

Accrediting Commission for Law and Justice Education
Campus Law Enforcement Standards



Accrediting Commission for Law and Justice Education
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INTRODUCTION

The Accrediting Commission for Law and Justice Education is a private, nonprofit organization that provides program accreditation for law and justice education programs and also offers other accreditation programs services, such as those developed specifically for campus law enforcement organizations. Campus law enforcement organizations have had limited opportunities to seek accreditation from outside accreditation organizations that had standards developed specifically for the unique service that campus law enforcement organizations often are called on to provide for the students, staff, visitors to campus, and parents of the educational organizations students. Sensitive to these needs for standards specifically developed for campus law enforcement organizations ACLJE presents the following standards and standards manual.

REASONS FOR SEEKING OUTSIDE ACCREDITATION

The campus law enforcement organization chief administrative officer might ask why they should seek campus law enforcement accreditation through ACLJE. Although not limited to the short list provided below by ACLJE, some of the reasons that your organization should consider accreditation are:

- Meeting accreditation standards is a recognition of professional excellence
- Community and peer recognition of excellence in law enforcement services
- Pro-active management systems, policies, and procedures documented
- Stronger, more credible defenses against lawsuits and citizen complaints.
- Enhances the morale of department personnel
- Enhances public confidence in campus law enforcement.
- Potentially reduce insurance premiums cost.
- Accreditation makes a statement to other law enforcement agencies, professions and the community that the campus law enforcement organization meets the highest level of standards and professionalism.

ACLJE recognizes that the accreditation process is voluntary on the part of a campus law enforcement organization; however the accreditation process should be viewed as an approach by which campus law enforcement organizations can be assured that they are meeting or exceeding the high standards demanded by their profession.

When a campus law enforcement organization applies for accreditation they are accepting a commitment to demonstrate compliance with the standards of accreditation. The first part of the compliance process is the self-evaluation. In the self-evaluation process the campus law enforcement organization will be assessed by a minimum three interested parties: the classified officers of the organization, the civilian staff of the organization, and the school or university administration. This examination process provides all stakeholders with the opportunity to internally examine various aspects of the organization and to identify processes and practices that the law enforcement organization is doing right, as well as those which need to be improved upon, before the final accreditation process steps are initiated. After initial accreditation is provided by ACLJE, this process of self-evaluation should continue to remain in place by the campus law enforcement organization, as it is recognized that campus law enforcement organizations who desire to maintain excellence are continually on the alert for improvements that can be made to their organization.

The primary responsibility of meeting accreditation standards and then continual compliance with accreditation standards remains with the campus law enforcement organization seeking accreditation. While the Commission will utilize its own examination processes to determine if the organization is meeting the accreditation standards (such as the onsite team observations) the final accreditation decision is made by the ACLJE commissioners and considers the entire accreditation review process (self-evaluation, site visit results, and Commission investigation and

review). Campus law enforcement organizations will remain responsible for supplying the Commission with all requested documentation regarding the organizations compliance with the standards, both during the initial accreditation process and on a regular basis, as determined by the accrediting organization.

ACCREDITATION ELIGIBILITY REQUIREMENTS

To be considered for accreditation the campus law enforcement organization must meet the following minimum requirements:

- It shall be a campus law enforcement organization within an educational institution providing law enforcement/ security services to that entity.
- The campus law enforcement organization should be legally organized and licensed by the appropriate state agency as a law enforcement/security organization within the state.
- The mission statement of the campus law enforcement organization will contain a statement which reflects the organizations intentions to provide law enforcement related services to the organization as well as other organizationally identified stakeholders.
- The campus law enforcement organization shall be in compliance with all applicable laws and regulations set forth by the state's law enforcement certifying organization.
- At the time of the initial application the law enforcement organization should be financially sound with appropriate resources for successful operation and discharge of its obligations to students, staff, and other identified stakeholders which it serves.
- The evaluation for the accreditation process must be authorized by the institution.

THE ACCREDITATION PROCESS

Phase One: Initial Accreditation (Self Study)

The campus law enforcement organization must first submit an application to ACLJE for the organization along with a letter of intention stating the organization intends to seek full accreditation status with ACLJE.

Once received the application for accreditation will be reviewed by the Commission to determine eligibility of the campus law enforcement organization. Before initial approval is given and the accreditation process initiated the Commission must have the original application and any requested supporting documents from the institution (letter of intention).

The campus law enforcement organization may choose to schedule a preliminary visit by a Commission representative, who will review the accreditation process in more detail with the organizations representative. With the approval of the campus law enforcement organization this meeting may take place in a virtual environment, such as a videoconference.

The campus law enforcement organization will then complete the Self-Evaluation Report and submit it to the Commission for review. This is a self-assessment of the campus law enforcement organization in which the organization determines current standing in meeting the Commission standards and provides the program with a template in which to work towards future full accreditation status. The campus law enforcement organization also will issue at that time a statement to the Commission that it understands the campus law enforcement standards set out by the Commission and intends to work towards full compliance with the standards set out by the Commission on or before the end of the full accreditation process (3 years). Based upon the self-

study report results a decision will be made by the commission whether to offer the campus law enforcement organization university initial accreditation status.

The self-evaluation report should also be inclusive of a written organizational effectiveness plan that identifies how the campus law enforcement organization plans to assess and provide continuous improvement to its stakeholders. This document should reflect short term objectives that are to be accomplished in order to achieve the mission of the campus law enforcement organization along with long term goals for the organization. The purpose of this plan is to not just outline strategic objectives of the campus law enforcement organization but also is reflective of the organizations abilities and commitment to completing the evaluation process towards eventual full recognition.

Areas to be included in self-evaluation report and institutional effectiveness plan:

(1) The accreditation standards for initial accreditation:

- a) Administration and Management
- b) The Clery Act
- c) Crime Prevention
- d) Emergency Management
- e) Disciplinary Process
- f) Human Resources
- g) Investigations
- h) Patrol
- i) Records
- j) Training and Development

Note: See accreditation standards for more information regarding the above areas.

Phase Two- Full Accreditation

Upon reviewing the evaluation reports provided to the Commissioners by ACLJE site evaluators and the documentation provided to the Commission by the campus law enforcement organization seeking accreditation the Commissioners will then make a final decision regarding full accreditation and recognition status. This final accreditation decision will be made by a minimum of three of the Commissioners, selected at random by the Executive Director of ACLJE to review the campus law enforcement organization.

If a decision is made not to grant full accreditation and recognition status the Commission will provide the campus law enforcement organization with documentation of the Commission decision and the organization will be given the opportunity to comply with the standard(s) that are not being made within 12 months from the original Commission decision date.

The program may also file an appeal of the Commission decision within 30 days of the date the decision was made for non-full accreditation status. Upon receipt, the ACLJE Commissioners will be called upon to review the programs appeal and make a final decision on granting full accreditation.

Accreditation Withdrawn

The withdrawal of accreditation may take place upon the expiration of an existing grant of accreditation or accreditation may be withdrawn before its expiration date.

Revocation

Can occur for the following reasons:

- a) A campus law enforcement organization may notify ACLJE that it has closed or ceased operations.
- b) The campus law enforcement organization has been suspended for cause by ACLJE and does not challenge the suspension within 30 days receipt of the suspension notice.
- c) The campus law enforcement organization fails to file the annual report required by the Commission.
- d) The institution fails to pay any assessed fees required by ACLJE.

Revocations may not be appealable and require that the campus law enforcement organization start the accreditation process again, undergoing the entire accreditation process to regain accreditation.

Suspension

Suspension may occur when, in the judgment of the ACLJE the campus law enforcement organization no longer complies with the standards or other criteria set forth by ACLJE.

Examples of reasons for suspension:

- a) The campus law enforcement organization is determined by ACLJE to not be in compliance with Commission criteria.
- b) Annual reports fail to conform to Commission reporting requirements.
- c) The program does not respond to Commission attempts to make a site visit and evaluation.

- d) The program has deviated from criteria or other directives of the ACLJE.

Show Cause Directive:

If a campus law enforcement organization is subject to suspension actions the organization will be provided in writing with alleged deficiencies and invited to "show cause" why its accreditation should not be suspended. It may be possible that the organization can show the ACLJE that it has corrected the deficiencies upon which the directive was based. The executive director of ACLJE may lift the show cause directive if, in their opinion, the organization provided sufficient documentation that the noted deficiencies have been rectified by the campus law enforcement organization.

Guarantees:

Any campus law enforcement organization that is subject to suspension is guaranteed the following procedural rights:

- a) The opportunity for a hearing before ACLJE on all issues in controversy.
- b) To have written notice given before any hearings are held, any charges are levied, and a notice of the campus law enforcement standards deficiencies that may be in question.
- c) A copy of the decision made by the Commission and reasons for the ultimate decision.
- d) If the Commission affirms the withdrawal of accreditation by way of suspension, the appeal shall be deemed to be finally disposed of upon issuance of the decision.

COMPLAINT PROCESS

Any campus law enforcement organization that has been accepted into the initial accreditation process or has been accredited by the ACLJE will have a complaint policy to accept, address, and respond to any complaints received by an eligible party.

Any complaint that is received will be reviewed in a timely manner by the Commission. In certain cases the complaint may be forwarded to the appropriate state or federal licensing organization if appropriate and if the complaint addresses matters over which the organization has authority.

The Commission will not be involved in any individual case of disciplinary actions taken against organizations employees unless the context of the complaint indicates unethical or unprofessional actions that may seriously impair or disrupt the campus law enforcement organization services of the primary or post-secondary educational institution.

How to file a complaint:

- a) All complaints to the Commission must be received in writing.
- b) Complaints, as a minimum, should include:
 - A statement of the allegation of non-compliance with ACLJE standards;
 - All names, dates, and a brief description of the actions forming the basis for the complaint.
 - Any supporting documents or materials that support the complaint.
 - A signed release form authorizing the Commission to forwards a copy of the complaint, including the identification of the complainant, to the chief of police, Director of law enforcement services, or authorized representative of the organization.
- c) The Commission will acknowledge receipt of all complaints within a ten day period from time the complaint was received.

- d) An initial review will be done by the Commission of the complaint to determine whether the complaint that is alleged is related to the organizations accreditation standards or requirements. After an initial review if the Commission finds the complaint to not be under the authority of the Commission or the accreditation standards the Commission will notify the complainant of such and the matter will be closed.
- e) The response from the campus law enforcement organization should indicate all defenses to the allegations and should also include any documentation or other supporting materials the organization deems necessary to demonstrate compliance with accrediting standards.
- f) The Commission may require at any time during the investigation phase of a complaint that the complainant or the campus law enforcement organization provide the Commission with additional information to resolve the complaint. If a request is made to a party or a program for more information the parties have 30 days from the date the correspondence was mailed to the respective parties to respond with the additional requested information. If this information is not received within the 30 day window any additional information that is received may not be considered as a part of the complaint.

Complaint Actions:

- At the conclusion of the complaint investigation if a finding is made against a campus law enforcement organization that establishes non-compliance action may be taken against the organization ranging from suspension to full revocation of accreditation.
- If the complaint is unfounded or is found not to address the accreditation standards of the commission the matter will be considered closed by the Commission.

- The commission will inform complainants of the status of their complaint as well as final resolution by the Commission. A copy of this correspondence will also be sent to the complainant for their files.

EVALUATION TEAM

The initial evaluation team will consist of experienced campus law enforcement professionals selected and approved by the Commission. In the early stages of the evaluation process the evaluation team will review documentation provided to the ACLJE by the campus law enforcement organization to determine whether it should be granted initial recognition status. The end goal of the evaluation team is to ascertain whether the campus law enforcement organization in fact have met or exceeded the program objectives and the accreditation standards set by the Commission. A minimum of three ACLJE Commissioners will then review all documentation and will make the final decision of whether to grant the organizations initial accreditation status.

The size and composition of the evaluation team will be at the discretion of the Commissioners and is normally based upon the size of the campus law enforcement organization seeking accreditation. All evaluators will be selected from among a pool of experienced campus law enforcement executives, all of which have extensive experience at the management level within campus law enforcement organizations from around the nation.

A staff member of ACLJE may accompany the evaluation team to any on-site visits in order to assure consistency, to provide technical assistance and guidance on accreditation standard, and to serve as a liaison between on-site evaluators and the Commission. If a staff member cannot accompany the site evaluators a qualified contractor may be substituted.

