

iaclea

International Association of Campus Law Enforcement Administrators

Accreditation Manager Training

Jack Leonard

Director of Accreditation & LEMAP Services

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Presentation Topics

- Review of current Program status
- Overview of Program components
- How to begin the process
- Compliance development
- File development
- Planning considerations
- Benefits of Accreditation

Program Developments

- Intended to establish Alliance with CALEA
 - New criteria adopted; July 2005
- Initiated program without Alliance
 - Based on CALEA standards
 - 4th Edition – before January 1, 2007
 - 5th Edition – after January 1, 2007
 - 222 CALEA standards
 - 9 IACLEA standards
- Initiated “Joint” Accreditation for CALEA agencies

Accreditation Commission

- Nine IACLEA members
 - Appointed by President; approved by Board
 - Representative: Regions; public/private; sworn/non-sworn; 2- and 4-year
- Business Officer appointed by NACUBO
- Student Affairs Officer appointed by NASPA
- College President appointed by AASCU

Responsibilities

- Approve new and revised standards
- Make decisions concerning standards interpretation, applicability and waivers
- Grant or deny extensions
- Grant or deny accreditation
- Grant or deny appeals

Accreditation Process



Inquiry & Application

- Purchase 5th Edition standards from CALEA
 - www.calea.org
- Submit application and fee
 - \$350; applied to accreditation fee if contract signed within 6 months
- Review Process Manual; complete DPQ
- Submit contract and fee

Accreditation Fees

Initial Accreditation Fee*				Continuation Fee	
	Option 1	Option 2	Option 3	Option 1	Option 2
Number of Full-Time Equivalents** Enrolled	Single Payment <u>without</u> On-Site Assessment Charge	Two Installments <u>without</u> On-Site Assessment Charge	Three Installments includes <i>estimated</i> On-Site Assessment Charge (\$6,500)***	Single Payment <u>without</u> On-Site Assessment Charge	Two Installments includes <i>estimated</i> On-Site Assessment Charge (\$6,500)***
Under 1,999	\$4,896	\$2,693	\$3,962	\$2,448	\$4,921
2,000 – 4,999	\$5,386	\$2,963	\$4,142	\$2,693	\$5,056
5,000 – 9,999	\$5,925	\$3,259	\$4,339	\$2,963	\$5,205
10,000 – 19,999	\$6,518	\$3,585	\$4,557	\$3,259	\$5,368
Over 20,000	\$7,170	\$3,944	\$4,796	\$3,585	\$5,547

Compliance Development

- Review, draft and edit written directives
- Develop systems and procedures to comply with standards
- Collect and file proofs of compliance (documentation)
- Conduct mock on-site by knowledgeable assessors (recommended)
- Notify IACLEA of readiness for on-site

Agency Evaluation

- IACLEA selects assessors
- Assessors participate in tours, interviews and file review to confirm compliance
 - Verify non-applicable standards
 - Verify waivers
- Assessors provide on-site feedback
- Assessor Team Leader prepares written report

Commission Review

- Compliance Review Panel reviews final report
 - May recommend award to full Commission
- Non-compliance issues
 - May grant extension; supplementary on-site
 - May grant “conditional” award

Award & Maintenance

- IACLEA notifies agency of award
- Award conferred at Annual Conference
- IACLEA Accreditation - 3 year period
 - Agency submits annual reports attesting to continuing compliance
 - Proofs of compliance are maintained as documentation for reaccreditation

CALEA Accredited Agencies

- Complete application/contract
- Submit CALEA final report
- Submit CALEA confirmation of accreditation
- Submit IACLEA-specific standard files
 - Compliance with Campus Security Report
 - Off-site review
 - Compliance with “Other than Mandatory” standards
- Fee - \$150/year or portion thereof

Getting Started



Initial Steps

- Obtain Standards Manual
- CEO and institutional commitment
- Consult with IACLEA staff
- Visit accredited agencies; consult with accreditation managers
- Appoint/hire accreditation manager
 - Team, committee, agency-wide

