
	Administrative General Order	4 CALEA	PAGE 1 OF 10
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BY THE AUTHORITY OF THE CHIEF OF POLICE: 			

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4.1 COMMISSION ON ACCREDITATION FOR LAW ENFORCEMENT AGENCIES

The Commission on Accreditation for Law Enforcement Agencies (CALEA) is a credentialing authority administered by the four (4) major law enforcement executive membership associations which consists of: International Association of Chiefs of Police, National Organization of Black Law Enforcement Executives, National Sheriffs' Association, and the Police Executive Research Forum. These associations created the Commission and appoint its members. The Commission is composed of twenty-one (21) members: consisting of at least eleven (11) law enforcement professionals and the remaining from the private sector and other governmental entities. The Commission reflects broad representation from state and local levels as well as from many regions of the United States and Canada. The Commission on Accreditation for Law Enforcement Agencies (CALEA) was formed in 1979 to establish a body of standards designed to:

1. Increase law enforcement agency capabilities to prevent and control crime;
2. Increase agency effectiveness and efficiency in the delivery of law enforcement service;
3. Increase cooperation and coordination with other law enforcement agencies and with other agencies of the criminal justice system; and
4. Increase citizen and employee confidence in the goals, objectives, policies, and practices of the agency.

In addition, the Commission was formed to develop an accreditation process that provides law enforcement agencies an opportunity to demonstrate voluntarily that they meet an established set of professional standards. Since initial approval, the standards have undergone many interpretations, adjustments, and amendments. The commission's assessment states that the current standards reflect the best professional requirements and practices for a law enforcement agency. Initially, the Charleston Police Department underwent and successfully completed this process in May of 1991. The department has effectively maintained its accreditation and will continue this process every four (4) years. The Charleston Police Department was the first municipal law enforcement agency in the State of South Carolina to successfully complete this process.

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4.2 CALEA ACCREDITATION MANAGER (CALEA 33.5.4)

The accreditation manager for the Charleston Police is responsible for the CALEA Standard files. The accreditation manager will:

1. Maintain the CALEA Standard files in a neat and orderly manner;
2. Receive specialized accreditation manager training within one year of their assignment;
3. Ensure current/relevant material is in the appropriate CALEA file;
4. Maintain a current copy of the CALEA Standard Manual;
5. Provide training to department personnel as required by CALEA;
6. Prepare and direct on-site assessments through CALEA for the Charleston Police Department and provide mock-assessment, as needed;
7. Develop and distribute policies/procedures as required by the new CALEA Standards for the department with the approval of the Chief of Police;
8. Attend training seminars as required by CALEA to maintain knowledge of the CALEA process;
9. Ensure that the Charleston Police Department remains in compliance with applicable CALEA Standards to ensure accreditation;
10. Submit all reports to CALEA as required by CALEA guidelines;
11. If necessary, to appeal CALEA Staff decisions for review if said decisions are in the best interest of the Charleston Police Department;
12. Respond to requests, directives, and complaints that CALEA may send to the Charleston Police Department;
13. Assume such other responsibilities and conduct such other activities as are compatible with the operation of such onsite assessment, and accreditation activities.

4.3 COLLECTION OF FILES & REPORTS (CALEA 11.4.3)

Accreditation Maintenance

Re-accreditation must be applied for and granted on or before the fourth anniversary of the previous award of accredited status. For successful re-accreditation to occur, all functions of the department must be in compliance with standards at all times and not just during the on-site assessment. To ensure this is accomplished, the Accreditation Manager will periodically report directly to the Chief of Police or his designee on new standards, and any significant problems with standard's compliance or member support.

It will be the responsibility of the Division Commander within each chain of command to identify specific compliance delays or concerns (through monitoring compliance or by request of the Accreditation Manager). Commanders will personally conduct a Command-level assessment of compliance (both compliance with directives and compliance with furnishing adequate proofs of compliance) when needed and sign off on the standard based on their authority, or to ensure the development of an appropriate plan of action allowing for swift compliance to be achieved.

All members of this department will cooperate with and assist the Accreditation Manager in maintaining accredited status. Maintaining accredited status is accomplished by maintaining "proofs of compliance." This includes updating the individual accreditation standard folders with any monthly, or other periodic reports or reviews required by accreditation standards; mandatory review/coordination of department and division directives with the Accreditation Manager; and review of any operational/organizational changes or practices with the Accreditation Manager.

The Accreditation Manager will ensure that periodic reports, reviews, and other activities mandated by applicable accreditation standards are accomplished by the person(s) to which they are assigned.