Expenses for all team members and any staff members that may accompany the evaluation team and an honorarium for team evaluators shall be paid by the campus law enforcement organization seeking accreditation (see fees explanation located in the appendix of the standards). The campus law enforcement organization is required to submit a deposit prior to the visit, which will be applied toward the expenses of the evaluation team.

POST VISIT PROCESS

After the initial evaluation report is completed the ACLJE office will send a copy of the report to the campus law enforcement organization chief, director of law enforcement services, or other designated administrative person supplied to the ACLJE by the organization for their review and comment. The chief or director of law enforcement services, or other designated administrative personnel, will then be provided with a time frame by ACLJE in which to respond in writing regarding the initial evaluation findings if they so desire. In this correspondence the chief or director of law enforcement services, or other designated administrative personnel, should also indicate the campus law enforcement organizations commitment to comply with all standards of the commission and its intentions to seek full recognition status within the given time frame (3 years).

The Commission will also be provided with the campus law enforcement organization self-evaluation report, any organizational response to the original evaluation reports, and any reports provided from state and federal regulatory organizations if applicable.

COMMISSION ACTIONS

Any actions by the commission regarding accreditation or renewal or accreditation is to be made in consideration of evaluators reports, the campus law enforcement organization self-evaluation

report, any organizational written response to the original evaluation reports, and any reports provided from state and federal regulatory organizations. At any stage of the process the seriousness and scope of any identified deficiencies will be taken into account before a final decision for accreditation or continuing accreditation is made. The organizations willingness to make changes where deficiencies are noted and their ability to overcome such deficiencies will be considered in any decision to move forward with the accreditation process.

MAINTENANCE AND CONTINUATION OF ACCREDITATION

It is expected that the campus law enforcement organization who is successful in the final accreditation process will maintain, on a continuing basis, the activities and processes which led to the organization being provided accreditation status by ACLJE. Each law and justice program will provide an annual report to the Commission regarding ongoing accreditation efforts. After full accreditation status is granted the Commission will require a site visit by commission evaluators every 5 years to retain full accreditation status.

Any problems noted by the campus law enforcement organization, and any solutions offered, will be supplied in an annual institutional report to the Commission, due on or before December 31st of each year. This annual report should be signed by the chief or program director of the law or justice program. Failure to submit this report may result in revocation of the institutions accreditation.

All campus law enforcement organization wishing to continue accreditation are required to pay annual accreditation fees, evaluation visits deposits and expenses, and other assessed costs on or before the anniversary date of the institutions original accreditation by ACLJE (see fees review form).

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| Standard | Standard Category: Administration and Management |
| 1.01 | Standard Name: Authority of the department |
| a. | Campus law enforcement organizational chart. |
| b. | Entire organizations chart depicting departments location in the organization |
| c. | Jurisdictional boundaries/ area of typical responsibility |
| <p>An organizational chart allows you to ensure that your organizations human capital is aligned with its mission and vision. It also increases the visibility and transparency of the organization. The entire organization can have a clear view on how each member of the law enforcement team is contributing to the organizations objectives and how teams are communicating to make sure that everyone is on the same page.</p> | |

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| Agency Attachments | Review Code: |
| <input type="checkbox"/> Attached copy of state certification of authority (copy of law authorizing formation of the department). <input type="checkbox"/> Attach copy of departmental organization chart. <input type="checkbox"/> Attached copy of entire organizations chart. <p>Note: Your organization may have one chart depicting entire organization, however if it does not include breakdown to the lowest level employee two will need to be submitted.</p> | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |
| Agency Notes | Accreditors Notes/Comments |
| | <input type="checkbox"/> Self-Study Returned to ACLJE <input type="checkbox"/> Self-Study Sent to Commissioners <input type="checkbox"/> Self-Study Returned/Approved by Comm. <input type="checkbox"/> Initial Accreditation Granted by Comm. <input type="checkbox"/> Agency Notified Initial Accreditation <input type="checkbox"/> Agency Request for Commission Visit <input type="checkbox"/> Agency visit by ACLJE Representative <input type="checkbox"/> Final Report sent to Commissioners <input type="checkbox"/> Commission Disapproval- Agency Notified <input type="checkbox"/> Commission Approval- Agency Notified <input type="checkbox"/> Agency Notified- Accreditation Approved |

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| Standard | Standard Category: Administration and Management |
| 1.02 | Standard Name: Unity of Command |
| a. | Organizational chart depicting chain of command within department. |
| b. | Explanation of command, supervision, and direction within department |
| c. | |
| d. | |
| e. | |
| f. | |
| <p>The unity of command principle states that there must be only one superior to a subordinate. An employee or a worker must not have too many bosses or superiors. If an employee or subordinate is directed to work under the influence of many bosses or superiors, then it may create confusion, and disorder with the employee. This also affects overall efficiency, productivity and profit of the organization.</p> | |

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| Agency Attachments | Review Code: |
| <input checked="" type="checkbox"/> Attached copy of department policy regarding unity of command within the department. Copy of chain of command should also be attached. | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |
| Agency Notes | Accreditors Notes/Comments |
| | <input type="checkbox"/> Self-Study Returned to ACLJE <input type="checkbox"/> Self-Study Sent to Commissioners <input type="checkbox"/> Self-Study Returned/Approved by Comm. <input type="checkbox"/> Initial Accreditation Granted by Comm. <input type="checkbox"/> Agency Notified Initial Accreditation <input type="checkbox"/> Agency Request for Commission Visit <input type="checkbox"/> Agency visit by ACLJE Representative <input type="checkbox"/> Final Report sent to Commissioners <input type="checkbox"/> Commission Disapproval- Agency Notified <input type="checkbox"/> Commission Approval- Agency Notified <input type="checkbox"/> Agency Notified- Accreditation Approved |

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| Standard | Standard Category: Administration and Management |
| 1.03 | Standard Name: Vision and Mission Statement |
| a. | Mission statement defines the organizations purpose and primary objectives |
| b. | Vision statement communicates purpose and values of organization |
| <p>A Mission statement talks about what the organization is now. It concentrates on present; it defines the customer(s), critical processes and it informs you about the desired level of performance. A Vision statement outlines what a company wants to be. It concentrates on the future; it is a source of inspiration; it provides clear decision-making criteria.</p> | |

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| Agency Attachments | Review Code: |
| <input type="checkbox"/> Attached copy of agency mission statement <input type="checkbox"/> Attached copy of agency vision statement | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |
| Agency Notes | Accreditors Notes/Comments |
| | <input type="checkbox"/> Self-Study Returned to ACLJE <input type="checkbox"/> Self-Study Sent to Commissioners <input type="checkbox"/> Self-Study Returned/Approved by Comm. <input type="checkbox"/> Initial Accreditation Granted by Comm. <input type="checkbox"/> Agency Notified Initial Accreditation <input type="checkbox"/> Agency Request for Commission Visit <input type="checkbox"/> Agency visit by ACLJE Representative <input type="checkbox"/> Final Report sent to Commissioners <input type="checkbox"/> Commission Disapproval- Agency Notified <input type="checkbox"/> Commission Approval- Agency Notified <input type="checkbox"/> Agency Notified- Accreditation Approved |

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| Standard | Standard Category: Administration and Management |
| 1.04 | Standard Name: Code of Ethics |
| a. | Written departmental code of ethics |
| b. | Posting responsibilities |
| An organizations code of ethics sets the "tone from the top" of the organizations culture. An effective Code of Ethics establishes the ethical expectations for employees and management alike, and sets forth the mechanisms for enforcement and consequences of noncompliance. | |
| Agency Attachments | Review Code: |
| <input type="checkbox"/> Attached copy of code of ethics <input type="checkbox"/> Attached certification of posting responsibilities. <input type="checkbox"/> Attached copy of employee receipt for code of ethics. Note: Code of ethics should be provided to employees, posted in a conspicuous place within the organization (may be on website), and a copy should be provided to each employee (can be a part of department's general orders or similar manual). | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |
| Agency Notes | Accreditors Notes/Comments |
| | <input type="checkbox"/> Self-Study Returned to ACLJE <input type="checkbox"/> Self-Study Sent to Commissioners <input type="checkbox"/> Self-Study Returned/Approved by Comm. <input type="checkbox"/> Initial Accreditation Granted by Comm. <input type="checkbox"/> Agency Notified Initial Accreditation <input type="checkbox"/> Agency Request for Commission Visit <input type="checkbox"/> Agency visit by ACLJE Representative <input type="checkbox"/> Final Report sent to Commissioners <input type="checkbox"/> Commission Disapproval- Agency Notified <input type="checkbox"/> Commission Approval- Agency Notified <input type="checkbox"/> Agency Notified- Accreditation Approved |

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| Standard | Standard Category: Administration and Management |
| 1.05 | Standard Name: Code of Conduct |
| a. | Uniform regulations |
| b. | Alcohol and drug use policy |
| c. | Personal appearance standards |
| d. | Outside employment policy |
| e. | Reporting of employee charges/convictions (penal code or civil) |
| f. | Sexual harassment policy |
| g. | Complaints of family violence-response and reporting allegations |

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| Agency Attachments | Review Code: |
| <input type="checkbox"/> Attached copy of department uniform regulations <input type="checkbox"/> Attached copy of department alcohol and drug use policy. <input type="checkbox"/> Attached copy of personal appearance standards <input type="checkbox"/> Attached copy of departments extra employment policy. <input type="checkbox"/> Attached policy for handling employee charges and convictions. <input type="checkbox"/> Attached copy of sexual harassment policy <input type="checkbox"/> Attached copy of family violence response and reporting obligations | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |
| Agency Notes | Accreditors Notes/Comments |
| | <input type="checkbox"/> Self-Study Returned to ACLJE <input type="checkbox"/> Self-Study Sent to Commissioners <input type="checkbox"/> Self-Study Returned/Approved by Comm. <input type="checkbox"/> Initial Accreditation Granted by Comm. <input type="checkbox"/> Agency Notified Initial Accreditation <input type="checkbox"/> Agency Request for Commission Visit <input type="checkbox"/> Agency visit by ACLJE Representative <input type="checkbox"/> Final Report sent to Commissioners <input type="checkbox"/> Commission Disapproval- Agency Notified <input type="checkbox"/> Commission Approval- Agency Notified <input type="checkbox"/> Agency Notified- Accreditation Approved |

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| Standard | Standard Category: Administration and Management |
| 1.06 | Standard Name: Policy and Procedures Manual |
| a. | Policy and procedures manual |
| b. | General Orders |
| <p>The organization should develop clearly written policies and procedures that are documented, updated, and followed as this brings structure to an organization and assists in the day-to-day decision-making processes. Policies and procedures should be adaptable to the needs of the organization and enforced across the entire organization. Policies and procedures can also serve as an internal control method so officers, civilians, or management cannot take free license to make creative or unauthorized decisions.</p> | |

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| Agency Attachments | Review Code: |
| <input type="checkbox"/> Attached copy of organizations policy and procedures manual <input type="checkbox"/> Attached copy of general orders | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |
| Agency Notes | Accreditors Notes/Comments |
| | <input type="checkbox"/> Self-Study Returned to ACLJE <input type="checkbox"/> Self-Study Sent to Commissioners <input type="checkbox"/> Self-Study Returned/Approved by Comm. <input type="checkbox"/> Initial Accreditation Granted by Comm. <input type="checkbox"/> Agency Notified Initial Accreditation <input type="checkbox"/> Agency Request for Commission Visit <input type="checkbox"/> Agency visit by ACLJE Representative <input type="checkbox"/> Final Report sent to Commissioners <input type="checkbox"/> Commission Disapproval- Agency Notified <input type="checkbox"/> Commission Approval- Agency Notified <input type="checkbox"/> Agency Notified- Accreditation Approved |

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| Standard | Standard Category: Administration and Management |
| 1.07 | Standard Name: Internal and External Communications |
| a. | Departmental Internal communications with both classified and civilian employees |
| b. | External communications with non-employee individuals and organizations |
| <p>A concise and smoothly ran communications process can assist an organizations employees to coordinate activities to achieve goals, making decisions, solving problems, enhances knowledge sharing and can help manage change processes. Internal communication may also provide employees with important information about their jobs, organization, environment and each other. Effective communication can help motivate, build trust, create shared identity and spur engagement; it provides a way for individuals to express emotions, share hopes and ambitions and celebrate and remember accomplishments.</p> | |

