Arizona Association of Chiefs of Police

Accreditation Process Manual

INTRODUCTION AND ACKNOWLEDGEMENT

Accreditation is a progressive and time-proven method of assisting law enforcement agencies in measuring and improving their overall performance. The foundation of Accreditation lies in the adoption of standards containing a clear statement of professional objectives. Participating agencies conduct a thorough self-analysis to determine how existing operations can be adapted to meet these objectives. When the procedures are in place, a team of trained assessors verifies that applicable standards have been successfully implemented.

Accreditation status represents a significant professional achievement. Accreditation acknowledges the implementation of policies and procedures that are conceptually sound and operationally effective.

The Arizona Association of Chiefs of Police (AACOP) Arizona Law Enforcement Accreditation Program (ALEAP) is intended to provide law enforcement agencies in the state with an avenue for demonstrating that they meet commonly accepted best practices and industry standards for efficient, effective, productive and quality operations. It is recognized that the standards included in this program do not reflect the maximum amount that can be done by an agency in any one area. They also are not minimum standards.

Law enforcement executives who choose to have their agencies accredited under this program will have examined all aspects of their operations. They will have made conscious decisions about policies and procedures that fit the law enforcement requirements of their jurisdictions and will have implemented those policies and trained employees in their use.

Accreditation does not reflect that one law enforcement agency provides better law enforcement services to its community than that of a non-accredited agency. What it does reflect is that the accredited agency was carefully measured against an established set of standards and has met or exceeded accepted practices in law enforcement.

The attitudes, training and actions of personnel of Arizona's law enforcement agencies best reflect compliance with the standards contained in this program. Policies and procedures based on Accreditation will not ensure a crime-free environment for citizens, nor will it ensure an absence of litigation against law enforcement agencies and executives. However, effective and comprehensive leadership through professionally based policy development is directly influenced by a law enforcement program that is comprehensive, obtainable and based on standards that reflect professional service delivery.

The Arizona Law Enforcement Accreditation Commission (ALEAC) would like to acknowledge and thank the members of the AACOP working group, who by their tireless and extraordinary efforts, developed the standards to be used to establish Best Practices for law enforcement agencies across the State of Arizona.

AACOP Working Group Members:

Karen Ashley – Chief, Investigations Division, Maricopa County Attorney's Office
Karl Auerbach – Chief of Police, Salt River Pima – Maricopa Indian Community AZ
Terry Azbill – Arizona Department of Economic Security
John Bennett – Chief of Police (ret.), Paradise Valley AZ
Dan Brown – Chief of Police, Winslow AZ
Robert DeVries – Chief of Police, Kingman AZ
Dan Doyle – Chief of Police, Lake Havasu AZ
Mark Perkovich – Compliance Manager, Arizona POST
Terry Rozema – Chief of Police, Marana AZ
Brian Seastone – Chief of Police, University of Arizona
Jan Strauss – Executive Director (ret), Arizona Association of Chiefs of Police
Pete Wingert – Chief of Police, Paradise Valley AZ

Limitation of Liability

The Arizona Association of Chiefs of Police (AACOP) makes no warranty, expressed or implied, for the benefit of any person or entity with regard to any aspect of the accreditation standards included herein. These standards were developed by professional law enforcement officials and practitioners and adopted for sole use by AACOP for the exclusive purpose of providing Arizona law enforcement agencies with the industry recognized "Best Practices" of professional law enforcement and as a basis of determining compliance with these practices as part of the Arizona Law Enforcement Accreditation Program (ALEAP). There are no third-party beneficiaries, either expressed or implied. These standards shall in no way be construed to be an individual act of any member, director, employee, agent, individual or other legal entity associated with AACOP or otherwise construed so as to create any personal liability of any member, director, employee, agent, individual or legal entity associated with AACOP.

