Accreditation Manager Training

Neal A. Rossow
Director of Professional Development

M.A.C.P.
Accreditation Program Director
Thanks:

We owe the New Jersey State Association of Chiefs of Police a huge “thank you” for their assistance during our visit to their headquarters, specifically:

Executive Director Mitch Sklar, Esq.

Harry J. Delgado, Ed.s. - Accreditation

William Nally – Professional Development

Michigan Association of Chiefs of Police
A Quiz!

Question: To be a police officer in the State of Michigan you must do what?

Answer: Complete an academy sanctioned by the Michigan Commission on Law Enforcement Standards and get hired by a police agency.
Question: To have a police department in the State of Michigan you must do what?

Hire Barney

Give him a gun
Then hope that:

Zero Policies
+
Zero Procedures
+
Zero Rules
+
Zero Regulations

Does not =
What is Accreditation?

The program is designed with consideration for the following goals:

• To establish and maintain standards that represent current professional law enforcement practices;

• To increase effectiveness and efficiency in the delivery of law enforcement services;

• To establish standards that address and reduce liability for the agency and its members.

Michigan Association of Chiefs of Police
How does accreditation work?

The foundation of Accreditation lies in the *voluntary* adoption and complying with *Professional standards* containing a clear statement of *professional objectives*.

Michigan Association of Chiefs of Police
State Programs

Arizona    Virginia
New York   Georgia
New Jersey North Carolina
Colorado   Maryland
Idaho      Tennessee
Kentucky   Pennsylvania
Washington Texas
Florida    Connecticut
Massachusetts Utah

Michigan Association of Chiefs of Police
Michigan Law Enforcement Accreditation Program

MLEAP was created in 2016 by the MACP Board of Directors.

The Standards were modeled after the New Jersey program and tailored by a Select Committee of police chiefs with and without prior accreditation experience.

The Commission was appointed June 2016.
# MACP Plan to Implement State Accreditation

<table>
<thead>
<tr>
<th>Action</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do an on-site visit to the New Jersey Chiefs of Police and NJLEAC accredited agencies to review their process and finished files.</td>
<td>Completed</td>
</tr>
<tr>
<td>The MACP Executive Board presentation and approval to start and complete the accreditation project.</td>
<td>Completed</td>
</tr>
<tr>
<td>The MACP staff will complete a rough draft of the standards for the MLEAC Select Committee review.</td>
<td>Completed</td>
</tr>
<tr>
<td>Simultaneously, contact the major Risk Management groups to get support and buy-in.</td>
<td>Completed</td>
</tr>
</tbody>
</table>

**Michigan Association of Chiefs of Police**
**MACP Plan to Implement State Accreditation**

<table>
<thead>
<tr>
<th>Task</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seek out grant possibilities to help fund the creation of the program and individual agencies.</td>
<td>On-Going</td>
</tr>
<tr>
<td>Create a Select Committee to review the draft standards and finalize the process for review by the MACP.</td>
<td>Completed</td>
</tr>
<tr>
<td>The MACP Executive Board review and approval of MLEAC Bylaws, Standards, and Appoint the Commissioners.</td>
<td>Completed</td>
</tr>
<tr>
<td>The MACP staff will adapt the required documents and manuals.</td>
<td>Completed</td>
</tr>
</tbody>
</table>
What is the job of the MACP Accreditation Program Director?

Assist agencies interested in the accreditation process and **GET THEM ACCREDITED.**

Provide guidance and informal interpretations of the standards, sample policies, etc.

Train and assign on-site assessors.

Train Accreditation Managers.

**Oversight** of all on-site assessment activities.
What is the general process?

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.
Why would we want to do this?

Accredited status represents a significant professional achievement.

Accreditation acknowledges the implementation of sound written directives that are conceptually and operationally effective.

Requires constant review and updating of those written directives.

Michigan Association of Chiefs of Police
Why would we want to do this now?

Current *political environment* provides opportunity.

If we don’t set the *minimum standards* our police departments strive for, we risk *some other entity* doing it for *(to)* us!

Requires the agency to ensure the standards and written directives are *being followed by providing proofs*.

Michigan Association of Chiefs of Police
Who are we being accredited by?

This is **STATE** accreditation. The program will be implemented by the MACP.