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| Agency Attachments | Review Code: |
| <input type="checkbox"/> Attached copy of department’s policy on internal communications with certified and civilian personnel. <input type="checkbox"/> Attached copy of department’s policy regarding communications with outside persons and organizations. | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |
| Agency Notes | Accreditors Notes/Comments |
| | <input type="checkbox"/> Self-Study Returned to ACLJE <input type="checkbox"/> Self-Study Sent to Commissioners <input type="checkbox"/> Self-Study Returned/Approved by Comm. <input type="checkbox"/> Initial Accreditation Granted by Comm. <input type="checkbox"/> Agency Notified Initial Accreditation <input type="checkbox"/> Agency Request for Commission Visit <input type="checkbox"/> Agency visit by ACLJE Representative <input type="checkbox"/> Final Report sent to Commissioners <input type="checkbox"/> Commission Disapproval- Agency Notified <input type="checkbox"/> Commission Approval- Agency Notified <input type="checkbox"/> Agency Notified- Accreditation Approved |

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| Standard | Standard Category: Administration and Management |
| 1.08 | Standard Name: Memorandums of Understanding |
| a. | MOU's with other outside law enforcement entities |
| b. | Emergency assistance agreements |
| c. | |
| d. | |
| <p>A memorandum of understanding (MOU) describes a bilateral or multilateral agreement between two or more parties. It expresses a convergence of will between the parties, indicating an intended common line of action. It is often used in cases where parties either do not imply a legal commitment or in situations where the parties cannot create a legally enforceable agreement.</p> | |

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| Agency Attachments | Review Code: |
| <input type="checkbox"/> Attached copy of organizations MOU's or emergency assistance agreements with outside law enforcement entities. <p>Note: Depending on departmental needs a formal MOU may not be in existence. If not, a listing of those agencies whom the department regularly has a working relationship will suffice. However, a written MOU is highly desirable to spell out expectations and responsibilities of both entities.</p> | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |
| Agency Notes | Accreditors Notes/Comments |
| | <input type="checkbox"/> Self-Study Returned to ACLJE <input type="checkbox"/> Self-Study Sent to Commissioners <input type="checkbox"/> Self-Study Returned/Approved by Comm. <input type="checkbox"/> Initial Accreditation Granted by Comm. <input type="checkbox"/> Agency Notified Initial Accreditation <input type="checkbox"/> Agency Request for Commission Visit <input type="checkbox"/> Agency visit by ACLJE Representative <input type="checkbox"/> Final Report sent to Commissioners <input type="checkbox"/> Commission Disapproval- Agency Notified <input type="checkbox"/> Commission Approval- Agency Notified <input type="checkbox"/> Agency Notified- Accreditation Approved |

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| Standard | Standard Category: Administration and Management |
| 1.09 | Standard Name: Public Information Office/Officer |
| a. | Responsibility for media notifications |
| b. | Privacy policy/release if information explanation to personnel |
| c. | Preparation and coordination of media releases |
| d. | News media on campus procedures |
| e. | Release of information to other law enforcement organizations |
| f. | Release of suspect/witness/ victim/employee identifying information |
| The PIO prepares news releases, coordinates print and broadcast coverage of organization events, and acts as the liaison between the campus law enforcement organization and the local and national media at crime scenes and other activities which generate media interest. | |

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| Agency Attachments | Review Code: |
| <input type="checkbox"/> Attached copy of organizations policy/procedure for above subcategories. <input type="checkbox"/> Identification of departmental PIO or person(s) responsible for PIO duties. Note: Depending on departmental needs a formal PIO office may not exist. If not, a listing of those within the agency whom the department appoints to handle these duties will suffice. | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |
| Agency Notes | Accreditors Notes/Comments |
| | <input type="checkbox"/> Self-Study Returned to ACLJE <input type="checkbox"/> Self-Study Sent to Commissioners <input type="checkbox"/> Self-Study Returned/Approved by Comm. <input type="checkbox"/> Initial Accreditation Granted by Comm. <input type="checkbox"/> Agency Notified Initial Accreditation <input type="checkbox"/> Agency Request for Commission Visit <input type="checkbox"/> Agency visit by ACLJE Representative <input type="checkbox"/> Final Report sent to Commissioners <input type="checkbox"/> Commission Disapproval- Agency Notified <input type="checkbox"/> Commission Approval- Agency Notified <input type="checkbox"/> Agency Notified- Accreditation Approved |

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| Standard | Standard Category: Administration and Management |
| 1.10 | Standard Name: Accreditation Reporting |
| a. | Designation of one individual responsible for ongoing accreditation activities. |
| b. | |
| c. | |
| d. | |
| Although there may be more than one organizational contact for ACLJE throughout the accreditation process there should be one specifically name individual who will be the main point for communication's between the accrediting organization and the campus law enforcement organization. | |

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| Agency Attachments | Review Code: |
| <input type="checkbox"/> Attached the name, rank or title, phone number, physical mailing address, and email contact information for person responsible for ongoing contact with ACLJE. | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |
| Agency Notes | Accreditors Notes/Comments |
| | <input type="checkbox"/> Self-Study Returned to ACLJE <input type="checkbox"/> Self-Study Sent to Commissioners <input type="checkbox"/> Self-Study Returned/Approved by Comm. <input type="checkbox"/> Initial Accreditation Granted by Comm. <input type="checkbox"/> Agency Notified Initial Accreditation <input type="checkbox"/> Agency Request for Commission Visit <input type="checkbox"/> Agency visit by ACLJE Representative <input type="checkbox"/> Final Report sent to Commissioners <input type="checkbox"/> Commission Disapproval- Agency Notified <input type="checkbox"/> Commission Approval- Agency Notified <input type="checkbox"/> Agency Notified- Accreditation Approved |

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| Standard | Standard Category: Administration and Management |
| 1.11 | Standard Name: Budgetary Process |
| a. | Budget preparing responsibilities |
| b. | Purchase of equipment and other needed goods process. |
| c. | Reporting of expenses procedures |
| d. | Internal or external audits of budget |
| e. | Chief executive review of budget |
| f. | Overtime policy and approval of overtime by personnel. |
| Budgeting is important in a campus law enforcement organization because it helps in setting standards of performance, it plays a critical role in strategic planning and it provides a tool to measure organization results. | |

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| Agency Attachments | Review Code: |
| <input type="checkbox"/> Identification of person(s) responsible for budget preparation. <input type="checkbox"/> Attachment of policy or procedures regarding purchase of equipment or goods, reporting of expenses, accounting system responsibilities in department, chief executive approval process for budget, and overtime policies for certified and non-certified personnel. | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |
| Agency Notes | Accreditors Notes/Comments |
| | <input type="checkbox"/> Self-Study Returned to ACLJE <input type="checkbox"/> Self-Study Sent to Commissioners <input type="checkbox"/> Self-Study Returned/Approved by Comm. <input type="checkbox"/> Initial Accreditation Granted by Comm. <input type="checkbox"/> Agency Notified Initial Accreditation <input type="checkbox"/> Agency Request for Commission Visit <input type="checkbox"/> Agency visit by ACLJE Representative <input type="checkbox"/> Final Report sent to Commissioners <input type="checkbox"/> Commission Disapproval- Agency Notified <input type="checkbox"/> Commission Approval- Agency Notified <input type="checkbox"/> Agency Notified- Accreditation Approved |

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| Standard | Standard Category: Administration and Management |
| 1.12 | Standard Name: Legal |
| a. | Responsibilities of employees facing legal actions |
| b. | Pending criminal investigations processes |
| c. | Legal representation of employees in on duty related criminal/civil actions |
| d. | |
| <p>The department should have a written policy or procedure for responding to civil and criminal actions involving employees who are accused of criminal or civil violations that are committed in the line of duty. The department policy or procedure should also address the process for legal representation of employees (under what circumstances legal representation will be provided) and also require any employee who finds themselves the focus of a criminal or civil investigation that would affect their abilities to perform their duties, to the proper authorities within the department.</p> | |

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| Agency Attachments | Review Code: |
| <input type="checkbox"/> Attached copy of policy or procedures for the above listed subcategories. <p>Note: The department should have a written policy or procedure for responding to civil and criminal actions involving employees who are accused of criminal or civil violations that are committed in the line of duty.</p> | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |
| Agency Notes | Accreditors Notes/Comments |
| | <input type="checkbox"/> Self-Study Returned to ACLJE <input type="checkbox"/> Self-Study Sent to Commissioners <input type="checkbox"/> Self-Study Returned/Approved by Comm. <input type="checkbox"/> Initial Accreditation Granted by Comm. <input type="checkbox"/> Agency Notified Initial Accreditation <input type="checkbox"/> Agency Request for Commission Visit <input type="checkbox"/> Agency visit by ACLJE Representative <input type="checkbox"/> Final Report sent to Commissioners <input type="checkbox"/> Commission Disapproval- Agency Notified <input type="checkbox"/> Commission Approval- Agency Notified <input type="checkbox"/> Agency Notified- Accreditation Approved |

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| Standard | Standard Category: Clery Act |
| 2.01 | Standard Name: Clery Act |
| a. | Requirements of department by the act. |
| b. | Campus crime data collection methods and information. |
| c. | Dissemination and posting of crime information. |
| d. | |
| <p>The Clery Act is a landmark federal law, originally known as the Campus Security Act, which requires colleges and universities across the United States to disclose information about crime on and around their campuses. The department should meet all of the specific requirements mandated by the act and should be ready to provide evidence of actions taken to meet the requirements of the act.</p> | |
| Agency Attachments | Review Code: |
| <input type="checkbox"/> Attached copy of organizations policy/procedures for responsibilities under the Clery Act. <input type="checkbox"/> Attached copy of latest public posting of the act. <p>Note: the reporting of Clery Act information can be made on the departments or the educational organizational website or may be done in print format. If in print format explanation needs to be made regarding how the public can obtain such information.</p> | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |
| Agency Notes | Accreditors Notes/Comments |
| | <input type="checkbox"/> Self-Study Returned to ACLJE <input type="checkbox"/> Self-Study Sent to Commissioners <input type="checkbox"/> Self-Study Returned/Approved by Comm. <input type="checkbox"/> Initial Accreditation Granted by Comm. <input type="checkbox"/> Agency Notified Initial Accreditation <input type="checkbox"/> Agency Request for Commission Visit <input type="checkbox"/> Agency visit by ACLJE Representative <input type="checkbox"/> Final Report sent to Commissioners <input type="checkbox"/> Commission Disapproval- Agency Notified <input type="checkbox"/> Commission Approval- Agency Notified <input type="checkbox"/> Agency Notified- Accreditation Approved |

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| Standard | Standard Category: Crime Prevention |
| 3.01 | Standard Name: Crime Prevention |
| a. | Administration and staffing of the crime prevention program |
| b. | Crime prevention program development |
| c. | Responsibilities of crime prevention officer |
| d. | Responsibilities of other campus law enforcement personnel |
| <p>Preventing and deterring crime should be a primary focus and responsibility for any campus law enforcement organization. If the department does not have stand-alone crime prevention officer it should be able to show ACLJE that its officers and perhaps even some civilian employees are engaged regularly in crime prevention efforts within the organization. The department may also enlist the services of outside organizations to address this standard.</p> | |

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| Agency Attachments | Review Code: |
| <input type="checkbox"/> Attached explanation for administering and staffing of crime prevention program. <input type="checkbox"/> Attached copies of any formal and ongoing department crime prevention programs. <input type="checkbox"/> Attached copy of job description of crime prevention officer. Note: not all departments have a designated crime prevention office or officer. If not, then the above criteria can be met by explanation of who is responsible for crime prevention efforts in department and copies of any available program currently being used. | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |
| Agency Notes | Accreditors Notes/Comments |
| | <input type="checkbox"/> Self-Study Returned to ACLJE <input type="checkbox"/> Self-Study Sent to Commissioners <input type="checkbox"/> Self-Study Returned/Approved by Comm. <input type="checkbox"/> Initial Accreditation Granted by Comm. <input type="checkbox"/> Agency Notified Initial Accreditation <input type="checkbox"/> Agency Request for Commission Visit <input type="checkbox"/> Agency visit by ACLJE Representative <input type="checkbox"/> Final Report sent to Commissioners <input type="checkbox"/> Commission Disapproval- Agency Notified <input type="checkbox"/> Commission Approval- Agency Notified <input type="checkbox"/> Agency Notified- Accreditation Approved |

