

	POLICY & PROCEDURE	SERIES # 604	PAGE 1 OF 7
	<p style="text-align: center;"><b>ACCREDITATION</b></p>		EFFECTIVE DATE <b>06/03/2021</b>
			OVERSIGHT <b>Prof. Standards</b>
	DISTRIBUTION <b>ALL MANUALS</b>	AMENDS/SUPERSEDES/CANCELS P&P #604 dated 06/04/15.	

I. PURPOSE:

The purpose of this policy is to establish procedures for the maintenance of Division Accreditation.

II. POLICY:

It is the policy of the Hampton Police Division to comply with all applicable mandatory and at least 80% of the optional accreditation standards.

III. DEFINITIONS:

**Accreditation:** A set of standards designed to increase efficiency, effectiveness and accountability in law enforcement organizations.

**Accreditation Manager:** The individual responsible for ensuring standards compliance.

**Assessors:** Individuals, assigned by CALEA, to review standards to determine if the Division is in compliance with the standards. This can be done in person or virtually.

**CALEA:** Commission on Accreditation for Law Enforcement Agencies. CALEA sets the standards for law enforcement and determines whether an agency is in compliance.

**Mandatory Standard:** Standards that the Division must comply with. Such standards are usually reviewed with more scrutiny than optional standards

**Optional Standard:** Standards that the Division can choose to comply with (An agency may only disregard 20% of the optional standards). The Division will comply with all applicable optional standards unless otherwise approved by the Chief of Police.

**Written Directive:** State Codes, City Codes, Rules and Regulations, Policies and Procedures, Plans, Memos, Orders, Directives, Training Bulletins and City Policies.

**Written Documentation:** All written directives and other written proofs used to prove that the Division meets a given standard.

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APPROVED:  
CHIEF OF POLICE



#### IV. DISCUSSION:

- A. The Division was first accredited in 1988, and has maintained its accredited status ever since.

To be successful in maintaining Accreditation, the Division must comply with time-sensitive activities mandated by CALEA. These activities are classified as reports, plans, systems, assessments/analysis, inspections/audits, surveys, and reviews. The attached table of time sensitive activities as identified by CALEA provides guidance for each branch/unit on generating the required documentation.

- B. Interpreting the table:

1. The column labeled **Unit** identifies the unit responsible for conducting the activity described.
2. The column labeled **Standard** identifies the standard number that mandates the activity.
3. The third column labeled **Report** describes the type of activity required: report, review, survey, inspection, assessment, plan, etc.
4. The column labeled **Compliance Level** identifies whether the standard is mandatory (M), or optional (O).
5. The column labeled **Frequency** delineates how often the activity is required. An activity may be required daily, weekly, monthly, bi-monthly, quarterly, semi-annually, annually, biennially, as needed, per each incident or every four years.
6. The column labeled **Action** provides guidance on where the documentation should be maintained. The number 1 indicates that it should be maintained within the unit, with copies to be made available to the Accreditation Manager upon request. The number 2 indicates that the documentation be maintained within the unit and automatically forwarded to the Accreditation Manager.
7. The column labeled **Directive** identifies the written directive (other than the Accreditation Standard) that also mandates that the activity be done.

#### V. PROCEDURE

- A. Accreditation files are maintained in the PowerDMS Accreditation Program utilized by CALEA.

1. All written directives are maintained in the PowerDMS files for each standard. When a written directive is updated, the updated version is posted in PowerDMS so the files always remain current.
  2. Support Documentation is also maintained in PowerDMS. As support documentation is gathered it is posted in PowerDMS and maintained there for 4 years, thus having 4 years of proofs in file at all times.
- A. All branches and/or units are responsible for generating and/or maintaining the documentation listed in the Appendix labeled ***Time Sensitive Activities***.
  - B. There will always be four years of proofs maintained in the accreditation files.
  - C. If there is a question about required documentation, consult the Accreditation Manager for interpretation.
  - D. After taking command of a unit, the Unit Commander should meet with the Accreditation Manager to review the applicable accreditation standards and the requirements thereof.
  - E. The Accreditation Manager should be consulted prior to establishing any new procedure or discontinuing any established procedure. The purpose of this consultation is to determine if the change will cause a conflict with standards compliance.
  - F. Newly appointed Accreditation Managers shall attend specialized Accreditation Manager training within one year of being assigned. Whenever possible the Accreditation Manager will attend at least one National CALEA Conference each year to receive additional training and updates, and state accreditation coalition PAC meetings when possible. An orientation of new Accreditation Managers will be conducted by the unit Supervisor (or their designee).