For more information, please contact:
Kevin E. Rhea - ALEAP Program Manager
Arizona Association of Chiefs of Police
75 E. Civic Center Drive, Gilbert, AZ 85296
Office: 480.635.7758   Cell: 248.444.2921
Email: kevin.rhea@AZChiefsofpolice.org

HOW TO USE THIS MANUAL

This manual has been designed to guide agencies through the process of accreditation. While this manual may offer specific instructions and suggestions, how an agency accomplishes the end result – standards compliance – is up to each individual agency.

The first two chapters are a review of the initial steps necessary to implement the program, including the accreditation application, notification of personnel, and file organization. The next chapter addresses the heart of the process – standards compliance – from identification to recording compliance. From there, the manual focuses on the on-site assessment by preparing the agency for a mock assessment to test readiness, and then goes on to explain the official on-site assessment process. Finally, a chapter is included on maintaining accreditation status.

The members of the ALEAC and the AACOP staff have worked diligently to create a useful, easy-to follow plan to encourage each agency to successfully achieve accreditation.

We wish you the greatest success!

CHAPTER 1
INITIAL STEPS

Eligibility

All AACOP member general law enforcement agencies having a primary responsibility for enforcement of criminal and traffic laws are eligible for Accreditation. The AACOP Executive Board will resolve questions of eligibility.

The Accreditation Process entails four phases beginning with the initial application to the final review and decision for award of Accreditation. These include the Application Phase, Self-Assessment Phase, On-Site Assessment and Decision Phase.

Decision by CEO

The Chief of Police or the agency's Chief Executive Officer makes the decision to pursue accredited status.

Designate an Accreditation Manager

The Chief or the agency's Chief Executive Officer (CEO) may decide to proceed with the accreditation process for several reasons. It is important that the CEO is aware of the complexity of the process and is willing to be supportive of the agency's Accreditation Manager (AM). Without the CEO making it clear to all members of the organization that accreditation is a priority, it will be extremely difficult for the AM to get the job done. The CEO should review all of the program materials, prepare for routine update meetings with the Accreditation Manager and consider the space and time commitments necessary to become accredited.

The CEO should designate an AM considering several factors when making this choice:

- Has an interest in doing the job
- Is computer literate
- Is organized and efficient in his/her present job tasks
- Is capable of writing clearly and concisely
- Is capable of formulating drafts of agency policy statements
- Is capable of dealing effectively with all levels of agency management
- Is willing to work the long hours that accreditation activities demand
- Is innovative and open-minded to implementing change

Expect Agency Change

Let there be no doubt, accreditation **_WILL_** change your agency. The AM is a key change agent. The CEO should also be aware that accreditation is a process in which the entire agency participates. The CEO and command staff will need to participate in the process regularly.

Accreditation Manager Training

The newly appointed AM should receive training or technical assistance by the ALEAP Program Manager. Formal training classes will be offered statewide on a regular basis. To prepare, it is recommended that the AM review and study the materials provided. The ALEAP Program Manager is available by phone and email to answer any questions as they arise. A presentation by the ALEAP Program Manager will be available to agency command staff and other personnel if requested. This presentation is a great way to clearly present the program details and allow an opportunity for questions to be addressed.

Formal Application for Accreditation

Accreditation forms are available on the AACOP website at www.azchiefsofpolice.org. Agencies must complete and submit the application, along with the total accreditation fee, to the AACOP office. The date an agency is granted Accreditation will be hereinafter referred to as the "Accreditation Date". Each agency who successfully completes the process will be granted accreditation for a period of four years.

Accreditation Timelines

Departments will have up to two years to complete self-analysis and be awarded their initial accredited status. While the actual date of accreditation will be in January or September, for administrative purposes the Commission will use the first day of the following month as the department's accreditation anniversary date (February 1, and October 1).

Accreditation Fees

The accreditation fees are based on the number of full-time sworn law enforcement personnel employed by the agency at the time of application. The total application fee is due upon submission of the initial application and covers the self-assessment phase until the agency is granted or denied accreditation (up to 24 months). This begins the first cycle of accreditation. The agency will then be invoiced for their annual renewal fee on their anniversary date.

The following fee schedule will apply to agencies seeking accreditation.