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| Standard | Standard Category: Emergency Management |
| 4.02 | Standard Name: Written Emergency Management Plan |
| a. | Prevention management |
| b. | Risk assessment |
| c. | Mobilization plan for employees and other campus entities |
| d. | Evacuation locations for students, staff, and others on campus |
| e. | Role of patrol in the event of an emergency on campus |
| f. | Role of management in development and management of emergency situations |
| g. | Complying with OSHA requirements |
| A good emergency plan will specify procedures for handling sudden unexpected situations. The primary objective of such plan is to reduce the possible consequences of an emergency by preventing fatalities and injuries, reducing damage to buildings and equipment, and accelerating the resumption of normal operations. | |
| Agency Attachments | Review Code: |
| <input type="checkbox"/> Copy of comprehensive emergency management plan. Note: there should be a written emergency management plan that at a minimum includes the above listed subcategories. Attach the policy or procedures that include the categories of this is the case, or this information may already be in the emergency management plan itself. | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |
| Agency Notes | Accreditors Notes/Comments |
| | <input type="checkbox"/> Self-Study Returned to ACLJE <input type="checkbox"/> Self-Study Sent to Commissioners <input type="checkbox"/> Self-Study Returned/Approved by Comm. <input type="checkbox"/> Initial Accreditation Granted by Comm. <input type="checkbox"/> Agency Notified Initial Accreditation <input type="checkbox"/> Agency Request for Commission Visit <input type="checkbox"/> Agency visit by ACLJE Representative <input type="checkbox"/> Final Report sent to Commissioners <input type="checkbox"/> Commission Disapproval- Agency Notified <input type="checkbox"/> Commission Approval- Agency Notified <input type="checkbox"/> Agency Notified- Accreditation Approved |

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| Standard | Standard Category: Emergency Management |
| 4.02 | Standard Name: Types of Emergencies |
| a. | HAZMAT |
| b. | Fire |
| c. | Medical emergencies |
| d. | Civil Disturbances |
| e. | Crowds, demonstrations, riots, strikes |
| f. | Bomb threats |
| g. | Natural disasters |
| h. | Terrorism |
| i. | Search and rescue |
| j. | Hostage/barricaded suspect(s) |
| k. | Weapons on campus |

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| Agency Attachments | Review Code: |
| <input type="checkbox"/> Copy/explanation of plans and responses to above listed categories of emergencies. Note: this may be covered by your written emergency plan document, if so attach this written document. If located in a policy or procedures manual/document you may attach those as well. | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |
| Agency Notes | Accreditors Notes/Comments |
| | <input type="checkbox"/> Self-Study Returned to ACLJE <input type="checkbox"/> Self-Study Sent to Commissioners <input type="checkbox"/> Self-Study Returned/Approved by Comm. <input type="checkbox"/> Initial Accreditation Granted by Comm. <input type="checkbox"/> Agency Notified Initial Accreditation <input type="checkbox"/> Agency Request for Commission Visit <input type="checkbox"/> Agency visit by ACLJE Representative <input type="checkbox"/> Final Report sent to Commissioners <input type="checkbox"/> Commission Disapproval- Agency Notified <input type="checkbox"/> Commission Approval- Agency Notified <input type="checkbox"/> Agency Notified- Accreditation Approved |

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| Standard | Standard Category: Disciplinary Process |
| 5.01 | Standard Name: Complaint Process and Procedures |
| a. | Time of investigative process |
| b. | Notification of employees of received complaint |
| c. | Notification of command/supervisory personnel of received complaint |
| d. | Notification of investigative outcomes to employee/reportee |
| e. | Employee responsibilities in complaint process |
| f. | Legal rights/notifications of employees under investigation |
| g. | Assignment/designation /special training received by IAD investigators |
| Discipline of officers and other employees within the campus law enforcement organization requires certain documentation and procedural steps before an organization can take final action. There are two primary categories in which disciplinary actions typically arise – employee misconduct or performance – and the process or procedures for both need to be addressed by the department in a formal policy or procedures manual. | |
| Agency Attachments | Review Code: |
| <input type="checkbox"/> Copy of process and procedures or General Orders document that contains at a minimum the above listed subcategories. <input type="checkbox"/> Copy of notification/explanation receipt by employees of the disciplinary process. Note: the above documentation should be provided to employees of the department. | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |
| Agency Notes | Accreditors Notes/Comments |
| | <input type="checkbox"/> Self-Study Returned to ACLJE <input type="checkbox"/> Self-Study Sent to Commissioners <input type="checkbox"/> Self-Study Returned/Approved by Comm. <input type="checkbox"/> Initial Accreditation Granted by Comm. <input type="checkbox"/> Agency Notified Initial Accreditation <input type="checkbox"/> Agency Request for Commission Visit <input type="checkbox"/> Agency visit by ACLJE Representative <input type="checkbox"/> Final Report sent to Commissioners <input type="checkbox"/> Commission Disapproval- Agency Notified <input type="checkbox"/> Commission Approval- Agency Notified <input type="checkbox"/> Agency Notified- Accreditation Approved |

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| Standard | Standard Category: Human Resources |
| 6.01 | Standard Name: Hiring Process |
| a. | Position task analysis for departments personnel |
| b. | Posting internal and external vacancies for open positions (job announcements) |
| c. | Process follows all state and constitutional requirements |
| d. | Background investigations of all applicants |
| e. | Physical agility testing of applicants |
| f. | Psychological exams and testing of applicants |
| g. | Polygraph testing of applicants |
| h. | Probationary period for new hires |
| i. | EEOC compliance statement |
| j. | Notification of hired/not hired applicants |
| k. | Recruitment plan for department |
| <p>A campus law enforcement organization cannot build a good team of working professionals without good Human Resource services. Some of the key functions of the Human Resources team include recruiting people, training them, performance appraisals, motivating employees as well as workplace communication, workplace safety, employee personnel records, and much more.</p> | |
| Agency Attachments | Review Code: |
| <input type="checkbox"/> Copy of human resources hiring plan/process documentation. <input type="checkbox"/> Copy of any other related document for above sub categories. Note: Not all department hiring processes include all of the above sub categories. If a category is not a part of the hiring process (like physical agility testing or psychological exams) a simple explanation of this issue should be made at time of submission of documentation. | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |
| Agency Notes | Accreditors Notes/Comments |

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| | <ul style="list-style-type: none"><input type="checkbox"/> Self-Study Returned to ACLJE<input type="checkbox"/> Self-Study Sent to Commissioners<input type="checkbox"/> Self-Study Returned/Approved by Comm.<input type="checkbox"/> Initial Accreditation Granted by Comm.<input type="checkbox"/> Agency Notified Initial Accreditation<input type="checkbox"/> Agency Request for Commission Visit<input type="checkbox"/> Agency visit by ACLJE Representative<input type="checkbox"/> Final Report sent to Commissioners<input type="checkbox"/> Commission Disapproval- Agency Notified<input type="checkbox"/> Commission Approval- Agency Notified<input type="checkbox"/> Agency Notified- Accreditation Approved |
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| Standard | Standard Category: Human Resources | |
| 6.02 | Standard Name: Employee Records | |
| a. | Storage and access policy for employee records | |
| b. | Procedures for requesting employee identification information (privacy policy) | |
| Agency Attachments | | Review Code: |
| <input type="checkbox"/> Copy of policy related to the storage, security, and access of employee records. Note: employee records policies should meet all state and federal requirements for the protection of employee personal information (privacy concerns) contained in the employees files. | | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |
| Agency Notes | | Accreditors Notes/Comments |
| | | <input type="checkbox"/> Self-Study Returned to ACLJE <input type="checkbox"/> Self-Study Sent to Commissioners <input type="checkbox"/> Self-Study Returned/Approved by Comm. <input type="checkbox"/> Initial Accreditation Granted by Comm. <input type="checkbox"/> Agency Notified Initial Accreditation <input type="checkbox"/> Agency Request for Commission Visit <input type="checkbox"/> Agency visit by ACLJE Representative <input type="checkbox"/> Final Report sent to Commissioners <input type="checkbox"/> Commission Disapproval- Agency Notified <input type="checkbox"/> Commission Approval- Agency Notified <input type="checkbox"/> Agency Notified- Accreditation Approved |

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| Standard | Standard Category: Human Resources |
| 6.03 | Standard Name: Employee Compensation |
| a. | Position salary postings for certified and non-certified personnel |
| b. | Local area agency salary comparisons/explanations |
| <p>A well designed compensation and benefits plan helps to attract, motivate and retain talent in your organization. A good compensation plan and benefits package improves employee job satisfaction, provides an incentive for the employee to act in a desired way, reduces absenteeism, and can reduce turnover. A good salary and benefits comparison of same size organizations in the area helps support calls for compensation and benefits improvements by management and also shows employees that you care.</p> | |

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| Agency Attachments | Review Code: |
| <input type="checkbox"/> Copy of salary compensation levels/scales for all certified and non-certified positions. <input type="checkbox"/> Copy of recent (within the past 3 years) salary surveys of surrounding law enforcement organizations of similar size and responsibilities. Note: | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |
| Agency Notes | Accreditors Notes/Comments |
| | <input type="checkbox"/> Self-Study Returned to ACLJE <input type="checkbox"/> Self-Study Sent to Commissioners <input type="checkbox"/> Self-Study Returned/Approved by Comm. <input type="checkbox"/> Initial Accreditation Granted by Comm. <input type="checkbox"/> Agency Notified Initial Accreditation <input type="checkbox"/> Agency Request for Commission Visit <input type="checkbox"/> Agency visit by ACLJE Representative <input type="checkbox"/> Final Report sent to Commissioners <input type="checkbox"/> Commission Disapproval- Agency Notified <input type="checkbox"/> Commission Approval- Agency Notified <input type="checkbox"/> Agency Notified- Accreditation Approved |

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| Standard | Standard Category: Human Resources | |
| 6.04 | Standard Name: Benefits | |
| a. | Personnel vacation, sick, personal days, comp time, etc. | |
| b. | Employee assistance program (if available) | |
| c. | On duty injuries policy/process | |
| d. | Wellness/fitness programs (if available) | |
| Agency Attachments | | Review Code: |
| <input type="checkbox"/> Copy of documentation or policy explaining the above listed sub categories for employee benefits. Note: Not all departments have employee assistance and wellness/fitness programs. If this is the case simply provide an explanation of such in your documentation. | | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |
| Agency Notes | | Accreditors Notes/Comments |
| | | <input type="checkbox"/> Self-Study Returned to ACLJE <input type="checkbox"/> Self-Study Sent to Commissioners <input type="checkbox"/> Self-Study Returned/Approved by Comm. <input type="checkbox"/> Initial Accreditation Granted by Comm. <input type="checkbox"/> Agency Notified Initial Accreditation <input type="checkbox"/> Agency Request for Commission Visit <input type="checkbox"/> Agency visit by ACLJE Representative <input type="checkbox"/> Final Report sent to Commissioners <input type="checkbox"/> Commission Disapproval- Agency Notified <input type="checkbox"/> Commission Approval- Agency Notified <input type="checkbox"/> Agency Notified- Accreditation Approved |

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| Standard | Standard Category: Human Resources |
| 6.05 | Standard Name: Employee Evaluations |
| a. | Annual performance evaluation review |
| b. | Problem employee retention efforts/program |
| c. | Supervisory required documentation and notifications |
| d. | Process for employee dispute of evaluation results |
| e. | Annual review of performance appraisal process by management |
| <p>Organizations must continually assess their employees' strengths and weaknesses. By doing so, employers are better able to match employee qualification to job assignments. The primary reason for having an employee evaluation program is to monitor employees' performance, motivate staff and improve company morale. An effective evaluation program will assist the company in achieving its goals and objectives. The evaluation program should be reviewed at least annually to determine if it is meeting management's expectations.</p> | |

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| Agency Attachments | Review Code: |
| <input type="checkbox"/> Copy of blank sample of employee evaluation documents. <input type="checkbox"/> Copy of policy/documentation reviewing the process and purpose for employee evaluations. <input type="checkbox"/> Copy of sample of employee retention documents-outline of program (if any) <input type="checkbox"/> Evaluation policy should include the process for employees wanting to dispute results of an evaluation. Note: Not all departments have a formal employee retention process-program, although ACLJE would recommend one for the department. | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |
| Agency Notes | Accreditors Notes/Comments |