Additional Information

The screenshot shows the IACLEA website in a Windows Internet Explorer browser window. The browser's address bar displays <http://www.iadea.org/>. The website header includes the IACLEA logo and the text "International Association of Campus Law Enforcement Administrators". A navigation menu on the left lists various sections such as "Members Login", "About IACLEA", "Members Only", "Resources", "Membership", "Annual Conference and Meetings", "Professional Development & Accreditation", "WMD/Campus Preparedness Tools", "Career Center", and "Member Services". The main content area features a "Home" section with a search bar and a dropdown menu for "IACLEA QuickLinks". A prominent banner titled "IS YOUR CAMPUS THE CAMPUS THREAT & RISK ASSESSMENT TOOL" is highlighted with a yellow arrow. The banner lists three bullet points: "Complete the campus Risk assessment", "Identify your vulnerable areas, improve safety", and "Protect you community". Below the banner, there is a section for "Corporate Partnership-Titanium Sponsors" featuring logos for GALLS, AN ARAMARK COMPANY, ADVANCED WIRELESS COMMUNICATIONS, zyc, and Motorola. A "WHAT'S NEW?" section on the right lists several articles: "NEW BJS CAMPUS LAW ENFORCEMENT STUDY Details", "CAMPUS CRIME PREVENTION TRAINING Details", "CLERY ACT TRAINING Upcoming Schedule", "REGIONAL CONFERENCES Details", "LEGISLATIVE ALERT: 30 MINUTE NOTIFICATION Action Needed", and "CAMPUS SAFETY FORUM AT PRINCETON Details". At the bottom of the page, there are two buttons: "Become a Member iaclea" and "Membership Toolkit 500x50". The browser's taskbar at the bottom shows the Start button and several open applications: "Inbox - Microsoft Out...", "IACLEA | Internati...", "Microsoft Word", and "Microsoft PowerPoint ...". The system clock in the bottom right corner indicates the time is 3:45 PM.

Additional Information

Professional Development & Accreditation
International Association of Campus Law Enforcement Administrators

Home > Professional Development

IACLEA QuickLinks Search...

Professional Development & Accreditation

IACLEA provides a broad range of professional development services and programs to enhance the skills and knowledge of campus law enforcement administrators and staff. These services include the Executive Development Institute and free WMD Awareness training. IACLEA also offers e-learning programs on topics of interest to the campus public safety profession. These programs can be purchased for viewing in an archived version for a period of time on the web site, after the live program has been broadcast.

Applications for Incident Command Instructor are accepted in a continuous basis.

This is a unique training opportunity available to command-level campus public safety officials with superior training experience. **Details and nomination form.**

[Accreditation](#) [Executive Development Institute](#)

[Training Opportunities Calendar](#) [E-Learning/Training Materials](#)

Members Login

Members Only

Resources

Membership

Annual Conference and Meetings

Professional Development & Accreditation

WMD/Campus Preparedness Tools

Career Center

Member Services

Corporate Partnership Details

Start | Inbox - Microsoft Out... | Professional Devel... | Microsoft Word | Microsoft PowerPoint ... | 3:47 PM

Additional Information

The screenshot shows the IACLEA Accreditation Program website. The browser window title is "Accreditation Program - Windows Internet Explorer". The address bar shows the URL: <http://www.iaclea.org/visitors/professionaldevelopment/accreditation/index.cfm>. The page content includes:

- Navigation Menu (Left):** Accreditation, WMD/Campus Preparedness Tools, Career Center, Member Services, Corporate Partnership Details.
- Logo:** IACLEA logo with the text "CORPORATE PARTNERS" below it.
- Main Text:**

Adherence to the highest standards of professionalism and excellence is vital to the success of campus public safety departments in fulfilling their mission to protect students, faculty, staff, and the millions of yearly visitors to colleges and universities. The International Association of Campus Law Enforcement Administrators, Inc. (IACLEA), an association that represents campus public safety leaders at more than 1,000 institutions of higher education, offers IACLEA Accreditation to colleges and university law enforcement, security, and public safety departments. IACLEA Accreditation constitutes recognition that a department conforms to the highest professional standards for campus law enforcement and protective services.