The actual Accrediting body will be the **Michigan Law Enforcement Accreditation Commission (MLEAC)**, consisting of commissioners appointed by the MACP. Personnel from the MACP provide support services to the Commission and to applicant agencies.
Michigan Law Enforcement Accreditation Commission

Police Members:
Chief James Blocker, Battle Creek Police Department
Chief Dan Keller, White Lake Twp Police Department
Chief Joel Jett, Alpena Police Department
Chief Kendra Overla, Alma Police Department
Chief R. Blake Rieboldt, Marquette Police Department
Chief Karianne Thomas, Kalamazoo DPS

Community:
Ms. JillAnne Bauer, Eastern Michigan University PSSC
Mr. Michael Bertha, MMRMA
Pastor James Friedman, Police Chaplain
Mr. Eugene Hawkins III, Auburn Hills Public Safety Advisory
Mr. Mike Wendling, Michigan Prosecutors Association

Michigan Association of Chiefs of Police
What are the Goals of Accreditation?

1. Recognition of **Excellence**.
2. To **formalize** essential management procedure for greater accountability.
3. To establish fair and non-discriminatory personnel practices.
4. To **improve** service delivery.
5. To improve **staff confidence** in the agency and build community **TRUST** and confidence in the agency.

Michigan Association of Chiefs of Police
What are the Benefits of Accreditation?

1. Objective, outside **stamp of approval** earned through diligent internal and then external evaluation based on the Standards.

2. Decrease litigation and exposure.

3. Continual **self assessment** of the agency.

4. **Liability** costs.

5. Enhanced **knowledge** of written directives.

6. Broaden employee **perspective**.

7. **Public** confidence, increased effectiveness, credibility in government.

**Michigan Association of Chiefs of Police**
What are the actual steps in the process?
Role of the Agency CEO

1. Make the decision to pursue accreditation and understand the process and the complexities.

2. Make it clear to the members that accreditation is a process in which the ENTIRE agency participates and it is a PRIORITY.

3. Accreditation WILL change the agency.

4. Designate an Accreditation Manager (AM).

5. Make the AM’s role in the agency clear to other members, the AM is the change agent.

6. The CEO and command staff will have to participate in the process regularly to demonstrate the priority.

Michigan Association of Chiefs of Police
Who is the Accreditation Manager?

1. Has an “interest”.
2. Computer literate and has the ability to write clearly.
3. Is organized and willing to work the project.
4. Can deal effectively with all levels of the agency management.
5. Is innovative and open-minded to implementing change.

Michigan Association of Chiefs of Police
Role of the Accreditation Manager

1. Understand the role as a change agent and the priority.
2. Become familiar with the process and the standards.
3. Become familiar with the agency’s written directive system and be able to compare that to the standards.
4. Write the written directive draft changes.
5. Build the file and tracking system for the process.
7. Affiliate with the PAC.

Michigan Association of Chiefs of Police
What are the actual steps in the process?

There are five steps:

• The Application Phase
  • Application, Fee
The Application Phase

**Step 1**: Agency completes and returns the formal **Application** and furnishes supporting materials.

**Step 2**: The agency’s Chief of Police signs the Accreditation Application on behalf of the agency to serve as a contract and intent to complete the process.

**Step 3**: Along with its signed Application, supporting **material** and its accreditation fee, the Agency is ready for the Accreditation process to begin.

**Step 4**: The agency will be contacted by the Program Director to assist in starting the self-assessment process.

*The clock will start ticking when the application and fee are received.*
## Fees

### ADDENDUM 1

<table>
<thead>
<tr>
<th>Level</th>
<th>Full Time Sworn LE Personnel</th>
<th>Initial Accreditation Fee</th>
<th>Annual Continuation Fee*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Not Nationally Accredited</td>
<td>Nationally Accredited</td>
</tr>
<tr>
<td>A</td>
<td>1-10</td>
<td>$1,500</td>
<td>$1,500</td>
</tr>
<tr>
<td>B</td>
<td>11-25</td>
<td>$1,800</td>
<td>$1,500</td>
</tr>
<tr>
<td>C</td>
<td>26-99</td>
<td>$2,700</td>
<td>$1,500</td>
</tr>
<tr>
<td>D</td>
<td>100-199</td>
<td>$3,900</td>
<td>$1,950</td>
</tr>
<tr>
<td>E</td>
<td>200-299</td>
<td>$4,800</td>
<td>$2,400</td>
</tr>
<tr>
<td>F</td>
<td>300+</td>
<td>$6,000</td>
<td>$3,000</td>
</tr>
</tbody>
</table>

* The first Annual Continuation Fee is due on the anniversary date, which is one year following the date initial accreditation is granted and every year thereafter. Fees subject to change.

