

Assessor Manual

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ASSESSMENT PROCEDURES

On Site Assessment

The assessment process for any professional accreditation program involves an evaluation of a prescribed collection of acknowledged standards against the performance of the organization being evaluated. If the agency being assessed meets or exceeds the established professional standards, the institution will receive accredited status from the awarding association. The Pennsylvania Law Enforcement Accreditation Commission has established an array of professional standards for police agencies that have been determined to be necessary for professional performance resulting in the awarding of accredited status by the Pennsylvania Chiefs of Police Association. Law enforcement agencies that succeed in receiving accreditation through the Pennsylvania Law Enforcement Accreditation Program will be acknowledged as professionally competent agencies.

The Pennsylvania accreditation program relies upon compliance verification that is established when a team of Accreditation Assessors visit and evaluate an agency using specific accreditation standards as the norm for that determination. Their compliance assessment will provide the basis for the recommendation to the Commission to grant accredited status to the department.

Certified Accreditation Assessors have the responsibility of determining whether or not an agency has demonstrated compliance with all elements of the program standards. Although assessors should refer to the Standards Manual and Administrative Manual for guidance, assessors will have to be flexible in their evaluations during the verification process. *(See Appendage A - Assessment Protocol)*

File Set Up

In order to streamline the assessment process, Accreditation Managers are asked to set up their files in a consistent manner. Each folder should be labeled with the standard number and title on the tab. On the inside cover of the folder, the applicable standard

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should be stapled or taped. Documentation should then be filed in the order listed on the Standard Compliance Form (SCF). The Standard Compliance Form should lay loose in the folder and be the first piece of paper in the file.

If there are bulleted items in the standard, these items should be separated by a page titled with the bullet number. If the Accreditation Manager chooses to highlight relevant text within documents, the highlighting method should be consistent throughout all folders.

Each folder should be labeled and have a copy of the applicable standard, Standard Compliance Form, related policy and proof of compliance, filed in that order.

A separate file folder for each accreditation standard must be prepared. An agency has the burden of demonstrating compliance with each standard. The agency must compile proofs sufficient to indicate compliance for every element of each standard. It is very important that the agency adequately prepare the file folders with different examples to verify compliance. This does not mean including 10 examples of the same document, but instead include diverse samples demonstrating compliance. Again, each folder shall include a copy of the standard affixed to the inside left of the folder, a Standard Compliance Form, the written directive relating to the standard and sufficient documentation that demonstrates that the agency is in compliance to that standard.

The Standard Compliance Form enables both the agency and the assessors to quickly determine how compliance is being met. Agency personnel complete that form during the self-assessment phase of the project. The agency identifies specific sources used to establish compliance and then places the corresponding documentation in the file folder. The assessors will use the bottom portion of the form to indicate whether or not the agency has successfully demonstrated compliance.

An agency must confirm compliance with every applicable standard. All of the Pennsylvania Accreditation Standards are considered to be mandatory, unless the standard(s) is not applicable to the agency because of function and/or the Commission issues a "Waiver." More than one method of compliance may be used by an agency Accreditation Manager or assessor to document compliance. An assessor may be able to conclude that the intent of a given standard has been met after reviewing a type of documentation or other method that is not described in the manual. Assessors will have to be creative as well as flexible during the verification process. It is nevertheless essential to remember that the agency always has the burden of proving that the standards are implemented and complied with. Assessors should never feel constrained in asking for additional proofs of compliance when needed.

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Assessors should not be surprised if some agency files are not complete during the initial assessment review. The Accreditation Manager should be asked in such cases to provide any missing documentation as quickly as possible. To help assessors track the status of agency files during the assessment, staff has provided each assessor with a set of worksheets.

Standard Components

Each standard is made up of two basic components. First is the standard statement. Second, in italics, is the standard narrative.

The standard statement is mandatory and must be complied with. You will note that the standard statement dictates what must be done, but not how to do it. It is recognized that there are many ways to accomplish one goal. On this premise, the participating law enforcement agencies of Pennsylvania are encouraged to define for their individual agencies what processes, procedures and directives are most appropriate.

