

# ACCREDITATION MAINTENANCE

EVERETT POLICE DEPARTMENT POLICY & PROCEDURE NO. <b>4.30</b>	ISSUE DATE: 02/02/16
	EFFECTIVE DATE: 02/02/16
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: <b>1.3.13; 11.4.3; 33.5.3; 15.2.1; 15.2.2</b>	REVISION DATE: _____

## I. POLICY

The Everett Police Department will utilize an Accreditation Maintenance System, ensuring that periodic reports, reviews, and other activities mandated by applicable accreditation standards are accomplished. The system shall be under the supervision of the Accreditation Manager, who shall have direct access to the Chief of Police on matters of Accreditation, Annual Goals and Objectives, Staff Inspections, Crime Analysis, Training, and any special projects as directed by the Chief. **11.4.3; 15.2.1; 15.2.2**

Whenever this policy refers to **Officer(s)**, this will refer to only “sworn” employees of the Everett Police Department. Whenever this policy refers to **Employee(s)**, this will refer to all “sworn” and “non-sworn” employees of the Everett Police Department.

## II. PROCEDURES

**A.** The basic function of the Accreditation Maintenance System shall include:

- a)** Establish and maintain the department’s system for monitoring compliance with Accreditation Standards, in writing.
- b)** Serve as a resource in law enforcement planning and research matters.

- c)** Assist in the annual development and evaluation of short and long range Department plans, goals and objectives **15.2.1; 15.2.2**
  - d)** Analyze and report on various Department programs, prepare summary reports for management.
  - e)** Perform and assist in the development of special projects as directed by the Chief of Police or his designee.
  - f)** Act as a liaison between the Department and other agencies in relation to planning and research activities.
  - g)** Analyze operational activities and conduct evaluation surveys or progress reports. **15.2.1; 15.2.2**
- B.** The Accreditation Manager shall assist in the development and any subsequent updates to a Multi-year Plan that shall include: **15.1.3 a, b, c, d, e**
- a)** Long term goals and operational objectives.
  - b)** Anticipated workload and population trends.
  - c)** Anticipated personnel levels.
  - d)** Anticipated capital improvements and equipment needs.
  - e)** Provisions for review and revisions.
- C.** All major components Police Department will be responsible for the formulation of written goals and objectives for the agency and may utilize Planning and Research Functions. All analysis will be distributed to the unit requiring the information and any other component, which may be affected by the information. **15.2.1**
- D.** All available resources shall be made available to the Accreditation Maintenance System through computer access to the department central records system, the city and department network systems, and internet access to state and other agencies.

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**g) IV. OTHER FUNCTIONS:**

**A. Accreditation:** The Accreditation Manager shall be responsible for providing policies and procedures that meet or exceed the minimum requirements set forth by the Massachusetts Police Accreditation Commission (MPAC), and maintaining these policies in compliance. The Accreditation Manager shall be responsible for ensuring that periodic reports, reviews and other activities mandated by applicable accreditation standards are accomplished through the collection of compliance documentation, and audits conducted according to time sensitive activity schedules.

All file folders designated for accreditation compliance shall be updated annually by the Accreditation Manager, in accordance with all standards set by the Massachusetts Police Accreditation Commission. In the event that a change or update is made, a copy of the change/update along with a Massachusetts Police Accreditation Commission checklist shall be placed in a folder designated for the standard. All records shall be backed up by computer program, and a copy placed in the file folder as required, dated and labeled as changes/updates.

All Use of Force Reports and Vehicular Pursuit Reports will be completed and approved by a patrol supervisor copies will be forwarded to the *Administrative Support Division* for review. The Accreditation Manager shall update the accreditation file folder on a annual basis with the summary reports.

An annual review of all Use of Force Reports and Vehicular Pursuit Reports shall be conducted by the Command Staff in January of each calendar year, and a final report placed in the corresponding accreditation file. **1.3.13; 41.2.2**

A calendar, dedicated exclusively for Accreditation Maintenance, along with a *color-coded file system*, shall be utilized to identify time-sensitive activities that need to be monitored by time period as follows:

- **YELLOW:** Items that must be checked and documented with **Each Individual Incident.**
- **RED:** Items that must be checked and documented on a **Daily basis.**
- **GREEN:** Items that must be checked and documented on a **Weekly basis.**
- **BLUE:** Items that must be checked and documented on a **Monthly basis.**
- **PURPLE:** Items that must be checked and documented on a **Quarterly basis**  
(every three months).
- **LT. BLUE:** Items that must be checked and documented on a **Semi-Annual basis** (every six months).
- **PINK:** Items that must be checked and documented on an **Annual basis** (yearly).
- **TAN:** Items that must be checked and documented on a **Biennial basis** (every two years).
- **LT. GREEN:** Items that must be checked and documented on a **Triennial basis** (every three years).

In addition, Microsoft Outlook calendar system shall be utilized to sort and maintain all time sensitive activities, reviews and reports needed for accreditation, and to serve as a reminder when these are due.

An objective of the Accreditation Maintenance System is to re-establish standards compliance whenever an area of non-compliance is revealed.

- B. Special Projects:** The Chief of Police may assign projects that require research, analysis, and planning to develop and evaluate alternate resolution strategies. These projects will be assigned to the person or organizational component with the greatest level of expertise and experience in the subject matter. The Division Commanders shall be responsible to perform and/or assist in the development of all special projects.
- C. Forms Administration:** Division Commanders are responsible for the design of all new forms used by the department. Forms which are exclusive to units within the department and not used by the remainder of the department, will be designed by a member of that unit with the assistance and approval of a Division Commander. All forms will be available in both print and electronic format.

- Review of Forms: Form approval and coordination is accomplished by the Chief of Police and staff. Proposed forms shall be reviewed by affected Division Commanders and by the Accreditation Manager before being approved. The review process will insure that new or modified forms are consistent with records maintenance requirements, capture appropriate information, and that information is not unnecessarily duplicated.
- Master Copies of Forms: The Everett Police Department shall maintain a file which contains the master copy of all forms utilized by the department. Division Commanders are responsible for submitting the master copy of all approved forms utilized by their unit to the Accreditation Manager.
- Inventory: All Patrol Shift Supervisors shall ensure that an adequate supply of all forms which are common to the patrol division are available. Individual units who utilize forms exclusive to that unit shall maintain an adequate inventory of such forms.
- Distribution: All forms which are common to the entire department will be available electronically.

**D. TRAINING:** All Department Members shall receive information and familiarization on the accreditation standards and accreditation process.

### **33.5.3**