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| | <ul style="list-style-type: none"><input type="checkbox"/> Self-Study Returned to ACLJE<input type="checkbox"/> Self-Study Sent to Commissioners<input type="checkbox"/> Self-Study Returned/Approved by Comm.<input type="checkbox"/> Initial Accreditation Granted by Comm.<input type="checkbox"/> Agency Notified Initial Accreditation<input type="checkbox"/> Agency Request for Commission Visit<input type="checkbox"/> Agency visit by ACLJE Representative<input type="checkbox"/> Final Report sent to Commissioners<input type="checkbox"/> Commission Disapproval- Agency Notified<input type="checkbox"/> Commission Approval- Agency Notified<input type="checkbox"/> Agency Notified- Accreditation Approved |
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| Standard | Standard Category: Human Resources |
| 6.06 | Standard Name: Classification of Personnel |
| a. | Command staff |
| b. | Middle management |
| c. | Lower level management |
| d. | Police officers |
| e. | Investigators |
| f. | Civilian personnel |
| <p>Classification is the system used to categorize jobs by occupational group, series, class, and grade level according to similarities and differences in duties, responsibilities, and qualifications required. Classification also helps in projecting budgets, designing organizational structures, recruiting, and other management tasks. When management decides to establish a new job, it is posted in accordance with standards set out in the classification document.</p> | |

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| Agency Attachments | Review Code: |
| <input type="checkbox"/> Copy of classification scale and number of individuals in each position (actual and authorized). <input type="checkbox"/> Job descriptions for each given position. Note: | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |
| Agency Notes | Accreditors Notes/Comments |
| | <input type="checkbox"/> Self-Study Returned to ACLJE <input type="checkbox"/> Self-Study Sent to Commissioners <input type="checkbox"/> Self-Study Returned/Approved by Comm. <input type="checkbox"/> Initial Accreditation Granted by Comm. <input type="checkbox"/> Agency Notified Initial Accreditation <input type="checkbox"/> Agency Request for Commission Visit <input type="checkbox"/> Agency visit by ACLJE Representative <input type="checkbox"/> Final Report sent to Commissioners <input type="checkbox"/> Commission Disapproval- Agency Notified <input type="checkbox"/> Commission Approval- Agency Notified <input type="checkbox"/> Agency Notified- Accreditation Approved |

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| Standard | Standard Category: Human Resources |
| 6.07 | Standard Name: Drug Testing Policy |
| a. | Policy posting requirements |
| b. | Definition of “for cause” and “random” drug testing |
| c. | Pre-employment drug testing requirements |
| d. | Notification of current certified and on certified personnel |
| <p>Campus law enforcement organizations have an obligation to provide a non-hostile and, as much as possible, safe workplace for their employees. Predictive, professional employee behavior is a reasonable expectation and a drug-free workplace policy is an important step in setting that expectation. A drug-free policy makes clear to all employees that no drugs use will be tolerated and it also clarifies exactly how the organization will react if an employee is found using drugs, how it will discipline the employee, institute legal action, and/or provide access to a rehab program.</p> | |

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| Agency Attachments | Review Code: |
| <input type="checkbox"/> Copy of department’s drug testing policy. <input type="checkbox"/> Copy only of any forms used in regards to compliance (blank form). <input type="checkbox"/> Copy of any authorizations or policies by primary organization of drug testing policy. <p>Note: The drug testing policy may be the same policy used by the entire organization, if so providing this information will suffice for this standard.</p> | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |
| Agency Notes | Accreditors Notes/Comments |
| | <input type="checkbox"/> Self-Study Returned to ACLJE <input type="checkbox"/> Self-Study Sent to Commissioners <input type="checkbox"/> Self-Study Returned/Approved by Comm. <input type="checkbox"/> Initial Accreditation Granted by Comm. <input type="checkbox"/> Agency Notified Initial Accreditation <input type="checkbox"/> Agency Request for Commission Visit <input type="checkbox"/> Agency visit by ACLJE Representative <input type="checkbox"/> Final Report sent to Commissioners <input type="checkbox"/> Commission Disapproval- Agency Notified <input type="checkbox"/> Commission Approval- Agency Notified <input type="checkbox"/> Agency Notified- Accreditation Approved |

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| Standard | Standard Category: Human Resources |
| 6.08 | Standard Name: Collective Bargaining |
| a. | Agreement for collective bargaining. |
| b. | Responsibilities of all parties involved in bargaining process. |
| <p>Collective bargaining is a process of negotiations between employers and a group of employees aimed at reaching agreements that regulate working conditions. The interests of the employees are commonly presented by representatives of a trade union to which the employees belong. The collective agreements reached by these negotiations usually set out wage scales, working hours, training, health and safety, overtime, grievance mechanisms, and rights to participate in workplace or company affairs.</p> | |

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| Agency Attachments | Review Code: |
| <input type="checkbox"/> Copy of current collective bargaining agreement. Notation of who is a party to the bargaining agreement and who approves final agreement. Note: Not all departments participate in collective bargaining, if not a notation of this fact can be made and will suffice for this standard. | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |
| Agency Notes | Accreditors Notes/Comments |
| | <input type="checkbox"/> Self-Study Returned to ACLJE <input type="checkbox"/> Self-Study Sent to Commissioners <input type="checkbox"/> Self-Study Returned/Approved by Comm. <input type="checkbox"/> Initial Accreditation Granted by Comm. <input type="checkbox"/> Agency Notified Initial Accreditation <input type="checkbox"/> Agency Request for Commission Visit <input type="checkbox"/> Agency visit by ACLJE Representative <input type="checkbox"/> Final Report sent to Commissioners <input type="checkbox"/> Commission Disapproval- Agency Notified <input type="checkbox"/> Commission Approval- Agency Notified <input type="checkbox"/> Agency Notified- Accreditation Approved |

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| Standard | Standard Category: Human Resources |
| 6.09 | Standard Name: Grievance Process |
| a. | Procedures for accepting and responding to a grievance |
| b. | Time limitations (if any) for complaint investigations |
| c. | Notifications of parties to grievance findings/results |
| d. | |
| <p>A grievance process is important for any organizations because it gives employees an opportunity to voice their problems to management. Having uniform grievance procedures ensures that problems are dealt with in the same manner for everyone. Campus law enforcement organizations need to have a good working relationship with their employees which is aimed at preventing disputes from arising or if disputes do occur, to have procedures for effectively handling and resolving them.</p> | |

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| Agency Attachments | Review Code: |
| <input type="checkbox"/> Copy of department grievance policy. <input type="checkbox"/> Notation of who in the department is responsible for accepting and responding to a grievance. <input type="checkbox"/> Copy of notice to personnel regarding grievance process. <p>Note: Not all departments have a formal employee grievance process, although ACLJE would recommend one for the department. If not, a notation of the absence of such a policy will suffice for this standard.</p> | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |
| Agency Notes | Accreditors Notes/Comments |
| | <input type="checkbox"/> Self-Study Returned to ACLJE <input type="checkbox"/> Self-Study Sent to Commissioners <input type="checkbox"/> Self-Study Returned/Approved by Comm. <input type="checkbox"/> Initial Accreditation Granted by Comm. <input type="checkbox"/> Agency Notified Initial Accreditation <input type="checkbox"/> Agency Request for Commission Visit <input type="checkbox"/> Agency visit by ACLJE Representative <input type="checkbox"/> Final Report sent to Commissioners <input type="checkbox"/> Commission Disapproval- Agency Notified <input type="checkbox"/> Commission Approval- Agency Notified <input type="checkbox"/> Agency Notified- Accreditation Approved |

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| Standard | Standard Category: Human Resources |
| 6.10 | Standard Name: Disciplinary Process |
| a. | Explanation of the disciplinary process |
| b. | Process for filing a formal complaint |
| c. | Notification of the charges to the parties involved in a disciplinary incident |
| d. | Process for filing an appeal |
| e. | Records maintenance and storage |
| f. | Explanation of who has access to disciplinary files |
| g. | Assignment of independent investigator |
| <p>Campus law enforcement should have a written policy clearly explaining the disciplinary procedures and actions that may be taken for violations of criminal law or other internal policy and procedure violations. The discipline procedure should clearly state what disciplinary actions can be taken and who has the authority to act. At a minimum the above categories should be addressed in the policy or procedure statement.</p> | |
| Agency Attachments | Review Code: |
| <input type="checkbox"/> Copy of policy relating to the disciplinary process, which at minimum, should address the subcategories listed above. <p>Note: the assignment of an independent investigator does <u>not</u> mean an outside organization or individual to investigate the incident (if one is needed), it simply means no one directly involved in the incident should be addressing or investigating the actual incident itself, although they can serve as witness.</p> | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |
| Agency Notes | Accreditors Notes/Comments |
| | <input type="checkbox"/> Self-Study Returned to ACLJE <input type="checkbox"/> Self-Study Sent to Commissioners <input type="checkbox"/> Self-Study Returned/Approved by Comm. <input type="checkbox"/> Initial Accreditation Granted by Comm. <input type="checkbox"/> Agency Notified Initial Accreditation <input type="checkbox"/> Agency Request for Commission Visit <input type="checkbox"/> Agency visit by ACLJE Representative <input type="checkbox"/> Final Report sent to Commissioners <input type="checkbox"/> Commission Disapproval- Agency Notified <input type="checkbox"/> Commission Approval- Agency Notified <input type="checkbox"/> Agency Notified- Accreditation Approved |

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| Standard | Standard Category: Human Resources |
| 6.11 | Standard Name: Promotions |
| a. | Clear policy outlining promotional process |
| b. | Notification of personnel of open positions (internal and external postings). |
| c. | Criteria and process for filling open positions |
| d. | Explanation of testing processes (written testing, oral interviews, etc) |
| e. | Establishment and duration of any promotional lists |
| f. | Job descriptions for each position within the department (classified and civilian) |
| The organization should have a clear policy that outlines the promotional process to be used to fill open positions within the department. How openings are posted, the criteria used for filing open positions, explanation of the testing processes used, job descriptions for any open position, and establishment of any promotional lists and their duration. | |
| Agency Attachments | Review Code: |
| <input type="checkbox"/> Copy of document outlining promotional processes for the department. This document (or policy) should at a minimum address the above listed subcategories. Note: | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |
| Agency Notes | Accreditors Notes/Comments |
| | <input type="checkbox"/> Self-Study Returned to ACLJE <input type="checkbox"/> Self-Study Sent to Commissioners <input type="checkbox"/> Self-Study Returned/Approved by Comm. <input type="checkbox"/> Initial Accreditation Granted by Comm. <input type="checkbox"/> Agency Notified Initial Accreditation <input type="checkbox"/> Agency Request for Commission Visit <input type="checkbox"/> Agency visit by ACLJE Representative <input type="checkbox"/> Final Report sent to Commissioners <input type="checkbox"/> Commission Disapproval- Agency Notified <input type="checkbox"/> Commission Approval- Agency Notified <input type="checkbox"/> Agency Notified- Accreditation Approved |

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| Standard | Standard Category: Human Resources | |
| 6.12 | Standard Name: Probationary Periods for New Hires/Newly Promoted | |
| a. | Probationary periods for both new hires and newly promoted | |
| b. | Process to be used for failure to meet/complete probationary status | |
| <p>The probationary period offers the manager an opportunity to monitor and evaluate an employee's suitability for the job. Also, it is an important time for the employee to decide if the position meets his or her needs. Probationary periods are the employee's opportunity to show they have the knowledge, skills, and abilities to perform the job and provide a methodology to manage the job classification and functions of new employees as well as those newly promoted within the organization.</p> | | |
| Agency Attachments | | Review Code: |
| <input type="checkbox"/> Copy of documents related to/explaining the above listed sub categories. Note: | | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |
| Agency Notes | | Accreditors Notes/Comments |
| | | <input type="checkbox"/> Self-Study Returned to ACLJE <input type="checkbox"/> Self-Study Sent to Commissioners <input type="checkbox"/> Self-Study Returned/Approved by Comm. <input type="checkbox"/> Initial Accreditation Granted by Comm. <input type="checkbox"/> Agency Notified Initial Accreditation <input type="checkbox"/> Agency Request for Commission Visit <input type="checkbox"/> Agency visit by ACLJE Representative <input type="checkbox"/> Final Report sent to Commissioners <input type="checkbox"/> Commission Disapproval- Agency Notified <input type="checkbox"/> Commission Approval- Agency Notified <input type="checkbox"/> Agency Notified- Accreditation Approved |