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1. The activities will be entered into PowerDMS Tasks with reminders and recurrences established;
2. When a task is due it will be assigned to the appropriate member for completion;
3. When the task is completed and received by the accreditation manager, the task will be checked as completed in PowerDMS Tasks;
4. Any assigned task overdue by 30 days will be addressed with the Chief of Police or his designee.

Review Process

All Department/Division General Orders and Procedural Orders will be reviewed by the Accreditation Manager prior to their implementation. This review process is to determine the impact on accreditation and is not an approval process for directives. Administrative and statistical reporting requirements of accreditation will be submitted to the Accreditation Manager as required.

The Accreditation Manager will:

1. Maintain all documents needed to indicate compliance with each CALEA standard in a central repository. Ensure all standard files contain all necessary and proper directives and proofs of compliance;
2. On or around January 1 of each year, request that each organizational component with responsibility for annual proofs of compliance, submit those proofs for the preceding year;
3. Provide a listing of all outstanding required periodic reports, reviews, and other activities needed to document compliance to the Accreditation Manager on a regular basis;
4. Review all new or revised written directives and programs, prior to implementation, to ensure their compatibility and full compliance with Accreditation standards. Identify all appropriate CALEA language with footnotes;
5. Maintain the PowerDMS Task system to account for all required proofs of compliance (periodic reports, reviews, and other activities mandated by the Accreditation standards);
6. Ensure reminders are sent to various organizational components when CALEA reports/documentation is due;
7. Ensure that the latest update to Appendix A, providing guidelines for CALEA submissions, is provided to all Charleston Police Department personnel responsible for submitting proofs of compliance.

CALEA Required Reporting

ADMINISTRATIVE ACTIVITY: Review of Agency Practices with Bias Based Profiling Implications

ASSIGNMENT/(DISTRIBUTION): PSO

DUE DATE(S): Annually

STANDARD: 1.2.9

PURPOSE: TO DOCUMENT THAT: Bias based profiling is not occurring, based on a review of citizen complaints, IA investigations, and aggregate data on traffic stops, field contacts, and searches

ADMINISTRATIVE ACTIVITY: Response to Resistance and/or Aggression Occurrence

ASSIGNMENT/(DISTRIBUTION): Operations Bureau Commander

DUE DATE(S): Per Incident

STANDARD: 4.2.1

PURPOSE: TO DOCUMENT THAT: Response to Resistance and/or Aggression incidents are reported, reviewed and analyzed as appropriate

ADMINISTRATIVE ACTIVITY: Review of Response to Resistance and/or Aggression Reports

ASSIGNMENT/(DISTRIBUTION): Operations Bureau Commander

DUE DATE(S): Per Incident

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STANDARD: 4.2.2

PURPOSE: TO DOCUMENT THAT: Response to Resistance and/or Aggression Reports have been reviewed to determine if there are policy, training, weapons/equipment, or discipline issues that should be addressed

ADMINISTRATIVE ACTIVITY: Analysis of Response to Resistance and/or Aggression Reports

ASSIGNMENT/(DISTRIBUTION): PSO Commander

DUE DATE(S): Annually

STANDARD: 4.2.4

PURPOSE: TO DOCUMENT THAT: Response to Resistance and/or Aggression Reports have been reviewed to reveal patterns or trends that could indicate training needs, equipment upgrades, and/or policy modifications.

ADMINISTRATIVE ACTIVITY: Response to Resistance and/or Aggression policies, lethal and electronic controlled weapons proficiency

ASSIGNMENT/(DISTRIBUTION): PD&T

DUE DATE(S): Lethal -- Annual; Non-Lethal -- biennially

STANDARD: 4.3.3

PURPOSE: TO DOCUMENT THAT: The agency has reviewed Response to Resistance and/or Aggression policies for non-lethal weapons with all sworn employees.

ADMINISTRATIVE ACTIVITY: Documentation of Weapons Proficiency

ASSIGNMENT/(DISTRIBUTION): PD&T

DUE DATE(S): Annually

STANDARD: 4.3.3

PURPOSE: TO DOCUMENT THAT: Weapons retraining has been conducted & proficiency has been demonstrated each year

ADMINISTRATIVE ACTIVITY: Update of Agency Goals & Objectives

ASSIGNMENT/(DISTRIBUTION): Support/Investigations Bureau Commander

DUE DATE(S): Annually

STANDARD: 15.2.1

PURPOSE: TO DOCUMENT THAT: Updated written goals and objectives have been developed for the agency as a whole and for each organizational component; Progress toward goals & objectives has been evaluated and goals & objectives have been made available to all affected personnel

