

# FORT MYERS POLICE DEPARTMENT GENERAL ORDER 7.5

**TITLE:** Accreditation Manager & Familiarization

**INDEXING:** Accreditation Manager, Accreditation Process, Accreditation Familiarization, Compliance, Proofs of Compliance, C.A.L.E.A., C.F.A.

**ISSUED:** 06/29/06 | **REVISED:** 03/18/2024 | **RESCINDS:** 04/14/2023

**C.A.L.E.A. STANDARDS:** 33

**PAGES:** 7

## CONTENTS

This general order contains the following numbered sections:

- |                               |                                   |
|-------------------------------|-----------------------------------|
| I. Benefits of Accreditation  | IV. Continued Compliance          |
| II. The Accreditation Process | V. Proofs of Compliance           |
| III. Accreditation Manager    | VI. Accreditation Familiarization |

## PURPOSE

The purpose of this general order is to provide guidance to the members of the Fort Myers 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.

## SCOPE

These procedures shall apply to all Fort Myers Police Department personnel.

## DISCUSSION

It is the policy of the Fort Myers Police Department to maintain a system that ensures the periodic reports, reviews, and other agency activities that are mandated by law enforcement accreditation standards are accomplished, and that all members are familiar with the accreditation process. It is further the policy of the Fort Myers Police Department to achieve and maintain national accreditation status by meeting and exceeding the Commission on Accreditation for Law Enforcement Agencies, C.A.L.E.A. All agency members shall make a concerted effort to constantly improve professionalism throughout the police department.

## DEFINITIONS

Accreditation: The bestowing of credentials symbolizing approval from a professional organization upon practitioners or specific institutions. It is a progressive and time-proven way of helping organizations evaluate and improve their overall performance.

Accreditation Manager: The Accreditation Manager is responsible for organizing and supervising agency resources and activities to achieve and maintain accreditation. The Accreditation Manager for the Fort Myers Police Department is assigned to the Office of the Chief of Police.

Assessors (Assessment Team): A team of law enforcement professionals representing the Commission on Accreditation for Law Enforcement Agencies Inc. They are assigned by the Commission to inspect the management and operations of the Fort Myers Police Department for compliance with accreditation

standards. The Assessment Team makes a formal recommendation to the Commission recommending approval or denial of accredited status.

C.A.L.E.A.: The Commission on Accreditation for Law Enforcement Agencies, Inc. Also referred to as “International Accreditation.”

CSM: A Compliance Service Member is an authorized CALEA Assessor assigned to conduct remote assessment file reviews and interviews for compliance with applicable standards.

FLA-PAC: The Florida Police Accreditation Coalition, Inc. A not-for-profit organization representing a coalition of Florida criminal justice agencies working together to achieve and maintain accredited status. FLA-PAC provides a network for law enforcement and corrections professionals that encourages communication, mutual cooperation, support, and the sharing of resources in the pursuit and maintenance of accreditation.

Functional Staff Authority: The executive authority granted by the Chief of Police to control activities of other components, as they relate to specific staff responsibilities. Staff authority may extend to the issuance of direct orders to personnel in order to assure compliance with accreditation standards. As used in this standard operating procedure, functional staff authority is limited to those matters relating to the law enforcement accreditation process.

(Mock) On-Site Assessment: A trial run for the final On-Site Assessment conducted prior to the final On-Site Assessment. The Mock On-Site Assessment involves the examination of proofs of compliance, inspections, and interviews by accreditation assessors to discover any shortcomings so adjustments and corrections can be made prior to the formal On-Site Assessment.

Site-Based Assessment: The final examination of proofs of compliance, inspections, interview of agency personnel, city officials and the public by accreditation assessors to verify that the agency complies with applicable accreditation standards.

Proof(s) of Compliance: Verification by documentation and/or demonstration that the agency fully complies with the letter and spirit of an accreditation standard.

Self-Assessment: A process in which the agency enters to achieve compliance with applicable standards, establish proofs of compliance, and facilitate the mock and final site-based assessment. Review of organizational, managerial, operational, and administrative operations are conducted during this time period.

Standard: Declarative sentence that places a clear-cut requirement, or multiple requirements, on an agency.

## **SECTION I: BENEFITS OF ACCREDITATION**

- A. C.A.L.E.A. Historical Perspective: In 1979, four major law enforcement executive associations created the Commission on Accreditation for Law Enforcement Agencies. These associations included the International Association of Chiefs of Police, the National Organization of Black Law Enforcement Executives, the National Sheriff’s Association and the Police Executive Research Forum. This accreditation program provides law enforcement agencies an opportunity to voluntarily demonstrate that they meet an established set of professional standards recognized nationally. The commission board is composed of 21 members, eleven law enforcement practitioners with the balance selected from public and private sectors. The board meets three times a year to oversee the accreditation program and to officially accredit agencies that have passed the rigorous review process.

