## MASSACHUSETTS POLICE ACCREDITATION COMMISSION, INC.



## START-UP TASKS FOR BEGINNING THE PROCESS

Complete the Program Application and return it to the Commission.
Once the signed application is received, an invite will be sent out to your appointed Accreditation Manager (AM) giving them access to MPAC's Members Only Portal on our website (www.masspoliceaccred.net), where all program documents and standards can be found. Your AM will then allocate Members Only privileges to their Accreditation Team and others at their discretion - for instance, those wishing to attend any of the trainings that MPAC offers will need to be added to your Members Only group before they can sign up. Visit the Members Only User Guide for instructions. Please be sure to that your AM and their team familiarize themselves with the information available to them on the Members Only Portal.
Visit our Training page at <a href="https://masspoliceaccred.net/trainings/">https://masspoliceaccred.net/trainings/</a> to see a schedule of upcoming training workshops.
Begin Networking. Review the Commission's list of participating agencies and reach out to the accreditation managers of certified and accredited agencies. Visit their agencies, ask to review their assessment files (compliance documentation) and observe their mock assessments.
Notify agency personnel of your application for certification and solicit agency-wide support, participation, and input.
Use the MPAC Template Roster to input all of your agency personnel.
Using the MPAC Job Category Flow Chart and MPAC Job Category Crosswalk determine the job category of each member of your agency.
Request access to the MPAC Standards Manual through PowerStandards.
Read through the standards for certification; identify the standards that are not applicable.
Evaluate your agency's written directive system and decide whether to keep it or change it, paying special attention to standards 12.2.1 & 12.2.2.
Review the <b>Agency Tour Checklist</b> (of the applicable program) to confirm compliance with facility standards as indicated on the checklist.
Prepare an initial, internal status report on agency compliance and non-compliance to determine where you are What's done and what needs to be done?
Decide which standards to start with and delegate assignments according to functional areas of responsibility.
Use <b>PowerStandards</b> to monitor your progress and maintain contact with the Director of Field Operations.