ADMINISTRATIVE ACTIVITY: Budget Recommendations by Major Functions

ASSIGNMENT/(DISTRIBUTION): Administrative Services Manager

DUE DATE(S): Annually

STANDARD: 17.2.2

PURPOSE: TO DOCUMENT THAT: Chain of Command have been held accountable for those portions of the agency's budget that relate to their functions

ADMINISTRATIVE ACTIVITY: Fiscal Management Status Report

ASSIGNMENT/(DISTRIBUTION): Administrative Services Manager

DUE DATE(S): Monthly

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STANDARD: 17.4.1

PURPOSE: TO DOCUMENT THAT: Monthly status reports reflect the orderly and accurate flow of funds

ADMINISTRATIVE ACTIVITY: Accounting of Cash/Confidential Funds

ASSIGNMENT/(DISTRIBUTION): Administrative Services Manager

DUE DATE(S): Quarterly

STANDARD: 17.4.2

PURPOSE: TO DOCUMENT THAT: Agency cash activities are accounted for on a quarterly basis

ADMINISTRATIVE ACTIVITY: Workload Assessments

ASSIGNMENT/(DISTRIBUTION): Support Services Division Commander

DUE DATE(S): Triennial

STANDARD: 21.2.4

PURPOSE: TO DOCUMENT THAT: The agency has used reliable data & reasonable calculations to reach valid conclusions about workload within each agency component

ADMINISTRATIVE ACTIVITY: Review of Specialized Assignments

ASSIGNMENT/(DISTRIBUTION): Special Units Division Commander

DUE DATE(S): Annually

STANDARD: 21.2.4

PURPOSE: TO DOCUMENT THAT: Each specialized assignment has been reviewed to determine whether it should be continued.

ADMINISTRATIVE ACTIVITY: Analysis of Employee Grievances

ASSIGNMENT/(DISTRIBUTION): PSO Division Commander

DUE DATE(S): Annually

STANDARD: 22.4.3

PURPOSE: TO DOCUMENT THAT: Employee grievances are analyzed to determine trends and to minimize the causes for future grievances

ADMINISTRATIVE ACTIVITY: IA Investigations Statistical Summary

ASSIGNMENT/(DISTRIBUTION): PSO Division Commander

DUE DATE(S): Annually

STANDARD: 26.2.5

PURPOSE: TO DOCUMENT THAT: Annual Statistical summaries, based upon records of internal affairs investigations, have been completed and made available to the public and agency employees.

ADMINISTRATIVE ACTIVITY: Analysis of Recruitment Plan

ASSIGNMENT (DISTRIBUTION): PD&T

DUE DATE(S): Annually

STANDARD: 31.2.2

PURPOSE: TO DOCUMENT THAT: Ensure recruitment efforts meet the needs of the Department.

ADMINISTRATIVE ACTIVITY: Legal Update Training

ASSIGNMENT (DISTRIBUTION): PD&T

DUE DATE(S): Annually

STANDARD: 33.5.1

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PURPOSE: TO DOCUMENT THAT: Ensure personnel are kept up to date with new laws.

ADMINISTRATIVE ACTIVITY: Employee Performance Evaluation

ASSIGNMENT/(DISTRIBUTION): Personnel

DUE DATE(S): Annually

STANDARD: 35.1.2

PURPOSE: TO DOCUMENT THAT: Performance evaluation of each employee be conducted and documented at least annually.

ADMINISTRATIVE ACTIVITY: Written Performance Evaluation Entry level personnel

ASSIGNMENT/(DISTRIBUTION): Personnel

DUE DATE(S): Quarterly

STANDARD: 35.1.3

PURPOSE: TO DOCUMENT THAT: All entry level probationary employees are evaluated at least quarterly.

ADMINISTRATIVE ACTIVITY: Analysis of Personnel Early Warning System

ASSIGNMENT/(DISTRIBUTION): PSO Commander

DUE DATE(S): Annually

STANDARD: 35.1.9

PURPOSE: TO DOCUMENT THAT: Annual analyses of Response to Resistance and/or Aggression Reports, Vehicle Pursuits, disciplinary actions, performance evaluations and IA/Complaint Summary have been reviewed in comparison with Early Intervention Reports to ensure the early identification of potential problem employees.

ADMINISTRATIVE ACTIVITY: Crime Intelligence Procedures and Process

ASSIGNMENT (DISTRIBUTION): CIU Supervisor

DUE DATE(S): Annual

STANDARD: 40.2.3

PURPOSE: TO DOCUMENT THAT: Ensure procedures and processes for the collection and sharing of suspicious incidents and criminal intelligence are in compliance with Departmental policy.

