



CHATHAM COUNTY POLICE DEPARTMENT

STANDARD OPERATING PROCEDURES

SOP # ADM-009
CERTIFICATION MANAGEMENT

EFFECTIVE DATE: 10/25/22

PURPOSE

This directive aims to guide the employees of the Chatham County Police Department (CCPD) regarding the certification and the accreditation process.

POLICY

Due to the complex, changing, and continuous nature of the certification and accreditation process, it is necessary to assign accountability, responsibility, and a system of review to ensure continued compliance with certification and accreditation standards. The CCPD will maintain compliance with applicable certification and accreditation standards.

PROCEDURE:

I. AUTHORITY

- A. The CCPD Certification Manager shall be responsible for providing standard directives (policies and procedures) that meet or exceed the minimum standard requirements. These standards are set forth by the Georgia Association of Chiefs of Police (GACP) Certification Program and the Commission on Accreditation for Law Enforcement Agencies (CALEA.)
- B. The Certification Manager shall have "staff authority" to act on behalf of the Chief of Police while ensuring the success of the certification and accreditation processes and continued compliance with applicable CALEA and GACP standards. This authority allows the Certification Manager to be free from constraints bounded by the chain of command requirements when conducting certification or accreditation business.

II. RESPONSIBILITY

- A. Chief of Police
 - 1. The Chief of Police, through the Assistant Chief of Support Services, shall authorize the Certification Manager to oversee all administrative facets regarding the management of the certification/accreditation compliance.
- B. The Division/Unit Commanders may appoint Certification Team Members from their respective command to be a point of contact with the Certification Manager.
 - 1. Certification Team Members will provide timely responses to requests by the Certification Manager for documentation to prove proof of compliance with the standards.

2. Certification Team Members will work in partnership with the Certification Manager and may serve as members of the CCPD Certification Team during mock and on-site assessments by the GACP.
- C. Certification Manager
1. The Certification Manager will supervise employees assigned to the Certification Team or employees assigned as Team Members.
 2. The Certification Manager shall have direct access to the Chief of Police, Division Commanders, Captains, Lieutenants, and any other persons whose expertise or authority is needed for successful certification management.
 - a. The Certification Manager will be provided with requested documentation and information to establish compliance with applicable standards. This includes but is not limited to; written directives, analyses', reports, reviews, and other activities to show compliance.
 3. The Certification Manager will ensure accountability of all forms used by the CCPD, including development, modification, approval, and review procedures.
 - a. The responsibility for CCPD forms development and control is vested in the Certification Manager or designee.
 - (1) All requests for new or revised CCPD forms should be made to the Certification Manager and in draft form.
 - (2) No form will be utilized, disseminated, or distributed for CCPD use until it has been reviewed, formatted, assigned a CCPD form number, and approved, prior to use, by the Certification Manager or designee.
 - (3) The Certification Manager, or designee, will ensure:
 - (a) The review for new or modified forms should include the function for which the form is intended.
 - (b) The format is consistent with CCPD records maintenance or data-processing requirements.
 4. The Certification Manager, or designee, will ensure the CCPD is represented at Georgia Police Accreditation Coalition (GPAC) Meetings and at least one (1) Conference each year.
- D. All Other CCPD Employees
1. Division/Unit Commanders and all other CCPD members shall provide all necessary annual, semiannual, quarterly, monthly, weekly, and daily reports and other documentation to show proof of compliance. The Certification Manager will define the specific nature of the proof of compliance needed.
 2. It shall be the responsibility of the Division/Unit Commanders to ensure continued compliance with all applicable standards.

III. TRAINING

- A. The Certification Manager will complete the Georgia Certification Manager's training, offered by GACP, as soon as possible after being assigned to the position of Certification Manager.
- B. All CCPD employees shall receive certification training which will include:

1. What is required during the self-assessment processes, the history, and background of certification.
 2. The goals and objectives of certification.
 3. The advantages of certification and the impact on the CCPD.
- C. Certification training will be provided to CCPD employees as follows:
1. All newly hired CCPD employees should receive certification orientation training within thirty days after completing the POST-mandated recruit training.
 - a. The Certification Manager or designee is responsible for ensuring that newly hired sworn employees receive certification orientation training.
- D. Training may be achieved by classroom instruction, PowerDMS, newsletters, memorandums, or e-mail correspondence.

BY ORDER OF:

Electronically Signed in PowerDMS on 10/25/2022

Jeffrey M. Hadley
Chief of Police