



*Advancing Public Safety*

## **Indiana Law Enforcement Accreditation Commission**

### **Program Guidelines**

#### **A. Steps in Program**

1. Application
  - a. Sent to the Indiana Law Enforcement Accreditation Commission.
  - b. Candidate Agency selects Accreditation Manager to oversee the program.
  - c. Necessary manuals and documentation sent to agency.
  - d. Accreditation Manager receives appropriate training as provided by ILEAC / InPAC.
2. Self Assessment
  - a. Thorough examination of existing policies and procedures.
  - b. In-house system developed to collect information regarding compliance with standards.
  - c. Prepare forms and collect "proofs of compliance" for each standard.
  - d. Has a mock assessment conducted (optional).
  - e. Makes preparation for 2 day on-site assessment by ILEAC Assessors.
3. On-site Assessment
  - a. Agency contacts ILEAC to request the on-site assessment.
  - b. ILEAC selects two assessors from an available pool to conduct the on-site assessment.
  - c. ILEAC makes all lodging and per diem arrangements for the assessment team.
  - d. Assessors review all standards and verify the agency's compliance with those standards through file review, interview, observation, etc.
  - e. The assessment team participates in a telephone session for public input on the agency's ability to comply with accreditation standards.
  - f. The assessment team provides ILEAC with a formal written report regarding their findings during the on-site.
  - g. The candidate agency is provided a copy of the final report from ILEAC.

4. ILEAC Review & Award
  - a. ILEAC Commissioners designate a sub-committee or several sub-committees (depending on the number of candidates participating in the process).
  - b. The sub-committee of three ILEAC Commissioners (Accreditation Approval Committee) is provided a copy of the final report for their review.
  - c. The committee will review the document and request any additional information it needs to determine if the agency has satisfied the compliance requirements.
  - d. Additional information will be directed through the Program Director.
  - e. The Accreditation Approval Committee will recommend to the full commission that the agency be awarded or denied accredited status. The full commission will vote on accredited status of the candidate agency.
  - f. CALEA is contacted by ILEAC and the final report is shared with them regarding their "Recognition Program" if requested by the candidate agency.
5. Maintaining Compliance
  - a. Accreditation is for a period of 3 years.
  - b. Accredited agencies must provide an annual report to ILEAC regarding their continued compliance or non-compliance with all standards.
  - c. Agencies who find themselves in non-compliance with a particular standard(s) should contact ILEAC immediately.
  - d. Agencies must continue to comply with established standards and collect "proofs of compliance" for file building and future re-accreditation on-sites.
  - e. The accredited agency conducts a self-assessment and the process repeats itself for another cycle.

## **B. Assessors**

1. Application Selection Process
  - a. All individuals interested in serving as an assessor for ILEAC shall complete an application.
  - b. Completed applications must be submitted to the commission's training sub-committee for review and approval.
  - c. Applicants must meet the minimum requirements as established or receive a waiver from ILEAC.
    1. Every waiver request will be given due consideration based on the totality of the circumstances. At no time will the integrity of the process be placed in jeopardy based on a waiver request.
  - d. Applications must be signed by the applicant's CEO who signifies that the applicant may take time away from his/her current assignment to participate in selected on-site assessments.

- e. Approved applicants must attend and successfully complete Assessor Training or Team Leader Training as provided by CALEA or designee.
  - f. Trained assessors will form a pool from which on-site assessors will be selected.
2. Assessor Categories
- a. Assessment Team Member
    - 1. Minimum of 5 years law enforcement experience.
    - 2. Minimum of 2 years experience as an accreditation manager or assistant accreditation manager.
    - 3. Thorough knowledge of law enforcement and the accreditation process.
    - 4. Must complete CALEA assessor training.
  - b. Assessment Team Leader
    - 1. In addition to the minimum requirements of an Assessment Team Member, the Team Leader must be certified by CALEA as a Team Leader.
    - 2. Minimum of 5 years supervisory or administrative experience in law enforcement.
3. Assessor Responsibilities
- a. Assessment Team Member
    - 1. Serves as the on-site representative of ILEAC and its Commissioners.
    - 2. Works at the direction of the Team Leader.
    - 3. Determines compliance with established standards.
    - 4. Identifies and reports on-site findings.
    - 5. Completes a program evaluation of the on-site process.
  - b. Assessment Team Leader
    - 1. Supervises the on-site assessment process.
    - 2. Acts as team spokesman throughout the on-site process.
    - 3. Reports directly to the ILEAC Program Director.
    - 4. Determines compliance with established standards.
    - 5. Identifies and reports on-site findings.
    - 6. Completes the final report for ILEAC review.
    - 7. Completes a program evaluation of the on-site process and an evaluation of the assisting assessor.
4. Assessor / Team Leader Selection
- a. Trained assessors are placed in an availability pool.
  - b. Two assessors will be selected by the Assessor Coordinator for each on-site assessment.
  - c. Every effort will be made to select assessors in a rotational fashion, creating an equal distribution of participation.
  - d. Assessors selected SHALL NOT be a member of the candidate agency.
  - e. Every effort will be made to select assessors from non-neighboring counties.
  - f. The ILEAC Training Committee has the authority to place any Assessor or Team Leader on probationary status or remove any previously trained individual from assessor or team leader