AACOP Members:

Tier 1
1-25 Sworn Personnel $250.00 Application fee
                                                         $125.00 Annual Renewal

Tier 2
26-100 Sworn Personnel $500.00 Application Fee
                                                         $250.00 Annual Renewal

Tier 3
101+ Sworn Personnel $1,000.00 Application Fee
                                                         $ 500.00 Annual Renewal

Expenses for the on-site assessment team will be paid by the applying agency on an actual cost basis.

Continuation Fee

Once the agency obtains its initial accreditation award, the Accreditation Renewal Fee will be paid annually on or before the Accreditation Anniversary Date.

Notify Personnel of Intent

A memo or formal order to the agency's staff from the CEO is a 'must do' step in the initial accreditation process. The CEO should advise all agency personnel what accreditation means to the agency, generate enthusiasm for the process and advise of the steps needed to complete the process. In addition, the AM's authority when dealing with accreditation issues and timelines should be addressed and supported.

Schedule Briefings for All Staff

Regularly scheduled briefings for officers and clerical staff should be held to discuss the progress toward accreditation status.

Designate Clerical Staff

Accreditation is information intensive. The heart of the process lies in the creation and dissemination of agency policy. The level of clerical support for the AM is dependent on his/her clerical and organizational abilities and the resources available within the agency. Ultimately, the AM will determine the level of support needed during the process.

Periodic Staff Updates

The AM will serve as an information liaison and coordinate with the CEO to hold regular briefings on accreditation activities. The CEO may want to schedule time at regular command staff meetings for the AM to bring personnel up to date on the progress and address problem areas. Agencies may find it useful to use the staff briefings to formalize the process of assigning agency command staff policy review areas and other duties designed to assist the AM.

Note

The AM should make every effort to contact and consult with other accredited agencies. The information gathered will prove invaluable.

CHAPTER 2
ORGANIZATION

Well-organized supporting documents will be advantageous to the AM, as well as the Assessment Team when they come to conduct the on-site assessment. Accreditation managers should be provided with a dedicated workspace, a computer and supplies to create an efficient filing system (e.g., cabinet, computer access, folders, banker's boxes, plastic tubs, etc.).

Folder Organization

In order to facilitate the assessment process, files should be set up in a consistent manner. Each folder should be labeled with the standard number on a tab. The Standard Report (SR) should be the first document in the file followed by a second page with documents needed to satisfy the actual standard. This SR serves as the table of contents for the file and a mechanism for the assessor to acknowledge compliance. Further documentation should then be filed in the order listed on the SR.

If there are bulleted items in the standard, these items should be separated by a page titled with the bullet letter. This 'bullet page' can be of any weight paper, but index card stock is preferred as the thicker page facilitates the assessor's review.

You must be consistent with the highlighting method when highlighting text on either a written directive or supporting documentation. If you decide to use yellow highlighters, all files should be highlighted with yellow. Don't mix colors.

Helpful tips from others who have completed this process include:

Place the standard number for every proof of compliance at a consistent location on all items. This will help identify loose paper in the event a pile of folders is accidentally knocked to the floor. It will also speed the AM's filing process.

Be creative when necessary. Compliance is demonstrated not only in written materials, but also by electronically recorded materials, photographs, interviews and demonstrations.

Do not staple written directives. Assessors may need to separate specific pages to facilitate their review.

Written documentation may be stapled or paper clipped, but do so sensibly. The stapled documents should be such that it facilitates the assessor's review (e.g., a two-page incident/investigation report should stay together). Do not staple or paperclip the entire contents of a folder to each other.

CHAPTER 3
THE STANDARDS

The standards used in this program were adopted by the membership of the Arizona Association of Chiefs of Police (AACOP). The program contains standards from other law enforcement accreditation programs. The accreditation committee put the standards in final form and submitted them to the AACOP Executive Board for final approval.

A set of standards and any revisions are available to all departments upon request.

