

PALM BEACH GARDENS POLICE DEPARTMENT		
ACCREDITATION REPORTING		
POLICY AND PROCEDURE 4.3.1.2		
Effective Date : 02/01/02	Accreditation Standards: CALEA 11.4.3 CFA	Review Date: 02/01/2014

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PURPOSE: To establish procedures for ensuring the completion of periodic reports, reviews and other activities mandated by accreditation standards.

SCOPE: This policy and procedure applies to all members.

REVIEW RESPONSIBILITY: Accreditation Manager

POLICY: All reports, analyses, reviews and other activities required by a policy, procedure or other written directive for compliance with accreditation standards shall be completed and submitted as required by the respective policy or directive. The Assistant Chiefs shall be responsible for ensuring that all activities assigned to them or members of their divisions are accomplished.

PROCEDURES

1. GENERAL PROCEDURES

- a. The Accreditation Manager shall utilize and coordinate the procedures in this section to ensure that time sensitive activities are accomplished in accordance with accreditation standards and policy and procedure
- b. The Accreditation Manager will develop and disseminate an "Index of Time Sensitive Activities" specifically listing those activities applicable to this department. This index will include the activity, the time frame (annually, quarterly, monthly, etc.), the applicable standard number, the applicable policy and procedure number, and the person responsible.
- c. The Accreditation Manager will develop a spreadsheet or other means of tracking the due dates and completion of the activities included in the Index of Time Sensitive Activities.
- d. Copies of all required reports, analyses and other documentation shall be submitted to the accreditation manager by the responsible person according to the following schedule:
 - i. Triennial activities: due by July 1 of each year in which the department is due for an accreditation on-site.
 - ii. Annual activities: due by February 1 for reports done on a calendar year basis and by November 1 for reports done on a fiscal year basis.
 1. Quarterly activities: due by May 1 for January, February and March;
 2. August 1 for April, May and June;
 3. November 1 for July, August and September;
 4. February 1 for October, November and December.

- iii. Monthly activities: due by the 15th of the following month.
- e. The Accreditation Manager will use the tracking system to ensure the required reports are submitted. If a report is not received when due, the accreditation manager will notify the responsible party via email with a “read receipt” requested. If the responsible person does not provide the requested documentation within five working days, the Accreditation Manager will send a second request with a copy to the Chief of Police. If the responsible person still fails to respond, the Chief of Police will direct that person to respond and to provide the requested documentation.

2. OTHER ACTIVITIES

- a. It should be noted that the Index of Time Sensitive Activities is only a guide and contains only certain recurring activities. Depending on conditions and circumstances, a number of standards not included in the index may require periodic review, modification, or other action. These conditions and circumstances are addressed in the various department policies and procedures. All members are expected to be familiar with the policies and procedures relevant to their duties and assignment and will be responsible for complying with those policies and procedures. The lack of inclusion of an activity in the Index of Time Sensitive Activities when such activity is required by department policy and procedure shall not be an excuse for failing to perform that activity.

3. RECORD KEEPING

- a. All accreditation activities must be documented, and the person responsible for accomplishing a report, analysis or activity must ensure that the documentation is maintained on file. While the Accreditation Manager will obtain samples of the documentation for inclusion in the accreditation files, during an onsite the assessors may request to see all of the documentation. The responsible person must be able to provide that documentation.

4. TRAINING

- a. The Accreditation Manager shall ensure that the subject of Time-Sensitive Activities is covered as part of the overall accreditation training provided to department member. Such training will be provided as follows:
 - i. To all newly hired member as part of orientation.
 - ii. To all member during the self-assessment phase of the accreditation process.
 - iii. To all member just prior to an on-site assessment.

5. GLOSSARY

Time Sensitive Activity: Periodic reports, reviews and other activities mandated by accreditation standards and requiring activity on a recurring basis such as annually, quarterly, monthly, etc.

INDEX AS:

- ACCREDITATION REPORTING

RESPONSIBILITY INDEX:

- CHIEF OF POLICE
- ASSISTANT CHIEFS
- ACCREDITATION MANAGER

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APPROVED:



Stephen J. Stepp
Chief of Police

03/10/2003

Date