

1.424 ACCREDITATION PROCESS

- A. The agency is an active, contractual participant in the international accreditation process through the Commission on Accreditation for Law Enforcement Agencies, Inc.
- B. The *Standards for Law Enforcement Agencies* is the cornerstone publication for 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:
 - a. In the Office of the Chief;
 - b. Through the Accreditation Manager; and
 - c. On-line in the SHARED drive\CALEA.
- C. All agency employees are responsible for efficiently and effectively conducting their assigned or delegated accreditation process related activities.
- D. Excepting 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.
- E. The chief will appoint an accreditation manager for the agency. Duties and responsibilities of the accreditation manager include, but are not limited to:
 1. Acting as liaison to the Commission;
 2. Remaining thoroughly familiar with accreditation standards, processes, and proposed changes;
 3. Assessing the impact of new or revised standards on agency directives;
 4. Conducting accreditation related training for agency personnel;
 5. Directing and coordinating the revision and distribution of agency directives;
 6. Maintaining master and archive files and copies of agency directives;
 7. Assigning, directing, and coordinating related agency activities to achieve compliance with accreditation standards;
 8. Maintaining and updating information contained in the accreditation related database and reporting system;
 9. Ensuring the chief is regularly updated and briefed on accreditation related activities and dynamics; and
 10. Ensuring post-accreditation annual reports are completed and submitted to CALEA.