

*Allow Me to Introduce ...*



## Alaska Law Enforcement Agency Accreditation Program

*Memo* -----

## **Alaska Law Enforcement Agency Accreditation Commission (ALEAAC)**

Gregory A. Russell  
ALEAAC Program Manager

It is a privilege to introduce the Alaska Law Enforcement Agency Accreditation Commission to you. Unless you have already examined possible accreditation for your police agency, two questions must be initially addressed: ***“What is accreditation?”*** and ***“What are the benefits?”***

Accreditation is a progressive and time-proven way of helping institutions evaluate and improve their overall performance. The cornerstone of this strategy lies in the promulgation of standards containing a clear statement of professional objectives.

Participating administrators then conduct a thorough analysis to determine how existing operations can be adapted to meet these objectives. When the procedures are in place, a team of independent professionals is assigned to verify that all applicable standards have been successfully implemented.

The process culminates with a decision by an authoritative body that the institution is worthy of accreditation.

The Alaska Law Enforcement Accreditation Program is one of the most valuable and cost effective ways currently available to departments that wish to enhance overall agency effectiveness and professionalism.

Accredited departments benefit from the use of consistent and proven procedures, clearly outlined policies, and effective practices.

In addition, accreditation serves to create a feeling of confidence among your residents that their police department recognizes the importance of establishing and maintaining as high a degree of effectiveness and professionalism as possible.

**Accreditation:**

- **Provides** a means of independent evaluation of agency operations.
- **Provides** a basis to correct deficiencies in the agency's operations before they become public problems.
- **Requires** that agencies commit policies and procedures to writing.
- **Provides** a norm for an agency to judge its performance.
- **Has** the potential to reduce liability insurance costs.
- **Promotes** accountability among agency personnel and the evenhanded application of policies.
- **Enhances** the reputation of the agency, thereby helping to attract the most qualified candidates for employment.
- **Minimizes** an agency's exposure to liability, reducing vicarious liability suits.
- **Builds** a stronger defense against lawsuits and citizen complaints.
- **Increases** the community's confidence in its police department.
- **Recognizes** agencies for meeting standards of excellence.

If you have questions, please contact me at (907) 830-9760.

My email is [police@amljia.org](mailto:police@amljia.org).

Thank you for your interest in the

**Alaska Law Enforcement Agency Accreditation Commission.**

**Note: Application for Accreditation begins on page 10**

## **THE ALASKA LAW ENFORCEMENT AGENCY ACCREDITATION COMMISSION**

The Alaska Law Enforcement Agency Accreditation Program is intended to provide Alaskan law enforcement agencies with an avenue for demonstrating that they meet commonly accepted standards for efficient and effective operations. It is recognized that the standards included in this program do not reflect the maximum amount that can be done by an agency in any one area.

Law enforcement executives who choose to have their agencies accredited under this program will have examined all aspects of their operations. They will have made conscious decisions about policies and procedures that fit the law enforcement requirements of their jurisdictions and will have implemented those policies and trained their employees in their use.

Accreditation does not reflect that one law enforcement agency provides better law enforcement services to its community than that of a non-accredited agency. What it does reflect is that the accredited agency was carefully measured against an established set of standards and has met or exceeded accepted practices in law enforcement.

### **A. THE STANDARDS**

The standards used in this program were developed and adopted by a volunteer committee of ten (10) Alaskan Police Chiefs, three (3) police supervisors, and the Executive Director and a Risk Manager from AMLJIA. Existing Alaska Police Standards Council (APSC) standards were consistently considered, as were standards from other law enforcement accreditation programs.

The committee will put the standards in final form and submitted them to AACOP's Executive Board for final approval.

#### *1. Distribution of Standards*

A set of standards and any revisions are available to all departments upon request, or downloaded from the AACOP website at [www.aacop.org](http://www.aacop.org).

#### *2. New and Revised Standards*

As new standards or revisions to existing standards become necessary, they will be submitted to the ALEAAC for recommendation. Revisions or standards recommended by ALEAAC will be approved by the Executive

Board. Only standards approved by the Executive Board will be incorporated into the Accreditation Program.

3. *Mandatory Standards.*

All standards in the AACOP Law Enforcement Agency Accreditation Program are mandatory for all agencies unless specifically waived.

**B. ELIGIBILITY**

All general law enforcement agencies having a primary responsibility for the enforcement of Alaska criminal and traffic laws are eligible for accreditation. The AACOP Executive Board will resolve questions of eligibility.

**C. FEES**

The following fee schedule will apply to agencies seeking accreditation.

10 or fewer commissioned personnel	\$100
11 to 50 commissioned personnel	\$150
51 to 99 commissioned personnel	\$200
100 or more commissioned personnel	\$250

All of the fee will be paid at the time of application. Checks and/or money orders accompanying an application for accreditation must be made payable to:

Alaska Association of Chiefs of Police.