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| Standard | Standard Category: Human Resources | |
| 6.13 | Standard Name: ADA Coordinator | |
| a. | Posting requirements for ADA | |
| b. | Process for filing under the act. | |
| <p>The ADA coordinator coordinates the campus law enforcement organizations programs and responsibilities to assure compliance with the Americans with Disabilities (ADA) Act, Sections 503 and 504 of the Rehabilitation Act of 1973, and other federal and state laws and regulations pertaining to persons with disabilities. This function may be the responsibility of the primary human resources unit of the organizations.</p> | | |
| Agency Attachments | | Review Code: |
| <input type="checkbox"/> Copy any documentation explaining how the compliance with the ADA requirements is addressed by the department. <input type="checkbox"/> Identification of the individual responsible for responding to ADA complaints/issues. <input type="checkbox"/> Notification of employees and new hires of requirements of the ADA. Note: | | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |
| Agency Notes | | Accreditors Notes/Comments |
| | | <input type="checkbox"/> Self-Study Returned to ACLJE <input type="checkbox"/> Self-Study Sent to Commissioners <input type="checkbox"/> Self-Study Returned/Approved by Comm. <input type="checkbox"/> Initial Accreditation Granted by Comm. <input type="checkbox"/> Agency Notified Initial Accreditation <input type="checkbox"/> Agency Request for Commission Visit <input type="checkbox"/> Agency visit by ACLJE Representative <input type="checkbox"/> Final Report sent to Commissioners <input type="checkbox"/> Commission Disapproval- Agency Notified <input type="checkbox"/> Commission Approval- Agency Notified <input type="checkbox"/> Agency Notified- Accreditation Approved |

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| Standard | Standard Category: Human Resources |
| 6.14 | Standard Name: Awards and Commendations |
| a. | Awards selection committee |
| b. | Chief of Police commendations |
| c. | Written commendations-internal and external |
| d. | Verbal commendations (reporting and recording) |
| e. | Nomination process for major awards (medal of valor, meritorious service, etc) |
| Awards and commendations are another great way for an organization to show its appreciation to employees for a job well done. The department should have an awards selection committee and should have a set process for receiving and processing both internal and external awards nominations. | |

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| Agency Attachments | Review Code: |
| <input type="checkbox"/> Copy of policy relating to awards and commendations. <input type="checkbox"/> Identification of the types of awards and commendations that is available for classified and civilian personnel. <input type="checkbox"/> Documentation process for all awards. Note: | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |
| Agency Notes | Accreditors Notes/Comments |
| | <input type="checkbox"/> Self-Study Returned to ACLJE <input type="checkbox"/> Self-Study Sent to Commissioners <input type="checkbox"/> Self-Study Returned/Approved by Comm. <input type="checkbox"/> Initial Accreditation Granted by Comm. <input type="checkbox"/> Agency Notified Initial Accreditation <input type="checkbox"/> Agency Request for Commission Visit <input type="checkbox"/> Agency visit by ACLJE Representative <input type="checkbox"/> Final Report sent to Commissioners <input type="checkbox"/> Commission Disapproval- Agency Notified <input type="checkbox"/> Commission Approval- Agency Notified <input type="checkbox"/> Agency Notified- Accreditation Approved |

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| Standard | Standard Category: Human Resources |
| 6.15 | Standard Name: Transfer and Assignment of Personnel |
| a. | Voluntary transfers |
| b. | Involuntary transfers |
| c. | Temporary assignments |
| The department should have either a policy or a set procedure for notifying employees regarding assignments and transfers. All employees should be notified of this transfer or assignment process, which may be done by having them sign a receipt for a copy of the policy or procedure. | |
| Agency Attachments | Review Code: |
| <input type="checkbox"/> Copy of policy or documentation relating to transfer and assignment of personnel (classified and civilian). Note: | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |
| Agency Notes | Accreditors Notes/Comments |
| | <input type="checkbox"/> Self-Study Returned to ACLJE <input type="checkbox"/> Self-Study Sent to Commissioners <input type="checkbox"/> Self-Study Returned/Approved by Comm. <input type="checkbox"/> Initial Accreditation Granted by Comm. <input type="checkbox"/> Agency Notified Initial Accreditation <input type="checkbox"/> Agency Request for Commission Visit <input type="checkbox"/> Agency visit by ACLJE Representative <input type="checkbox"/> Final Report sent to Commissioners <input type="checkbox"/> Commission Disapproval- Agency Notified <input type="checkbox"/> Commission Approval- Agency Notified <input type="checkbox"/> Agency Notified- Accreditation Approved |

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| Standard | Standard Category: Investigations |
| 7.01 | Standard Name: Criminal Investigations-Administrative |
| a. | Case file maintenance process- during and after investigation |
| b. | Personnel with access to files |
| c. | Security measures developed for investigative case files |
| d. | Open/close case file process |
| e. | Specialized investigator training required by department |
| <p>The criminal investigator seeks to ascertain the methods, motives, and identities of criminals and the identity of victims and may also search for and interrogate witnesses. During and investigating and investigator will accumulate quite a bit of sensitive and confidential information for a variety of sources, like victims, witnesses, and suspects. This information should be protected and policies and procedures in place to manage who may have access to such information. Specialized training for investigators should also be encouraged by the department.</p> | |

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| Agency Attachments | Review Code: |
| <input type="checkbox"/> Copy of document or policy relating to criminal investigations inclusive at minimum of above sub categories. Note: | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |
| Agency Notes | Accreditors Notes/Comments |
| | <input type="checkbox"/> Self-Study Returned to ACLJE <input type="checkbox"/> Self-Study Sent to Commissioners <input type="checkbox"/> Self-Study Returned/Approved by Comm. <input type="checkbox"/> Initial Accreditation Granted by Comm. <input type="checkbox"/> Agency Notified Initial Accreditation <input type="checkbox"/> Agency Request for Commission Visit <input type="checkbox"/> Agency visit by ACLJE Representative <input type="checkbox"/> Final Report sent to Commissioners <input type="checkbox"/> Commission Disapproval- Agency Notified <input type="checkbox"/> Commission Approval- Agency Notified <input type="checkbox"/> Agency Notified- Accreditation Approved |

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| Standard | Standard Category: Investigations |
| 7.02 | Standard Name: Internal Affairs Investigations |
| a. | Review of reporting process and procedures |
| b. | Classification of complaints (categories) |
| c. | Confidentiality of investigation and investigative files |
| d. | Employee criminal investigations process |
| e. | Specialized training for internal affairs investigators |
| f. | Policy, procedures, and rules violations of employees |
| g. | Use of polygraphs and lineups of personnel in departmental investigations |
| <p>The purpose of the internal affairs unit is to establish a mechanism for the receipt, investigation, and resolution of complaints of officer misconduct. The goal of the unit should be to insure that the integrity of the department is maintained through a system of internal discipline where fairness and justice are assured by an objective and impartial investigation and review.</p> | |

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| Agency Attachments | Review Code: |
| <input type="checkbox"/> Copy of policy relating to above sub categories. Note: If any of the above categories is not covered by policy can simply be documented and sent along with the IA policy. | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |
| Agency Notes | Accreditors Notes/Comments |
| | <input type="checkbox"/> Self-Study Returned to ACLJE <input type="checkbox"/> Self-Study Sent to Commissioners <input type="checkbox"/> Self-Study Returned/Approved by Comm. <input type="checkbox"/> Initial Accreditation Granted by Comm. <input type="checkbox"/> Agency Notified Initial Accreditation <input type="checkbox"/> Agency Request for Commission Visit <input type="checkbox"/> Agency visit by ACLJE Representative <input type="checkbox"/> Final Report sent to Commissioners <input type="checkbox"/> Commission Disapproval- Agency Notified <input type="checkbox"/> Commission Approval- Agency Notified <input type="checkbox"/> Agency Notified- Accreditation Approved |

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| Standard | Standard Category: Investigations |
| 7.03 | Standard Name: Missing Persons Investigations |
| a. | Supervisory and investigator notification requirements |
| b. | Parent/Guardian notifications |
| c. | School administration notifications |
| d. | Coordination between patrol and investigations |
| e. | Coordination with outside law enforcement agencies |
| f. | Use of Amber Alerts and NCIC notifications |
| <p>The policy or procedures for responding to reported missing persons cases should focus on a quick resolution as possible to locating the missing person and getting them the assistance they need (if any). An important part of the policy or procedure is the notification requirements, parent and guardian notifications (where applicable), school administrative notifications, notification of NCIC, and the coordination of the investigation with both internal and external persons/outside law enforcement organizations.</p> | |
| Agency Attachments | Review Code: |
| <input type="checkbox"/> Copy of policy or process relating to above sub categories. <input type="checkbox"/> Copies of any forms used for reporting process and file management, if electronic please mention this is the report. Note: | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |
| Agency Notes | Accreditors Notes/Comments |
| | <input type="checkbox"/> Self-Study Returned to ACLJE <input type="checkbox"/> Self-Study Sent to Commissioners <input type="checkbox"/> Self-Study Returned/Approved by Comm. <input type="checkbox"/> Initial Accreditation Granted by Comm. <input type="checkbox"/> Agency Notified Initial Accreditation <input type="checkbox"/> Agency Request for Commission Visit <input type="checkbox"/> Agency visit by ACLJE Representative <input type="checkbox"/> Final Report sent to Commissioners <input type="checkbox"/> Commission Disapproval- Agency Notified <input type="checkbox"/> Commission Approval- Agency Notified <input type="checkbox"/> Agency Notified- Accreditation Approved |

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|---|---|
| Standard | Standard Category: Investigations |
| 7.04 | Standard Name: Search and Arrest Warrants |
| a. | Drafting of search and arrest warrants |
| b. | Supervisory notification/approval of warrants (if needed) |
| c. | Process for serving outside agency search and arrest warrants on campus |
| d. | Warrant services by department personnel on and off campus |
| <p>The development of a policy or procedures for handling search and arrests warrants should be developed with several issues in mind. First, all personnel should be aware of the process for serving and filing arrest and search warrants in their local jurisdiction. Supervisory oversight is also recommended to have a second review of the warrants by an outside responsible party. Additionally, there needs to be a process for assisting other outside law enforcement organizations in the service of warrants on campus grounds and school personnel.</p> | |

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| Agency Attachments | Review Code: |
| <input type="checkbox"/> Copy of policy relating to above sub categories. Note: | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |
| Agency Notes | Accreditors Notes/Comments |
| | <input type="checkbox"/> Self-Study Returned to ACLJE <input type="checkbox"/> Self-Study Sent to Commissioners <input type="checkbox"/> Self-Study Returned/Approved by Comm. <input type="checkbox"/> Initial Accreditation Granted by Comm. <input type="checkbox"/> Agency Notified Initial Accreditation <input type="checkbox"/> Agency Request for Commission Visit <input type="checkbox"/> Agency visit by ACLJE Representative <input type="checkbox"/> Final Report sent to Commissioners <input type="checkbox"/> Commission Disapproval- Agency Notified <input type="checkbox"/> Commission Approval- Agency Notified <input type="checkbox"/> Agency Notified- Accreditation Approved |

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| Standard | Standard Category: Investigations |
| 7.05 | Standard Name: Specialized Investigations |
| a. | Sexual assaults on campus |
| b. | Child abuse investigations |
| c. | Non-criminal investigations (ex. Organizational lawsuits in civil cases) |
| d. | Outside agency assistance in special investigations |
| <p>Specialized investigations can prove challenging for a campus law enforcement organization. Sex assaults, child abuse, and non-criminal investigations should be a part of a standardized policy or procedure for responding to such cases. On occasion, if the school or university does not have a specialized investigator outside law enforcement assistance may be needed. If this is the case it should be spelled out clearly in the policy or procedure for specialized investigations.</p> | |

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| Agency Attachments | Review Code: |
| <input type="checkbox"/> Copy of policy relating to above sub categories. Note: The policy should also guide supervisory personnel in their responsibilities in these types of investigation and also the patrol response. Some agencies may have outside personnel to investigate these specialized crimes, if so this should be documented and a copy sent along with the report. | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |
| Agency Notes | Accreditors Notes/Comments |
| | <input type="checkbox"/> Self-Study Returned to ACLJE <input type="checkbox"/> Self-Study Sent to Commissioners <input type="checkbox"/> Self-Study Returned/Approved by Comm. <input type="checkbox"/> Initial Accreditation Granted by Comm. <input type="checkbox"/> Agency Notified Initial Accreditation <input type="checkbox"/> Agency Request for Commission Visit <input type="checkbox"/> Agency visit by ACLJE Representative <input type="checkbox"/> Final Report sent to Commissioners <input type="checkbox"/> Commission Disapproval- Agency Notified <input type="checkbox"/> Commission Approval- Agency Notified <input type="checkbox"/> Agency Notified- Accreditation Approved |