C. Benefits: Accreditation recognizes professional excellence and is the highest honor that can be bestowed upon a law enforcement agency. The accreditation process provides the following benefits:

1. Strengthens crime prevention and control capabilities.
2. Formalizes essential management procedures.
3. Establishes fair and nondiscriminatory personnel practices.
4. Improves service delivery.
5. Solidifies interagency cooperation and coordination.
6. Increase community and staff confidence in the agency.
7. Provides a thorough review of agency status and readiness every three (3) years.
8. Reinforces the agency's ability to maintain the highest standards of professional law enforcement services.
9. Ensures policies and procedures are documented in writing and defensible.
10. Assurance that the agency is trained and functioning according to established policies and procedures.
11. Strengthens the agency's defense against lawsuits and complaints.
12. Increases community pride and employee morale through statewide, national and international recognition.
13. Assures government leaders of the quality of services delivered by their local law enforcement agency.
14. Provides a quality work environment for well-trained professionals that aids in retaining and recruiting qualified personnel.
15. Professional review of agency operations, personnel practices, and training policies.

## **SECTION II: THE ACCREDITATION PROCESS**

A. Accreditation Review Cycle: The Fort Myers Police Department is reviewed every fourth year for reaccreditation.

B. Accreditation Maintenance: Is the period between each accreditation on-site.

1. Annually during the 4-year Accreditation Cycle CALEA will assign a Compliance Service Member (CSM) to conduct a remote random review of 25% the agency's accreditation files and conduct employee/program interviews. During the 4-year cycle, 100% of the accreditation files will be reviewed for standards compliance.

2. The agency prepares forms and develops “proofs of compliance” for applicable standards (including brief explanations for not complying with other standards) and assembles the forms and “proofs” in a manner that will facilitate review by the assessors.
3. The agency also develops plans for accomplishing its public information requirements, mock site-based assessment, and final site-based assessment, which pertain to activities for the next phase.

C. Mock On-Site Assessment:

1. The agency selects an assessment team (usually three) to conduct a “trial run” inspection to determine the agency’s readiness to proceed to the final site-based assessment.
2. The “Mock” assessors provide the agency with verbal feedback on their progress and readiness for final inspection at the end of the assessment. No written report is provided.
3. The Fort Myers Police Department generally conducts mock assessments at least (60-90) sixty days prior to the onset of the final on-site inspection.

D. Site-Based:

1. The Commission selects the assessment team and schedules all activities for the assessment team’s travel, accommodations, and site-based review of the agency during a period mutually agreeable to all parties.
2. During the site-based visit, the assessors, acting as representatives for the Commission, verify the agency’s compliance with all applicable standards.
3. Assessors provide the agency with verbal feedback on their progress during and at the conclusion of the assessment.
4. The assessors submit a formal written report of their site-based activities and findings. If the final report reflects compliance with all applicable standards and with required site-based activities, the agency is scheduled for a Commission review.
5. If compliance issues remain unresolved, the agency may complete unfinished work, or it may choose other options (i.e., appeal or voluntary withdrawal).

E. Accreditation Public Comment Portal:

1. The purpose of the public portal is to receive comments regarding an agency’s compliance with CALEA standards, engagement in the service community, delivery of public safety services, and overall candidacy for accredited status. These comments can be in the form of commendations or concerns. The overall intent of the accreditation process is to provide the participating agency with information to support continuous improvement, as well as foster the pursuit of professional excellence.
2. The Public Comment Portal is required to be advertised to the police departments service community annually for a period of 60 days annually. The

Fort Myers Police Department placed the portal link address: <https://cimrs2.calea.org/929> on our website under the Public Information Office for continuous feedback. The PIO will publicize the site through local media outlets, social media and other public access locations at least 60 days prior to all scheduled accreditation reviews. (CALEA 45.2.3)

F. Commission Review:

1. The assessor's final report is forwarded to the Commission when all applicable standards and required activities have been complied with.
2. The Commission schedules a hearing at one of its meetings, usually the meeting immediately following the on-site assessment.
3. At the hearing, the Commission reviews the final report and receives testimony from agency personnel, assessors, C.A.L.E.A. staff, or others.
4. If satisfied that the agency has met all compliance requirements, the Commission awards the agency "accredited" status for a four-year period.