*Expenses for the on-site assessment team will be paid by the applying agency on an actual cost basis.*

**D. ACCREDITATION PROCESS**

The accreditation process entails four phases beginning with the initial application to the final review and decision for award of accreditation. These include the Application Phase, Self-Assessment Phase; On-Site Assessment, and Decision Phase.

1. *Application Process*

The accreditation process begins when an agency requests information from the AACOP Accreditation Manager. Upon request the agency will be sent information about the program. The package contains:

- A cover letter containing instructions for completing the application, the participation agreement, and information about fees.
- Application form.

- Agency Profile Questionnaire
- Invoice for application fee (non-refundable)

The application, profile questionnaire, and payment for application fee are then forwarded to the AACOP Accreditation Manager.

## 2. Self-Assessment Phase

### a. Agency Self-Assessment

The agency initiates a self-assessment to determine compliance with the standards. The agency, upon self-examination, may decide to withdraw its application, in which case it will advise the AACOP Accreditation Manager in writing regarding its decision. If the agency decides to proceed, it will ensure compliance with all ALEAAC standards. Proof of compliance will be provided through the agency's assessment document. The assessment document consists of the agency's policy, procedure, or other verifying document organized to ALEAAC standards. One copy must be made available for the AACOP to retain in its records.

The agency may arrange their documents in the following manner:

In a binder, place a single standard in a divided section labeled with the accreditation standard number and include any document(s) used for verification with it. The verification may take the form of a policy or procedure segment, a copy of an ordinance or law, portions of employee handbooks, training records, etc.

This set of standards verifications are then taken, sent to, or picked up by a member of the ALEAAC Assessment Team for review prior to the on-site assessment by them.

### b. Waiver of standards

Agencies applying for accreditation may apply to the ALEAAC for a waiver of an individual standard or standards. The ALEAAC will grant or deny waivers on a case by case basis. Waivers will generally be granted because the function covered by the standard is not within the agency's area of responsibility. The ALEAAC staff will advise the agency whether the waiver(s) is granted prior to the initiation of on-site assessment activities.

### 3. On-Site Assessment

#### a. On-site assessment phase

Details on the site assessment (except identity of assessors) are worked out with the requesting agency. The ALEAAC Accreditation Manager will schedule the assessment visit.

#### b. Selection of assessment team

The ALEAAC selects members of the assessment team, possible alternates, and advises them of the date for the proposed on-site assessment. When availability is confirmed, names of the potential assessors are made available to the requesting agency. The agency has the opportunity to object to any person for cause. Details are worked out by the agency and the ALEAAC Accreditation Manager.

#### c. On-Site Assessment

Once the on-site assessment plan has been evaluated and accepted by the ALEAAC, it will identify the members of the Accreditation team and send them the information necessary to conduct the assessment. The ALEAAC Accreditation Manager will then establish a mutually agreeable date for site visitation by the Accreditation Team. The assessors then conduct the assessment, based on information included in the standards verification binders or files previously submitted for review. The requesting agency shall be responsible for ensuring that necessary travel and lodging arrangements are made for team members.

#### d. Assessment Team Report

1. If the agency is found to be in compliance with all the standards, the team leader will so advise the agency, and submit the report of findings, conclusions, and recommendations to the ALEAAC.
2. If, during the on-site assessment an agency is found not to be in compliance with a standard(s), the agency is so advised orally by the team leader. The team leader may suggest that the agency offer additional proofs of compliance, or grant up to 60 days to get into compliance. The assessment team's report is then submitted to the ALEAAC at the time of compliance or expiration of the 60-day extension.

3. Upon receipt of the assessment team's report, the ALEAAC prepares a summary report with their recommendations and forwards the report to the ALEAAC Executive Board for review and decision.

4. Review and Decision

- a. AACOP Executive Board Review

The AACOP Executive Board will review the report with the agency head and assessment team leader. Based on their discussion and review of the report, a decision to award Accreditation is made.

- b. Notification to Agency

AACOP staff notifies the agency of the Board's decision. If accreditation is approved, the agency is advised to arrange for the time and location when the award can be presented.

- c. Accreditation

Formal accreditation will be conferred on the agency during the APOA Annual Crime Conference with the agency head as the guest of ALEAAC. An appropriate presentation ceremony may also be arranged in the agency's jurisdiction if desired.

5. Review

In the event that an agency is not granted accreditation, it may request that the decision be reviewed.

The agency initiates a review by submitting a letter to the chairman of the ALEAAC. The letter should state the nature and scope of the review and include additional information justifying the reconsideration of the decision.