ADMINISTRATIVE ACTIVITY: Review Motor Vehicle Pursuit Reports

ASSIGNMENT/(DISTRIBUTION): Pursuit Committee Chairperson

DUE DATE(S): Per Incident

STANDARD: 41.2.2

PURPOSE: TO DOCUMENT THAT: An ongoing review of motor vehicle pursuits and the policies and procedures that govern those pursuits.

ADMINISTRATIVE ACTIVITY: Analysis of Motor Vehicle Pursuits

ASSIGNMENT/(DISTRIBUTION): Pursuit Committee Chairperson

DUE DATE(S): Annually

STANDARD: 41.2.2

PURPOSE: TO DOCUMENT THAT: An analysis of motor vehicle pursuits has been conducted to reveal patterns or trends that indicate training needs and/or policy modifications.

ADMINISTRATIVE ACTIVITY: Use of Roadblocks & Forcible Stops

ASSIGNMENT (DISTRIBUTION): Pursuit Committee Chairperson

DUE DATE(S): Per Incident

GENERAL ORDER #4

STANDARD: 41.2.3

PURPOSE: TO DOCUMENT THAT: An ongoing review of roadblocks and forcible stopping technique and the policies and procedures that govern those pursuits.

ADMINISTRATIVE ACTIVITY: Training on dealing with the mentally ill

ASSIGNMENT (DISTRIBUTION): PD&T

DUE DATE(S): Annual

STANDARD: 41.2.7

PURPOSE: TO DOCUMENT THAT: Ensure all personnel receive training and guidance in dealing with persons suspected of being mentally ill.

ADMINISTRATIVE ACTIVITY: Review/Evaluation of Juvenile Enforcement and Prevention

ASSIGNMENT/(DISTRIBUTION): Central Investigative Division Commander

DUE DATE(S): Annually

STANDARD: 44.1.3

PURPOSE: TO DOCUMENT THAT: An annual review and written evaluation has been completed on all enforcement and prevention programs relating to juveniles

ADMINISTRATIVE ACTIVITY: Analysis of Effectiveness of Crime Prevention Programs

ASSIGNMENT/(DISTRIBUTION): Crime Prevention

DUE DATE(S): Biennially

STANDARD: 45.1.1

PURPOSE: TO DOCUMENT THAT: Information has been collected and evaluated to determine if community involvement functions should remain, be modified, or be discontinued.

ADMINISTRATIVE ACTIVITY: Community Involvement Report to Chief

ASSIGNMENT/(DISTRIBUTION): Crime Prevention

DUE DATE(S): Quarterly

STANDARD: 45.2.1

PURPOSE: TO DOCUMENT THAT: Quarterly reports reflect agency accountability for the community involvement function

ADMINISTRATIVE ACTIVITY: Survey of Citizen Attitudes and Opinions

ASSIGNMENT/(DISTRIBUTION): Crime Prevention

DUE DATE(S): Biennially

STANDARD: 45.2.2

PURPOSE: TO DOCUMENT THAT: The survey will show overall agency performance and citizen satisfaction of those services, as well as identifying recommendations and suggestions for improvement.

ADMINISTRATIVE ACTIVITY: After-Action Reports on Hostages, Barricaded Subjects

ASSIGNMENT/(DISTRIBUTION): Special Units Division Commander

DUE DATE(S): Per Incident

STANDARD: 46.1.3

PURPOSE: TO DOCUMENT THAT: The agency has responded to these types of unusual occurrences based on thorough pre-planning

ADMINISTRATIVE ACTIVITY: Inspection of Unusual Occurrence Equipment

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ASSIGNMENT/(DISTRIBUTION): Special Units Division Commander

DUE DATE(S): Monthly

STANDARD: 46.1.6

PURPOSE: TO DOCUMENT THAT: Inspection checklists reflect that unusual occurrence equipment is maintained in a state of operational readiness

ADMINISTRATIVE ACTIVITY: Inspection/Critical incident equipment readiness

ASSIGNMENT/(DISTRIBUTION): Special Units Division Commander

DUE DATE(S): Quarterly

STANDARD: 46.1.8

PURPOSE: TO DOCUMENT THAT: The agency's Emergency Operations Manual, including equipment to be used in support of emergency operations.