The Standards adopted by the AACOP will serve as a blueprint for developing agency policy and written directives. However, the Standards are not the only resources the agency should explore. Arizona law enforcement agencies have an excellent reputation for sharing information, especially in the area of policy development. Law enforcement agencies that have a long-term commitment to accreditation efforts can serve as a tremendous resource for those departments just starting the process. New AM's seeking advice should feel free to contact other agencies involved in the process or the ALEAP Program Manager.

The Standards for the Law Enforcement Accreditation Program reflect the best professional practices in each area of police management, administration, operations and support services. The Standards prescribe what agencies should be doing, but not how they should be doing it. The decision of "how" is left up to agency and the CEO.

All written directives and practices developed for the program standards must be developed in conformance with applicable Arizona law and regulations. The standards, as well as, other potential additions to the program, will be under constant review and consideration by the ALEAC.

As new standards or revisions to existing standards become necessary, they will be submitted to the AACOP Arizona Law Enforcement Accreditation Program (ALEAP) Commission for recommendation. Revisions of standards recommended by the Commission will first be approved by the AACOP Executive Board and then submitted to the general membership for approval at the next regularly scheduled general membership meeting. Only standards approved by the general membership will be incorporated into the Accreditation Program.

NOTE: All standards in the Arizona Law Enforcement Accreditation Program (ALEAP) are mandatory for all agencies seeking accreditation unless specifically waived.

Standard Organization

The standards consist of two parts, the standard statement (including sub-standards, identified as "bullet points") and a clarification statement.

Clarification Statement

Following select standard statements is a narrative clarification statement. These statements are developed to more fully define the intent of the particular standard. However, ***the clarification statements are not binding for assessment purposes***. You are only required to comply with the standard statement.

Multiple Components Within A Standard

The standard statement may contain more than one requirement. Each component within a standard will require proof of compliance.

Standards Not Applicable to Agency

Some standards may not apply to your agency if you do not offer a service or function required in a standard. The standard will be considered "Not Applicable" and will be marked N/A. For example, if your agency does not utilize reserve police officers, your agency would simply complete the appropriate N/A text on the Standard Report for that standard. You still need to create a folder and insert the completed Standard Report. There must be narrative contained on the SR stating why the standard is not applicable. The ALEAP Program Manager must approve ALL N/A folders. As stated above, a request to approve N/A status for a standard or bullet must be made to the ALEAP Program Manager in writing on official agency letterhead signed by the CEO.

When certain bullet sections aren't applicable to the agency, follow the procedures concerning conditional bulleted sections in the previous section.

Waiver from Standard Compliance

Agencies applying for Accreditation may apply to the ALEAP Program Manager for a waiver of an individual standard or standards. Waivers will be granted or denied on a case-by-case basis. Waivers will generally be granted because the function covered is not within the agency's area of responsibility. Waivers, however, will not be granted for economic reasons or the agency's inability to fund or permit a required change. The Accreditation Manager will advise the agency whether the waiver(s) is granted prior to the initiation of on-site assessment activities.

CHAPTER 4
MANAGING, CONTROLLING AND PROVING COMPLIANCE WITH STANDARDS

Create and Implement a Tracking System

The AM will need to create a tracking system that will provide quick reference to the status of each folder. Some AMs use a large white board, while others use a spreadsheet. Whichever system is selected should be convenient and easy to use. A status board makes it easy for the CEO and other interested parties to visualize the agency's progress.

Self-Assessment

The self-assessment should begin as an exercise in comparison. Once the filing system is organized, the AM can compare current agency policy to the standards to determine which standards the agency already complies with and which standards will require new written directives.

As the AM compares what must be addressed for accreditation purposes, he/she will probably find that some policy changes may be necessary. One of the biggest mistakes committed by new AMs is rushing the job. There is a generous two-year time limitation to complete the accreditation process. The AM may want to address high liability areas first in order to get any necessary changes in agency policy completed as quickly as possible. Property and evidence control, arrest procedures, etc., are examples of some of these high liability areas.