Upon receipt of the request for review, the ALEAAC will review the matter based on the new or additional information supplied. If the review is positive, a letter is sent to the agency and the AACOP Executive Board advising them of the decision. If the finding is negative, the ALEAAC prepares a report outlining the reasons for the negative finding. A letter is sent to the participating agency advising them of the decision.

The review, at the agency's request, may then be submitted to the Executive Board for final decision.

**E. RE-ACCREDITATION**

An accredited agency will remain accredited for a period of three (3) years. The agency will be required to annually verify that it still meets all applicable standards. If deemed appropriate, the ALEAAC may conduct inspections to verify that the standards are being met. Such inspections will be conducted only after prior notification to the agency. Standards adopted or modified after an agency is accredited must be met upon reaccreditation.



# ALASKA ASSOCIATION OF CHIEFS OF POLICE



## Law Enforcement Agency Accreditation Application

# ALASKA LAW ENFORCEMENT AGENCY ACCREDITATION APPLICATION

Agency Name: \_\_\_\_\_

ORI: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Dispatch Phone: (907) \_\_\_\_\_ - \_\_\_\_\_

Administrative Phone: (907) \_\_\_\_\_ - \_\_\_\_\_

URL: \_\_\_\_\_

Email: \_\_\_\_\_

Chief Executive Officer: \_\_\_\_\_

Title: \_\_\_\_\_

Program Manager: \_\_\_\_\_

Title: \_\_\_\_\_

## ELIGIBILITY

All law enforcement agencies having a primary responsibility for the enforcement of Alaska Statutes and/or Borough or City Ordinances are eligible for accreditation. Questions of eligibility will be resolved by the AACOP Executive Committee.

## AGENCY PROFILE QUESTIONNAIRE

The agency Profile Questionnaire is designed to provide information about your agency. The information will be utilized by the ALEAAC and your accreditation assessment team to better understand your agency needs. It may also be used to provide a general profile of agencies attempting to upgrade standards of law enforcement across Alaska.

**FEES**

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Alaska Association of Chiefs of Police.

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**AGREEMENT**

With this application we agree to adopt and utilize policies in compliance with the Professional Standards adopted by the ALEAAC. We further agree that we will assist the assessors assigned to make the assessment of compliance of our agency. Professional law enforcement personnel will conduct the inspection and we agree to allow them access to our department records and personnel for purposes of assessment.

We understand the commitment our agency will be making in order to work with the ALEAAC and accept all of the above.

This report is subject to the provisions of the Freedom of Information Act and may be subject of review by third parties.

\_\_\_\_\_ By: \_\_\_\_\_  
DATE AUTHORIZED SIGNATURE TITLE  
\_\_\_\_\_  
PRINTED NAME

# ALASKA LAW ENFORCEMENT AGENCY ACCREDITATION APPLICATION

Departmental accreditation committee contacts:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

## **1. COMMUNITY DATA**

What type of community does your agency primarily serve?

- |                                  |                                   |
|----------------------------------|-----------------------------------|
| <input type="checkbox"/> City    | <input type="checkbox"/> Urban    |
| <input type="checkbox"/> Borough | <input type="checkbox"/> Rural    |
| <input type="checkbox"/> State   | <input type="checkbox"/> Suburban |
| <input type="checkbox"/> Other   | <input type="checkbox"/> Other    |

How many square miles are within your primary jurisdiction? \_\_\_\_\_

What is the census population of your jurisdiction? \_\_\_\_\_

List any major population fluxuations (seasonal, day vs. night, etc.). \_\_\_\_\_

\_\_\_\_\_

List any unusual geographic, economic, or social characteristics of your jurisdiction.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**2. AGENCY DATA**

List current budget total and budget for last 3 years.

20\_\_\_\_ \$ \_\_\_\_\_  
20\_\_\_\_ \$ \_\_\_\_\_  
20\_\_\_\_ \$ \_\_\_\_\_  
20\_\_\_\_ \$ \_\_\_\_\_

List the hours of operation of your agency.

\_\_\_\_\_ 24 hours / 7 days  
\_\_\_\_\_ Other (specify) \_\_\_\_\_

List any satellite stations, sub-stations, or outside facilities (storage, firing range, training facilities, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List outside agencies which provide services to your jurisdiction.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does your agency participate in the Civil Service/Merit System?

