

**ARKANSAS ASSOCIATION OF CHIEFS OF POLICE  
ARKANSAS LAW ENFORCEMENT ACCREDITATION PROGRAM  
ANNUAL REPORT**

*Due March 1<sup>st</sup> of each year after Accredited status.*

**Agency:**

**Report Year:**

**Current C.E.O.:**

**Contact Number:**

**Current Program Manager:**

**Contact Number:**

**Current Sworn Strength Authorized:**

**Current Sworn Actual:**

**Current Non-Sworn Authorized:**

**Non-Sworn Actual:**

Please answer the following questions regarding your department's operations since your Accreditation Award Date or your last Annual Report. Updated Proofs of Compliance for all Standards must be prepared during the third year (prior to the expiration of your current Accreditation Award) and an On-Site Review completed for renewal of Accredited status.

## **I. Administration and Organization**

**During the past year:**

Did the agency review its organizational chart? (1.01)

Did the designated person develop, submit, and manage the agency budget? (1.02)

Did the designated person ensure cash handling and documentation was performed as set by agency directive? (1.03, 7.14)

Did the designated person verify that the agency directives are applicable with Arkansas law and reviewed on the periodic schedule as set by agency policy? (1.04)

Did the CEO account for agency-owned capital assets (monetary value set by agency policy)? (1.10)

Did the designated person maintain the agency developed system for ALEAP accreditation? (1.13)

If "No", please explain and attach a copy of the policy revisions.

## **II. Professional Standards and Conduct**

**During the past year:**

Did the agency adhere to the internal investigation time limits? (2.05)

Did the CEO receive complaint notifications timely? (2.07)

Did the agency send the results to the complainant(s) according to agency directive? (2.10)

Did the agency maintain personnel files in accordance with agency directive? (2.23)

If “No”, please explain and attach a copy of the policy revisions.

### **III. Training**

#### **During the past year:**

Do all sworn officers qualify with all issued firearms annually? (3.01)

Did all sworn officers train on the use of deadly force policy? (3.02)

Were all authorized firearms inspected? (3.03)

Were all authorized personnel trained on proficiency for all less than lethal weapons (biennial)? (3.04)

Did all sworn and non-sworn receive in-service training as directed by agency directive? (3.06, 3.07)

Did each new supervisor receive the appropriate training for their rank? (3.08)

Did each new recruit receive at minimum 12-weeks of field training? (3.11)

Did the field training officers conduct a process review of the agency field training program? (3.13)

If “No”, please explain and attach a copy of the policy revisions.

### **IV. Personnel**

#### **During the past year:**

Did the agency abide by the promotional process as directed by agency directive? (4.06)

Did the agency conduct performance evaluations as directed by agency directive? (4.08)

If “No”, please explain and attach a copy of the policy revisions.

### **VI. Use of Force**

#### **During the past year:**

Did agency supervisors review each response to resistance form? (6.03)

If “No”, please explain and attach a copy of the policy revisions.

## **VII. Law Enforcement Operations**

### **During the past year:**

Did agency supervisors review each pursuit review form? (7.16)

Did the agency conduct readiness inspections on special use equipment twice? (7.27)

If “No”, please explain and attach a copy of the policy revisions.

## **VIII. Unusual Situations**

### **During the past year:**

Did the agency review the emergency operations plan? (biennial) (8.07)

If “No”, please explain and attach a copy of the policy revisions.

## **IV. Communications**

### **During the past year:**

Did the agency test the back-up power source quarterly? (9.04)

Did the agency conduct a periodic audit of the agency warrant file? (9.08)

If “No”, please explain and attach a copy of the policy revisions.

## **XIII. State Requirements**

### **During the past year:**

Did the agency ensure all officers possesses a valid driver’s license? (13.11)

Did the agency ensure they have certified their racial profiling policy and mobile video recordings guidelines with the Attorney General? (13.16)

If “No”, please explain and attach a copy of the policy revisions.

### **Program Manager statement on accreditation**

### **Is your agency currently in compliance with all applicable Standards?**

If “No”, please explain in an attached memo.

### **During the past year, have there been any instance where you feel your agency was not in compliance with applicable standards?**

If “Yes”, please explain in an attached memo.

**In addition to the above status report, Accredited Agencies are required to submit a report to the CEO of the Agency. Copies of the below required reports are to be submitted with this ALEAP Annual Report.**

- **Annual Analysis of Bias Based Policing (2.01)**
- **Annual Analysis of Accidents and Injuries (4.10)**
- **Annual Analysis of Response to Resistance (Use of Force) (6.10)**
- **Annual Analysis of Pursuits (7.16)**
- **Annual Report of Property Room Inspection (12.07)**
- **Annual Report of Property Room Inventory (12.08)**

## **VII. Certification**

**I hereby certify that this agency has demonstrated ongoing compliance with all applicable Accreditation Program Standards except as indicated above.**

**Chief Executive Officer Signature:**

**Chief Executive Officer Printed Name:**

**Date:**

**Prepared By:**

**ALEAP Use Only**

**Received:** \_\_\_\_\_

**Program Director:** \_\_\_\_\_

**Email this report to the Agency Program Manager.**