Cross-Compliance and Reference

When comparing agency written directives to the standards, the AM will need to be mindful of cross compliance and the possibility of impact on multiple standards. For example, there may be a separate written directive that addresses some of the requirements of the standard. If so, the AM will need the separate written directive in the compliance folder or may opt to submit a draft combining the two written directives.

Compile Supportive Documentation and Proofs

There are several ways available to prove compliance with a standard. Accreditation Managers are not bound by conventional wisdom when it comes to proving compliance with the standards. It is not uncommon to use more than one of the categories to show compliance to a standard or bullet. The SR designates four types of compliance as written directive, supporting documentation, interviews, and observation:

- Written Directive – Is any written document used to guide the performance or conduct of agency employees? This term includes policies, procedures, rules and

regulations, general orders, special orders, memoranda or any other written means described by the agency in their policy defining what "written directive" is.

- Supporting Documentation – Examples of supporting documents to the standards or Written Directives might include, but are not limited to: memos, emails, videos, log sheets, agency forms, photographs, training rosters, evidence bags or any number of items. The key element in this category is that the supporting documents show, demonstrate, or describe the actions the agency took or did to demonstrate compliance with the pertinent written directive.

- Interviews – Interviews will be conducted by the assessment team. The AM may want to list individuals on the SR who are most knowledgeable about the agency action in a specific area. For example, the Director of Personnel for the jurisdiction may be listed as a potential interview to prove compliance with certain personnel standards. The Dispatcher Supervisor may be listed as the best source of information on dispatch and communication responsibilities during pursuits. Listing the names of individuals does not guarantee that the assessment team will interview the person. However, if the team does choose to interview the suggested person(s), the AM has already supplied them with the name of the interviewee. This facilitates the assessment process.

- Observation – This is the final category on the SR. This type of proof is the easiest for the assessor and probably the least utilized. There are several standards where simply observing the action or a piece of equipment is proof that the agency is in compliance with the standard. Standards addressing alternate sources of power for communications equipment or modified prisoner compartments are examples of observation compliance. Accreditation Managers should also be aware that the best assessors do not settle for a single proof of compliance unless it is overwhelming in nature. The wise AM will provide proofs in at least two categories, and in some cases, all four categories. The more ways an AM can show compliance, the better.

Train Agency Personnel in Policy Changes

Whenever appropriate, the AM should utilize the accreditation update briefings to convey changes to policies that affect the agency. The AM may want to have other agency personnel present the changes (including the CEO or other high-ranking officer) or may simply coordinate with shift commanders. The important point is that agency personnel know about a newly adopted policy as soon as possible. Any new policy should include a training component for those it affects and the AM should remember that the assessment team might want to interview agency rank and file on the particular issue addressed.

CHAPTER 5
MOCK ASSESSMENT

Objective and Benefit

When the agency has completed the self-assessment phase, the AM should arrange for a simulated assessment conducted by a mock assessment team. This assessment can be described as a practice assessment, which is not required, but recommended. A more comprehensive mock assessment, if conducted properly, can be a valuable strategy in preparation for the actual on-site assessment.

It is beneficial for the AM to observe or participate in the mock assessments of other agencies going through the process. Peers will often assist agencies in obtaining accredited status by participating in this important simulated mock review. It is an effective way to assist his/her own agency, as well as the agency being assessed. Whenever possible, AMs should take advantage of participating in this opportunity.

The mock team will review folders and make suggestions for areas of improvement. The entire mock team format is designed to identify discrepancies prior to the actual on-site assessment. The mock team may make suggestions regarding compliance and format in their final report to the agency. The Commission does not consider mock team findings when determining accredited status -- the mock assessment is for the benefit of the agency only.

The AM should review the mock team's findings and evaluate the relevance of each item and what modifications may need to be implemented to improve the agency's actual on-site assessment. It may be beneficial to contact other AMs and/or assessors prior to making any changes suggested by the mock team. A second mock assessment may be in order if substantial recommendations were made by the mock assessment team. The agency has the option of accepting or not accepting any of the mock team's recommendations.

The ultimate purpose of the mock assessment is to provide the AM with an opportunity to evaluate and correct any compliance issues.