To prove compliance with a standard statement, an agency can implement a directive that contains policy, procedure or a combination of both. A policy is a statement of principle. Also important as a proof is a procedure. A procedure is a step by step instruction demonstrating how to accomplish the policy intent or reach a goal. A procedure should not be confused with a plan. A plan is not a policy or procedure, but a step by step process offering opportunities to vary procedure due to changes in situation.

It should also be recognized that there are several “if” standard statements. An “if” standard is applicable to an agency only if they are accomplishing the specified activity.

The standard narrative must be recognized as a commentary which is advisory, but **NOT** binding. This narrative offers additional information to guide the participating agency in the intent of the standard.

Proofs of Compliance

Agencies can prove compliance with any combination of the following six methods:

Written Directives – These include written information (regulations, rules, policies, procedures, etc.) that is distributed to personnel of the agency from the chief executive

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officer of the agency. The type of directives that infer “If I say ‘DO IT’ then I mean DO IT!” These are documents that have command and control authority over the agency and agency personnel that are issued and signed by the Chief Executive Officer of the department. This category may also include directives signed by other authorized personnel, state laws when the agency directs its personnel to comply and training directives which require compliance.

Written Documentation – These are most other forms of written materials that guide or demonstrate the operation of the department. These may include internal memorandums used to explain or clarify the formal written directives, copies of statutory laws or administrative regulations of Pennsylvania and/or local ordinances, agency news releases, email messages, newspaper articles, completed department reports, lesson plans, copies of minutes from governmental meetings, or any other materials that can be used to demonstrate agency compliance with the Accreditation Standards.

Other Documentation - These include photographs, videotapes, booklets and pamphlets, audio tape recordings, recorded press conferences/public service announcements, public relations materials, or any other documentation that would be useful to verify Standard compliance.

Interviews – Assessors should pose questions to agency personnel who exhibit a particular expertise in relation to a Standard that would apply to their area of responsibility. It is recommended that the agency indicate which standards may be documented through interviews, but the assessors themselves will conduct the necessary interviews. It is the responsibility of the agency to see that the assessors are able to contact these people. The assessors may conduct independent interviews of agency personnel in addition to those suggested by the agency. Interviews should be listed for each standard.

Observations – This method involves the verification of a Standard through direct observation by the assessors examining the Standard(s) for compliance. Assessors often overlook this method of verification, but it may supply the most direct method of proof for some Standards. An example would be viewing the soft body armor in the patrol vehicles which is available to agency personnel as required in Standard 2.1.3.

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Individual Standard Status Reports (ISSR's) – CALEA accredited agencies may submit their ISSR's (equivalent to PA Standard Compliance Form) as proofs. (Proofs must be provided for any time period that is not concurrent with the submitted ISSR's. Additionally, PLEAC assessors may request to see the proofs of compliance indicated on the submitted ISSR's)

Standards Not Applicable by Function or Commission Granted Waivers from Compliance

Participating agencies are expected to show compliance with all of the Pennsylvania accreditation standards. There are nevertheless two situations in which an agency may not have to prove compliance with certain standards. The first exception is when the standard is deemed to be not applicable by function. The second exception is when compliance has been waived by the Accreditation Commission after receiving a written request from an agency for a waiver.

Not Applicable by Function – An agency may declare “not applicable by function” status for standards that involve functions that the agency **NEVER** performs. The following examples illustrate how this situation may arise. Examples:

SECTION 2 - Chapter 4 - TRAFFIC - Traffic Enforcement - Standard 2.4.1 would not apply to a county detective agency that does not have responsibilities for taking traffic law enforcement violations.

or

SECTION 3 - Chapter 1 - CELL AREAS - the entire section (Standards 3.1.1 through 3.1.23) would not apply for accreditation purposes if the law enforcement agency does not have any cells within the agency or under the control of the department.

