. (CALEA 33.5.3.b)

N. Prior to each on-site assessment, the Accreditation Manager shall familiarize all agency personnel with the on-site process. (CALEA 33.5.3.c)

VII. ACCREDITATION MANAGER TRAINING

The role of the accreditation manager is very specialized and requires familiarization with the accreditation process. The position of Accreditation Manager shall receive specialized accreditation manager training within one year of being appointed to the position. (CALEA 33.5.4)