

MONTCLAIR POLICE DEPARTMENT

POLICY & PROCEDURES



SUBJECT: **ACCREDITATION PROCESS**

EFFECTIVE DATE: June 13, 2016

NUMBER OF PAGES: 4

ACCREDITATION STANDARDS: N/A

BY THE ORDER OF:
Chief of Police Todd Conforti

PURPOSE The purpose of this policy is to establish the concept of accreditation and to memorialize the process to achieve and maintain an accredited status.

POLICY It is the policy of the Montclair Police Department to meet or exceed all applicable accreditation standards promulgated by the New Jersey State Association of Chiefs of Police (**NJSACOP**) and to maintain accredited status at all times. All agency personnel will assist in this endeavor as needed.

PROCEDURES

I. DEFINITIONS

- A. Accredit means to certify as meeting official requirements; to provide with credentials.
- B. Profession is an occupation requiring extensive education, such as law.
- C. Written directive is any written document used to guide or affect the performance or conduct of agency employees. Any law, ordinance, public policy, executive order, guideline, directive, general order, standard operating procedure, special order, personnel order, etc., binding upon the agency or employees of the agency.

II. GENERAL

- A. The goals of accreditation are to:
 - 1. Strengthen crime prevention and control capabilities;
 - 2. Formalize essential management procedures;
 - 3. Establish fair and non-discriminatory personnel practices;
 - 4. Improve the delivery of service to the community;
 - 5. Solidify interagency cooperation and coordination, and:
 - 6. Boost citizen and staff confidence in the agency.
- B. The benefits of accreditation include:
 - 1. A stronger defense against lawsuits and citizen complaints - Accredited agencies are better able to successfully defend themselves against lawsuits, tort claims, and citizen complaints. Many accredited agencies report a decline in legal action against them.
 - 2. Greater accountability within the agency - Accreditation standards provide the Chief of Police with a proven management system of written directives, effective training, clearly defined lines of authority, and routine processes that support decision making and resource allocation.
 - 3. Support from government officials - Accreditation provides objective evidence of an agency's commitment to excellence in leadership, resource management, and service delivery. Thus, government officials are more confident in the agency's ability to operate efficiently and meet community needs and expectations.
 - 4. Increased community advocacy - Accreditation embodies the precepts of community oriented policing. It creates a forum in which police and citizens work together to prevent and control crime. This partnership helps citizens understand the challenges confronting the law enforcement community and gives the law enforcement community a clear direction concerning community needs and expectations.

5. Recognition for excellence - Accreditation is a most coveted award that symbolizes professionalism, excellence, and competence. It requires written directives and training to inform employees about policies and practices; facilities and equipment to ensure employees' safety; and processes to safeguard employees' rights. Both the community and agency can take pride in their department, knowing that it represents the very best in policing.

III. ACCREDITATION PROCESS

- A. The accreditation process involves five basic phases:
 1. Voluntary application;
 2. Self-assessment:
 - a. This phase is the most labor intensive and time consuming for the agency and its employees. During this time, the written directive system will be rewritten and codified to bring the agency into compliance with established best practices promulgated by **NJSACOP**.
 - b. Further objectives of this phase include:
 - 1) Achieve compliance with the standards;
 - 2) Establish proof of compliance with the standards;
 - 3) Facilitate the on-site review.
 3. On-site review – The on-site review phase consists of **NJSACOP** assessors visiting this agency with the purpose of verifying compliance with the standards. The on-site assessment team will review the accreditation files, interview employees, and visit with the community to determine if we practice the tenets we establish.
 4. Final review and decision – Following the on-site review, **NJSACOP** will review this agency's entire process and decide whether this agency has met the goals we ourselves have set. Only when completely satisfied would they award accreditation status.
 5. Maintain compliance and re-accreditation – Maintaining compliance is the fifth phase of accreditation. This is where the processes established are maintained for the good of the public and the agency. Subsequent on-site reviews follow every three years.

IV. ACCREDITATION MANAGER

- A. The chief of police shall appoint a person to manage the accreditation process under the supervision of the deputy chief of police. This person shall be known as the accreditation manager.

B. Duties and responsibilities include:

1. Under the direction of the deputy chief of police, coordinates assignments related to the accreditation program to meet deadlines in order to assure an efficient workflow throughout the agency.
2. Reviews a wide variety of complex and technical issues concerning law enforcement standards and the accreditation process.
3. Meets regularly with the deputy chief of police and key employees to identify needs and report progress on accreditation efforts.
4. Maintains regular contact with all consultants retained by the township to assist the agency with its accreditation efforts and coordinates the flow of information to and from the department's subject matter experts and the consultants.
5. Assists in identification and development of new programs, systems, procedures, or equipment to improve performance of the agency in compliance with applicable standards.
6. Provides liaison to **NJSACOP** for all accreditation matters.
7. Attends **NJSACOP** meetings and local accreditation network meetings.
8. Keeps abreast of all aspects of the accreditation process, including proposed changes or amendments to the standards, assessing the impact on current policies and procedures of the agency.
9. Provides or causes accreditation training for agency employees.
10. Under the direction of the deputy chief of police, coordinates agency personnel and their efforts, which are necessary to develop the proofs of compliance required for the agency to attain NJSACOP accreditation.
11. Under the direction of the deputy chief of police, maintains master and archive files for agency written directives.
12. Maintains **NJSACOP** individual standard report files.
13. Performs other work related to the agency's accreditations efforts as assigned by the chief of police and or the deputy chief of police.

V. **SUPPLEMENTAL**

- A. The accreditation process is not secret and shall be open to public scrutiny. Interested citizens shall be permitted to inspect and review **NJSACOP** standards at all times, upon request.
- B. The accreditation manager shall ensure that the **NJSACOP** standards are kept current and shall replace them with updated versions when they become available.