## TIME SENSITIVE ACTIVITIES

Updated: 05/18/21

### By Standard Number:

UNIT	STANDARD	REPORT / REVIEW	COMPLIANCE LEVEL	FREQUENCY	ACTION	DIRECTIVE
Training	1.1.2	Ethics Training for All Personnel	M	Biennial	2	P&P 111
Training	1.2.9 (b)	Bias Based Refresher Training	M	Annual		P&P544
Professional Standards	1.2.9 (d)	Bias Based Profiling Review	M	Annual	2	P&P 544
All Units	4.2.1	Use of Force report (via BlueTeam)	M	Each incident	1	P&P 533
All Units	4.2.2	Administrative Review of Use of Force Repts.	M	Each incident	1	P&P 533
Professional Standards	4.2.4	Analysis of Use of Force Incidents & Policy	M	Annual	1	P&P 533
Professional Standards	4.2.5	Assault of Police Officer Review	M	Annual	1	P&P 533
Training	4.3.3	Documented Use of Force Trng.(lethal weapons)	M	Annual	1	P&P 533 & 627
Training	4.3.3	Less Lethal Use of Force Weapons	M	Biennial	1	P&P 533
Support Services	11.4.2	Forms Approval and Review	M	As Needed	2	P&P 626
All Units	15.2.1	Written Goals & Objectives	M	Annual	2	P&P 620
All Units	15.2.2	Evaluate Progress on Goals & Objectives	M	Semi-Annual	2	P&P 620
Planning	15.1.3	Multi-year Plan Review / Revise	M	As Needed	2	P&P 2101
All Units	17.2.2	Budget Requests from major functions	O	Annual	1	P&P 635
Fiscal Management	17.4.1	Fiscal management status reports	M	Monthly	1	P&P 635
Professional Standards	17.4.2 (f)	Cash Funds Audit	M	Quarterly	2	P&P 635
Fiscal Management	17.4.3	Independent Audit of Fiscal Activities	M	Annual	1	P&P 635
Professional Standards	21.2.2	Review & Update Job Classification Plan	M	Once every 4 years	2	P&P 637
Planning	21.2.4	Workload Assessments for all Units	M	Once every 4 years	2	P&P 2101
Professional Standards	22.4.3	Analysis of Employee Grievances	M	Annual	2	P&P 641
Professional Standards	26.2.5	I/A Statistical Summaries on HPD Internet	M	Annual	2	P&P 801
Recruiting	31.2.2	Analysis of Recruiting Plan (reviewed by CEO)	M	Annual	2	Recruiting Plan
Training	33.5.1	In-Service & Legal Update Training	M	Annual	2	P&P 627
Personnel	35.1.2	Employee Performance Evaluations	M	Annual	1	P&P 632
Professional Standards	35.1.9 (e)	Evaluation of Personnel Early Warning System	M	Annual	2	P&P 805
Crime Analysis/Intel	40.2.3 (e)	Review of Crime Intel Reporting Process	M	Annual	2	P&P 725
Homeland Security	40.2.3 (e)	Review of Crime Intel Reporting Process	M	Annual	2	P&P 530
All Units	41.2.2 (k)	Report & Admin. Review of all vehicle pursuits	M	Each incident	1	P&P 1128
Professional Standards	41.2.2 (l)	Analysis of Pursuit Reports	M	Annual	2	P&P 1128
All Units	41.2.2 (n)	Annual Review of Pursuit Policy (Critical Issues)	M	Annual	1	P&P 1128
All Units	41.2.3 (e)	Use of Roadblocks/PIT Maneuver in pursuits	M	Each incident	2	P&P 1128
Training	41.2.7 (e)	Training on dealing with the mentally ill (sworn & civ.)	M	Annual	2	P&P 504
Special Projects	44.1.3	Review of Juv. Enfor. & Prevention Programs	O	Annual	2	P&P 904

