

Accreditation Standards: 33.5.3; 33.5.4 Revisions: 08/97; 06/07; 10/07; 04/19 References:	University of Florida Police Department  Department Standards Directive	Responsibility: Training Pages: 02 Attachments: None
TITLE: ACCREDITATION FAMILIARIZATION		

3043 Accreditation Familiarization

3043.1 Purpose. The purpose of this directive is to establish a procedure whereby all Department members are familiar with the Accreditation Process.

3043.2 Discussion. It is important that each member of the Department be familiar with the Accreditation process. Newly hired employees shall be provided with a historical perspective and be made aware of the importance of the Accreditation process to the Department.

3043.3 Policy. It shall be the policy of the Department to familiarize all employees with the Accreditation process.

3043.4 Procedure. Familiarization with the Accreditation process will be provided to Department employees as follows:

A. Newly Hired Personnel. Newly hired employees shall receive Accreditation familiarization within 30 days after their employment begins or within 30 days after completing the recruit academy.

B. Self-Assessment. All Department employees shall receive familiarization/training during the self-assessment phase of the Accreditation process as needed.

C. On-Site Assessment. All Department personnel shall receive familiarization/training just prior to an on-site assessment associated with the initial Accreditation and each re-accreditation.

D. Familiarization shall include:

1. The history and background of Accreditation and the Department's involvement.
2. The Accreditation process.
3. The goals and objectives of Accreditation.
4. The advantages of Accreditation and its impact on the Department.

E. Method of Familiarization.

1. The Training Division shall coordinate with Accreditation to provide all employees with instruction on the Accreditation process.
2. During the self - assessment and just prior to the on-site assessment, employees will receive memos and updates.

F. Accreditation Manager Training. Within one year of appointment to the position of accreditation manager, the accreditation manager will receive specialized training in the accreditation process.

3043.5 Glossary.

On-Site - Accreditation assessors examine proofs of compliance to verify that the Department complies with applicable standards.

Self-Assessment - The process the Department follows to achieve compliance with applicable standards, establish proofs of compliance and to facilitate the on-site review.

JJS 11/94 Filed: Accreditation Familiarization 3043

Approved: _____
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