Waiver from Compliance – A Waiver from Compliance request is a formal process that does not involve decision making by the on-site assessment team. Agencies that cannot comply with a given standard can apply to the Accreditation Commission for a waiver from compliance with a standard(s). The waiver process is explained in the Administrative Manual. Each waiver is reviewed by the Commission on a case by case basis and will be granted only under extraordinary circumstances when approved by a two-thirds vote. If the waiver is granted, the agency will receive a letter from the Accreditation staff confirming that the agency

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is not required to comply with the Standard in question. A waiver is provided only under extraordinary circumstances such as a labor contract prohibition, court order, case law, etc. The waiver approval shall be placed in the applicable file folder for the assessor's review.

Compliance/Non-Compliance Issues and Terms

Compliance - Substantiated by appropriate directives and documentation proofs.

Non-Compliance - Directive and/or documentation proofs do not reveal compliance with the standard.

Attempt to provide the examples of appropriate language if a directive change is required and/or specify the documentation proofs necessary to prove compliance. Be prepared to substantiate your non-compliance decision and be open to suggestions of ways to comply with the standard other than that which you suggest.

Wet Ink Directives - Directives that are so new that proofs are not available to document compliance. Wet ink should not be confused with revised directives that change the language of a directive, but for which there are adequate proofs. Also, agencies seeking initial accreditation may have wet ink standards. These would only be considered non-compliant when previous policy required the activity and no proof of compliance is available or in conjunction with Pennsylvania Legal Mandate Standards. It is the assessor's responsibility to determine whether wet ink standards constitute non-compliance. It is the staff's responsibility to determine the appropriate remedy.

Applied Discretion - The ability of assessors to use their knowledge and experience along with various means and methods, in addition to those presented in the files by the assessed agency, to prove compliance. This may include additional documentation found in other files, observations, interviews or any combination.

File Repairs - Changes, required by assessors, to the submitted files that are done during the on-site to prove standard compliance. This may include additional directives, revised directives or language, and additional documentation.

Determining Non-Compliance and Referring to Staff

1. All assessors must agree that the standard is non-compliant and what is required to bring the standard into compliance.
2. The standard file should be returned to the accreditation manager who should be advised how to repair the file to bring it into compliance, if possible. A reasonable

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amount of time should be given to achieve compliance.

3. If the team and/or agency disagree and concurrence cannot be achieved, the matter must be referred to staff for a final decision.
4. All non-compliant issues must be reported in the final report.

Final Report

The assessment team's final task is the submission of a report to the Accreditation Commission outlining and summarizing all activities conducted during the on-site assessment. The team leader coordinates and personally prepares this report that reflects the entire team's perspective on the ability of the agency to comply with all applicable standards.

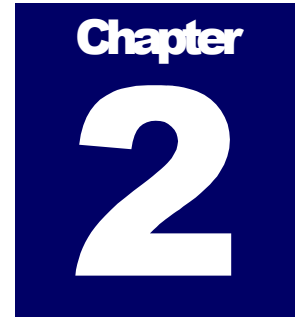
The final report shall be as complete and detailed as possible. It must also accurately reflect the activities and findings of the assessment team. The members of the Accreditation Commission will be relying heavily on the information provided in this report when it makes its decisions to grant or defer accreditation to the law enforcement agency. *(See Appendages B and C)*

The final report should include all the required information. The report format will be provided to the Team Leader. The Accreditation staff will provide background data, but most of the necessary information will come from the on-site assessment itself. The final report should be sent to the PCPA accreditation staff within the predetermined, allotted time in order for the Accreditation Commission to receive a copy of the formal assessment report 30 days before they are to meet, if possible. The staff will also mail a copy of the report to the assessed agency.

Critiques

Both the assessed agency and the assessors may be asked to complete critiques concerning the assessment process. The assessor critique requires feedback from the assessors regarding accreditation staff, fellow assessors, the agency and suggestions to improve the process. The agency will be critiquing the assessors, and the law enforcement accreditation program as a whole.

This feedback will assist the staff and Commission in enhancing the program. Ideas are always welcomed and appreciated.



ASSESSORS

Accreditation Assessors

The Pennsylvania Chiefs of Police Association (PCPA) will contract with experienced law enforcement professionals from throughout Pennsylvania to serve as accreditation assessors for the Pennsylvania Law Enforcement Accreditation Commission. Those assessors will conduct the on-site assessments of those agencies seeking either accreditation or re-accreditation.

