



Colorado Springs Police Department General Order

1773 CALEA Accreditation Management Section 1700 – Resource Control

Effective Date: 4/18/2022

Supersedes Date: 3/30/2020

.01 Purpose

The purpose of this directive is to describe the process and expectations pertaining to the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) accreditation program.

.02 Cross-Reference

[CALEA Law Enforcement Standards Manual](#)

.03 Discussion

CALEA developed and maintains its internationally accepted law enforcement standards requirements, which the Colorado Springs Police Department (CSPD) has adopted for the purposes of completing its mission while providing services to the community. The accreditation program provides CSPD an opportunity to voluntarily demonstrate that it meets an established set of professional standards.

The accreditation process is an important systemic review of CSPD policies and procedures and is intended to assist the department in continuous improvement as well as mitigating risk and liability. Successful participation in the accreditation program requires ongoing commitment from all levels of the organization.

CSPD is currently a CALEA accredited law enforcement agency and has maintained consistent accreditation since 1991.

.04 Policy

CSPD will conduct business in compliance with all applicable CALEA standard requirements and provide proof of such compliance to the CALEA governing body.

.05 Definitions

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.10 Accreditation Unit

The Accreditation Unit is assigned to the Professional Standards Division, under the Professional Development and Compliance Section.

CALEA Accreditation Coordinator

The designated CALEA Accreditation Coordinator for CSPD complies with all coordinator's duties included in the CALEA Guide to Successful Accreditation Management and the CALEA Process and Program Guide, including:

- Being the primary point of contact with the CALEA Commission related to accreditation issues
- Attending Rocky Mountain Accreditation Network (RMAN) meetings, as time and budget allow
- Monitoring compliance with accreditation standards throughout the department
- Participating in and reporting on CALEA related compliance audits, inspections, and inventories
- Maintaining all CALEA compliance files
- Conducting CALEA related training
- Coordinating with and providing technical assistance to the Accreditation Management Team (AMT) in the completion of their assigned standards
- Preparing required annual status report
- Facilitating the annual online and quadrennial site-based assessments

Accreditation Management Team

The AMT typically consists of lieutenants and managers/supervisors from selected areas in the department who are assigned accreditation standards within their area of responsibility. AMT members provide proofs that demonstrate CSPD's compliance with the assigned standard.

A complete list of the positions that are part of the AMT is maintained by and available from the accreditation coordinator.

AMT members may coordinate with other members, departments, or agencies to ensure required documentation for their assigned standards is complete. While standards may be delegated to other personnel, the assigned standard remains the responsibility of the designated AMT member for completion and submission to the accreditation coordinator.

Other AMT responsibilities include, as applicable:

- Conducting annual self-assessment related to assigned standards including policies, procedures, and practices to ensure they meet CALEA standards, any other applicable professional standards, and statutory and case law
- Reviewing applicable written directives and making recommendations for policy, procedural, training, equipment, personnel, and organizational updates
- Considering opportunities and making recommendations through the chain of command for enhancements to service delivery, community programs, and other areas
- Assisting the accreditation coordinator with the production of proofs of compliance documentation
- Preparing for the annual CALEA compliance service manager's web-based assessment
- Participating in the site-based assessment
- Providing training to employees within their workgroup(s) concerning accreditation related information
- Completing applicable periodic activities (e.g., [CALEA Law Enforcement Program Standards Manual, Appendix E](#)).

.20 Accreditation Standards & Process

The CALEA accreditation program consists of mandatory standards designated as Law Enforcement Tier-1 (LE1). Each standard consists of three parts:

- The standard statement identifies compliance criteria
- The commentary section that provides guidance, clarification, recommendations
- A self-assessed compliance level

Standards are assigned to the AMT to review and submit documentation representative of agency proof-of-compliance with that standard.

Proofs-of-compliance for each applicable standard will be available utilizing the PowerDMS (PDMS) software unless confidential in nature, which will be maintained and secured by the accreditation coordinator.

If CSPD elects to endorse directives more restrictive than the applicable standards, the department will be held to the higher standard by CALEA.

Types of Accreditation Audits

Annual Accreditation Review:

- Consists of an assessment conducted on-line by a CALEA Compliance Service Member (CSM) utilizing the PowerDMS software (PDMS).
- The CSM will verify compliance with approximately 25% of the applicable standards.
- The accreditation coordinator will act as an intermediary between the CSM and CSPD to address and resolve any concerns or compliance issues.
- If a compliance issue is not resolved during the annual review process, it may remain pending for further development and future review as needed and agreed upon with the CSM.

Accreditation Assessment (4-year cycle):

- CSPD will be visited on site by a CALEA assessment team who will:
 - Review and verify compliance with all LE1 and other applicable standards for the entirety of the accreditation cycle
 - Evaluate CSPD's level of service to the citizens of Colorado Springs
 - Gauge programmatic outcomes of mutually agreed upon areas of focus
- Factors considered by the assessors include observations, interviews of employees, input from affected agencies and community stakeholders, and telephone/e-mail information.
- The accreditation final report will reflect the findings of the agency's compliance with the standards.
- The final report will be presented to the CALEA commission, during the regularly scheduled conference. The commission will determine the renewal of the agency's reaccreditation status.

Mock Accreditation Assessment:

- An optional pre-inspection conducted on an as-needed basis.
- Typically conducted by accreditation managers or staff from other CALEA accredited agencies.
- Designed to evaluate the agency's potential to successfully complete the annual or site-based assessments.

.20 Information to New Hires

All newly hired personnel will receive information regarding the department's accreditation program within 30 days after their employment begins or within 30 days of completing the recruit academy. The accreditation coordinator is responsible for providing the content for this training, which may be delivered in person, via video, or in written format.