Preparation

The AM is responsible for organizing and making arrangements for the mock assessment team, including items to be reviewed and the scheduling of time. The AM should conduct a thorough review of all of the documentation to be examined by the mock assessment team.

All costs for a mock assessment are the responsibility of the agency, although colleagues may be willing to participate in the mock assessment for little or no cost.

CHAPTER 6
THE ON-SITE ASSESSMENT

Details on the site assessment are worked out with the requesting agency. Once full payment has been received, the ALEAP Program Manager will schedule the assessment visit.

Contact the ALEAP Program Manager when you are prepared for the on-site assessment to arrange dates. The ALEAP Program Manager will need a minimum of six weeks to arrange for a team. Remember, the assessor must make personal and professional arrangements in order to come to your agency. The ALEAP Program Manager will provide an Assessment Visit Schedule.

Assessor Selection List

The ALEAP Program Manager selects the members of the assessment team, possible alternates and advises them of the date for the proposed on-site assessment. When availability is confirmed, names of the potential assessors are made available to the requesting agency. The agency has the opportunity to object to any assessor for cause. The agency and the ALEAP Program Manager will work out the details.

Time Schedule

On-site assessments typically take two days to complete. You can expect to follow this schedule for the on-site assessment:

- Day One – File review, agency tour, ride along, and interviews.

- Day Two – Public call in session, further file reviews, interviews, ride along, exit interviews with the CEO and the AM.

Some scheduled items on the agenda may be adjusted depending on the needs of the host agency and/or the assessment team with prior approval by the ALEAP Program Manager.

On-Site Assessment Protocol

The ALEAP Accreditation Manager will establish a mutually agreeable date for the site visitation by the Accreditation team. The Accreditation team will conduct the assessment, based on information included in the standards verification binders or files previously submitted for review. The Accreditation Manager shall be responsible for ensuring that necessary travel and lodging arrangements are made for the team members either independently or with the assistance of the requesting agency. The applicant agency is responsible for lodging and per diem for the Accreditation team. The applicant agency will not incur any costs related to wages or salary of the Accreditation team.

The on-site assessment is a crucial stage of the accreditation process and the agency's preparation for the team of assessors is essential to its success. The following list does not represent all of the preparations the AM may arrange but is fairly comprehensive.

- Make a personal phone call to the assessment team after receiving notification from the ALEAP Program Manager.

- Determine whether the assessment team needs hotel rooms (one room per assessor); make arrangements to house the assessors. The cost of lodging the assessors will be paid by the agency seeking accreditation.

- The AM will advise the ALEAP Program Manager of lodging arrangements.

- The AM should seek lodging that offers a government rate.

- The AM should check with team members for special considerations such as floor preferences or handicapped access.

- Lodging should be reasonably near the agency headquarters.

- The AM will make any hotel accommodations well in advance of the arrival date and recheck the status of the reservations a minimum of two days prior to arrival.

- The AM will arrange with the hotel management for rooms away from main traffic corridors and in an area of the hotel away from distractions, if possible.

- The AM will make the hotel manager aware of the importance of the team.

- Send an information packet to each assessment team member containing a letter of welcome from the CEO, a map or directions to the hotel (if necessary), pertinent phone numbers (including the AM's cell phone number), a proposed itinerary, and information on the agency such as (limit each item to one page):

  o CEO's professional biography
  o Accreditation Manager's professional biography
  o History of the agency
  o History of the political subdivision (city, town, village, township, etc.)
  o Copy of the pre-approved public notice and press release

Public Call-In Session

The agency is required to provide a telephone number for the use of the public to make comments to the assessors about the agency and/or the agency's accreditation efforts. The telephone call-in session must be advertised to the public prior to the arrival of the assessment team.

The public call-in session will take place the second day and may not be changed since it is advertised in the public notice and press release. The telephone number should be a direct line to the location where the team will be conducting their assessment.