The primary responsibility of the assessors is to confirm that the agencies seeking accredited status have successfully implemented all standards. The assessors shall document their findings and make recommendations in order for the Commission to make an informed decision about whether to grant or defer accreditation to the agency surveyed by the assessment team. In essence, the assessors are the “eyes and ears” of the Pennsylvania Law Enforcement Accreditation Commission while they are performing the assessment evaluations of the agencies. Those assessors, while performing their responsibilities, are contract employees of the Pennsylvania Chiefs of Police Association.

Accreditation Assessors are charged with verifying that participating agencies have successfully implemented all applicable standards prior to being awarded accredited status. It is essential that the individuals selected to serve as assessors are qualified to do so. Therefore, the Commission has established an Assessment Committee with the responsibility to review all of the submitted assessor applications.

Assessor Training Requirements

Assessors shall be required to attend a one-day training course before their first assignment. Thereafter, a refresher-training course shall be required for all assessors every 24 months. Assessors are responsible for maintaining their active status and notifying accreditation staff of their need to attend a refresher-training course. In

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addition, assessors shall notify staff of changes such as address, phone, employment status, etc.

In addition to their on-site assessment tasks, assessors have a responsibility to the members of the Pennsylvania law enforcement profession. The certified assessors are expected to exemplify the highest levels of professionalism at all times while performing their assessor responsibilities by remaining objective and impartial. The professional demeanor and appearance of the assessors are necessary while performing their on-site responsibilities. Business attire is the appropriate dress for all agency assessments.

The performance of the Pennsylvania Law Enforcement Accreditation Commission certified accreditation assessors is a representation of the law enforcement profession, the Pennsylvania Law Enforcement Accreditation Commission, and the Pennsylvania Chiefs of Police Association. Their role, while conducting the on-site accreditation assessment, is vital to the validity and credibility of the Pennsylvania Law Enforcement Accreditation Program.

Team Leaders

Every Pennsylvania accreditation assessment team shall have one assessor designated as the team leader. The team leader has several additional duties and responsibilities. The team leader is a working member of the team and at the same time, provides leadership and training, makes work assignments and engages in problem solving among assessors as well as between assessors and agency personnel. The team leader must ensure that all noncompliance issues reach a consensus amongst the team before any interaction with the agency.

The team leader shall contact the other assessors and the agency Chief Law Enforcement Officer prior to the on-site visit. The purpose of these contacts will be to make the initial introductions and to confirm arrangements for the on-site visit.

The assessment team should also meet at the hotel the evening prior to the assessment to know their responsibilities and to discuss their individual areas of expertise in order to facilitate the assessment. The team leader is responsible for coordinating the assessment process and meetings with the CEO before and after the assessment.

Additionally, the team leader supervises the review of department directives, policies and procedures and verifies that the agency is in compliance with the standards. If an agency is not in compliance with an accreditation standard at the end of the assessment, the team leader may contact the Commission staff.

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The team leader is responsible to complete and submit the final report to the Commission. Additional compensation will be provided for that important function.

Additional Assessor Responsibilities

Assessor obligations include meeting with the Chief Law Enforcement Officer of the agency prior to the formal commencement of the assessment, reviewing and evaluating the accreditation file folders, participating in the exit interview with agency personnel, and providing individual written recommendations and comments to the team leader for possible inclusion in the final report.

At the conclusion of the assessment, the team leader shall schedule an exit interview with the Chief Executive Officer and other appropriate staff of the agency to discuss the assessment team's evaluation of the agency and its recommendations to the Commission. The team leader is then responsible for mailing copies of the Standard Compliance Reports and the final report to PCPA Accreditation staff. All assessor paperwork shall be submitted within 15 days after the conclusion of the agency assessment.

Media Inquiries

Assessors shall not answer any questions from the media concerning the progress of the accreditation assessment of the law enforcement agency. The team leader may confirm that the on-site assessment is occurring and the names and the departments of the assessors.

The assessment team members shall not provide its recommendation for or against accredited status to the media or to anyone other than the Chief Executive Officer of the agency. Until the Pennsylvania Law Enforcement Accreditation Commission votes to confer accredited status for the law enforcement agency, the recommendation of the assessment team is only a suggestion.