Note: MLEAC policy states that agencies that withdraw during the accreditation process will not receive a refund of program fees.
What are the actual steps in the process?

There are five steps:

• **The Application Phase**
  • *Application, Fee*

• **The Self-Analysis Phase** - (Up to 24 months)
  • *Standard Compliance, Directives, Proofs, Mock*
The Self-assessment Phase

The applicant agency initiates a self-assessment to determine compliance with the standards. (up to 2 years for original accreditation)

During this stage the agency will engage in any needed policy development, which is marked by the agency's efforts to meet applicable program requirements.

Michigan Association of Chiefs of Police
The Self-assessment Phase

Documentation must be compiled to demonstrate compliance with those standards that the agency already meets, and new procedures will have to be drafted for those areas that have not yet been addressed.

New policies and procedures must be fully implemented for at least three months before an agency can be considered for accreditation.

Michigan Association of Chiefs of Police
The Self-assessment Phase

The Agency conducts a **Mock Assessment** 2-6 months before the on-site. This assessment is designed to test the level of compliance prior to the actual accreditation assessment.

The agency's Accreditation Manager is **responsible** for organizing a team, what is to be looked at and time scheduling. The more comprehensive the mock, the more likely the actual assessment will be successful.

**Michigan Association of Chiefs of Police**
The Self-assessment Phase

While Mock Assessments are not required, they are considered critical to a successful on-site assessment.

Agencies are expected to conduct internal mock assessments as part of preparations for assessment.

Once the agency is properly prepared it can progress to the assessment.
What are the actual steps in the process?

There are five steps:

- **The Application Phase**
  - *Application, Fee*

- **The Self-Analysis Phase** - (Up to 24 months)
  - *Standard Compliance, Directives, Proofs, Mock*

- **The On-site Assessment Phase**
  - *Two Assessors, Two days, Verbal, Written Report*
The On-site Assessment Phase

The Program Director selects a team of trained assessors, free of conflict with the candidate agency, and then sets an on-site review of the agency during a period mutually agreeable to all parties.

On-site assessments typically take two days to complete.
The On-site Assessment Phase

Schedule:

• **Day One** (Sunday) – File review, agency tour, ride along, and interviews.

• **Day Two** (Monday) – Public call in session, further file reviews, interviews, ride along, exit interviews with the CEO and the AM.

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 MACP Accreditation Program Director.

**Michigan Association of Chiefs of Police**
AM’s Duties for On-site Assessment

Make a personal phone call to the assessment team after receiving notification from the MACP Accreditation Program Director.

Determine whether the assessment team needs hotel rooms (one room per assessor); make arrangements to house the assessors at MACP’s expense.
AM’s Duties for On-site Assessment

Send an information packet to each team member containing a letter of welcome from the CEO, a map or directions to the hotel, pertinent phone numbers, a proposed itinerary, and information on the agency such as (limit each item to one page):

- CEO’s and AM’s professional biography
- History of the agency
- History of the political subdivision
- Completed data tables
- Copy of public notice and press release

Michigan Association of Chiefs of Police
The On-site Assessment Phase

Public Call-in Session – Direct line

Agency Tour – Standards List

- Temporary Holding areas
- Processing areas
- Communications
- Property/Evidence areas
- Vehicles
- Interview areas

Michigan Association of Chiefs of Police
The On-site Assessment Phase
Public Call-in Session – Direct line
Agency Tour
Assessment Team Work Area
Team Leader
Agency Access
Exit Interview

Michigan Association of Chiefs of Police
The On-site Assessment Phase

Prior to leaving the site the assessor team will do a debriefing and give a verbal report on the state of accreditation during an exit interview.