ADMINISTRATIVE ACTIVITY: Training on All Hazard Plan

ASSIGNMENT/(DISTRIBUTION): Special Units Division Commander

DUE DATE(S): Annual

STANDARD: 46.1.9

PURPOSE: TO DOCUMENT THAT: Ensure training on agency's All Hazard Plan.

ADMINISTRATIVE ACTIVITY: Training on Active Threats

ASSIGNMENT/(DISTRIBUTION): Special Units Division Commander

DUE DATE(S): Annual

STANDARD: 46.1.10

PURPOSE: TO DOCUMENT THAT: Ensure training in relation to Active Threats.

ADMINISTRATIVE ACTIVITY: Staff Inspections & Follow-Up Reports

ASSIGNMENT/(DISTRIBUTION): PSO Division Commander

DUE DATE(S): Every unit inspected once every 3 years

STANDARD: 53.2.1

PURPOSE: TO DOCUMENT THAT: Ensure staff inspection was conducted within all organizational components.

ADMINISTRATIVE ACTIVITY: Review of Victim/Witness Assistance Needs

ASSIGNMENT/(DISTRIBUTION): Division Commander Central Investigations

DUE DATE(S): Biennial

STANDARD: 55.1.2

PURPOSE: TO DOCUMENT THAT: The agency has completed an analysis of victim/witness assistance needs and available services

ADMINISTRATIVE ACTIVITY: Escape of Prisoner being Transported

ASSIGNMENT/(DISTRIBUTION): Operations Bureau Commander

DUE DATE(S): Per Incident

STANDARD: 70.1.7

PURPOSE: TO DOCUMENT THAT: Ensure documentation of following an escape of a detainee.

ADMINISTRATIVE ACTIVITY: Temporary Detention Training

ASSIGNMENT/ (DISTRIBUTION): Island Patrol Division Commanders

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DUE DATE(S): Quadrennial

STANDARD: 71.2.1

PURPOSE: TO DOCUMENT THAT: Ensure training is conducted in accordance with policy on temporary detention.

ADMINISTRATIVE ACTIVITY: Temporary Detention Procedures

ASSIGNMENT/(DISTRIBUTION): Island Patrol Division Commander

DUE DATE: Annual

STANDARD: 71.4.3

PURPOSE: TO DOCUMENT THAT: Review of the temporary detention procedures to ensure compliance with policy and procedures.

ADMINISTRATIVE ACTIVITY: Audit of Central Records Computer System

ASSIGNMENT/(DISTRIBUTION): Administrative Services Division Manager

DUE DATE(S): Annually

STANDARD: 82.1.6

PURPOSE: TO DOCUMENT THAT: An audit of the central records computer system has been conducted in order to verify all passwords, access codes, and access violations.

ADMINISTRATIVE ACTIVITY: Evidence/Property Inspections and Audit

ASSIGNMENT/(DISTRIBUTION): Investigation & Community Outreach Bureau Commander

DUE DATE(S): Monthly

STANDARD: 84.1.6

PURPOSE: TO DOCUMENT THAT: An inspection to determine adherence to procedures used for the control of property has been conducted by the person responsible for the property/evidence control function or designee

ADMINISTRATIVE ACTIVITY: Evidence/Property Inventory -- New Custodian

ASSIGNMENT/(DISTRIBUTION): Investigation & Community Outreach Commander

DUE DATE(S): Per Incident

STANDARD: 84.1.6

PURPOSE: TO DOCUMENT THAT: A property inventory occurred when the property control function was reassigned; this inspection was conducted jointly by the new custodian and a designee of the Chief

ADMINISTRATIVE ACTIVITY: Audit of Evidence/Property

ASSIGNMENT/(DISTRIBUTION): PSO

DUE DATE(S): Annually

STANDARD: 84.1.6

PURPOSE: TO DOCUMENT THAT: An audit of property held by the agency has been conducted by a supervisor not routinely or directly connected with the control of property

ADMINISTRATIVE ACTIVITY: Unannounced Inspection of Evidence/Property Storage Areas

ASSIGNMENT/(DISTRIBUTION): PSO

DUE DATE(S): Annually

STANDARD: 84.1.6

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PURPOSE: TO DOCUMENT THAT: Unannounced inspections of property storage areas have been conducted as directed by the chief of police, or his designee.

4.4 ACCREDITATION TRAINING (CALEA 33.5.3)

All Charleston Police Department employees will be provided familiarization training on the Department's participation in the CALEA Accreditation program. Familiarization training will be conducted;

1. During a newly hired employees orientation period;
2. During the Department's self- assessment phase;

Accreditation familiarization training may be delivered by the training method deemed most practical by the Commanding officer of Professional Development and Training.