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| Standard | Standard Category: Investigations |
| 7.06 | Standard Name: Surveillance |
| a. | Notification of supervisory personnel |
| b. | Notification of patrol personnel |
| c. | Notification of other campus administrative personnel |
| d. | Notification of any surrounding agencies that may have a vested interest |
| e. | Documentation process to be followed |
| A policy or procedures should be developed for surveillance conducted on campus grounds as well as those which may take place off campus grounds that are related to an investigation being conducted by the department. | |

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| Agency Attachments | Review Code: |
| <input type="checkbox"/> Copy of policy relating to above sub categories. Note: Notification of campus personnel our outside agencies may not be warranted, depending upon the investigation. If not the policy should outline that this notification decision should be made by supervisory personnel. | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |
| Agency Notes | Accreditors Notes/Comments |
| | <input type="checkbox"/> Self-Study Returned to ACLJE <input type="checkbox"/> Self-Study Sent to Commissioners <input type="checkbox"/> Self-Study Returned/Approved by Comm. <input type="checkbox"/> Initial Accreditation Granted by Comm. <input type="checkbox"/> Agency Notified Initial Accreditation <input type="checkbox"/> Agency Request for Commission Visit <input type="checkbox"/> Agency visit by ACLJE Representative <input type="checkbox"/> Final Report sent to Commissioners <input type="checkbox"/> Commission Disapproval- Agency Notified <input type="checkbox"/> Commission Approval- Agency Notified <input type="checkbox"/> Agency Notified- Accreditation Approved |

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| Standard | Standard Category: Patrol |
| 8.01 | Standard Name: Police Services |
| a. | Responding to calls for service (emergency and non-emergency) |
| b. | Incident reporting guidelines |
| c. | Department pursuit policy |
| d. | Crime scene investigations |
| e. | Missing children/persons reports |
| f. | Transporting in custody persons to processing facilities |
| g. | Notification of parents, supervisors, and school personnel of arrest |
| h. | Juvenile custody statements |
| i. | Process for handling mentally ill on campus |
| j. | Child abuse/sexual abuse investigative response |
| k. | Traffic direction/control/ enforcement |
| l. | Use of canines |
| m. | Domestic/workplace violence on campus |
| n. | Response to emergency events on campus |
| o. | Departmental profiling policy- data collection process |
| p. | Escort services provided on campus |
| q. | Emergency notification procedures/process for department |
| r. | Response to active shooter or act of terrorism |
| s. | Hazmat training-specialized responses to emergency situations on campus |
| t. | Collection, protection, submittal process for physical evidence |
| u. | Responsibilities of officer for care and use of departmental equipment |
| <p>The functions and objectives of the patrol division are preventative patrol, law enforcement, crime prevention activities, response to calls for service, preliminary investigations of crimes and incidents, arrests and processing of prisoners, traffic direction and control, traffic accident investigation, maintenance of public order, provisions of emergency services, development of positive relationships between citizens and the department, and reporting of information to appropriate organizational components.</p> | |

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| Agency Attachments | Review Code: |
| <input type="checkbox"/> Copy of policy/policies relating to above sub categories. Note: | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |

| Agency Notes | Accreditors Notes/Comments |
|--------------|--|
| | <input type="checkbox"/> Self-Study Returned to ACLJE <input type="checkbox"/> Self-Study Sent to Commissioners <input type="checkbox"/> Self-Study Returned/Approved by Comm. <input type="checkbox"/> Initial Accreditation Granted by Comm. <input type="checkbox"/> Agency Notified Initial Accreditation <input type="checkbox"/> Agency Request for Commission Visit <input type="checkbox"/> Agency visit by ACLJE Representative <input type="checkbox"/> Final Report sent to Commissioners <input type="checkbox"/> Commission Disapproval- Agency Notified <input type="checkbox"/> Commission Approval- Agency Notified <input type="checkbox"/> Agency Notified- Accreditation Approved |

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| Standard | Standard Category: Patrol |
| 8.02 | Standard Name: Use of Force |
| a. | Less than lethal usage |
| b. | Use of lethal force |
| c. | Departmental reporting requirements and review of incidents |
| e. | Medical assistance after use of force incident |
| f. | Use of restraining devices |
| g. | |
| <p>Agencies should develop use of force policies that address use of firearms and other weapons and particular use of force issues such as: firing at moving vehicles, verbal warnings, positional asphyxia, bar arm restraints, and the use of chemical agents. Departmental reporting process and procedures should also be developed and reviewed annually and a process should be in place to review and investigate complaints. Proper use of restraint devices should also be reviewed and a part of officer training as well as providing for or asking for medical assistance after a use of force action for any injured suspects or bystanders who may be injured.</p> | |
| Agency Attachments | Review Code: |
| <input type="checkbox"/> Copy of policy or documentation explaining above sub categories. Note: | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |
| Agency Notes | Accreditors Notes/Comments |
| | <input type="checkbox"/> Self-Study Returned to ACLJE <input type="checkbox"/> Self-Study Sent to Commissioners <input type="checkbox"/> Self-Study Returned/Approved by Comm. <input type="checkbox"/> Initial Accreditation Granted by Comm. <input type="checkbox"/> Agency Notified Initial Accreditation <input type="checkbox"/> Agency Request for Commission Visit <input type="checkbox"/> Agency visit by ACLJE Representative <input type="checkbox"/> Final Report sent to Commissioners <input type="checkbox"/> Commission Disapproval- Agency Notified <input type="checkbox"/> Commission Approval- Agency Notified <input type="checkbox"/> Agency Notified- Accreditation Approved |

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| Standard | Standard Category: Patrol |
| 8.03 | Standard Name: Communications |
| a. | Dispatch of calls for service and requests for non-police services |
| b. | Maintenance of call logs/records |
| c. | Recording of incoming and outgoing calls for service |
| d. | Emergency notifications process- supervisory personnel |
| e. | Coordination of calls for service with outside organizations |
| f. | Writing of internal and external communications (emails, memorandums, etc) |
| <p>Campus dispatchers are responsible for communication and support services to the police and fire departments. The dispatcher coordinates dispatching of emergency police, fire and other public safety equipment by receiving and transmitting radio calls. Dispatch services may also commonly be performed by another outside law enforcement organization.</p> | |

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| Agency Attachments | Review Code: |
| <input type="checkbox"/> Copy of department policy or documentation outlining the above sub categories. Note: | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |
| Agency Notes | Accreditors Notes/Comments |
| | <input type="checkbox"/> Self-Study Returned to ACLJE <input type="checkbox"/> Self-Study Sent to Commissioners <input type="checkbox"/> Self-Study Returned/Approved by Comm. <input type="checkbox"/> Initial Accreditation Granted by Comm. <input type="checkbox"/> Agency Notified Initial Accreditation <input type="checkbox"/> Agency Request for Commission Visit <input type="checkbox"/> Agency visit by ACLJE Representative <input type="checkbox"/> Final Report sent to Commissioners <input type="checkbox"/> Commission Disapproval- Agency Notified <input type="checkbox"/> Commission Approval- Agency Notified <input type="checkbox"/> Agency Notified- Accreditation Approved |

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| Standard | Standard Category: Patrol |
| 8.04 | Standard Name: Searches on Campus |
| a. | Searches of students on/off campus |
| b. | Searches of staff/employees on campus |
| c. | Vehicle searches on campus |
| d. | Suspicious packages searches on campus |
| e. | Use of canines in searches on campus |
| f. | Stop and frisk searches on/off campus |
| g. | Completion of search inventories by personnel |
| h. | Administrative searches – notification of law enforcement, law enforcement presence. |
| <p>Campus law enforcement may often be tasked with searches conducted on campus. It is important that a policy or procedure be developed to address how searches are to be conducted by employees and under what circumstances they may take place. Administrative searches (if this is applicable) should also be addressed in the policy and procedure regarding searches on or off campus.</p> | |
| Agency Attachments | Review Code: |
| <input type="checkbox"/> Copy of policy or document relating to above sub categories relating to searches on campus. Note: higher education policing may not use administrative searches, if this is the case simply indicate this when report is sent in. | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |
| Agency Notes | Accreditors Notes/Comments |

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| | <ul style="list-style-type: none"><input type="checkbox"/> Self-Study Returned to ACLJE<input type="checkbox"/> Self-Study Sent to Commissioners<input type="checkbox"/> Self-Study Returned/Approved by Comm.<input type="checkbox"/> Initial Accreditation Granted by Comm.<input type="checkbox"/> Agency Notified Initial Accreditation<input type="checkbox"/> Agency Request for Commission Visit<input type="checkbox"/> Agency visit by ACLJE Representative<input type="checkbox"/> Final Report sent to Commissioners<input type="checkbox"/> Commission Disapproval- Agency Notified<input type="checkbox"/> Commission Approval- Agency Notified<input type="checkbox"/> Agency Notified- Accreditation Approved |
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| Standard | Standard Category: Patrol |
| 8.05 | Standard Name: Arrests on Campus |
| a. | Notification of dispatch, supervisory personnel ,and school administration |
| b. | Processing procedures for arrested individuals |
| c. | Transportation of arrested individuals |
| d. | Interview and interrogations of arrested individuals |
| e. | Search of prisoners prior to transport |
| f. | Process for dealing with status offenders |
| g. | Alternatives to arrest/use of discretion |
| <p>A policy focused on arrests on and off campus should be developed regarding the issues listed above. Officer should be trained in the process of an arrest (where to take individual, paperwork required, notifications of arrest, etc) , the rules for suspect transports, searches of offenders at the scene, process for handling status offense cases (if this applies), and also should be trained in the possible alternatives to arrest.</p> | |
| Agency Attachments | Review Code: |
| <input type="checkbox"/> Copy of policy relating to above sub categories. <input type="checkbox"/> Alternatives to arrest training. <p>Note: Although alternatives to arrest are primarily an educational tool for classified personnel in today’s world of close scrutiny of handling student custody matters by outside persons and organizations it is recommended that officers receive training in the available alternatives to arrest.</p> | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |
| Agency Notes | Accreditors Notes/Comments |
| | <input type="checkbox"/> Self-Study Returned to ACLJE <input type="checkbox"/> Self-Study Sent to Commissioners <input type="checkbox"/> Self-Study Returned/Approved by Comm. <input type="checkbox"/> Initial Accreditation Granted by Comm. <input type="checkbox"/> Agency Notified Initial Accreditation <input type="checkbox"/> Agency Request for Commission Visit <input type="checkbox"/> Agency visit by ACLJE Representative <input type="checkbox"/> Final Report sent to Commissioners <input type="checkbox"/> Commission Disapproval- Agency Notified <input type="checkbox"/> Commission Approval- Agency Notified <input type="checkbox"/> Agency Notified- Accreditation Approved |

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| Standard | Standard Category: Patrol |
| 8.05 | Standard Name: Health and Safety |
| a. | Written guidelines regarding airborne and blood pathogens |
| b. | Organization provides soft body armor and requires its use by officers |
| c. | Reporting procedures following exposure to infectious diseases |
| d. | Use of safety restraints by officer and passengers while operating vehicles |
| <p>A policy or procedure to be followed in the event of officer or employee contact with airborne and blood pathogens should be developed. Organizations should, when funding is available, provide soft body armor for its officers and develop written standards for the use of such body armor. Officers as well as staff should be made aware of the reporting process to follow following a possible exposure. Use of restraints by officers to control unruly suspect being transported should also be developed and officers training in proper restraint methods.</p> | |

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| Agency Attachments | Review Code: |
| <input type="checkbox"/> Copy of policy relating to above sub categories. Note: | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |
| Agency Notes | Accreditors Notes/Comments |
| | <input type="checkbox"/> Self-Study Returned to ACLJE <input type="checkbox"/> Self-Study Sent to Commissioners <input type="checkbox"/> Self-Study Returned/Approved by Comm. <input type="checkbox"/> Initial Accreditation Granted by Comm. <input type="checkbox"/> Agency Notified Initial Accreditation <input type="checkbox"/> Agency Request for Commission Visit <input type="checkbox"/> Agency visit by ACLJE Representative <input type="checkbox"/> Final Report sent to Commissioners <input type="checkbox"/> Commission Disapproval- Agency Notified <input type="checkbox"/> Commission Approval- Agency Notified <input type="checkbox"/> Agency Notified- Accreditation Approved |

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| Standard | Standard Category: Records |
| 9.01 | Standard Name: Records |
| a. | Incident reporting and records keeping of incidents |
| b. | Availability of reports- to whom available |
| c. | Open records requests process |
| d. | Process for disposal of records no longer needed by department |
| <p>A policy or procedure regarding incident reporting process and keeping of incident records by the officer and the department should be developed. Officers and staff should also be made aware under what circumstances that an incident report may be released to an outside party and to whom the person needs to be directed to for this service. The department should have either a policy or a procedure for responding to open records requests and for the disposal of records no longer needed by the department.</p> | |