The AM and the agency will be given an opportunity to address any issues discovered during the on-site that they were not able to correct during the assessors’ visit.
The On-site Assessment Phase

Later, the assessors submit a formal, written report of their on-site activities and findings through staff; a copy is forwarded to the agency. If the final report reflects compliance with all applicable standards and with required on-site activities, the agency is scheduled for a Commission hearing/review.

If compliance issues remain unresolved, the agency may return to the self-assessment phase to complete unfinished work, or it may choose other options, e.g., appeal or voluntary withdrawal.
The On-site Assessment Phase

A final assessment report is forwarded to the Commission once all applicable standards and required activities have been complied with.

The Commission schedules a hearing at one of its meetings, usually the meeting immediately following the on-site assessment.

Michigan Association of Chiefs of Police
What are the actual steps in the process?

There are five steps:

• **The Application Phase**
  • Application, Fee

• **The Self-Analysis Phase** - (Up to 24 months)
  • Standard Compliance, Directives, Proofs, Mock

• **The On-site Assessment Phase**
  • Two Assessors, Two days, Verbal, Written Report

• **The Commission Review/Decision Phase**
  • Award

Michigan Association of Chiefs of Police
Commission Review/Decision Phase

The candidate agency attends a scheduled hearing. At the hearing, the Commission reviews the final report and receives testimony from agency personnel, assessors, staff, or others.

If satisfied that the agency has met all compliance requirements, the Commission awards the agency accredited status. Accreditation is for a period of three years.

Michigan Association of Chiefs of Police
Commission Review/Decision Phase

The MACP and Commission furnishes the agency with an award of accreditation and encourages the agency to make arrangements for a formal presentation ceremony in its community.

It is the Commission that will review and approve any changes in the Standards.

Michigan Association of Chiefs of Police
What are the actual steps in the process?

There are five steps:

• **The Application Phase**
  - Application, Fee

• **The Self-Analysis Phase** - (Up to 24 months)
  - Standard Compliance, Directives, Proofs, Mock

• **The On-site Assessment Phase**
  - Two Assessors, Two days, Verbal, Written Report

• **The Commission Review/Decision Phase**
  - Award

• **The Maintaining Compliance and Re-accreditation Phase**
  - Annual Reports

Michigan Association of Chiefs of Police
Maintaining Compliance and Re-accreditation Phase

To maintain accredited status, the accredited agency must remain in compliance with applicable standards. The agency submits Annual Reports to the Program Director attesting to continued compliance and reporting changes or difficulties experienced during the year, including actions taken to resolve noncompliance.

At the conclusion of the three-year period, the Commission offers the agency an opportunity to repeat the process and continue accredited status into the future.

Michigan Association of Chiefs of Police
### Example Timeline:

<table>
<thead>
<tr>
<th>SPARTAN PD</th>
<th>IMPORTANT DATES</th>
<th>LEVEL C (size: 26-99)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Submission</td>
<td>Application Date: July 1, 2016</td>
<td>Accreditation Fee: $2700</td>
</tr>
<tr>
<td>Accreditation Granted</td>
<td>Effective Accreditation Date: March 3, 2018</td>
<td>Accreditation cycle runs 3/3/2018 thru 3/3/2021</td>
</tr>
<tr>
<td>Annual Continuation Fee payment w/ Annual Report</td>
<td>Due by March 3, 2019 (anniversary date)</td>
<td>Amount Due: $1,000.00</td>
</tr>
<tr>
<td>Annual Continuation Fee payment w/ Annual Report</td>
<td>Due by March 3, 2020</td>
<td>Amount Due: $1,000.00</td>
</tr>
<tr>
<td>Schedule your re-accreditation on-site assessment</td>
<td>Contact the MACP 60 days prior to expiration</td>
<td>All fees must be current</td>
</tr>
<tr>
<td>Annual Continuation Fee payment w/ Annual Report</td>
<td>Due by March 3, 2021</td>
<td>Amount Due: $1,000.00</td>
</tr>
<tr>
<td>Cycle expires: March 3, 2021</td>
<td>On-site assessment must be completed by expiration date</td>
<td>Continuation of Accreditation approved</td>
</tr>
<tr>
<td>Annual Continuation Fee payment</td>
<td>Due by March 3, 2022</td>
<td>Amount Due: $1,000.00</td>
</tr>
</tbody>
</table>

Process continues as long as agency maintains Accredited status.

