

		Policy & Procedures			No. 4.02	
		Subject: Accreditation Maintenance System				
		Issuing Authority: Chief of Police		Effective Date: 09/01/2013	Review Date: 06/13/2023	
					References:	
Review						
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11.4.3 33.5.3 33.5.4

GENERAL CONSIDERATIONS AND GUIDELINES

It is the policy of the Canton Police Department to meet and uphold the law enforcement certification and accreditation standards that have been established by the Massachusetts Police Accreditation Commission (MPAC).

These standards arise out of the national standards that are set forth by the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA). The standards reflect the best professional practices in police management, administration, operations, and support services.

PURPOSE

This policy establishes an accreditation maintenance system for the Canton Police Department. The accreditation maintenance system allows department personnel to monitor compliance and provides an organized record of measures required of the Canton Police Department in order to maintain its status in the Massachusetts Police Accreditation Commission (MPAC).

This policy describes the Canton Police Department's system for ensuring that periodic reports, reviews, and other tasks mandated by the applicable standards are accomplished. **11.4.3**

PROCEDURE

33.5.4

It is the duty of all department personnel to remain in compliance with applicable accreditation standards. It is the duty of the Accreditation Manager to monitor accreditation standard changes, and notify all affected department personnel who may be impacted by those changes.

- a. The Accreditation Manager is responsible for:

1. Required to attend an MPAC accreditation training within twelve (12) months of appointment as Accreditation Manager;
2. Assessing and updating all policy reviews;
3. Updating the compliance schedules and/or databases;
4. Revising written directives, as needed;
5. Notifying department personnel of required reports, activities and documentation;
6. Ensuring that all personnel (sworn and civilian) are familiar with, and educated about the standards and process; and
7. Preparing personnel and accreditation files for MPAC program assessments.
8. Ensuring that all agency personnel assigned to the Accreditation Process receive training through a Commission-led training.

There are several maintenance and review schedules used by the Accreditation Manager to track and document required activities. **11.4.3**

- The primary documents are the Inspections charts and documents.
- These schedules will be maintained by the Accreditation Manager and updated as needed.
- The Accreditation Manager may also distribute emails, memos or shared calendar reminders to supervisors or others with identified areas of responsibility, alerting them to upcoming required reviews, reports, and training.
- The overall accreditation maintenance system may also include other calendars, timetables or lists, as needed.

The majority of required reports and reviews are clearly described in department policies. The accreditation lists and policies typically serve as joint notifications. **11.4.3**

- b. Supervisors shall be familiar with any standards which apply to their areas of control and shall maintain their files accordingly.
 - They should notify the Accreditation Manager if they are unable to complete scheduled tasks so the scheduling expectations can be jointly reviewed.
 - When a supervisor has completed any quarterly, semi-annual, or annual tasks, they should inform the Accreditation Manager so that the policy and administrative files can be updated.
 - Supervisors are responsible for maintaining documentation of their training, scheduled reports and reviews as defined in department policies.
 - Examples: Use of Force evaluations, equipment inventories associated with areas of responsibility, etc.

- This documentation will be filed in secure areas under their control, such as; file cabinets, in order to ensure compliance with records security protocols.
- c. In addition to supervisors, other department personnel, as designated in schedules and policies, shall complete and document all reviews and reports under their areas of responsibility, as defined and listed in the compliance schedule, department policies and written directives.

In order to remain organized for Accreditation and Certification Assessments, representative samples of review and report types maintained by those responsible may be requested by the Accreditation Manager. Such samples would be used for accreditation compliance review and file folder documentation. Generally, restricted and confidential information should not be included. These samples, and the compliance files folders, are kept in secured storage systems by the Accreditation Manager.

Training Agency Personnel 33.5.3

Agency personnel shall receive information regarding the accreditation process as follows:

- a. The Accreditation Manager will ensure that all newly hired agency personnel receive information regarding the accreditation process within thirty days after their employment begins or within thirty days after completing the recruit academy. Field Training Officers can assist with this training. **33.5.3 A**
- b. The Accreditation Manager will give information to all agency personnel during the self-assessment phase associated with achieving initial accreditation. **33.5.3 B**
- c. The Accreditation Manager will give information to all agency personnel prior to an on-site assessment. **33.5.3 C** This can be accomplished through department wide email or briefings at roll call.