\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Name of Agency's Liability Insurance Carrier: \_\_\_\_\_

Check any specialized technical services your agency provides:

<input type="checkbox"/>	CANINE	<input type="checkbox"/>	ORDNANCE DISPOSAL
<input type="checkbox"/>	AVIATION	<input type="checkbox"/>	SCUBA
<input type="checkbox"/>	SWAT	<input type="checkbox"/>	DARE
<input type="checkbox"/>	SAR	<input type="checkbox"/>	OTHER (specify)_____

Check any special purpose vehicle your agency owns or utilizes:

<input type="checkbox"/>	MOTORCYCLES	<input type="checkbox"/>	ALL-TERRAIN (off-road)
<input type="checkbox"/>	AIRCRAFT	<input type="checkbox"/>	SNOW MACHINE
<input type="checkbox"/>	WATERCRAFT	<input type="checkbox"/>	OTHER (specify)

**3. PERSONNEL**

List all personnel employed by your agency:

	20__	20__	20__
FULL TIME SWORN PERSONNEL			
PART TIME SWORN PERSONNEL			
FULL TIME NON-SWORN PERSONNEL			
PART TIME NON-SWORN PERSONNEL			
RESERVE / AUXILIARY			
SEASONAL SWORN			
CIVILIAN			
OTHER			

**4. TRAINING**

Does your agency have a Field Training Program?

\_\_\_\_\_ No \_\_\_\_\_ Yes If yes, length of training: \_\_\_\_\_

Describe training of sworn personnel:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How often do officers receive in-service firearms training?

\_\_\_\_\_

List your agency's in-service training budget for the current year and for the last 3 years.

20\_\_ \$ \_\_\_\_\_

20\_\_ \$ \_\_\_\_\_

20\_\_ \$ \_\_\_\_\_

20\_\_ \$ \_\_\_\_\_

List number of hours of training per officer per year:

20\_\_\_\_ hours  
 20\_\_\_\_ hours  
 20\_\_\_\_ hours  
 20\_\_\_\_ hours

**5. CRIME AND SERVICE DATA**

List the number of calls for service received in the last 4 years:

20\_\_\_\_ calls for service  
 20\_\_\_\_ calls for service  
 20\_\_\_\_ calls for service  
 20\_\_\_\_ calls for service

List the following crime reporting information for your agency

<b>OFFENSES</b>	<b>20____</b>	<b>20____</b>	<b>20____</b>
PART 1 OFFENSES			
PART 1 ARRESTS			
PART 1 CLEARED			
PART 2 OFFENSES			
PART 2 ARRESTS			
PART 2 CLEARED			

**6. LIABILITY**

List any lawsuits your agency has been involved with (optional):

<b>Year</b>	<b>Topic / Charge</b>	<b>Status</b>	<b>Impact</b>

**7. OPERATIONS**

Date of last major revision/update of policies and procedures? \_\_\_\_\_

Does your department have the following written policies?

POLICY	YES	NO
FISCAL MANAGEMENT		
INVENTORY AND ACCOUNTABILITY OF EVIDENCE AND PROPERTY		
PERSONNEL RECRUITMENT AND SELECTION		
PSYCHOLOGICAL SCREENING OF APPLICANTS		
PERFORMANCE EVALUATIONS		
DISCIPLINE		
PROMOTION		
GRIEVANCE		
DEADLY FORCE		
NON-DEADLY FORCE		
INTERNAL AFFAIRS		
COMMUNITY RELATIONS		
PUBLIC INFORMATION / MEDIA RELATIONS		
CRIME PREVENTION		
BASIC TRAINING		
IN-SERVICE TRAINING FOR SUPERVISORS / LINE OFFICERS		
PURSUIT		
ROADBLOCKS		
TRAFFIC ACTIVITY (ENFORCEMENT, TOWING, VEHICLE IMPOUNDMENT)		
CRIMINAL INVESTIGATION AND CASE MANAGEMENT		
USE OF INFORMANTS		
CRIME SCENE OPERATIONS / MANAGEMENT		
DISASTER AND UNUSUAL OCCURRENCES		
MUTUAL AID		
PRISONER TRANSPORT AND CUSTODY		
BLOODBORNE PATHOGENS AND UNIVERSAL PRECAUTIONS		
JUVENILE OPERATIONS		
DOMESTIC VIOLENCE		
HANDLING MENTAL SUBJECTS		

List the most serious problems now facing your organization:

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List the aspects of your agency's Administration, Training, and Operations most in need of improvement:

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**8. OVERVIEW**

List specific benefits you hope most to gain by meeting the requirements for ALEAAC accreditation:

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Attach copies of the following:

- Organizational Chart
- Last annual police activity report
- Current budget
- Roster (if different than Organizational Chart)

Mail the completed application, with fees, to:

**Alaska Law Enforcement Agency Accreditation Commission  
807 G St., Suite 356  
Anchorage, AK 99501**

Questions?

Call ALEAAC Program Director Greg Russell at (907) 260-9555 or (907) 830-9760, or email him at [police@amljia.org](mailto:police@amljia.org).

*“Taking Alaskan law enforcement to the next level of professionalism.”*