

**Advanced Accreditation Training:
Introduction and Review**



Improving Operations, Effectiveness, and Management

Attorney Joseph A. Race
Daigle Law Group, LLC
(860) 270-0060
Joseph.Race@DaigleLawGroup.com



1

Welcome to DLG

- 1995-1999 - United States Marine Corps
- 2005-2009 – Various Law Firms/Corporations
- 2009-2021- Madison Police Department
 - Captain
 - Administrative Division
 - Policies
 - Accreditation
 - Training
- 2022 - Branford Police Department (P/T)
- 2021 – Daigle Law Group, LLC
 - DLG Learning Center
 - DLG Policy Center
 - Training
 - Accreditation








2

DAIGLE LAW GROUP

Services provided by Daigle Law Group for your agency.



DLG POLICY CENTER



DLG LEARNING CENTER






DLGLEARNINGCENTER.COM

DAIGLELAWGROUP.COM

3

TRAINING OBJECTIVES

KNOWLEDGE IS POWER

- How to Protect Yourself and Your Agency?
 - Accountability and Professionalism
 - This presentation will examine and identify common accreditation practices
 - Inconsistency – Limit Inconsistent Practices
 - Identify why we do certain things
 - We are not doing it “just for accreditation”
- Look outside our own operations
 - Get creative!



4

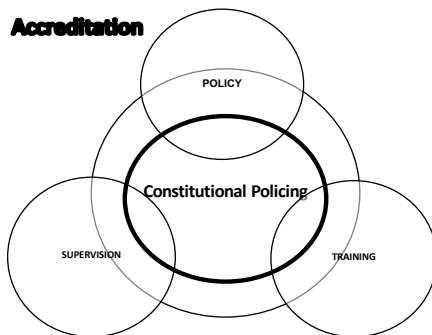
Training Objectives

- Introductions
- Overview of Accreditation Process
 - Written Directives
 - Proofs
 - Standards



5

Accreditation



6

The Process

- Application
- Self Assessment
- Mock Assessment
- On Site Assessment
- Review and Decision
- Accreditation Maintenance
- Reaccreditation



7

The Process

POLICY ➡

WRITTEN DIRECTIVE
PROOF

- Each standard should have a written directive – even if the standard does not require it
- If we don't tell our staff what we want them to do, how will they know what to do



8

Policies and Procedures

- Agencies must develop sound policy based upon professional thinking, court decisions, and statutes.
- Provide officers with the direction and guidance necessary to improve and develop as police officers; and to identify, correct, and prevent officer misconduct.





9

Written Directives

- Provides employees with a clear understanding of their responsibilities and requirements
- Issues to and acknowledged by employees
- Accessible to all
- Updated regularly
- Required by the majority of standards



10

What are Written Directives?

- Any document binding upon the agency
 - Contracts
 - State Constitution
 - Model Policies
 - Agency Policies
 - Statutes
 - Local Ordinance
 - Field Manual
- Directives might satisfy more than one Standard



11

Written Directives

If it says 'do it'
then we . . .



12

Standard

The standard is the statement from the State or CALEA to which the agency must adhere.




13

Standards Components

- standard statement,
- commentary

CALEA Agencies Only

- levels of compliance and
- level of accreditation (law enforcement and campus security only)




14

Reading the Standards

1.2.4 (LE1)

Print

(M M M M) (LE1) Search and Seizure

A written directive governs search and seizure without a warrant by agency personnel.

Commentary

The intent of this standard is to provide general guidelines and procedures for agency law enforcement personnel to follow in conducting searches that have not been reviewed and authorized by judicial personnel. The written directive should include such issues as consent, stop-and-frisk, movable vehicle, and exigent circumstance searches, as well as other situations impacting law enforcement personnel conducting searches and seizures without a warrant.

Consideration should be given to what type of evidence or contraband can be seized because of the search. In regard to crimes involving sexual activity, the directive should prohibit evidence of vice crimes, such as condoms, as the sole basis for determining criminal activity. (M M M M) (LE1)



15

Standards – Every Word Matters

4.1.2 (LE1)

Print

(M M M M) (LE1) Use of Deadly Force

A written directive states deadly force may only be used when an officer reasonably believes the action is in defense of any human life in imminent danger of death or serious bodily injury. Definitions of conditional terms, such as those for reasonable belief, serious physical injury, or similar terms used to qualify the directive, shall be included and reviewed during annual in-service training.

Commentary

The intent of this standard is to establish policy and training on the use of deadly force which provide officers with guidance in the use of force in life-and-death situations, and to prevent loss of life to include that of the officer. Associated policies should stress the importance of providing warning prior to the use of deadly force where reasonable, appropriate, and not prevented by physical environment, distance, or other situational circumstances. Additionally, training and related policies should stress deadly force shall only be used as a last resort. (M M M M) (LE1)



16

Types of Standards

1. Written Directive
2. Policy, Plan, Procedure or Process
3. Linked Standards
4. Bulleted Standards
5. "If" Standards
6. Observation Standards
7. Time Sensitive Standards
8. N/A Standards



17

Types of Standards

Policy, Plan or Procedure

In addition to the words "written directive" appearing in some standard statements, a more specific category of directive may be indicated by the words "policy," "plan," or "procedure."



