

INTERNATIONAL ASSOCIATION OF CAMPUS LAW ENFORCEMENT ADMINISTRATORS

Accreditation Commission

Operating Procedures

The following procedures will guide the activities of the IACLEA Accreditation Commission:

Eligibility

In order to be eligible for IACLEA Accreditation, an agency must first be eligible for Institutional Membership, as described in Article V, Section 1 of the IACLEA Bylaws:

An institution of higher education which offers a program leading to a degree or diploma, requiring not less than two years of academic credit or a proprietary law enforcement/security agency at a secondary school, shall be eligible for Institutional Membership, on condition that such institution or secondary school provides its own functional, administrative organization to care for its needs involving law enforcement, including life safety and property safety. Branches of parent institutions would be considered Institutional Members. (Revised 12/07)

Membership in the Association shall not be required.

Committees

The Chairperson shall have the authority to appoint any and all committees of the Commission and determine the membership of those committees. Non-commission members may be appointed to committees and may be permitted to serve as the Chair. At least two (2) Commission members shall be appointed to each committee. Each member of a committee shall continue as such until their successor is appointed or the business of the committee is concluded.

The designated Chair shall be responsible for reporting the activities and recommendations of their Committee to the Commission Chair.

The following committees have been established:

1. Standards Review and Interpretation Committee – The Committee periodically reviews IACLEA standards, ensuring that they are up-to-date and consistent with current campus public safety practices. They may recommend, for the Commission's approval, the revision or deletion of standards, as well as develop new standards.

The committee, at the request of the Chairperson, also interprets standards and reviews agencies requests for waivers.

2. Assessor Committee – The Committee establishes the selection criteria for assessors, develops and coordinates training for assessors, creates the procedural guidelines for assessors, and monitors and evaluates the on-site and assessor critiques.
3. Outreach Committee – The Committee develops and implements plans and strategies to advance the concept of campus public safety accreditation and to encourage participation in the program. They may establish goals for recruitment, recommend marketing expenditures, and create materials for program promotion, recognition and motivation.

Accreditation Compliance Review Procedures

The review procedures to award IACLEA accreditation include the following:

1. After the formal written report is submitted, the IACLEA staff will review the assessment team's findings. The final report will be distributed to the assigned Compliance Review Panel of the IACLEA Accreditation Commission.
2. The Compliance Review Panel shall consist of three members of the Accreditation Commission, two of whom shall be IACLEA members.
3. The Compliance Review Panel will make a recommendation to the full Commission for its consideration.
4. The Commission shall review the Compliance Review Panel's recommendation and conduct a vote to award accreditation. Any vote granting accredited status shall require a majority, with at least six (6) affirmative votes.
5. Upon determining that an agency qualifies for accreditation, the Commission shall notify them in writing and invite them to the next Annual Conference to be recognized.
6. The Commission, at its discretion, may award an agency accreditation with conditions, requiring that the agency take specified measures to address current or anticipated events or conditions threatening or preventing compliance. The Commission shall monitor the agency as appropriate.

Accreditation Appeals Procedures

If the assigned Compliance Review Panel determines that a department is not in compliance with one or more of the standards or has other significant unresolved issues, and is not recommended for accreditation, the agency may petition that a hearing panel be convened. The procedures for a hearing shall include the following:

1. The decision to hold a hearing panel will be based upon the assessment team's final report, the recommendation of IACLEA staff, and the concurrence of the assigned Compliance Review Panel. They will convene at a time and location determined by the assigned Compliance Review Panel Chairperson.
2. All appropriate parties, including representatives of the Candidate Department and the assessment team, will be notified. During the hearing, IACLEA staff will present a summary of the report, citing the specific issues or deficiencies identified by the assessment team. The team leader and assessors may describe their observations and findings. Representatives of the department will have the opportunity to present testimony and documentation in support of their candidacy.
3. The hearing panel may grant the department's appeal, in which case the full Accreditation Commission will review their suitability for accreditation and conduct a vote.
4. If the hearing panel denies the department's appeal, an extension of not more than ninety (90) days may be granted to allow the department to correct its deficiencies. A second on-site may be required to confirm that the necessary work has been done and that all issues have been resolved.
5. The hearing panel may also deny the appeal without offering an extension. In this instance the department's application would go directly to the full Commission for their review and vote.

Complaints against Accredited Agencies

Complaints from citizens or employees of an agency may from time to time be received regarding the qualification of an agency to be accredited. The Accreditation Program examines and evaluates "processes" not "performance". Accredited agencies are expected to establish appropriate policies and procedures and prove that they comply with those procedures. In spite of their accredited status, they may have members who fail to abide by those guidelines or who make mistakes in the course of their duties. Accreditation standards ensure the agency has the processes in place to address issues of inappropriate behavior or actions. Individual instances of violations of agency policy or procedure will not be investigated by the IACLEA Accreditation Commission nor will anonymous complaints of any nature.

Revocation of Accreditation

Accreditation of an agency is based on their voluntary participation in the Accreditation Program and their continued compliance with the IACLEA accreditation standards. Once conferred, accredited status is only revoked under the following circumstances:

1. The agency fails to fulfill the contract as originally agreed;
2. The agency fails to submit annual fees as required;
3. The agency fails to submit annual reports as required;
4. The agency is shown to have obtained accredited status fraudulently;
and/or
5. Evidence demonstrates the agency is substantially out of compliance with applicable standards.

Use of Accreditation Logo

The Accreditation Commission designed and the Board of Directors approved an official logo for the IACLEA Accreditation Program. The Accreditation Commission has both the right and the obligation to assure that the logo is only used for appropriate purposes.

Campus public safety agencies that earn accreditation can take great pride in their accomplishment. Many chief executive officers may thus wish to use the program logo on their website, stationery, annual reports, public displays, etc. as a way of letting the community know that they have successfully implemented a wide range of professional standards. Such publicity can be of great value for both the agency and the program as a whole. Consequently, the Commission not only permits but encourages accredited agencies to use the logo for legitimate purposes.

The following procedures shall guide the use of the Accreditation logo:

1. The Commission will send a camera ready copy of the logo to the agency upon its award of accreditation. The logo must be used in its entirety, without alteration.
2. No agency will be authorized to use the logo on hats or other items that are offered for sale.
3. Use of the logo is also prohibited in situations where the name of an accredited agency does not appear in the immediate vicinity. Approving the use of a free standing logo may result in situations where it is presented out of context or in ways which imply that there is an official program endorsement where none actually exists.

4. If the proposed use is unusually complex or controversial, the chief executive officer must submit a written request to the Commission before reproducing or otherwise using the program logo. The request must indicate how the logo will be displayed, distributed, and the length of time for which the agency would like to use it. The Commission will approve or reject requests as they are brought to its attention.
5. Authorization to use the logo will be automatically revoked if the agency loses its accredited status.