Agency Tour

The agency tour provides the assessment team with an opportunity to observe many proofs of compliance. The assessment team will have an opportunity to interview agency employees while they are working. Agency tours should be conducted early in the assessment. Agencies should provide the assessment team with a list of those standards where compliance can be noted on the agency tour. The agency tour should include areas such as:

- Temporary detention areas
- Processing (booking) areas
- Communications (dispatch)
- Property and evidence repositories
- Agency vehicles
- Armory and weapons storage areas
- Interview and interrogation rooms

Assessment Team Work Area

The assessment team work area is a critical consideration. The area should be free of extraneous noise and distractions. The accreditation files should be easily accessible and all agency procedure or operational manuals (or electronic equivalent) available. Access to electrical outlets is a must! A telephone should also be available. The table should be large enough to accommodate both assessors with adequate space to arrange the files in a logical order for review. A conference table or several smaller tables combined into one larger table is preferred.

Assessment Team Leader

The Team Leader will be the contact person for the assessment team. The Team Leader shall moderate all discussions regarding compliance issues. The AM is expected to be available to discuss issues anytime the team is working. More than one assessor may need information at any given time, so availability to assist the AM should be arranged ahead of time.

Agency Access

Members of the assessment team may want to attend shift change, ride along with officers and/or interview members of the agency. This means the entire agency should be prepared for these possibilities. The AM should arrange to attend shift change prior to the assessment and brief the department members on who is coming and what to expect.

Exit Interview

The assessment team will conduct an exit interview with the CEO and AM prior to departure. The CEO may invite additional personnel, if desired. At this meeting, the agency will be advised of the final recommendation the team will make to the ALEAP. If the team finds the agency in compliance with all applicable standards, the team leader will inform the CEO that the agency will be recommended for accredited status. If the agency failed to comply with any standards during the on-site visit, the agency may be granted additional time to bring the standard into compliance and provide proofs. The additional time may be permitted by the Team Leader, with the approval of the ALEAP Program Manager.

Final Report

If the agency is found to be in compliance with all standards, the ALEAP Program Manager will so advise the agency and submit a recommendation of Accreditation to the ALEAP Commission.

If, during the on-site assessment, agency is found not to be in compliance with a standard(s), the agency is so advised by the Accreditation Manager. The Accreditation Manager may suggest that the agency offer additional proofs of compliance or grant an extension of up to 90 days to gain compliance. The Accreditation Manager will then submit a recommendation to the ALEAP Commission at the time of compliance or expiration of the extension.

The Final Report will be completed by the Team Leader with the help of the other Assessor. The Final Report will contain all the relevant information on the on-site assessment process. A template will be provided to the Team Leader. The Final Report will then be forwarded to the ALEAP Program Manager for review before being sent to the Commissioners assigned to the ALEAP Hearing.

Upon receipt of the Accreditation Manager's recommendation, the ALEAP Commission will forward their recommendations to the AACOP Executive Board for review and decision.

Disputed compliance issues must be addressed by the ALEAP Program Manager. The ALEAP Program Manager may request to present an agency's case to the ALEAC. In some cases, the AM and CEO may be asked to appear at the next scheduled hearing and present their interpretation of the issue. The ALEAC members will rule on the disputed matter and if this issue is the deciding factor as to total compliance, will either grant or deny accredited status at this time.

EXTENSIONS

On occasion, agencies have sought an extension of time beyond the 24-month limit prior to the initial on-site assessment. An agency may be granted up to two (2) six-month extensions; no further extensions are permitted.

To receive the first extension, the CEO of the agency must submit a letter to the ALEAP requesting the extension. The ALEAP Program Manager can approve the initial six-month extension.

To receive the second extension, the CEO of the agency must submit a second letter to the ALEAP requesting the additional extension. Only the ALEAP can approve the second and final extension. All applicable program fees must be paid in full prior to approval of the second extension. If the agency fails to become accredited during the second extension, they can reapply for a fee of $500.00. This will give the agency a new one-year self-assessment period.

Failure to apply for or complete this reapplication extension will mean all program fees are forfeited and the agency must make a new initial application.