Any questions directed to the assessors from the media shall be referred to the Pennsylvania Chiefs of Police Association at (717) 236-1059.

LOGISTICS AND ASSESSMENT ACTIVITIES

Coordinating Schedules

An agency accreditation assessment should not be viewed as an *inspection* or as an opportunity to identify what is wrong with the agency. Rather, a Pennsylvania accreditation assessment should be viewed as a cooperative effort between the agency and the accreditation assessors to work together toward the goal of achieving accredited status for the law enforcement agency being reviewed.

The PCPA accreditation staff will select five potential assessors and forward the list to the applying agency. One name may be removed from the likely assessor list without explanation. From the remaining names, the accreditation staff will select the assessment team. The team is comprised of one team leader and one or more assessors depending on the size of the agency. Assessors are chosen based on their availability and the location of the agency being assessed. Assessors shall not be selected to assess an agency that is geographically located in the county or adjacent to the county of their agency.

Accreditation staff will make the necessary logistical arrangements for the assessors conducting the assessment, including making hotel reservations. The cost of the room will be billed directly to the Pennsylvania Chiefs of Police Association. Any incidental hotel room expenses such as phone calls, refreshments, movies, etc. are the responsibility of the assessor and will not be paid by the PCPA.

Assessors must obtain a hotel receipt when checking out. The assessors are initially responsible for payment of meals, tolls and any other travel related expenses. In order to be reimbursed, receipts for all expenses must be submitted to the Accreditation staff on a reimbursement form supplied to each assessor at the time of the assignment. Mileage will be reimbursed at the current Commonwealth rate.

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Assessors will be paid a per diem stipend for their services. Team leaders will receive additional compensation for preparing the Final Report.

Assessors will receive a packet of information from the PCPA accreditation staff approximately two weeks before the assessment. The packet will contain logistical information, vouchers, hotel information, names of the assessors, an overview of the agency being assessed, and other necessary paperwork. Also included in the packet is a contract between the assessor and the Pennsylvania Chiefs of Police Association. This contract must be completed and forwarded to the Accreditation staff prior to the on-site assessment.

After the Assessment

Upon completion of the on-site assessment, the accreditation assessors shall submit completed expense vouchers and receipts to the PCPA accreditation staff as soon as possible. Once all paperwork is received and processed, the assessors will receive payment for services rendered and reimbursement for out-of-pocket expenses.



SUMMARY

With this Assessment Manual we have attempted to explain and outline the accreditation assessment procedures and the assessor responsibilities related to the Pennsylvania Law Enforcement Accreditation Program. It is doubtful that all possible situations and contingencies have been addressed because of the nature of law enforcement agency accreditation and the unique characteristics of the various law enforcement agencies of Pennsylvania. However, we have endeavored to clarify the most common issues that the agencies will experience and that the assessors will encounter while the assessment takes place.

Just as the Pennsylvania Law Enforcement Accreditation Program is dynamic, the assessment process must be flexible in order for the assessment team members to effectively evaluate the agency. This entire process should be a learning experience for all involved parties. It should never be adversarial; it must always be cooperative for the sake of law enforcement professionalism.

The assessment responsibilities of the Commission certified assessors are crucial to the Pennsylvania Law Enforcement Accreditation Program. Some of the major problems associated with other accreditation programs were directly related to assessment issues and assessor attitudes. Our Pennsylvania-specific accreditation program needs to avoid those pitfalls. Your status as certified law enforcement accreditation assessor is crucial to the program.

It has been determined that law enforcement accreditation is important for the law enforcement agencies of Pennsylvania. It is the role and responsibility of the Pennsylvania Law Enforcement Accreditation Commission and the accreditation staff to design and achieve the accreditation project.



