

PORT HURON POLICE DEPARTMENT POLICY AND PROCEDURAL ORDER

		ORDER NO: 11-08
SUBJECT: Accreditation - Management Of Standards		
EFFECTIVE DATE: Nov. 24, 1993	DISTRIBUTION: A	REVIEWED: 12/16/19 REVISED:
REQUIREMENTS: Annual audit of CALEA files by Accreditation Manager		
ISSUED BY: Chief Joseph A. Platzer		FORMS: NONE

I. PURPOSE

To establish procedures for ensuring that periodic reports, reviews, and other activities mandated by applicable accreditation standards are accomplished.

II. POLICY

It is the policy of the department to meet all standards required of it under accreditation.

III. PROCEDURES

Management of the accreditation process and standard compliance will be the responsibility of the accreditation manager. As such, the responsibility for ensuring that all accreditation standards are met rests with the accreditation manager.

1. The Chief of Police will appoint an employee as the accreditation manager.
2. The accreditation manager will track the required reports and proofs utilizing the proof matrix, time sensitive standards report, and a scheduling system, to ensure they are submitted in a timely fashion. Such a system will provide sufficient lead time so notices can be sent out to all affected personnel, in order to facilitate the collection and assimilation of information required for the reports.
3. Annually, the accreditation manager and/or the Captain shall conduct an audit of the CALEA/MLEAC compliance files and related policies and procedures to ensure that all relevant reports and documents are updated and complete.
5. If a new accreditation manager is appointed they shall receive specialized accreditation manager training within one year of being appointed.
6. The accreditation manager should attend at least one CALEA/MLEAC conference

during the calendar year to keep abreast of changes, issues, and trends in the accreditation process.

IV: TRAINING

- A. All personnel will receive accreditation information training within 30 days of hire.
- B. All personnel will receive refresher training in the accreditation process prior to on-site assessment.

#