The MLEAC policy states that agencies that withdraw during the accreditation process or are denied accreditation status will not receive a refund of accreditation fees. See fee schedule in Addendum 1.
Successful Accreditation Requires:

- Strong commitment by the CEO
- Political support
- Line officer educational process and buy-in, and ....
- Active participation and support of all members of the agency.

Michigan Association of Chiefs of Police
What are the standards for accreditation?

Michigan Association of Chiefs of Police

MICHIGAN LAW ENFORCEMENT ACCREDITATION PROGRAM

Standards Manual

Under the Direction of
THE MICHIGAN LAW ENFORCEMENT ACCREDITATION COMMISSION

Michigan Association of Chiefs of Police
What are the standards for accreditation?

• The standards to be used in this program were approved by the Board of Directors and any changes in the future by the Accreditation Commission.

• Based primarily on state and national professional standards and Michigan statutory and regulatory law.

• Agencies must meet **ALL** 108 standards unless they are **N/A** (not applicable), as granted by the Program Director.
What are the standards for accreditation?

- The standards developed by the program are only guidelines for **WHAT** should be done, not **HOW** it should be done.
- The address **WHAT** agencies should be doing to be the best.
- The **HOW** is left up to the individual agency and the Chief Executive Officer.
1. Standard Statement – Binding, “must/shall”
   • 1 - Administrative Function
   • 5 – Subsection: Organization
   • 5 – Numerical Order

2. Clarification Statement – Non Binding

Figure #1:

1.5.5 A written directive prohibits unlawful workplace harassment to include sexual harassment. The written directive minimally requires:

   a. A reporting mechanism to the next level in the complainant’s chain of command;
   b. An alternate reporting mechanism if the actor complainant relationship creates a conflict of interest if the actor is in the complaint’s unity of command;
   c. A reporting mechanism if the actor is the chief executive that goes outside the agency;
   d. A requirement that all employees report any harassment even if they are not one of the actors;
   e. A requirement to investigate all complaints of unlawful workplace harassment consistent with Michigan law.

Clarification Statement: The agency and/or governing entity’s written directive shall be in accordance with the Michigan Law and/or the Civil Rights Act. This written directive may be a local ordinance, police department policy or a combination.
Written Directive Standards
Most common type

1.6.2 Use and Availability of Body Armor

A written directive establishes the agency’s body armor program to minimally include:

a. A requirement that the agency provide or make body armor available to all sworn personnel;
b. Mandatory wear for patrol personnel;
c. Guidelines for the use, care, maintenance, and replacement of body armor; and
d. A requirement that sworn personnel engaged in pre-planned high-risk operations must wear body armor while engaged in such operations.

Clarification Statement: Reserve or Auxiliary Police Officers must be included in this requirement if their duties expose them to risks similar to regular full-time sworn personnel.
3.3.3 Meaningful Review Required

The agency has a written procedure for a documented meaningful review of each use-of-force incident and any report or incident required by Standard 3.3.2.

Clarification Statement: Use of Force should never be considered routine. Hence, the use of force review process should not be routine. The intent of the documented meaningful review is to determine whether policy, training, equipment or disciplinary issues need to be addressed. The meaningful review can be conducted by a supervisor, commanding officer, review committee, or the internal affairs function. The reviewing official should be one rank above the officer using force. If a command rank officer or the agency CEO uses force, the internal affairs function or a review committee should conduct the meaningful review. See Glossary of terms for a definition of meaningful review.
2.4.1 Recruitment Plan

The agency shall participate in a recruitment program for sworn personnel and maintain a written recruitment plan. The recruitment plan shall minimally:

a. Contain a statement that the agency is committed to Equal Employment Opportunity;
b. Define goals and objectives;
c. Establish activities to achieve stated goals and objectives;
d. Require a triennial review of the recruitment plan and progress towards defined goals and objectives; and
e. Establish a process to revise the plan, when necessary.

Clarification Statement: The recruitment plan should be developed and implemented with the overall goal to increase sworn representation that reasonably reflects the demographics of the service area the agency serves. The triennial review should include an explanation of progress, if any, made towards achieving the stated objectives and an explanation of any changes required to the recruitment plan.
2.3.1 A written directive describes the agency promotional process for sworn personnel to include provisions for:

- Eligibility requirements;
- Written tests, if any;
- Oral interviews, if any;
- Application or scoring of other criteria, if any;
- Review or process to redress the results/outcome;
- Establishment of promotional lists when more than one person is eligible;
- Establishment of the duration of any promotional lists, if applicable;
- Identification of person(s) or government agency responsible for administering the promotional process and
- A probationary period (working test period), if applicable.