APPENDAGES

Appendage A – Assessment Protocol

Appendage B – Final Report Format

Appendage C– Final Report Example

ASSESSMENT PROTOCOL

After the Commission Staff is contacted and determines dates and assessors, the following should occur:

1. The accreditation manager should have made a personal phone call to team members about two weeks prior to the visit to determine any special needs, requirements (dietary restrictions, smoking/non-smoking preferences or disabled access) or additional information wanted. Meal schedules should have been discussed and arranged with the Team Leader.
2. Each member should have received an Information Packet containing a letter of welcome from the Chief, a map to the hotel, pertinent phone numbers (including the AM's home number), an explanation of meal arrangements, a proposed itinerary, information on the jurisdiction such as history, demographics, etc. and anything else requested.
3. Day one should begin with a meeting of team members to determine standards chapter responsibility. Upon arrival at the agency, the static display and agency tour should occur. Special attention should be paid to personnel, areas, and equipment that proves or helps prove standards compliance. Be sure to see property rooms, communications rooms, cells, and holding areas. Initial questions and observations will be helpful in determining compliance, but you can always return for a more complete review. This is also a good time to have any photos taken of the team and agency staff.

Upon completion of the tour, file review will begin. If required items are not available in or near the assessment area, ask the accreditation manager to obtain what you need. In many cases, you will have to share equipment with agency personnel, but the assessment room should be private and accessible only upon invitation. Additional interviews, ride-alongs, and reviews of agency activities can be conducted after completion of files. All such activities should be coordinated through the Accreditation Manager or an agency liaison.

4. Day two should consist of continued file reviews, additional interviews and inspections of specific areas (both on-site and off) required to assure standards compliance. Available time should also be used to conduct more ride-alongs in order to get to know the department and its operations better, and to acquaint personnel with the assessors while answering any questions they may have about accreditation. When all files have been reviewed, an accounting of standards should be accomplished [Compliant, Non-Compliant (if any), Waivers, and Non-Applicable] along with a review of all notations, including positive impressions. This information should be used to provide an outline for the exit interview. The Chief and invited staff should meet privately with the assessors. Each assessor may review specific areas of the assessment or the Team Leader may conduct an overview. In addition to being provided information about the assessment, the Chief and staff should be encouraged to ask any questions they may have and/or present any comments.
5. There may be media representatives waiting after the exit interview or at any time during the assessment. The Chief and his staff may provide any information they wish about the assessment. Assessors are cautioned that other than providing their identities, which may include department affiliation, confirming that they represent PLEAC and that an assessment had been conducted; all other questions shall be referred to the Pennsylvania Chiefs of Police Association at (717) 236-1059.

Pennsylvania Law Enforcement Accreditation Commission
Assessment Team Report

Police Department
City, PA

Prepared (Date) by

Name, Team Leader

Name, Assessor

Name, Assessor

AGENCY INFORMATION:

Agency Assessed:

Chief of Police:

Accreditation Manager:

Agency Address:

Agency Phone and Email:

Date Assessment Began:

Date Assessment Concluded:

Assessment Type:

(Initial Assessment, Reaccreditation, Mock Assessment, Assessment Review)

ASSESSOR INFORMATION:

Team Leader Name:

Department/Phone:

Assessor Name:

Department/Phone:

Assessor Name:

Department/Phone:

AGENCY PROFILE:

AGENCY DEMOGRAPHICS:

ON-SITE ASSESSMENT SUMMARY:

STANDARDS SUMMARY:

FILE MAINTENANCE:

ADJUSTED PROOFS OF COMPLIANCE ISSUES:

NON-APPLICABLE STANDARDS REVIEW:

STANDARDS WAIVER REVIEW:

LAW ENFORCEMENT SERVICE:

SUMMARY:

RECOMMENDATION:

Dates Assessed: _____

Pennsylvania Law Enforcement Accreditation Commission
Assessment Team Report

Anytown Police Department
Anytown, PA

Prepared May 1, 2010 by

John Doe, Team Leader

Joe Smith, Assessor

Janet Miller, Assessor

AGENCY INFORMATION:

Agency Assessed: Anytown Police Department

Chief of Police: Chief Bob Roe

Accreditation Manager: Mary White

Agency Address: 123 Main Street, Anytown, PA 55555

Agency Phone and Email: (123) 456-7890, chief@anytown.com

Date Assessment Began: May 15, 2010

Date Assessment Concluded: May 17, 2010

Assessment Type: Initial Assessment

(Initial Assessment, Reaccreditation, Mock Assessment, Assessment Review)

