

Cocoa Beach Police Department

Standard Operating Procedure



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| Effective Date: March 17, 2022 | Replaces: Amends: December 20, 2020 | Number: 001.01 |
| Subject: Accreditation Management | | Re-evaluation Date: 2024 |
| Distribution: ALL PERSONNEL | Related Standards: 3.02M, 10.03M, 10.18 | |

This order consists of the following numbered sections:

1. Purpose
2. Scope
3. Policy
4. Definitions
5. Accreditation Manager
6. Continued Compliance
7. Proofs of Compliance
8. Accreditation Familiarization
9. References

1. **PURPOSE**

To provide guidance to the members of the Cocoa Beach Police Department regarding the establishment of an Accreditation Management System and orientation program that provides for the administration, maintenance and follow-up of the law enforcement accreditation process.

2. **SCOPE**

This policy applies to all members of the Cocoa Beach Police Department.

3. **POLICY**

It is the policy of the Cocoa Beach Police Department to maintain a system that ensures periodic reports, reviews, and other activities mandated by law enforcement accreditation standards are accomplished, and that all members are familiar with the accreditation process. It is also the policy of the department to achieve and maintain state recognition status by meeting and/or exceeding accreditation standards as defined by the Commission on Florida Accreditation (CFA). Department members shall make every effort to consistently improve the level of professionalism demonstrated throughout the department.

4. **DEFINITIONS**

- A. Functional Staff Authority- Authority granted by the Chief of Police to control activities of other components as they relate to specific staff responsibilities. As used in this order, functional staff authority is limited to those matters relating to the law enforcement accreditation process.
- B. Mock On-Site Assessment- A trial run completed prior to the on-site assessment which involves the examination of proofs of compliance, inspections, or interviews by accreditation assessors to discover any shortcomings so adjustments and corrections can be made prior to the on-site assessment.
- C. On-Site Assessment- The examination of proofs of compliance by accreditation assessors to verify that the agency complies with applicable standards.
- D. Proofs of Compliance- Verification by documentation that the agency fully complies with the letter and spirit of an accreditation standard.
- E. Self-Assessment- The process that the agency enters to achieve compliance with applicable standards, establish proof of compliance, and facilitates the mock and on-site assessments.

5. ACCREDITATION MANAGER

A. Selection and Authority

1. The Accreditation Manager is appointed by the Chief of Police and may be a sworn or non-sworn member of the department.
2. The Accreditation Manager is empowered with functional staff authority and has direct access to all administrators, supervisors, and other members of the department and city government whose expertise or authority is needed for the successful operation of the accreditation process.
3. The Accreditation Manager reports directly to the Chief of Police.

B. Responsibilities

The Accreditation Manager is considered a facilitator and coordinator for agency personnel to assist them in complying with the professional standards mandated by CFA and is responsible for the following:

1. Managing the accreditation function
2. Ensuring the department is adhering to all accreditation standards
3. Ensuring all standard files contain all necessary and proper proofs of compliance
4. Ensuring all reminders are sent to various divisions /departments detailing when accreditation reports are due.
5. Documenting any original or revised written directive
6. Ensuring revisions of all Standard Operating Procedure are in compliance with the professional standards.
7. Ensuring department members are familiar with and educated about CFA. This process shall be ongoing, beginning with familiarizing new employees of the accreditation process, familiarizing department employees of the accreditation process during the self-assessment phase and familiarizing department employees with the accreditation process prior to the mock and on-site assessment for each subsequent re-accreditation.
8. Keeping the Chief of Police apprised of the department's accredited status
9. Ensuring CFA standard revisions are complied with in a timely manner
10. Preparing and submitting annual accreditation report to the Commission. (CFA 3.02M)
11. Preparing agency personnel and standard files for both the mock and on-site assessment
12. Keeping abreast of the latest developments in the accreditation process by attending Florida Police Accreditation Coalition (FLA-PAC)/Commission meetings.
13. Assisting any department personnel with accreditation related questions or activities
14. Performing audits, inventories, examinations and inspections as assigned by the Chief of Police

C. Training

Newly appointed Accreditation Managers will receive specialized Accreditation Manager training prior to or no later than 12 months after appointment to the Accreditation Manager position. (CFA10.18)

6. CONTINUED COMPLIANCE

- A. It is the responsibility of the Command Staff, Shift Supervisors and departmental Supervisors to ensure continued compliance with all standards applicable to their commands and to familiarize their respective personnel with those standards.
- B. Supervisors who propose revisions or amendments to directives and procedures must forward copies of the proposal to the Accreditation Manager for verification that the revisions are in compliance with accreditation standards.

7. PROOFS OF COMPLIANCE

- A. Members shall provide proofs of compliance when requested by the Accreditation Manager in accordance with applicable standards.
- B. The Command Staff, Shift Supervisors and all other members shall furnish and/or provide access to all necessary reports as required by the Accreditation Manager for Standard Operating Procedure and accreditation files.
- C. The appropriate member of the Command Staff or Shift Supervisors will be provided with a list of required reports and their due dates which are required to maintain accreditation status and achieve re-accreditation.

8. ACCREDITATION FAMILIARIZATION

- A. New agency members will receive an overview on the agency's accreditation standards and process during their orientation and/or field training. The Training Coordinator is responsible for coordinating the training. (CFA 10.03M)

- B. Prior to both the mock and on-site assessments all members will receive familiarization training of the agency's accreditation standards and process associated with re-accreditation. This may be achieved through classroom instruction, newsletter, emails or memorandum(s).
 - C. Personnel designated by the Chief of Police may attend and represent the Department at meetings of the Commission on Florida Accreditation (CFA) and Florida Police Accreditation Coalition (FLA-PAC).
9. **REFERENCES**
Florida Accreditation (2018). Accreditation Manager Training Manual. Florida Accreditation Office. Tallahassee, Fl.



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