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| Agency Attachments | Review Code: |
| <input type="checkbox"/> Copy of policy or documentation of procedures relating to above sub categories. | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |
| Agency Notes | Accreditors Notes/Comments |
| | <input type="checkbox"/> Self-Study Returned to ACLJE <input type="checkbox"/> Self-Study Sent to Commissioners <input type="checkbox"/> Self-Study Returned/Approved by Comm. <input type="checkbox"/> Initial Accreditation Granted by Comm. <input type="checkbox"/> Agency Notified Initial Accreditation <input type="checkbox"/> Agency Request for Commission Visit <input type="checkbox"/> Agency visit by ACLJE Representative <input type="checkbox"/> Final Report sent to Commissioners <input type="checkbox"/> Commission Disapproval- Agency Notified <input type="checkbox"/> Commission Approval- Agency Notified <input type="checkbox"/> Agency Notified- Accreditation Approved |

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| Standard | Standard Category: Training and Development |
| 10.01 | Standard Name: Training Needs Assessment |
| a. | Completion of assessment or explanation of training selection process. |
| <p>The purpose of a training needs assessment is to identify performance requirements and the knowledge, skills, and abilities needed by an agency's workforce to achieve the requirements. An effective training needs assessment will help direct resources to areas of greatest demand. The assessment should address resources needed to fulfill organizational mission, improve productivity, and provide quality products and services.</p> | |

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| Agency Attachments | Review Code: |
| <input type="checkbox"/> Copy of training needs assessment or explanation of training selection processes. Note: A specialized campus law enforcement training needs assessment was completed by the executive director of ACLJE and is available upon request. | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |
| Agency Notes | Accreditors Notes/Comments |
| | <input type="checkbox"/> Self-Study Returned to ACLJE <input type="checkbox"/> Self-Study Sent to Commissioners <input type="checkbox"/> Self-Study Returned/Approved by Comm. <input type="checkbox"/> Initial Accreditation Granted by Comm. <input type="checkbox"/> Agency Notified Initial Accreditation <input type="checkbox"/> Agency Request for Commission Visit <input type="checkbox"/> Agency visit by ACLJE Representative <input type="checkbox"/> Final Report sent to Commissioners <input type="checkbox"/> Commission Disapproval- Agency Notified <input type="checkbox"/> Commission Approval- Agency Notified <input type="checkbox"/> Agency Notified- Accreditation Approved |

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| Standard | Standard Category: Training and Development |
| 10.02 | Standard Name: Administrative and Records |
| a. | Designation of training supervisor and coordinator |
| b. | Notification of training opportunities to officers and civilian personnel |
| c. | Training records kept by department |
| d. | Training records sent to state certification organization by department |
| e. | Instructor qualifications (state license, or other) |
| The department should have a set policy or procedure for the above listed subcategories regarding the administrative and records keeping needs of the department. | |
| Agency Attachments | Review Code: |
| <input type="checkbox"/> Copy of policy or documentation relating to above sub categories. <input type="checkbox"/> Documentation showing how officers are notified of training. <input type="checkbox"/> Records keeping should include course content and lesson plans for internal training, name and performance of attendees, bio of training officer, and copies of any tests given. <input type="checkbox"/> External training officer should provide documentation for departments' records. <input type="checkbox"/> Documentation/statement of how training is reported to states certifying organization <input type="checkbox"/> Copy of approved instructor list within the department. Note: | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |
| Agency Notes | Accreditors Notes/Comments |
| | <input type="checkbox"/> Self-Study Returned to ACLJE <input type="checkbox"/> Self-Study Sent to Commissioners <input type="checkbox"/> Self-Study Returned/Approved by Comm. <input type="checkbox"/> Initial Accreditation Granted by Comm. <input type="checkbox"/> Agency Notified Initial Accreditation <input type="checkbox"/> Agency Request for Commission Visit <input type="checkbox"/> Agency visit by ACLJE Representative <input type="checkbox"/> Final Report sent to Commissioners <input type="checkbox"/> Commission Disapproval- Agency Notified <input type="checkbox"/> Commission Approval- Agency Notified <input type="checkbox"/> Agency Notified- Accreditation Approved |

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| Standard | Standard Category: Training and Development | |
| 10.03 | Standard Name: Field Training Program | |
| a. | Selection of field training officers | |
| b. | Curriculum standardization | |
| c. | Reporting responsibilities of FTO officers | |
| d. | Training rotation of FTO officers and trainee | |
| e. | Remedial training (if provided) | |
| f. | Supervision of FTO officers | |
| g. | Ongoing review of field training process | |
| <p>Field training plays an important part in the effective training of new recruits. Through exposure to actual street experience and the accompanying field problems, patrol situations, investigations, and crime incidents, the recruit learns to apply classroom principles to live situations. The field training experience is also used to see if a new recruit can function effectively as a police officer. The department may also see an overall improvement in the relationship between the police and the campus community. Specifically, these programs can reduce the number of civil liability complaints and lawsuits against the police department.</p> | | |
| Agency Attachments | | Review Code: |
| <input type="checkbox"/> Copy of policy or documentation relating to the above sub categories. Note: | | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |
| Agency Notes | | Accreditors Notes/Comments |

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| | <ul style="list-style-type: none"><input type="checkbox"/> Self-Study Returned to ACLJE<input type="checkbox"/> Self-Study Sent to Commissioners<input type="checkbox"/> Self-Study Returned/Approved by Comm.<input type="checkbox"/> Initial Accreditation Granted by Comm.<input type="checkbox"/> Agency Notified Initial Accreditation<input type="checkbox"/> Agency Request for Commission Visit<input type="checkbox"/> Agency visit by ACLJE Representative<input type="checkbox"/> Final Report sent to Commissioners<input type="checkbox"/> Commission Disapproval- Agency Notified<input type="checkbox"/> Commission Approval- Agency Notified<input type="checkbox"/> Agency Notified- Accreditation Approved |
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| Standard | Standard Category: Training and Development |
| 10.04 | Standard Name: Annual Training Requirement |
| a. | Mandatory training required by state certifying organization or department |
| b. | Annual firearms qualifications |
| Policies or procedures need to be in place to notify employees of required training programs by the state certifying organization. At a minimum annual firearms recertification should take place and the results recorded by the departments training unit or person responsible for training records retention. | |

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| Agency Attachments | Review Code: |
| <input type="checkbox"/> Copy of policy or documentation relating to above sub categories. Note; | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |
| Agency Notes | Accreditors Notes/Comments |
| | <input type="checkbox"/> Self-Study Returned to ACLJE <input type="checkbox"/> Self-Study Sent to Commissioners <input type="checkbox"/> Self-Study Returned/Approved by Comm. <input type="checkbox"/> Initial Accreditation Granted by Comm. <input type="checkbox"/> Agency Notified Initial Accreditation <input type="checkbox"/> Agency Request for Commission Visit <input type="checkbox"/> Agency visit by ACLJE Representative <input type="checkbox"/> Final Report sent to Commissioners <input type="checkbox"/> Commission Disapproval- Agency Notified <input type="checkbox"/> Commission Approval- Agency Notified <input type="checkbox"/> Agency Notified- Accreditation Approved |

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| Standard | Standard Category: Training and Development |
| 10.05 | Standard Name: Use of Force |
| a. | Review and certification for approved weapons (lethal and non-lethal) |
| b. | Certification/training for use of non-lethal weapons |
| c. | Firearms qualifications |
| d. | Medical assistance after the use of non-lethal weapons |
| All classified personnel who are assigned lethal and non-lethal force equipment should be trained and certified in the proper use of such weapons and a process for recertification should be developed by the department on a set time schedule determined by the department. | |

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| Agency Attachments | Review Code: |
| <input type="checkbox"/> Copy of policy or documentation relating to above sub categories. Note; | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |
| Agency Notes | Accreditors Notes/Comments |
| | <input type="checkbox"/> Self-Study Returned to ACLJE <input type="checkbox"/> Self-Study Sent to Commissioners <input type="checkbox"/> Self-Study Returned/Approved by Comm. <input type="checkbox"/> Initial Accreditation Granted by Comm. <input type="checkbox"/> Agency Notified Initial Accreditation <input type="checkbox"/> Agency Request for Commission Visit <input type="checkbox"/> Agency visit by ACLJE Representative <input type="checkbox"/> Final Report sent to Commissioners <input type="checkbox"/> Commission Disapproval- Agency Notified <input type="checkbox"/> Commission Approval- Agency Notified <input type="checkbox"/> Agency Notified- Accreditation Approved |

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| Standard | Standard Category: Training and Development | |
| 10.06 | Standard Name: New Supervisor Training | |
| a. | Educational standards for position | |
| b. | Approved time to meet educational requirements for position | |
| c. | Specialized management training | |
| d. | Approval of outside management classes | |
| Supervisory training programs should the new supervisor with a structured educational program and standardized evaluation system that spells out exactly what is expected and the acceptable standards of performance. This provides the newly promoted supervisor with feedback on how they are doing overall, areas where job performance is acceptable and areas where improvement is needed. | | |
| Agency Attachments | | Review Code: |
| <input type="checkbox"/> Copy of policy or documentation relating to above sub categories. Note: Besides the mandatory training required by the department for new supervisors all supervisory personnel should be encouraged to seek outside supervisory training opportunities. | | <input type="checkbox"/> Self-Study <input type="checkbox"/> Accreditor Observation |
| Agency Notes | | Accreditors Notes/Comments |
| | | <input type="checkbox"/> Self-Study Returned to ACLJE <input type="checkbox"/> Self-Study Sent to Commissioners <input type="checkbox"/> Self-Study Returned/Approved by Comm. <input type="checkbox"/> Initial Accreditation Granted by Comm. <input type="checkbox"/> Agency Notified Initial Accreditation <input type="checkbox"/> Agency Request for Commission Visit <input type="checkbox"/> Agency visit by ACLJE Representative <input type="checkbox"/> Final Report sent to Commissioners <input type="checkbox"/> Commission Disapproval- Agency Notified <input type="checkbox"/> Commission Approval- Agency Notified <input type="checkbox"/> Agency Notified- Accreditation Approved |

Application & Renewal Fee Schedule

Applications for Accreditation

| | |
|--------------------|----------|
| Initial Applicant | \$0.00 |
| Annual renewal Fee | \$500.00 |

Membership User Fees

***The following user and sustaining fees apply to institutions/programs currently accredited by ACLJE:**

Site Visit for Final Accreditation \$2000.00

Note: The \$2000.00 is a deposit for accreditation site visits by commission representatives and must be received by ACLJE before a final site visit will be scheduled. Depending upon organizations size one or two representative may be sent, with the estimated time of organizational review at 3 days, however this may vary depending upon organization size. The organization will be responsible for reimbursement of ACLJE for representative site visit expenses, such as hotel, air fare (if any) and vehicle reimbursement/rentals, meals and any other reasonable expenses incurred by the representatives. An honorarium for ACLJE representatives of \$450.00 a day is required to reimburse these professionals for their services. The organization will include in their payment this fee and ACLJE will be responsible for remuneration of ACLJE representatives. A full billing and accounting statement will be included in the institutions billing from ACLJE for their records.

Site Visit for Continuing Accreditation \$2000.00

Note: Please see above explanation for the original site visit as those fees also apply for the re-evaluation of the campus law enforcement organization (this occurs five years from date of original approval of full accreditation of the organization by ACLJE). The \$2000.00 is a deposit only, all expenses incurred by ACLJE and its representatives (evaluators) for the site visit must be paid by the organization to ACLJE if they desire to remain accredited.

Show-Cause Fees and Complaint Hearings \$250.00

As a cost savings initiative ACLJE encourages the use of video conferencing software for all communications needs for responding to any shown cause directive issued by ACLJE. ACLJE uses ooVoo teleconferencing software for all teleconferencing needs; this software is free for the organization at <http://www.oovoo.com/download.aspx> . If an onsite visit is requested by the organization the visit will be reimbursed by the campus law enforcement organization to ACLJE at the rates shown under "Site Visit for Continuing Accreditation".

Appeal Fee (denial, withdrawal) \$250.00

Late Submission Fee \$250.00

If received after Commission-directed deadline. Note: a show-cause directive will be issued after 60 days)