

1.414 ACCREDITATION PROCESS

(11.4.1, 11.4.3, 33.5.3, 33.5.4)

- A. Consistent with the will of the University System of Maryland (USM), the agency has a goal of pursuing, obtaining, and maintaining accreditation through the Commission on Accreditation for Law Enforcement Agencies (CALEA).
 - B. The most recent versions of CALEA's *Standards for Law Enforcement Agencies (Standards Manual)* and *Process and Programs Guide (Process Manual)* are incorporated by reference into the agency's directive system. The contents and performance expectations contained therein are also adopted by the agency as applicable according to the agency's size, function, and mission.
 - C. All agency employees are responsible for efficiently and effectively conducting their assigned or delegated accreditation process activities on a timely basis.
 - D. Consistent with **1.200 Organization**, an employee has been delegated the responsibility of serving as the agency's accreditation manager. The agency is responsible for ensuring that an accreditation manager receives specialized accreditation manager training within one year of being assigned to the position. Duties and responsibilities of the accreditation manager include, but are not limited to:
 1. ENSURING THAT ELECTRONIC COPIES OF THE STANDARDS MANUAL AND PROCESS MANUAL ARE AVAILABLE TO ALL EMPLOYEES WITH PRINTED COPIES OF BOTH PUBLICATIONS DISTRIBUTED AS DIRECTED BY THE CHIEF OR DEPUTY CHIEF;
 2. Managing, facilitating, and assisting with the agency's accreditation program on a day-to-day basis;
 3. Serving as the agency's official liaison to CALEA and any related local area accreditation professional advisory coalitions;
 4. Remaining thoroughly familiar with current accreditation standards, processes, and proposed changes to the system;
 5. Developing and maintaining the required accreditation filing system;
6. Using CALEA approved software to track accreditation related information that includes, but is not limited to:
 - a. The agency's compliance and individual standard status;
 - b. Compliance levels;
 - c. Command approved individual assignments;
 - d. Task reminders;
 - e. Report frequencies;
 - f. Due and completion dates; and
 - g. Annual proof status;
 7. Developing and maintaining the agency's administrative and time sensitive activity reporting system consistent with **1.402 Administrative Reporting System** to ensure that:
 - a. Activities are assigned to specific employees based on their functional and assigned responsibilities; and
 - b. Commanders and their subordinates are informed on a timely basis of their administrative and time sensitive reporting requirements;
 8. Requesting proof of compliance documentation from appropriate parties, ensuring the requests contain:
 - a. Applicable directive and CALEA standard references;
 - b. Descriptions of the requested documents; and
 - c. Response due dates;
 9. Making notifications through the chain of command when accreditation related administrative, time sensitive, or proof of compliance documents are past due, insufficient, or not in compliance with related directives or standards;
 10. Keeping commanders informed on changes to the accreditation program and standards, especially as the changes may affect their individual commands;
 11. Ensuring drafts of new and revised directives are prepared and staffed to attain and maintain compliance with applicable standards;

12. Developing accreditation related training so the agency can ensure employees are familiarized with the accreditation process:
 - a. Within 30 days after employees' initial employment begins or within 30 days after completing their police academy training; and
 - b. During the self-assessment phase associated with the agency's initial accreditation; and
 - c. Before any on-site assessments;
13. Preparing and submitting for approval through the chain of command to the Chief any routine internal reports and/or reports required by CALEA; and
14. Scheduling and facilitating mock and on-site assessments.