

MLEAC ACCREDITATION

WELCOME GUIDE



ACCREDITATION: YOU'VE GOT QUESTIONS?

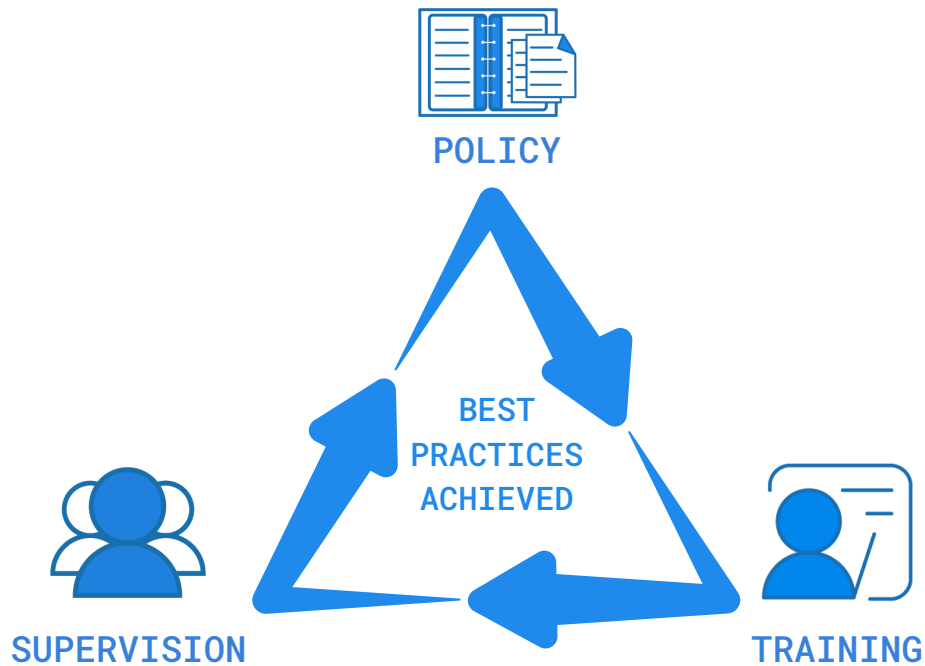
WHY ACCREDITATION?

- Accreditation is a proactive and ongoing "health check" of your organization's defined processes and their execution.
- It supports a culture of continuous improvement through your voluntary commitment to review best practices and how you chose to apply them.
- It can identify areas of professional excellence and where organizational growth is needed.
- Clearly defining organizational expectations supports strong service delivery and creates sustainability during succession.
- Internal reviews and the external validation by outside parties increases trust and transparency with those you serve and your team.

WHAT IS OUR WHY?

(Defining our purpose for entering this process helps us plan)

WHERE DO WE START?



Do our policies need review, enhancement or creation?

(This is an opportunity for our growth. It's not making judgements about the past.)

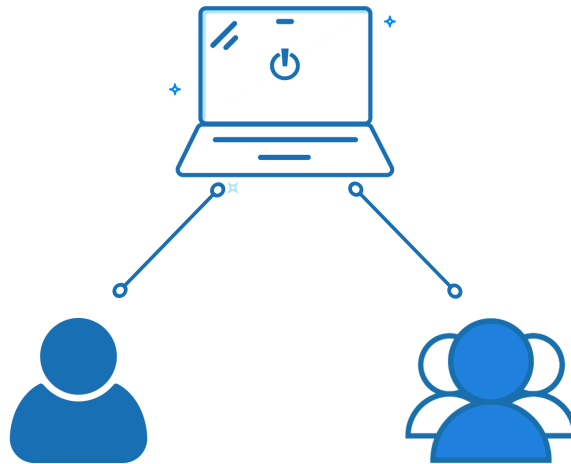
What format do we store & deliver our policies in?

- ☐ Paper/Binders
- ☐ Internal Electronic
- ☐ External Content Provider
- ☐ We don't have policies

(PowerDMS can import our records as part of our onboarding process.)

WHAT IS OUR APPROACH?

Successful accreditation will always be an organizational initiative. However, not everyone can build the assessment. Will our accreditation manager be a single user and supported by us outside of PowerDMS? Will our accreditation manager have a team of users working in PowerDMS with them?



Single User Accessing Assessment

Multi-User Accessing Assessment

☐

Who is our Accreditation Manager?
(Site Administrator)

☐

Who is our Accreditation Manager?
(Site Administrator)

☐

Who is our Alternate
Administrator?

☐

Who is our Alternate
Administrator?

☐

Accreditation Team Member?

☐

Accreditation Team Member?

☐

External Mentor?
A mentor from our accrediting
body, PAC or someone we chose.
This allows them to remote into
our site to help.

☐

External Mentor?
A mentor from our accrediting
body, PAC or someone we chose.
This allows them to remote into
our site to help.

WHAT IS OUR TIMELINE?

MLEAC allows a 24 month self-assessment period.

