

Appendix B - MPAC Designation of Standards that are N/A by Function

Mandatory standards in the Massachusetts Police Accreditation Program apply to all agencies unless they address an area in which the agency has no functional responsibility through a designation of n/a by function (waiver).

Identifying Standards that are not applicable or “**N/A by Function (Waiver)**” is one of the first start-up tasks because once conditionally approved by the Commission, the Accreditation Manager can comfortably put those standards aside (as long as the standard remains not applicable to the agency).

An agency may identify mandatory certification or accreditation standards that are not applicable to an agency (formerly through the submission of waiver template forms) by selecting the status n/a by function (waiver) within their assessments, consistent with the parameters that follow.

Agencies may designate individual mandatory standards as N/A by Function either through the guiding language in the standard or by written approval of MPAC on a case-by-case basis.

For standards with designated guiding language, if the condition noted in the standard language applies then the agency may select **N/A by Function (Waiver)** as the status for the standard.

For Example:

Standard **1.1.3 Warning Shots** states:

“The agency has a written directive addressing the use of warning shots by agency personnel.

N/A by Function (WAIVER) - If the agency does not authorize the carrying of firearms, this standard is N/A by Function.”

If an agency does not authorize the carrying of firearms, they would select **N/A by Function (Waiver)** as the status for this standard based on the guiding language within the standard.

For standards that do not have designated guiding language, but any requirements of the standard are not a function of the agency, then the agency would submit a request for a waiver and if approved, MPAC would authorize the designation of n/a by function (waiver) in writing to be included in the agency’s assessment for that standard.

For Example:

Standard **83.2.3 Fingerprints** states:

“The agency has a written directive pursuant to the collection and preservation of evidence and covers the following:

- **Processing Fingerprints - securing the print, taking a photo etc.**
- **Developing Fingerprints - dusting/fuming, preparing the object for lift, etc.**
- **Lifting Fingerprints - collection.**
- **Labeling Fingerprints.”**

If a department uses an outside agency to perform the functions within 83.2.3 and they provide guidance to their staff/personnel in a written directive as to who performs the function(s), i.e., agencies in Plymouth County may have an agreement with the Plymouth County Sheriff’s Department BCI Unit to perform the functions of the standard, then they would submit their directives and any requested documentation to MPAC for written approval to select **N/A by Function (Waiver)** as the status for this standard.

If approved by MPAC the agency would attach the written notice to the standard within the assessment.