Community Engagement	45.1.1 (c)	Evaluation of Crime Prevention Programs	M	Biennial	2	P&P 620
Community Engagement	45.2.1 (e)	Community Concerns report to Chief of Police	O	Quarterly	1	P&P 1901
Community Engagement	45.2.2	Citizen Survey on attitudes & opinions of HPD	O	Biennial	2	P&P 1901
All Units	46.1.3 (i)	After action report for critical incidents	M	Each incident	2	P&P 515
SWAT & MRT Cmdrs.	46.1.8	Operational Readiness: Insp. of Equipment	M	Quarterly	2	P&P 516
Training	46.1.9 (a)	Training on All Hazard Plan	M	Annual	2	P&P 516
Training	46.1.9 (b)	Table Top/Exercises for All Hazard Plan	M	Biennial	1	P&P 515
Training	46.1.10 (e)	Review of Active Threats P&P and Training	M	Annual	2	P&P 543
Professional Standards	53.2.1 (e)	Staff Inspection of all Organizational Components	O	Biennial	1	P&P 806
Investigations Cmdr.	55.1.2	Review of Victim/Witness assistance needs	O	Biennial	2	P&P 510
Operations	61.1.1 (f)	Review of Selective Enforcement Activities	M	Annual	2	P&P 1140
Community Engagement	61.3.4 (e)	Review of School Crossing Guard Locations	O	Annual	2	P&P 1015
All Units	70.1.7 (b)	Report of Prisoner escape during transport	M	Each incident	2	P&P 1147
Communications	81.3.2	Documented Test of Alternate Power Source	M	Monthly	1	P&P 1401
Communications	81.3.2	Alternate Power Test (under full load)	M	Annual	2	P&P 1401
Systems IT	82.1.6 (d)	Automated Password Reset	M	As Required by System	2	P&P 534
Property & Evidence	84.1.6 (a)	Inspection of Property & Evidence	M	Monthly	1	P&P 610
Property & Evidence	84.1.6 (b)	Change in Property Custodian Inventory	M	Each incident	2	P&P 610
Professional Standards	84.1.6 (c)	Audit/Inspection of Property & Evidence	M	Annual	2	P&P 610
Professional Standards	84.1.6 (d)	Unannounced Inspections of P & E	M	Semi-annual	2	P&P 610
BY UNIT RESPONSIBLE	STANDARD	REPORT / REVIEW		FREQUENCY		DIRECTIVE
All Units	4.2.1	Use of Force Report		Each Incident		P&P 533
All Units	4.2.2	Supervisor Review of Use of Force Report		Each incident		P&P 533
All Units	15.2.1	Written Goals & Objectives		Annual		P&P 620
All Units	15.2.2	Evaluate Progress of Goals & Objectives		Semi-Annual		P&P 620
All Units	17.2.2	Budget request submitted from Major Functions		Annual		P&P 635
All Units	41.2.2 (k)	Report & Administrative Review of all vehicle pursuits		Each incident		P&P 1128
All Units	41.2.2 (n)	Annual Review of Pursuit Policy (Critical Issues Trng)		Annual		P&P 1128
All Units	41.2.2 (e)	Use of Roadblocks & forcible stops in pursuits		Each incident		P&P 1128
All Units	46.1.3 (i)	After Action Report for Critical Incidents		Each incident		P&P 515
All Units	70.1.7 (b)	Report of Prisoner escape during transport		Each incident		P&P 1147
Communications	81.3.2	Documented Test of Alternate Power Source		Monthly		P&P 1401
Communications	81.3.2	Alternate Power Test (under Full Load conditions)		Annual		P&P 1401
Community Engagement	45.1.1 (c)	Evaluation of Crime Prevention Programs		Biennial		P&P 620
Community Engagement	45.2.1 (e)	Community Concerns report to the Chief of Police		Quarterly		P&P 1901
Community Engagement	45.2.2	Citizen Satisfaction Survey on Attitudes & opinions of HPD		Biennial		P&P 1901