ALEAP HEARING

The ALEAP Program Manager will advise the agency of the date and time of the next ALEAP hearing. The ALEAP hearing is a public forum. The CEO and AM will be invited to appear to hear the final report delivered by three members of the ALEAP with one being the Chairperson. It is normal for the CEO and AM to be present whenever possible to allow them to have an opportunity to speak on the accreditation program in general and the assessment in particular. ALEAP members will have questions for the agency representatives regarding particular phases of the process and any troublesome areas the agency experienced. This open forum is highlighted by the vote on accredited status.

The AACOP Executive Board will review the ALEAP Commission recommendation. Based upon their review, a decision to award Accreditation will be made.

The Accreditation Manager notifies the agency of the Board's decision. If Accreditation is approved, the agency is advised to arrange for the time and location when the award can be presented.

Formal Accreditation will be conferred on the agency during the AACOP Annual January meeting and Executive Board installation. An appropriate presentation ceremony may also be arranged in a desired location in the agency's jurisdiction.

CHAPTER 7
ACCREDITATION ACHIEVED

You have done it – congratulations! Now enjoy the benefits.

Post Assessment Accredited status is granted for four (4) years beginning from the time of the formal award voted on at the ALEAC hearing. The agency should never be without an AM as file maintenance is an ongoing process. The AM should plan on reviewing each file on a regular basis and constantly be watching for proofs of compliance that can be used in three years for the re-accreditation assessment. This will help to ensure that all new policies and procedures adopted by the agency are in compliance with the applicable accreditation standards.

In the fourth year, the agency must arrange for an on-site team visit using the same guidelines as the original assessment. The re-accreditation on-site assessment should be conducted prior to your agency's accreditation anniversary date.

The ALEAP recognizes that agency workload may hinder efforts to complete the subsequent on-site assessment prior to the anniversary date. The reaccreditation on-site assessment must be completed no later than thirty (30) days following your anniversary date. If you fail to complete this assessment within the time period, the agency will lose its accreditation status. Contact the ALEAP Program Manager to set up your re-accreditation on-site assessment.

Accredited Agency Logo

The ALEAP Program Manager will provide the AM with copies of the official ALEAP Accredited Agency Logo. This logo may be displayed on agency vehicles, letterhead, web pages or any other official manner for as long as the agency maintains their accreditation status.

Certificate Presentation

The AM should contact ALEAP Program Manager to arrange for a date, time and place of the presentation of the agency's accreditation certificate.

Annual Reports

The ALEAP requires annual reports on accreditation activities every year. The annual report form is provided to you by the ALEAP Program Manager. The ALEAP Program Manager shall receive the annual report and your Continuation Fee no later than 30 days prior to your accreditation anniversary date.

Reaccreditation

An Accredited agency will remain accredited for a period of four years. The agency will be required to verify that it still meets all applicable standards during the four-year period through an abbreviated inspection at no additional cost to the agency. This inspection or submittal period will be conducted each year after the original award of accreditation. Such inspections will be conducted only after prior notification to the agency. Standards adopted or modified after an agency is accredited must be met prior to the next periodic inspection or reaccreditation, whichever comes first after the initial accreditation.

CHAPER 8
FINAL THOUGHTS

Assistance is available to you from the ALEAP Program Manager and many other law enforcement agencies throughout the State.

As this accreditation program evolves in Arizona, the process will be revised and streamlined to better serve your needs. We want you to succeed in your law enforcement agency accreditation endeavors. Please contact the ALEAP Program Manager with any suggestions you may have on improving the program. CEOs may submit requests to consider a new topic for inclusion as a standard. Such requests shall be submitted in writing to the Program Manager who will forward it to the ALEAC Standard Review Committee (SRC) with justification for the topic to be considered as a required standard.

Accredited status represents a significant professional achievement. The Arizona Law Enforcement Accreditation Commission and the Arizona Association of Chiefs of Police congratulate you for making the commitment to excellence and advancing the quality of policing in your agency, in your community and in the State of Arizona.