IACLEA urges all campus public safety departments to attain IACLEA Accreditation as a means to assure the public, parents, and the university community that your campus public safety agency adheres to the highest professional standards.
- Resource Grid:**
 - Accreditation Brochure
 - Accreditation - Frequently Asked Questions
 - Accreditation Application
 - Accreditation Fees
 - Accreditation Standards
 - Standards Manual Change Notices
 - Agencies in Accreditation** (highlighted by a yellow arrow)
 - Assessors
 - Accreditation Commission
 - Accreditation Training
 - Recent Developments in IACLEA Accreditation Program

The taskbar at the bottom shows the Start button, several open applications (Inbox - Microsoft Outlook, Accreditation Prog..., Microsoft Word, Microsoft PowerPoint), and the system tray with the time 3:18 PM.

Additional Information

The screenshot shows a Windows Internet Explorer browser window displaying the IACLEA website. The address bar shows the URL: <http://www.iaclea.org/visitors/professionaldevelopment/accreditation/accreditationagencies.cfm>. The page title is "Agencies in Accreditation".

The website header includes the IACLEA logo and the text "International Association of Campus Law Enforcement Administrators". The navigation menu includes "Home > Professional Development", "IACLEA QuickLinks", and a search box.

The main content area is titled "Agencies in Accreditation" and contains the following text:

Each agency is responsible for developing and implementing the written directives and operational procedures that will ultimately lead to accreditation. However, the pursuit of accreditation is a collaborative process. Agencies and their staff, involved in the process, frequently share their knowledge, experience and resources. Sometimes this is done through formal Police Accreditation Coalitions (PACs), but more often it occurs through informal interaction and networking.

While specific technical assistance and formal interpretation of standards should only come from IACLEA staff, a wealth of information and assistance can be obtained from your counterparts. By networking with other campus public safety professionals, engaged in the accreditation process, strategies, techniques and procedures can be shared and evaluated. This can save time and result in a better, more effective product.

Accredited Agencies:

Florida, University of (<http://www.ufl.edu/>)
CEO: Linda J. Stump, Chief of Police
Accreditation Manager: Lieutenant Robert A. Wagner (rawagner@ufl.edu)
P.O. Box 112150
Museum Road, Building 51
Gainesville, FL 32611-2150
Institution Type: Public 4 YR; Agency Type: Sworn; FTE: 46,000

George Washington University (<http://www.gwu.edu>)
CEO: Dolores A. Stafford, Chief of Police
Accreditation Manager: Inspector Mark Balazik (mbalazik@upd.gwu.edu)
Woodhull House, 2033 G Street NW
Washington, D.C. 20052
Institution Type: Private 4 YR; Agency Type: Sworn; FTE 24,000

The browser's taskbar at the bottom shows several open applications: Start, Microsoft Outlook (Inbox), Agencies in Accreditation, Microsoft Word, and Microsoft PowerPoint. The system tray shows the time as 3:20 PM.

Accreditation Manager's Role

- Project manager
 - Coordinates self-assessment process
 - Assembles accreditation files
- Liaison within agency
 - Trains agency members
 - Coordinates activities with other institutional units
- Liaison with IACLEA
 - Prepares agency for on-site assessment

Accreditation Manager's Skills

- Organization and project management
 - Ability to set schedules and meet deadlines
 - Ability to multi-task and prioritize
- Verbal and written communication
 - Ability to draft, review and edit directives
 - Ability to communicate needs and progress
- Commitment to agency and accreditation
 - Willingness to learn and network with others
 - Willingness to see project through

Accreditation Manager's Needs

- Commitment and support
 - CEO and administration
 - Staff and other stakeholders
- Training
 - IACLEA/CALEA conferences
 - Networking opportunities with PACs
- Resources
 - Computer, office space, file cabinets, supplies, time