G. Maintaining Accredited Status:

1. To maintain accredited status, the accredited agency must remain in compliance with applicable standards. Annually, CALEA will assign a Compliance Service Member (CSM) to conduct interviews and a remote random review of 25% of the agency's accreditation files. During the 4-year cycle 100% of the accreditation files will be reviewed for standards compliance.
2. The agency submits an annual report to the Commission attesting to continued compliance and reporting changes or difficulties experienced during the year, including actions taken to resolve non-compliance.
3. The Commission reserves the right to schedule interim hearings to consider continuing accredited status if non-compliance becomes a serious issue.

### **SECTION III: ACCREDITATION MANAGER**

A. Selection and Authority:

1. The accreditation manager is appointed by the Chief of Police and is a civilian member of the department.
2. The authority of the accreditation manager is derived directly from the Office of the Chief of Police, and the accreditation manager reports directly to the ***Inspections Division Lieutenant***.
3. The accreditation manager is empowered with functional staff authority and has direct access to all agency commanders, supervisors, and other members whose expertise or authority is needed for the successful operation of the accreditation process.

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 accreditation and is responsible for the following:

1. Managing the accreditation function/process to include maintenance of the accreditation status through the PowerDMS assessment tool, C.A.M. and CIMRS.
2. Ensuring that the department is adhering to all accreditation standards.
3. Ensuring all standard files contain all necessary and proper proofs of compliance.
4. Drafting new or revising written directives or assigning writing projects to subject matter experts or supervisors to achieve accreditation objectives.
5. Ensuring that revisions of all departmental written directives are in compliance with accreditation standards.
6. Maintaining master and archive files for agency written directives.
7. Ensuring that department members are familiar with and educated about the accreditation process.
8. Keeping the Chief of Police updated on the status of the department's accredited status.
9. Ensuring that C.A.L.E.A. standard revisions are complied with as soon as possible.
10. Properly preparing and submitting the required C.A.L.E.A. Annual Report.
11. Preparing agency personnel and standard files for each mock and final on-site assessment.
12. Keeping abreast of the latest developments in the accreditation process by attending FLA-PAC and Commission meetings.
13. Keeping C.A.L.E.A. staff abreast of any changes in the department's accredited status.
14. Conducting random, unannounced inspections of agency personnel and facilities for the purpose of assessing compliance with accreditation standards.
15. Assisting any department personnel with accreditation related questions or activities.

C. Training: The Accreditation Manager shall receive specialized accreditation manager training within one year of being hired or appointed. The training shall include information on the essential components of the process, the standards manual, file maintenance, and panel interview process.

The Accreditation Manager shall annually attend at least one C.A.L.E.A. and FLA-PAC conference during the assessment cycle and current award period. **(C.A.L.E.A. 33.5.4)**

#### **SECTION IV: CONTINUED COMPLIANCE**

A. It is the responsibility of all department supervisors to ensure continued compliance with all standards applicable to their component and to familiarize personnel about applicable

standards. Bureau Commanders are specifically responsible for their component's compliance with accreditation standards.

- B. The accreditation manager will assist all components in maintaining compliance.
- C. Supervisors who propose revisions or amendments to directives and procedures shall follow the procedures established in General Order 7.6, sec. III.B., Written Directive System.

#### **SECTION V: PROOFS OF COMPLIANCE**

- A. Department members shall provide proofs of compliance, by either documentary or other means, to the accreditation manager upon request. The specific nature of these requests shall be defined by the Accreditation Manager in accordance with applicable accreditation standards.
- B. Calendar of Time Sensitive Activities: The accreditation manager shall maintain, distribute and update as needed a Fort Myers Police Department "Calendar of Time Sensitive Activities". This Calendar contains time sensitive reports and/or activities that are required to comply with accreditation standards and department procedures. It shall be the responsibility of all department supervisors to consistently monitor this calendar and submit required reports and/or complete required activities as noted on the calendar.

#### **SECTION VI: ACCREDITATION FAMILIARIZATION**

- A. An overview of the accreditation process will be provided to all new members of the police department within thirty days after their employment begins or within thirty days after completing the recruit academy. An overview will be provided to all agency personnel during the self-assessment phase associated with achieving initial accreditation and prior to an on-site assessment. **(C.A.L.E.A. 33.5.3a,b) (CFA 14.04 d)**. This overview will include:
  - 1. History and background of law enforcement accreditation.
  - 2. Goals and objectives.
  - 3. Involvement of and impact upon the agency.
  - 4. Advantages of obtaining accreditation.
  - 5. The actual accreditation process.
- B. Familiarization with the accreditation process may be achieved through classroom instruction, e-mail, and/or memorandum(s).
- C. The Training Division is responsible for coordinating accreditation training and maintaining the training documentation.

---

**APPROVED:**

**[Electronic Signature on File]**

**03/18/2024**

---

**Jason Fields, Chief of Police  
Fort Myers Police Department**

**Date**