duties for cause.

### **C. Conducting the On-site Assessment**

1. The ILEAC Assessor Coordinator will select two assessors from the availability pool as outlined above.
2. The Program Director, in conjunction with the candidate agency, will schedule the on-site assessment.
3. Each on-site will be scheduled for two consecutive days.
4. Because of the close association with the Commission on Accreditation for Law Enforcement Agencies, Inc (CALEA), ILEAC, its assessors, members and agencies will embrace the guiding principals established by CALEA for applicant agencies and assessors.
5. The candidate agency must demonstrate compliance with all applicable standards in order to be recommended for accreditation.
6. Public participation in the accreditation process is encouraged. The candidate agency must disseminate information to its employees and the public regarding a “call-in” session that is to be conducted during the on-site assessment.
  - a. The purpose of the “call-in” is to allow the public or other interested individuals the opportunity to inform ILEAC why the agency can or cannot comply with the written standards and should or should not be an accredited agency.
  - b. Notification of the session and the number to the non-recorded direct telephone line must be done well in advance of the onsite.
  - c. All calls received will be logged on a form and an overview of the information will be included in the final report.
7. The Team Leader is responsible for the completion of the formal final report which will be based on the findings of the assessment team.
  - a. Contained in the final report will be a recommendation to ILEAC as to whether the candidate agency should be accredited, re-accredited, or failed to show compliance with the necessary standards.
8. The Team Leader will send the final report to the Program Director for review and content approval.
9. When approved, the Program Director will send the final report to the Accreditation Approval Committee.

### **D. ILEAC Commissioner Review**

1. A sub-committee of 3 ILEAC Commissioners will be designated to review the final on-site report to determine if the candidate agency should be accredited.

### **E. Miscellaneous**

1. The Program Director will send the completed final report to the Accreditation Approval Committee.
2. In the event that a candidate agency fails to demonstrate that they are in compliance with all applicable standards during their initial or

reaccreditation onsite, the candidate agency must wait a minimum of 12 months from the date of the scheduled on-site before another on-site will be scheduled. This will allow the agency ample time to make certain that all difficulties have been addressed.

- a. It is strongly recommended that agencies participate in a “mock assessment” as a means of insuring that they are properly prepared for the actual on-site assessment. A mock assessment is a valuable tool to help identify any problems or short comings and gives the candidate agency the opportunity to make the necessary corrections prior to the on-site.
  1. It is the candidate agency’s responsibility to take whatever steps are necessary to prepare for the on-site assessment. If an agency decides to have a mock assessment, it is up to that agency to select, coordinate, schedule and reimburse any expenses to the selected assessors.
3. Re-accreditation assessments are scheduled and operate under the same general guidelines as the initial on-site assessments.
  - a. Accredited agencies are only required to maintain compliance documentation from the most recent 3 years since their last accreditation award date. Once an agency is accredited or reaccredited, all records may be destroyed except the ISSR (Individual Standard Summary Report) associated with each standard. All previous ISSR’s are made a part of the standard file.
4. Accreditation and reaccreditation is for a period of 3 years. During that time, the agency is expected to maintain compliance with all applicable standards.
  - a. Agencies are required to complete and send an annual report to ILEAC during those 3 years.
    1. The report should indicate the continued compliance or identify problems that may have occurred during the reporting period. If problems are identified, a plan of action to gain or return to compliance will be required (refer to annual report).
5. The agency assessed will be given the opportunity to critique each assessor as well as the process in general. These critiques will be sent directly to the Program Director for review.