Next Steps

- Become familiar with the standards
- Evaluate written directive system
 - Does it require adjustment, revision or overhaul
- Evaluate the agency
 - Is it organized to meet compliance with the standards
- Evaluate facilities
 - Are they adequate for compliance

Compliance Development



Purpose of Standards

- Standards prescribe **what** an agency should do; they do not dictate **how** an agency is to do it

Interpreting Standards

- Intent of the standard
 - Chapter Introduction
 - Summarizes standard's subject matter
 - Standard Statement
 - Declarative statement identifying what must be done
 - Commentary
 - Explanation of the standard's intent
 - Non-binding

Interpreting Standards

Chapter 11 – Organization and Administration

Standards in this chapter relate to organization and administration of the agency and the application of basic organizational principals, such as organizing by function, ensuring unity of command, delineating responsibility, and delegating authority....

11.1.1 *A written directive describes the agency's organizational structure and its functions and is available to all personnel .*

Commentary: The agency may determine its own organizational structure.... The intent of this standard is to provide a written description of the agency's organization. The agency's organizational chart (see standard 11.1.2) should coincide with this description....

Types of Standards

- Written directive required:

1.3.4 A written directive governs the use of authorized less-than-lethal weapons by agency personnel.

2.1.1 A written directive delineates the specific geographical boundaries of the agency's jurisdiction.

Types of Standards

- Written directives include:
 - Policy – broad statement of agency principles;
 - Procedure – step-by-step guidelines for performing an activity;
 - Plan – procedurally-oriented directive guiding activities during an anticipated event; and
 - Rules and regulations – specific requirements generally regulating employee behavior

Types of Standards

- Written directive required:

41.2.1 *A written directive establishes procedures for responding to routine and emergency calls and includes guidelines for the use of authorized emergency equipment.*

46.1.2 *The agency has a written “All Hazard” plan for responding to critical incidents such as natural and man-made disasters, civil disturbances, mass arrests, bomb threats, ...and other unusual incidents.*

26.1.1 *A written directive specifies a code of conduct and appearance guidelines, which are readily available to all agency personnel.*

Types of Standards

- Multiple requirements (bulleted standards):
 - Itemized list of additional elements requiring individual documentation
 - Some bullets may not be applicable

Types of Standards

- Multiple requirements (bulleted standards):

12.2.1 *The agency has a written directive system that includes, at a minimum, the following:*

- agency values and mission statement;*
- a statement that vests in the agency's chief executive officer the authority to issue, modify or approve agency written directives;*
- identification of persons or positions...authorized to issue written directives;*
- a description of the written directives system format;*
- procedures for indexing, purging, and revising directives;*
- statements on agency policy;*
- rules and regulations;*

Types of Standards

- Multiple requirements (bulleted standards):

61.1.2 *A written directive establishes uniform procedures for taking enforcement action incidental to traffic law violations, to include:*

- a. physical arrest;*
- b. citations (notice to appear); and,*
- c. warnings (if used).*

Types of Standards

- Conditional (If) standards:
 - Standard is only applicable if the condition exists

46.2.2 *If the agency participates in tactical operations, either on a part-time or full-time basis, a written directive establishes criteria for the selection of officers assigned to those operations.*

Types of Standards

- Time sensitive standards (activity-based):
 - 1.3.6** *A written report is submitted whenever an employee:*
 - a. discharges a firearm, for other than training or recreational purposes;*
 - b. takes an action that results in, or is alleged to have resulted in, injury or death of another person;*
 - c. applies force through the use of lethal or less-than-lethal weapons, or*
 - d. applies weaponless physical force at a level as defined by the agency.*

Types of Standards

- Time sensitive standards (time-based):

81.3.2 *The agency has an alternative source of electrical power that is sufficient to ensure continued operation of emergency communications equipment in the event of the failure of the primary power source. A documented inspection and test of the alternative power source is completed at least monthly or in conformance with manufacturer recommendations, and tested or operated under full load at least once a year.*

