

	BARTOW POLICE DEPARTMENT STANDARD OPERATING PROCEDURE	SOP-100
ACCREDITATION FAMILIARIZATION		
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ACCREDITATION STANDARDS:	CFA 10.03	TAC NONE
	TAC NONE	
ASSOCIATED SOPS: NONE		

PURPOSE: The purpose of this Standard Operating Procedure is to establish a procedure whereby all agency members are familiar with the accreditation process.

SCOPE: This Standard Operating Procedure shall apply to all agency members.

DISCUSSION: It is important that each member of the agency be familiar with the accreditation process. Newly-hired members should be provided with a historical perspective and realize the importance of the accreditation process to the agency. All members should be familiar with the self-assessment process and what it entails.

POLICY: It shall be the policy of the Bartow Police Department to familiarize all members with the accreditation process.

DEFINITIONS:

On-Site: Accreditation assessors examine proofs of compliance to verify that the agency complies with applicable standards.

Self-Assessment: The process the agency enters into to achieve compliance with applicable standards, establish proofs of compliance and to facilitate an on-site

RULES AND PROCEDURE:

100.1 Familiarization with the accreditation process shall be provided to agency members as follows:

- A. Newly-Hired Members:** Newly-hired members shall receive accreditation familiarization during the initial training period. [CFA 10.03]
- B. Self-Assessment:** All members shall receive accreditation familiarization during the self-assessment associated with achieving initial accreditation.

- C. On-Site Assessment: All members shall receive accreditation familiarization just prior to an on-site assessment associated with each reaccreditation.

100.2 Accreditation Familiarization Shall Include:

- A. The history and background of accreditation and the agency's involvement;
- B. The accreditation process;
- C. The goals and objectives of accreditation; and
- D. The advantages of accreditation and its impact on the agency.

100.3 Methods: Accreditation familiarization shall be provided as follows:

- A. The agency shall ensure all new members are provided with an overview on the accreditation process and accreditation standards.
- B. During the self-assessment and just prior to an on-site review.

100.4 INDEXING:

Accreditation Familiarization

On-Site

Self-Assessment

Approved By:

Stephen Walker, Chief of Police