18

1.3.7 (1.3.17)

A written directive establishes procedures for searching detainees and accounting for each detainee's property, to include:

a

Entry to the holding facility; and

b

An inventory search of the detainee at the time of booking and prior to an itemized inventory of property taken from the detainee.



19

Policy

A policy is a written broad statement of agency principles. Policy statements may be characterized by such words as *may* or *should* and usually do not establish fixed rules or set procedures for conduct of a particular activity. A policy provides a frame-work for development of procedures and rules and regulations




20

Policy

11.4.4

Print

(M M M M) Computer Software Policy

A written directive establishes a policy for the introduction of computer software and data storage devices into agency-controlled computer systems hardware.

Commentary

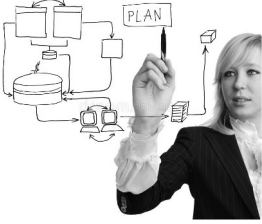
The introduction of data or software from non-secure sources could result in a corruption of the host system. A security protocol should be established for all data storage devices or software applications prior to introduction into the agency computer systems. The agency should also ensure that all software programs are properly licensed and being used for their intended application. (M M M M)



21

Plan

• A plan is documented identification of methods to achieve desirable goals or conditions. It is normally found outside the main written directive system and is geared toward anticipated or contingent activities or tasks.




22

Plan

31.2.1 (LE1) Print

(M M M M) (LE1) Recruitment Plan

The agency has a recruitment plan for full-time sworn personnel outlining the steps to achieve the goals of an ethnic, racial, and gender workforce composition in approximate proportion to the available workforce in the agency's service community to include the following:

- a. statement of objectives;
- b. plan of action designed to achieve the objectives identified in bullet a; and
- c. identify employees, inside or outside the agency, responsible for plan administration.



23

Procedure

A procedure is a written directive that is a guideline for carrying out agency activities. A procedure may be made mandatory in tone through the use of shall rather than should, or must rather than may. Procedures sometimes allow some latitude and discretion in carrying out an activity

PROCEDURE




24

Procedure

22.4.1 (LE1)

Print

(M M M M) (LE1) Grievance Procedures

A written directive establishes a grievance procedure, which includes the following:

- a. identification of matters that are grievable;
- b. levels in the agency or government to which the grievance may be filed and/or appealed;
- c. time limitations for filing or appealing the grievance to the next level;
- d. type of information to be submitted when filing a grievance;
- e. establishment of procedural steps and time limitations at each level in responding to grievances or appeals; and
- f. criteria for employee representation.



25

Types of Standards

Activity Required & Time Sensitive

Some standards require that a specific activity occur, such as a report, review, analysis, inspection, test, survey, audit and/or inventory. The activity may or may not require a written directive.

YOU NEED TO PAY CLOSE ATTENTION TO THESE STANDARDS!



26

84.1.6 (LE1)

Print

(M M M M) (LE1) Inspections and Reports

In order to maintain a high degree of evidentiary integrity over agency controlled property and evidence, the following documented inspections, inventory, and audits shall be completed:

- a. an inspection to determine adherence to procedures used for the control of property and evidence is conducted semi-annually by the person responsible for the property and evidence control function or his/her designee;
- b. an audit of property and evidence in compliance with Appendix I occurs whenever the property and evidence custodian is assigned to and/or transferred from the position and is conducted jointly by the newly designated property and evidence custodian and a designee of the CEO to ensure that records are correct and properly annotated;
- c. an annual audit of property and evidence in compliance with Appendix K is conducted by a person not routinely or directly connected with control of property and evidence as directed by the agency's chief executive officer; and
- d. unannounced inspections of property and evidence storage areas are conducted, as directed by the agency's chief executive officer, at least once a year.



27

How many proofs?

Frequency Required by Directive And/Or CALEA Standard	Recommended Minimum in File for Each Year	Recommended Total Minimum in File
Per Incident	1	4
Daily	1	4
Monthly	2	8
Quarterly	2	8
Semi-Annual	1	4
Annual	1	4
Biennial	1	2*
Every 4 Years	1*	1 or 2



28

Time Sensitive Standards

- Create a plan
- Create a timeline
- Ensure the policy meets the standard
- Ensure your practice meets your policy
- Do not get behind on these
- Have enough proofs in the file



shutterstock.com · 277045841



29

Standards - Generally

- Policies might exceed Standard requirements
- HOWEVER, if your policy exceeds the standard, you will be held to the language of your policy!
- Personnel Standards equal All employees unless indicated otherwise
- Shall be assessed according to the glossary of terms



30



Proof

- Anything that demonstrates compliance with the standard and your own written directive
- Proofs need to show continued compliance with the standard



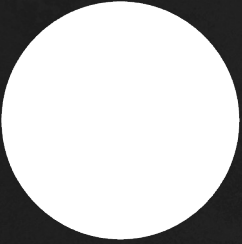
31

Planning = Success

What is your plan?



32





Attorney Joseph A. Race
 Daigle Law Group, LLC
 Joseph.Race@DaigleLawGroup.com
 (860) 270-0060 x108
www.DaigleLawGroup.com

DLG | LEARNING CENTER

33