Types of Standards

- **Observable standards:**

41.3.1 *Vehicles used in routine or general patrol service, whether conspicuously marked or unmarked, must be equipped with operational emergency lights and a siren.*

81.2.2 *The agency has continuous two-way communication capability between the communications center and officers on duty.*

84.1.2 *All in-custody and evidentiary property is stored within designated, secure areas with access limited to authorized personnel.*

Applicability of Standards

- All standards are deemed mandatory
 - Especially those addressing life, health and safety issues; legal matters; and essential law enforcement practices
 - Compliance should be achieved if the standard relates to an integral element for improving campus public safety services

Applicability of Standards

- Applicability is determined by the functions performed by the agency
 - If an agency does not perform an activity due to its official role (e.g. criminal investigation, holding detainees) the standard may be “not applicable”
 - Agency must consider its mission, its legally mandated responsibilities, and the demands of its community regarding applicability

File Development



File Construction

- Written directives state that the agency performs the function described in the standard.
- Supporting documentation shows by example that the agency actually does the activity identified in the written directive.



11.1.2 Table of Organization

Factors to Observe/Interviews

Supporting Documentation (Proofs)

Written Directive

Standard Compliance Overview Form

Standard Compliance Overview Form

Department: _____

Standard No: _____

Assigned To: _____

Prepared By: _____

Reserved for Assessor Use Only

	<u>Assessor Initials</u>
<input type="checkbox"/> Compliance Verified	_____
<input type="checkbox"/> Noncompliance	_____
<input type="checkbox"/> Other Status	_____
<input type="checkbox"/> N/A by Function	_____
<input type="checkbox"/> Waiver Approval Verified	_____

Compliance (Complete Section A)

Other than Compliance (Complete Section B)

A. Compliance (Place an "X" in Appropriate Box or Boxes; Identify the Sources that Prove Compliance.)

Written Directive: _____

PROOF (S)

Written Documentation: _____

Interview With: _____

Observation of: _____

B. Other Than Compliance (Place an "X" in Appropriate Box.)

Not Applicable by Function Waiver Approved

Written Directives

“Any written document used to guide or affect the performance or conduct of agency employees.”

- Written directives can be internal or external

Written Directives

- Policies, procedures, plans, rules and regulations
- General/special orders
- State laws and county/municipal ordinances
- Court orders
- Personnel regulations
- Memoranda

Written Directives

- Who
 - Centralized (one person or committee)
 - Decentralized (multiple people); requires training
- What
 - Consistent and uniform formatting
- How
 - Assignments/deadlines
 - Proofreading

Supporting Documentation

- Interdepartmental memoranda
- Completed forms
- Logs/rosters/evaluations
- Computer printouts
- Budget documents
- Job descriptions

Supporting Documentation

- Investigative reports
- Newspaper clippings
- Letters from students, school officials
- Instructional material
- Photographs
- Documented goals and objectives

People to Interview

- Name and title of person directly involved with function
 - Use people who are knowledgeable about the function and the standard(s)
- Telephone number/extension

Factors to Observe

- Equipment/vehicles
 - 41.3.1; patrol vehicles equipped with emergency lights and siren
- Activities
 - 81.2.2; two-way radio communications
- Security measures
 - 84.1.2; in-custody property stored in designated, secure area

How to Build a Successful Accreditation File



Establish Relationships

- Provide training
 - Identify what you do and why
- Collaborate with others
 - Don't reinvent the wheel
 - Use resources and contacts
- Be open to suggestions
- Be nice – don't make enemies
- Establish accountability

Concentrate on Standards

- Comply with standard not commentary
 - Analysis vs. review
 - Sworn officers vs. employees

Keep Files Simple

- Be organized
- Limit pages
- Clear and accurate highlighting
 - ID what you want the Assessor to read
- Separate bulleted standards
 - Use colored paper; “sticky notes”, flags
- Stay organized

