CSU CHANNEL ISLANDS POLICE DEPARTMENT

TRAINING BULLETIN #2021-02

CALEA ACCREDITATION PROCESS

Training Objective:
Inform and familiarize all employees with the accreditation purpose and process. Explain:

- Benefits
- Standards
- Process
- Assessments

What is CALEA?
The Commission on Accreditation for Law Enforcement Agencies (CALEA) was created i n 1979 through the combined efforts of the International Association of Chiefs of Police, National Organization of Black Law Enforcement Executives, National Sheriffs Association and the Police Executive Research Forum. Its purpose i s to establish standards of professional excellence for police agencies through a process involving these stages: self-assessment, on-site assessment, final hearing and re-accreditation. An overview of each stage follows.

Accreditation Concept
Accreditation i s a voluntary, internal process by which the department seeks to achieve, objectively verify, and maintain high quality operations through periodic evaluations conducted by an independent, non-governmental body that has established law enforcement standards for police agencies to follow.

What does accreditation mean to the department?

- CALEA Accreditation signifies that the department has met specific law enforcement standards of excellence and operates according to norms established by practitioners in the law enforcement field.
- Accreditation compels the department to adopt and operate within specific guidelines, policies, and procedures that meet internationally accepted practices.

- Accreditation i s a management model and a blueprint for self-improvement, which strengthens accountability within the department and the CSUCI community. The standards upon which CALEA's accreditation programs are based reflect the current thinking and experience of public safety practitioners and researchers.
- CALEA assists the department's pursuit of professional excellence.

Accreditation Benefits

- Requires the department to maintain a comprehensive, well thought out, uniform set of written directives.
- Standards provide necessary reports and analyses the Chief of Police needs to make fact-based, informed decisions.
- Requires a preparedness program be put i n place so the department i s prepared to address natural or man-made unusual occurrences.
- Is a means for developing and improving upon the department's relationship with the community.
- Strengthens our accountability both within the department and community, through a continuum of standards that clearly define authority, performance and responsibilities.
- Can limit the department's liability risk exposure because we are able to demonstrate that internationally recognized standards have been met, as verified by a team of independent, outside CALEA-trained assessors.
- Assists in the pursuit of professional excellence.

Accreditation Standards

- CALEA standards tell what must be accomplished by the department, but generally allow latitude in determining how to achieve compliance with each applicable standard.
- The standards are based on the size of the department.
- There are 181 standards that an agency our size must meet.
- We must prove that our written directives and policies address the standards.
- We must prove that we are following and adhering to our policies and directives.

Standards Areas
- Patrol Operations
- Use of Force
- Officer Health & Safety
- Search and Seizure
- Training
- Criminal Intelligence
- Evidence Management
- Court Security
- Detention Operations and Security
- Employee Performance Management
- Critical Incident Planning & Preparedness
- Records & Accounting

The Accreditation Process
- Self-Assessment
    - The internal, systematic analysis of the department's operations and management to determine i f the agency complies with applicable standards. Accredited agencies are i n a continual state of self-assessment i n order to maintain compliance.
    - Self-assessment has three basic purposes
        - Achieve compliance with applicable standards
        - Establish proofs of compliance with applicable standards
        - Prepare for on-site review by CALEA Assessors
- Remote Assessment
    - Every year near our initial accreditation anniversary date, the department will participate in a remote assessment.
    - A CALEA compliance service member will check to verify that the department has proofs of compliance with the standards in its files.
    - They will also look for proof that the department follows its own policies and procedures.

- On-site Assessment
    - o Every four years, CALEA will conduct an on-site compliance review visit.
    - o Assessors will conduct an objective and comprehensive on-site assessment, verify compliance with applicable standards, and submit a report with recommendations to the Commission regarding MPD's accreditation status.
- Commission Review and Decision
    - o The Commission grants accreditation based upon report and recommendation from Assessors.
- Continuation Self-Assessment
    - o The process i s ongoing, i t never ends. The department will continue to comply with these high standards of law enforcement conduct and practice.
- Yearly Remote Compliance Checks
    - o A CALEA compliance service member "checks-in" each year to ensure the department is in continued compliance.
- Reaccreditation every 4 years
    - o A group of CALEA assessors will return to the campus to conduct an on-site assessment.

Informational Videos

CALEA Video - https://youtu.be/y0HULziFTC4

CHP Video - https://youtu.be/q_FEwhqwHZ4

Accreditation Process **Quick Guide**

The CALEA 5-STEP Accreditation Process

1 Enrollment

2 Self-Assessment

3 Assessment

4 Award

5 Reaccreditation

We believe it's important for you to know what to expect, so we've put together this Quick Guide to provide an overview of the process. For a detailed description, please refer to the CALEA Guide to Successful Accreditation Management provided through PowerDMS™.

We suggest that your agency start by contacting the assigned Regional Program Manager (RPM) to discuss enrollment. Before enrolling, we recommend:

- Conversing with governing bodies and leadership for support and identifying financial or organizational issues
- Reviewing the agency's strengths, weaknesses, opportunities and threats (SWOT analysis)
- Planning for initial accreditation fees and continued financial support

Enrollment is your first step, and it's a simple one

- Contact RPM
- Access the enrollment section on the CALEA website to download forms
- Sign all enrollment forms and email to CALEA Staff

You'll have either 36 or 24 months to complete this step

- Develop relationship with RPM
- Create, modify written directive system
- Ensure practice and policy are working in concert
- Attend CALEA Conferences for accreditation PowerDMS™ training
- Identify key stakeholders
- Join an Accreditation Support Network
- Monitor standards for updates
- Generate proofs and include in accreditation files to verify compliance with standards
- Conduct initial informal review
- Contact RPM to schedule assessment

During this step, you'll prepare for a site-based assessment

- Coordinate with CALEA staff to prepare and submit agency information and assessment documentation
- Participate in remote web-based assessment of accreditation documentation
- Participate in site-based assessment
- Review assessment report provided to agency

If compliance requirements are achieved, the Commission awards accreditation

- Attend the Commission Review Committee Hearing and Awards Banquet at the next CALEA Conference
- Transition to the reaccreditation model
- Promote achievement to the community

Reaccreditation is an ongoing quality performance review of the agency

- Maintain agency information & statistical tables
- Participate in annual web-based assessment

Also in the fourth year:

- Participate in site-based assessment

CONTINUOUS MAINTENANCE OF ACCREDITATION PROCESS

CALEA®
THE GOLD STANDARD IN PUBLIC SAFETY

REACCREDITATION
the four-year review cycle

YEAR 1
· Status Report #1
· Update agency information and statistical tables
· Web-based assessment

YEAR 2
· Status Report #2
· Update agency information and statistical tables
· Web-based assessment

YEAR 3
· Status Report #3
· Update agency information and statistical tables
· Web-based assessment

YEAR 4
· Update agency information and statistical tables
· Web-based assessment
· Site-based assessment
· Commission Review

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