



OFFICE OF THE COUNTY SHERIFF

Montgomery County, Maryland

Darren M. Popkin, Sheriff



GENERAL ORDERS/PERSONNEL PROCEDURES

<u>Subject:</u>	<u>Number:</u>	<u>Effective Date:</u>
Accreditation Management	2.16	03/28/19

Purpose: The purpose of this directive is to establish and maintain an accreditation management system that provides authority for the administration of the accreditation process and the delegation of responsibilities to those involved.

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I. Role and Authority of the Accreditation Manager

- A. Due to the complex, changing nature of the accreditation process, it is necessary to assign *an Accreditation Manager for* accountability, responsibility and a system of review to ensure continued compliance with accreditation standards. The Accreditation Manager is responsible for:
 1. Ensuring that the policies and procedures of the Sheriff's Office meet or exceed the minimum requirements set forth by the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA).
 2. Ensuring that the *assessment module located in PowerDMS* is current and demonstrates the continual compliance with *all* applicable standards.
 3. *Provide appropriate training to agency personnel who have been assigned to assist with the accreditation process.*
 4. *Maintaining membership in the Chesapeake Region Law Enforcement Accreditation Alliance – Police Accreditation Coalition (CRLEAA PAC).*
 5. *Staying informed of changes to the accreditation process and standards by attending the regular CRLEAA PAC meetings.*
- B. By authority of the Sheriff, the Accreditation Manager is permitted to operate outside the normal chain of command, *while* discharging their responsibility of ensuring the success of the accreditation process, and the continued compliance with all standards. The Accreditation Manager shall have direct access to all employees whose expertise or assistance is required for the successful operation of the accreditation process.

- C. All employees must cooperate with the Accreditation Manager in the Sheriff's Office effort to maintain accreditation status and to achieve re-accreditation. Reports, documentation, and other requested proofs of compliance must be submitted in a timely manner. Any request for reports, documentation, other proofs of compliance or comments regarding draft directives made by the Accreditation Manager *must* be considered a direct order from the Sheriff. The Accreditation Manager must report, by memorandum to the Sheriff, the failure of any employee to cooperate in the accreditation process. The Sheriff may determine a method of resolving the matter or any other action that is deemed appropriate.

II. Responsibilities

- A. In January of each year, the Accreditation Manager must prepare a list of reports, documentation or other required proofs of compliance. *The Accreditation Manager will distribute individualized lists* to the employees responsible for *providing* proofs of compliance. Due to the changing nature of the accreditation process, it may become necessary for the Accreditation Manager to request additional proofs of compliance during the year. The Accreditation Manager must define the specific nature of the additional proofs of compliance required.
- B. *The Accreditation Manager must maintain the overall functionality of the PowerDMS system, upload all new and updated documents, ensure that all employees have access to the system, and provide new user training to all newly hired employees.*
- C. Employees must submit all necessary reports, documentation, or other proofs of compliance as required by the Accreditation Manager in a timely manner. Employees encountering difficulties in meeting scheduled due dates for submitting proofs of compliance must notify the Accreditation Manager prior to the due date.
- D. Division Captains are responsible for ensuring the continued compliance with all applicable standards by employees under their command. This will be accomplished by reviewing proofs of compliance, personal observations, inspections, or any other method deemed necessary by the Division Captain.
- E. The Sheriff, Chief Deputy and Accreditation Manager will meet quarterly with selected personnel to assure the successful operation of the accreditation process.

III. Familiarization with the Accreditation Process

- A. Familiarization with the accreditation process will be provided to all Sheriff's Office employees as follows:
- (1) All newly hired employees within thirty (30) days of their hire date or during the Entry-Level Training Program.
 - (2) All employees during the self-assessment phase associated with achieving initial accreditation and each reaccreditation.

- (3) All personnel prior to an on-site assessment.
- B. The intent of this **requirement** is two-fold:
 - (1) It ensures that all employees are familiar with accreditation and what it entails during the self-assessment process.
 - (2) Familiarizing new employees with the process will provide a historical perspective and emphasize the importance of accreditation to the organization.
- C. Accreditation familiarization will include:
 - (1) The history and background of accreditation and the Sheriff's Office involvement in the process.
 - (2) The accreditation process.
 - (3) The goals and objectives of accreditation.
 - (4) The advantages of accreditation and its impact on the Sheriff's Office.
- D. Familiarization may be achieved by such means as roll call training, classroom instruction, newsletter, memo, and periodic attendance by command staff at meetings of the Commission on Accreditation for Law Enforcement Agencies.


IV. Accreditation Manager Training

When an employee is assigned to the position of Accreditation Manager, they must receive specialized accreditation manager training within one year of their appointment. This training should include, at a minimum, information on the essential components of the process, the standards manual, and file maintenance. The position of Accreditation Manager is very specialized and requires a high degree of knowledge of the accreditation process.

V. Cancellation

This written directive cancels and replaces General Orders/Personnel Procedures 2.16, dated **05/13/10**.

AUTHORITY:


Darren M. Popkin, Sheriff
03/28/2019