Community Engagement	61.3.4 (e)	Review of School Crossing Guard Locations	Annual	P&P 1147
Crime Analysis/Intel	40.2.3 (e)	Review of Crime Intel Reporting Process	Annual	P&P 725
Fiscal Management	17.4.1	Fiscal Management Status Report	Monthly	P&P 635
Fiscal Management	17.4.3	Independent Audit of Fiscal Activities	Annual	P&P 635
Homeland Security	40.2.3 (e)	Review of Crime Intel Reporting Process	Annual	P&P 530
Investigations Commander	55.1.2	Review of Victim/Witness Needs	Annual	P&P 510
Mobile Response Team(MRT)	46.1.8	Operational Readiness Inspection of Equipment	Quarterly	P&P 516
Operations	61.1.1 (f)	Review of Selective Enforcement Activities	Annual	P&P 1140
Personnel	35.1.2	Employee Performance Evaluations	Annual	P&P 632
Planning	15.1.3	Multi-year Plan Review / Revise	As Needed	P&P 2101
Planning	21.2.4	Periodic Workload Assessments for All Units	Once every 4 years	P&P 2101
Professional Standards	1.2.9 (d)	Bias Based Profiling Review	Annual	P&P 544
Professional Standards	4.2.4	Analysis of Use of Force Reports & Policy	Annual	P&P 533
Professional Standards	4.2.5	Assault on Police Officer Review	Annual	P&P 533
Professional Standards	17.4.2 (f)	Cash Funds Audit	Quarterly	P&P 635
Professional Standards	21.2.2	Review & Update Job Classification Plan	As Needed	P&P 637
Professional Standards	22.4.3	Analysis of Employee Grievances	Annual	P&P 641
Professional Standards	26.2.5	Internal Affairs Statistical Summary (placed on HPD Internet)	Annual	P&P 801
Professional Standards	35.1.9 (e)	Evaluation of Personnel Early Warning System	Annual	P&P 805
Professional Standards	41.2.2 (l)	Analysis of Vehicle Pursuits	Annual	P&P 1128
Professional Standards	53.2.1 (e)	Staff Inspection of All Organizational Components	Biennial	P&P 806
Professional Standards	84.1.6 (c)	Audit/Inspection of Property and Evidence Unit	Annual	P&P 610
Professional Standards	84.1.6 (d)	Unannounced Inspections of Property & Evidence Unit	Semi-annual	P&P 610
Property and Evidence	84.1.6 (a)	Inspection of Property and Evidence by Unit Supervisor	Monthly	P&P 610
Property and Evidence	84.1.6 (b)	Change in Property Custodian Inventory	Each incident	P&P 610
Recruiting	31.2.2	Analysis of Recruiting Plan (Reviewed by CEO)	Annual	Recruiting Plan
Special Projects	44.1.3	Review of Juvenile Enforcement & Prevention Programs	Annual	P&P 904

Support Services	11.4.2	Forms Review and Approval	Biennial	P&P 626
Systems IT	82.1.6 (d)	Automated Password Reset	As Required	P&P 534
SWAT	46.1.8	Operational Readiness Inspection of Equipment	Quarterly	P&P 516
Training	1.1.2	Ethics Training for All Personnel (including civilians)	Biennial	P&P 111
Training	1.2.9 (b)	Bias Based Refresher Training	Annual	P&P 544
Training	4.3.3	Documented Use of Force Training (lethal weapons)	Annual	P&P 533
Training	4.3.3	Documented Use of Force Training (less-lethal weapons)	Biennial	P&P 533
Training	33.5.1	In-Service & Legal Update Training	Annual	P&P 627
Training	41.2.7 (e)	Training on Dealing with the Mentally Ill (sworn & civilian)	Annual	P&P 504
Training	46.1.9 (a)	Training on the All Hazard Plan	Annual	P&P 516
Training	46-1-9 (b)	Table Top/Exercises for All Hazard Plan	Biennial	P&P 515
Training	46.1.10 (e)	Review of Active Threats P&P and Training	Annual	P&P 543