ASSESSOR INFORMATION:

Team Leader Name: John Doe

Department/Phone: Main Street Borough Police Department, (123) 098-7654

Assessor Name: Joe Smith

Department/Phone: Middle America Police Department, (123) 000-1111

Assessor Name: Janet Miller

Department/Phone: Normalton Police Department, (123) 111-2222

AGENCY PROFILE: Anytown Police Department is comprised of 13 sworn officers, including Chief of Police Bob Jones, Sergeant Mike Brown. The Department employs two civilian administrative/clerical employees. In addition, Anytown Police Department is responsible for the supervision of three part-time crossing guards. The Department was formed in 1972. The Chief of Police reports to a five member Board of Supervisors.

AGENCY DEMOGRAPHICS: Anytown Police Department serves 14,000 residents over a 37 square mile area. This rural suburban community is located just outside Anycity. The area contains two state highways, as well as the turnpike. Also located with the boundaries are a nuclear facility, a government supply base and a local college. Residential development has increased 20% over of the past five years and is expected to continue over the next two years.

ON-SITE ASSESSMENT SUMMARY: Overall, the on-site assessment of Anytown Police Department was smooth and without any significant problems. Staff was available and pleasant to work with. Questions and requests for information were responded to quickly and easily.

STANDARDS SUMMARY: One hundred seven of the 108 standards were proven compliant. Anytown Police Department did not have any waivers of compliance. They did however, have seven not-applicable standards. Mainly based on the fact that they do not hire part-time police officers based on a union agreement and do not maintain a communication facility on-site.

FILE MAINTENANCE: Mary White, Accreditation Manager for Anytown Police Department, did an outstanding job with file preparation. The compliance files proved to be neat, organized and information was sufficient for all but two folders. Additionally, one of the folders in question simply required additional proofs, which Mary was able to produce quickly from “shadow files.” The second folder required a policy change and training, which was scheduled.

ADJUSTED PROOFS OF COMPLIANCE ISSUES: The two previously mentioned files in question were:

Standard 2.4.1 – File failed to contain evidence of written warning as it pertains to traffic enforcement.

Adjustment: Ms. White was able to provide three additional proofs of compliance. These proofs were placed in the final, accepted compliance file.

Standard 2.4.2 – The written directive regarding restraining devices failed to identify any exceptions.

Adjustment: The policy inadequacy was brought to the Chief’s attention and reviewed by agency personnel. The policy was rewritten to bring it into compliance and training was scheduled for each officer as they began their next scheduled shift over the course of a five-day period.

NON-APPLICABLE STANDARDS REVIEW: Nine of the standards were appropriately labeled non-applicable to Anytown Police Department. They include: 1.5.2, 1.5.3, 1.5.4 are all non-applicable as Anytown Police Department’s has a bargaining unit agreement that they will not hire part-time police officers. In addition, 3.3.1, 3.3.2, 3.3.3 and 3.3.4, all relating to communication centers were non-applicable to Anytown Police Department as they do have these facilities on site. They utilize the county communication center located at Anycounty County Building, 567 Main Street, Othertown, PA.

STANDARDS WAIVER REVIEW: As previously note, Anytown Police Department did not apply for any waivers.

LAW ENFORCEMENT SERVICE: Anytown Police Department implemented a Bicycle Patrol in 2000. As the assessment team reviewed proofs of compliance, it became evident that this active program has proven extremely successful in this community. The patrol is heavily utilized in the motel district during the late evening hours. This command has secured over 50 arrests for disorderly conduct, underage drinking and curfew violations over the last two years.

SUMMARY: Several interviews were conducted with patrol officers, all of which proved insightful into this small police department's attitude that training is paramount to officer safety. Each officer interviewed had a solid knowledge of agency policy and expectation. The department facility was small, but managed very efficiently. There was an obvious sense of pride among staff.

RECOMMENDATION: It is my recommendation that Anytown Police Department be considered for accredited status at the next board meeting.

Dates Assessed: _____