Clarification Statement: It is recognized that an agency that follows Civil Service guidelines in the promotional process will meet the guidelines of this standard. For those agencies that do not use Civil Service guidelines for promotions, the agency’s testing processes (written and oral) should be administered, scored, evaluated and interpreted in a uniform, non-discriminatory manner. Bullet (d.) may refer to education, seniority, commendations, military service, etc.
5.1.2 Vehicle Modifications

If detainees are routinely transported alone in the rear of agency vehicles, the rear compartments are modified to minimize opportunities for exit without the aid of the transporting officer.

Commentary: Cages, safety barriers, deactivating power to windows and/or removal of window cranks and door handles from the rear compartment are modifications that should be considered by the agency to minimize unauthorized exit from the vehicle. The agency may also have a written directive that requires a secondary officer to be seated with the detainee if and when there are no physical barriers to minimize unauthorized exit. If Prosecutor’s Offices utilize local law enforcement agencies to transport arrestees, that local agency needs to conform to this standard.
Time Sensitive Standards
Require a report, review, activity in a specified timeframe

3.3.2 Written Report Required
A written directive requires that a written report is submitted whenever an officer and/or employee is authorized to use weapons or force:

a. Discharges a firearm for other than training or recreational purposes;
b. Applies deadly force;
c. Applies less lethal devices/weapons;
d. Applies weaponless subject control at a level as determined by the agency; or

Clarification Statement: This standard requires that agencies institute a mechanism to initiate a report any time force is used. Agencies will decide at what level of force a report is required, i.e. beyond compliant handcuffing. This written report is the basis for the subsequent meaningful review of the use-of-force incident (see standard 3.3.3). Prompt and accurate reporting helps establish agency credibility. The reporting mechanism can be a paper report, electronic report, or electronic database through the agency’s CAD/RMS.
Time Sensitive Standards
Require a report, review, activity in a specified timeframe

3.3.1 Use of Force
A written directive establishes the agency’s use-of-force policy and procedures to include at a minimum:

a. A requirement that officers, and employees authorized to use weapons or force, will use reasonable force when force is used to accomplish lawful law enforcement objectives;
b. The “duty to intervene”;
c. Definition of applicable terms;
d. Criteria for use of deadly force;
e. Restrictions on use of deadly force;
f. Criteria for use of weaponless subject control;
g. Criteria for use of less lethal devices/weapons;
h. Criteria for use of restraints;
i. A requirement to provide appropriate medical aid when someone is injured or complains of pain resulting from law enforcement force;
j. Supervisory responsibilities; and

k. Requiring an annual, documented summary of all use of force incidents and a written annual analysis.
Standards N/A to an Agency
File must reflect N/A and the Reason

2.6.1 Reserve/Auxiliary Officers Program
A written directive establishes the agency's Reserve/Auxiliary Officer Program, to minimally include:

a. Formal authority for the program through statute, local ordinance or regulation;
b. Inclusion of reserve/auxiliary officers in the agency's organizational chart or table of organization;
c. Selection criteria to include, at a minimum, a background investigation;
d. Successful completion of a Reserve Officer basic training program with exemptions noted;
e. Establishment of duties and responsibilities for Reserve/Auxiliary personnel;
f. Uniform requirements;
g. In-service training requirements; and
h. If uses of force and/or weapons are authorized, the requirement that Reserve/Auxiliary officers receive mandatory training, qualify, and evaluation for proficiency to the same standards of licensed officers of the department.

Clarification Statement: None
What are Proofs of Compliance?

This is not rocket science…..

Apply your experience, knowledge, and training.

Reading the standards and comparing what you already do or identifying what is required.

Develop directives and procedures to meet the standard requirements.

Creating an organized file that demonstrates compliance.
What are Proofs?

There are four ways to Prove Compliance with a Standard:

- **Written Directive**
  - Policies, procedures, rules and regulations, general orders, special orders, memos, or any other means described by the agency in their policy defining what it is.