☐

SELF ASSESSMENT BEGINS:

MONTH/YEAR

☐

POWERDMS ONBOARDING:

DATE

☐

SCHEDULE MOCK ASSESSMENT WITH MIPAC AT LEAST 60 DAYS PRIOR TO ON-SITE:

MONTH/YEAR

☐

MOCK ASSESSMENT:

DATE

☐

CONTACT PROGRAM DIRECTOR AT LEAST 6 WEEKS PRIOR TO DESIRED ON-SITE:

MONTH/YEAR

☐

ON-SITE ASSESSMENT:

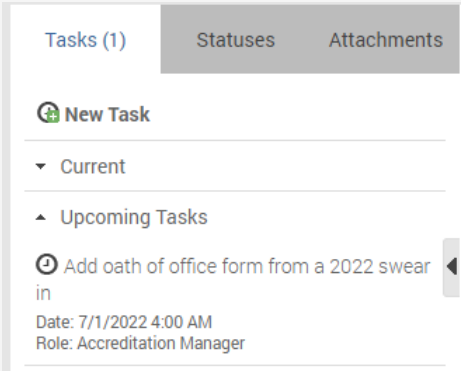
MONTH/YEAR

MLEAC On-Site Scheduling Guidelines (Process Manual P. 16)

	Winter Conference	Summer Conference	Fall Conference
Mock	July / Aug / Sept	Dec / Jan / Feb	Apr / May / Jun
Onsite	Oct / Nov / Dec	Mar / Apr / May	June / July

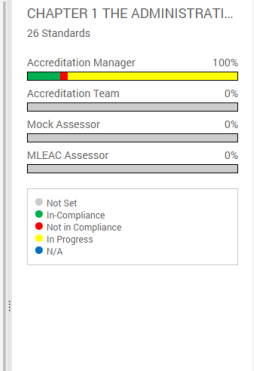
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC
WINTER		CONF					Mock			On-site		
SUMMER		Mock	On-site			CONF						
FALL				Mock		On-Site			CONF			

HOW DO WE MANAGE THIS PROCESS?

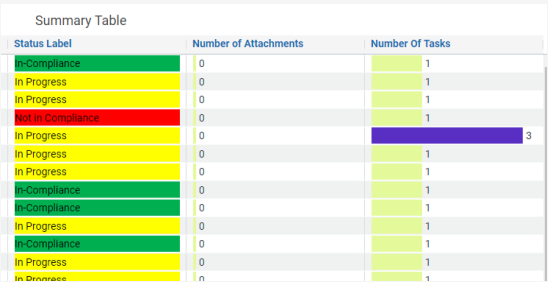
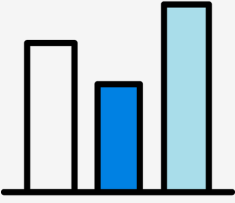


Tasks allow us to make a note of what is needed or assign it to someone else for help.

PowerDMS provides tools to maximize our efficiency.



Statuses allow us to track our progress and receive feedback from others.



Status Label	Number of Attachments	Number Of Tasks
In-Compliance	0	1
In Progress	0	1
In Progress	0	1
Not in Compliance	0	1
In Progress	0	3
In Progress	0	1
In Progress	0	1
In-Compliance	0	1
In-Compliance	0	1
In Progress	0	1
In-Compliance	0	1
In Progress	0	1
In Progress	0	1

Reports provide a global view of our assessment.

WHAT ABOUT PROOFS?



Proofs can be documents, photos, videos, audio clips, in person interviews or on-site observations. They validate we are achieving the standards we set in our written directives and train to.

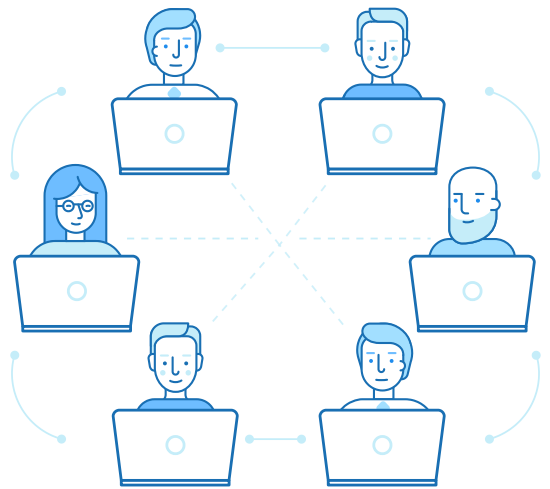
With the multiple forms of technology in use there are many ways to provide proofs besides a piece of paper.

We can use PowerDMS to attach all of these types of proofs into our assessment.

WHAT IF OUR TEAM CHANGES?

Change happens and sometimes it is unexpected.

Having an alternative administrator in PowerDMS allows continued access to the site and assessment if the accreditation manager changes unexpectedly.



When adding a new team member or changing our accreditation manager we should:

☐

Advise the MLEAC program director & PowerDMS CSM of our new point of contact if it is the Accreditation Manager.

☐

Archive the old user if they leave the organization or remove them from the assessment if they're no longer assisting.

☐

Add the new user to any applicable groups we have created.