Planning for Success



Project Planning

- Program evaluation
 - Standard requirements and their impact on agency resources
 - Agency's current compliance level
 - Updating written directive system

Set Priorities

- Determine standards:
 - affecting structure of organization
 - **11.1.1** *A written directive describes the agency's organizational structure and functions and is available to all personnel.*
 - **11.1.2** *The agency's organizational structure is depicted graphically on an organizational chart that is reviewed and updated as needed. Then chart is available to all personnel.*

Set Priorities

- Determine standards:
 - affecting structure of organization
 - affecting written directive system
 - **12.2.1** *The agency has a written directive system that includes, at a minimum, the following:*
 - a. agency values and mission statement;*
 - b. a statement that vests in the agency's chief executive officer the authority to issue, modify or approve agency written directives;*
 - c. identification of persons or positions...authorized to issue written directives;...*

Set Priorities

- Determine standards:
 - affecting structure of organization
 - affecting written directive system
 - which require the greatest amount of change
 - which require simple and available documentation
 - not applicable to agency

Structured Timeline

- Calculate backwards from contract expiration date
- Allow for problems and pitfalls



Monitor Progress

- Charts
- Graphs
- Status boards



Report Progress

- CEO
 - Staff briefings
 - Progress reports
- Staff
 - Department newsletter
 - Committee reports
- Members
 - Roll calls/briefings
 - Bulletin boards



Common Pitfalls

- Failure to prioritize issues
- Poor planning or organization
- Lack of commitment (from top down or bottom up)
- Disinterested accreditation manager/staff
- Appointing part-time accreditation manager or rotating managers

Common Pitfalls

- Misinterpreting standards
- Failure to use IACLEA staff and other accreditation managers as resources
- Copying directives verbatim from other agencies
- Inadequate, ineffective or no mock assessment

Benefits of Accreditation



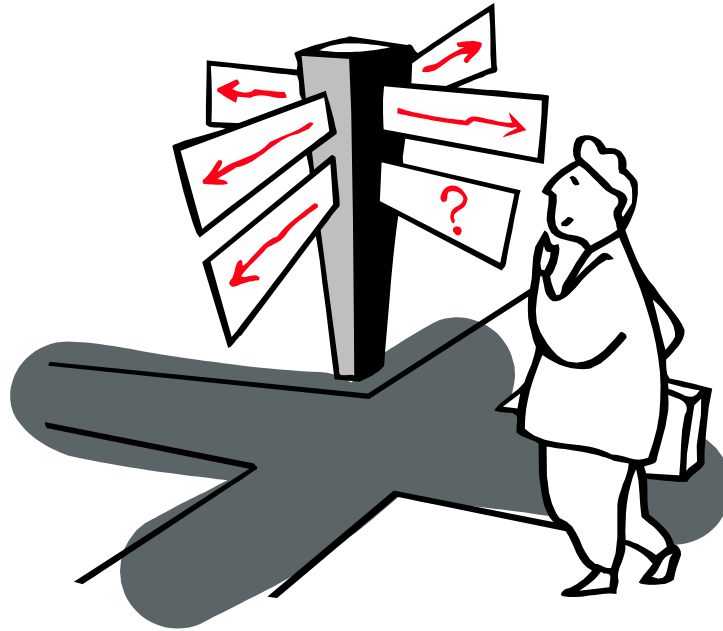
Benefits

- Provides a professional benchmark with which to measure policies and practices
- Ensures procedures are documented and that personnel are given clear guidance
- Ensures the recruitment and retention of qualified personnel
- Ensures that personnel are trained and functioning according to established policy and procedure

Benefits

- Strengthens the department's defense against complaints and lawsuits
- Increases institutional pride and employee morale
- Assures the university administration, the community, local law enforcement and institutional peers of the quality of services
- Provides periodic, professional review of department operations, administration and services

Questions?



iaclea

International Association of Campus Law Enforcement Administrators

Jack Leonard

jleonard@iaclea.org

(860) 586-7517 Ext.558