- **Supporting Documents** - (Up to 24 months)
  - Memos, emails, forms, rosters, photos, or anything that demonstrates or describes actions taken to show compliance with Written Directive.

- **Interviews**
  - Conducted by the Assessors of people with specialized knowledge about a specific area. (ex: HR Director, Communications Supervisor.

- **Observation**
Again, *what* can be used as Proofs?

- General Orders
- Special Orders
- Memos
- Laws and Ordinances
- Rules and Regulations
- Job Descriptions
- Labor Contracts
- Budget Documents
- Correspondence
- Photographs
- Rosters
- Forms
- Reports
- News Articles
- Logs and Records
- “Think out of the Box”

*Michigan Association of Chiefs of Police*
Compliance Verification
The standard will be interpreted by the Commission, Program Director, and the Assessors.

*Remember:* The *Clarification Statement* is guidance and ideas – IT IS NOT BINDING.

*Policy and Practice must be the same!*

Michigan Association of Chiefs of Police
IV. PROCEDURES

A. Deciding Whether to Pursue

Although it is an officer’s decision to initiate a stop, it is the suspect or violator who decides to precipitate a foot pursuit by fleeing. An officer’s decision to pursue on foot shall be made with an awareness of and appreciation for the risk to which the officer and others will be exposed. No officer or supervisor shall be criticized or disciplined for a decision not to engage in a foot pursuit if, in the officer’s assessment, the risk exceeds that reasonably acceptable under the provisions of this and related department policy and training.

1. Where necessary, an officer may pursue persons who he or she reasonably believes have committed an act that would warrant a stop, investigative detention, or arrest.

2. In deciding whether or not to initiate a pursuit, an officer shall consider the following factors:

   a. The seriousness of the offense.
   b. The nature and expected armament of the suspect.
   c. The number of innocent persons the suspect may encounter.
   d. The presence and condition of the weather.
   e. The presence of a crowd and the likelihood of crowd participation.
   f. The inherent danger of the stop.
   g. The officer’s skill level.
   h. The officer’s sense of control and authority over the situation.
   i. The officer’s own judgment.

   Any officer shall be under no obligation to continue pursuit if he or she deems it nonexistent, excessive, or dangerous to himself or to others.
How much is enough?

Enough to prove compliance?

Original Accreditation:
From effective directive date

Re-Accreditation:
From the last on-site visit

Not every report or document is required

We don’t accredit by the pound

Michigan Association of Chiefs of Police
Proof of Compliance:
Relevant and appropriate
Doesn’t conflict with another standard agency directive
Continued compliance throughout the assessment period
Time period the standard is applicable to the agency

Michigan Association of Chiefs of Police
<table>
<thead>
<tr>
<th>FREQUENCY REQUIRED BY DIRECTIVE AND/OR STANDARD</th>
<th>RECOMMENDED MINIMUM IN FILE FOR EACH YEAR</th>
<th>RECOMMENDED TOTAL MINIMUM IN FILE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Incident</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Daily</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Monthly</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Quarterly</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Semi-Annual</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Annual</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Biennial</td>
<td>1*</td>
<td>1 or 2</td>
</tr>
<tr>
<td>Every 3 Years</td>
<td>1*</td>
<td>1</td>
</tr>
</tbody>
</table>

* May not be applicable if not enough time has elapsed.
File Construction and Proofs
Be ready to provide additional information.

Know where documents can be found.

Ghost files.

Michigan Association of Chiefs of Police
File Construction

The best evidence is a note or memo to the assessor from the responsible person that no reportable events or incidents took place during all or part of the reporting period.

3.3.2 Written Report Required
A written directive requires that a written report is submitted whenever an officer and/or employee is authorized to use weapons or force:

a. Discharges a firearm for other than training or recreational purposes;
b. Applies deadly force;
c. Applies less lethal devices/weapons;
d. Applies weaponless subject control at a level as determined by the agency; or
e. Unintentionally discharges a firearm and/or CED.

Michigan Association of Chiefs of Police
Guiding Principles

• **Functions**
  - If you do something, have to comply, if you don’t do it or have that function you do not have to comply.

• **Standards**
  - You may exceed a standard requirements.
  - Personnel standard refer to all employees unless indicated.