☐

New accreditation managers will need participating rights to the open assessment in order to manage it.

Support the new team member with the following training-

☐

- MLEAC Accreditation Manager Training Course

☐

PowerDMS University Self-Paced or University Live

- Administration
- Groups & Securities
- Document Management
- Accred 101
- Accred 201 if approaching mock/final assessment

WHAT IS TIME SENSITIVE?

We know all standards are significant. There are some with time or frequency requirements which impact your program. (See below provided by MIPAC)

Audit/Inventory/Inspection

- 1.6.1 Storage & Accountability (Agency Determined)
- 1.8.2 Information Technology Security (Annual)
- 1.10.1 Weapons & Ammunition (Agency Determined)
- 4.3.5 Quality Control (Change in property custodian, CEO or suspected breach)
- 4.3.5 Quality Control (Semi-Annual Inspection)
- 4.3.5 Quality Control (Annual Representative Audit)
- 4.3.5 Quality Control (Annual Unannounced Inspection)

Initial Training

- | | |
|----------------------------------|--|
| 1.5.1 Oath & Swearing | 2.2.1 Evaluation System |
| 1.5.2 Ethics | 2.6.1 Reserve/Auxiliary Officers |
| 1.9.3 Field Training | 3.4.5 Medical Calls |
| 1.9.4 Training of Newly Promoted | 3.5.4 Interacting with Persons with Mental |
| 1.9.5 Remedial Training | Illness |
| 1.9.7 Hazmat Training | 5.3.3 Supervising Detainees |
| 1.9.9 Accreditation Manager | |

Ongoing Training-Frequency defined by Agency.

- | | |
|--------------------------------|--------------------------------------|
| 1.9.8 Tactical Team Training | 3.5.3 Roadblocks & Forcible Stopping |
| 2.1.6 Critical Incident Stress | 3.5.9 Police Canines |
| 2.2.1 Evaluation System | |
| 2.6.1 Reserve/Auxiliary | |
| 2.6.2 Civilian Volunteers | |
| 3.4.5 Medical Calls | |

Annual Training

- 1.9.6 In-service training
- 1.9.7 Hazmat Training
- 1.10.2 Use of Force

Triennale Training

- 1.5.4 Bias Influenced Policing
- 3.5.4 Interacting with person with mental illness
- 5.3.3 Supervising Detainees

Biennial Training

- 1.10.2 Less Lethal Training

Per Incident Documentation

- | | |
|-----------------------------------|-----------------------------------|
| 1.4.1 Disciplinary Procedures | 3.3.4 Personnel Removed from Duty |
| 1.9.1 Training Records | 3.5.2 Motor Vehicle Pursuit |
| 1.9.2 Class Rosters, Lesson Plans | 3.5.7 Foot Pursuit |
| 2.1.4 Employee Collision | |
| 2.1.5 Employee Injury/Exposure | |
| 3.3.3 Use of Force | |

Per Incident Supervisory Review

- 2.1.4 Employee Collision
- 2.1.5 Employee Injury
- 3.3.3 Use of Force
- 3.3.4 Personnel Removed from Duty
- 3.5.2 Motor Vehicle Pursuits
- 3.5.5 Roadblocks & Forcible Stopping
- 3.5.7 Foot Pursuits

Annual Summary & Analysis

- Internal Affairs 1.3.1
- Use of Force 3.3.1
- Motor Vehicle Pursuits 3.5.2
- Foot Pursuits 3.5.7



WHERE CAN WE FIND SUPPORT?



MLEAC Program Director:

The program director is the designated representative of the Commission. They coordinate applications, on-site assessments, annual reports, assessors and hearings. They provide direction related to the MLEAC Process Manual & MLEAC Standards Manual.

☐

Join MACP's accreditation forum.
If you aren't a MACP member, request a non-member limited access membership at www.michiganpolicechiefs.org.

☐

Attend accreditation manager training & review MLEAC Process Manual.

☐

Attend the MLEAC Accreditation & Training Conference in September.

Michigan Police Accreditation Coalition-MIPAC:

This peer group consists of accreditation managers and agency executives. They have previously been where you are in the process or are currently there. A source for policy, templates, training and program management experience. Mock assessors will come from this peer group. At a minimum, the PAC meets in person at the MACP winter and summer conference and the MLEAC fall conference.

☐

Join MIPAC.

☐

Attend MIPAC meeting for support.

☐

Gain experience and support my peers by attending Mock-Assessments.

PowerDMS: Committed to supporting success in your organization.

Customer Success Manager- Here to provide ongoing support.

☐

Schedule my onboarding and get started. _____ (DATE)

Support Desk- Call us! Password resets to "How do I...?"

☐

Save this number in my phone 888-959-5158 or email support@powerdms.com

PowerDMS University- Free Online Training Classes

☐

Register for short, self-paced or instructor led classes as soon as I've had my onboarding meeting.

PowerDMS Success Community- Online search tool with help via articles and videos.

☐

Search for "Michigan Law Enforcement Accreditation Commission User Resource Guide in PowerDMS" See what else I can find...