• **Directives**
  - Can be whatever you say it is; binding on personnel.
  - Single directive may cover more than one standard.

Michigan Association of Chiefs of Police
Who will the Assessors Be?

The Assessors will be police command officers selected from agencies throughout Michigan.

All assessors will be required to complete Assessor Training presented by the MACP.

On-site Assessors will be drawn from agencies outside the area where the candidate agency is located.
Standards Examples
Try to relax.....Take a breath

3.6.2 Uniform Enforcement of Violations
A written directive establishes the agency’s traffic enforcement practices in accordance with applicable Michigan State Statutes or Municipal/County Ordinances to include:

a. Driving under the influence of alcohol/drugs;
b. Operating with a suspended driver’s license or registration;
c. Operating in excess of the posted or statutory speed;
d. Hazardous moving violations;
e. Off-road or off-road vehicle violations;
f. Equipment and inspection violations;
g. Public carrier or commercial vehicle violations;
h. Licensing, registration or insurance violations;
i. Parking violations;
j. Newly enacted traffic laws (state, county, or local);
k. Enforcement at the scenes of traffic collisions;
l. Pedestrian violations; and
m. Bicycle and motorized bicycle violations.

Clarification Statement: The agency should establish traffic enforcement guidelines to aid officers in exercising discretion. While the short-term goal of traffic enforcement is to deter the potential violator, consistent traffic enforcement policies aid in achieving the long-term goal of traffic enforcement, which is to gain voluntary compliance with the law. Complaints of differential treatment can be mitigated with such consistent policies.

Hazardous moving violations include, but are not limited to: reckless driving, careless driving, passing a stopped school bus or frozen dessert truck, improper passing, etc. Off-road violations include vehicles being driven off-road, or off-road vehicles being driven on public lands and
3.5.7 **Foot Pursuits**

A written directive establishes provides guidelines to assist officers in making the decision to initiate or continue the pursuit of suspects on foot, to include:

a. A statement that no officer or supervisor should be criticized or disciplined for a decision not to engage in a foot pursuit if, in the officer’s assessment, the risk exceeds that reasonably acceptable under the provisions of this and related department policy and training;
b. Decision to pursue on foot;
c. Authorization to pursue;
d. Evaluating the circumstances;
e. Role of the initiating officer;
f. Role of any secondary unit(s);
g. Establishing pursuit restrictions;
h. Role of communications;
i. Role of the supervisor or officer-in-charge, if on duty;
j. When to terminate a foot pursuit;
k. Reinstating a previously terminated foot pursuit;
l. Requiring all personnel involved in a pursuit to file a formal report as defined by the agency;
m. Requiring a meaningful supervisory or command review of each foot pursuit;
n. Requiring an annual, documented summary of all foot pursuit incidents and a written annual analysis of all foot pursuit incidents in the aggregate.

**Clarification Statement:** The purpose of this written directive is to establish a balance between protecting the safety of the public and police officers during police pursuits on foot and law enforcement’s duty to enforce the law and apprehend suspects.
So, what do we do now?
So, what do we do now?

1. Apply for the Accreditation Process.
2. Contact Risk Management.
3. Designate the A.M.
4. Create the Folders for the Standards.  
   (Electronic Option)
5. Review the Standards to determine compliance and begin comparing current Written Directives to the Standards.
6. Create a Tracking System.
7. Compile Proofs.
Electronic Accreditation Management

PowerDMS
Jeff Saunders - 800.749.5104

Lexipol
Dennis Lata - 630.291.7060

PM AM
Gary Ramey - 972.573.4820
What else can be done?
Creation of a PAC
Sharing with Other Agencies
Sample Policies
Advice and Guidance from the MACP

Michigan Association of Chiefs of Police
What are the standards for accreditation?
Conclusion

Accreditation presents MACP members and their Command Staff with an opportunity to craft the agency into a highly efficient and effective organization.

Participating agencies and members will have the satisfaction of setting the tone for generations of officers to come and shaping the future of police services.

Michigan Association of Chiefs of Police
The MACP is DEDICATED to the accreditation process and the SUCCESS of the departments involved.

Michigan Association of Chiefs of Police
QUESTIONS?

Michigan Association of Chiefs of Police

ACCREDITED
AGENCY