

FRAMINGHAM POLICE DEPARTMENT		Next Review Date: Annually
Subject: Police Accreditation		Effective Date: 08/10/2009; Rev. 09/09/2022; 12/01/2022
Category: 01 – Organization and Administration		Expiration Date: Indefinite
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: 11.4.3 , 33.5.3 , 33.5.4		POLICY 01-4
Distribution: Police Department	Issuing Authority <i>Lester Baker</i> Lester Baker Chief of Police	

Policy Statement

The Accreditation Process is a modern management model that presents a blueprint to promote the efficient use of resources and improves service delivery.

Accreditation provides the department an opportunity to voluntarily demonstrate that we meet an established set of professional standards which:

- Require us to develop a comprehensive, well thought out, uniform set of writtendirectives. This is one of the most successful methods for reaching administrative and operational goals, while also providing direction to personnel.
- Provide the necessary reports and analyses to make fact-based, informedmanagement decisions.
- Require a preparedness program be put in place - so that we are ready to address natural or man-made critical incidents.

- Strengthen the department's accountability, both within the agency and the community, through a continuum of standards that clearly define authority, performance, and responsibilities.
- Can limit the department's liability and risk exposure because it demonstrates that recognized standards for law enforcement have been met, as verified by a team of independent outside agency assessors.
- Facilitates an agency's pursuit of professional excellence.

References

Massachusetts Police Accreditation Commission, Inc-6th Edition Standards (MPAC)
Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA)

Special Terms

Accreditation Manager- Employee designated by the Chief to coordinate and maintain the Accreditation process.

Written Directive- Policy, Procedure, Memorandum, Rule or Regulation

Written Directive Review Schedule- An automated schedule that will notify the Accreditation Manager monthly via email which polices are to be reviewed.

Policy Description

I. Procedure

- A. Assessment: Every three years the department will undergo an assessment of accreditation standards to ensure compliance
- B. The Accreditation Manager will ensure that the written directive system is accurate and updated to reflect current procedures and legal criteria. Prior to the release of any new or revised written directive, the Accreditation Manager will ensure that the directive does not conflict with any existing directive. The Accreditation Manager will review policies and procedures at least annually. [S]he will use the Written Directive Review Schedule.

- C. Inspections, Reviews and Tests: There are several periodic inspections, reviews and tests of departmental systems, facilities and training that are required for accreditation. The Accreditation Manager will maintain a schedule of these events on Microsoft Outlook with an email notification sent to the person[s] responsible for compliance. The Accreditation Manager will track the progress of these time sensitive events and ensure they are completed and documented. The events are referred to in individual policies and are outlined in the schedule below:

Standard	Policy	Frq	Location	Position
72.6.2-Holding Facility. First Aid Kit Insp.	400-2	W	Outlook Calendar	Day C.O.
12.2.1-Written Directives		A	W/D Review	DC/Admin/Exec.Off,
81.3.2-Emergency Generator Testing	N/A	M	Outlook Calendar	D/C Admin/Exec.Off.
84.1.6- Property Room Inspection	600-2	SA	Outlook Calendar	Chief 's Designee
1.1.9-Weapons Inspection at re qualification	50-4	A	Outlook Calendar	Training Officer
1.1.11-Use of Force & F/A's Training/Duty to Intervene	50-4	A	Outlook Calendar	Firearms Coordinator
1.1.14-Use of Force Analysis	100-4	A	Outlook Calendar	DC Operations
21.1.1 – Job Description Review	2022-02	3Y	Outlook Calendar	DC/Admin
46.1.10 -Active Threat Training	2019-15	BA	Outlook Calendar	Firearms Coordinator
41.2.7- Mental Health Training	100-14	BA	Outlook Calendar	DC Administration
26.1.3-Re-Issue Sexual Harassment Policy	10-9	A	Outlook Calendar	D/C Admin
33.5.1-Legal Update Training at I/S	N/A	A	Outlook Calendar	Training Officer
41.2.2-Analysis of Vehicular Pursuits	100-6	A	Outlook Calendar	DC Operations
72.2.1-DPH Holding Facility Inspection	N/A	A	Outlook Calendar	D/C Admin/Exec.Officer
72.3.1-Testing Holding Fac. Fire Det. Equip.	400-2	A	Outlook Calendar	D/C Admin/Exec.Officer
81.3.2-Test Emergency Generator	N/A	A	Outlook Calendar	D/C Admin/Exec Officer
84.1.6-Audit of Property & Evidence	600-2	A	Outlook Calendar	Chief's Designee
84.1.6-Unannounced Inspection Prop & Evid	600-2	A	Outlook Calendar	Chief's Designee
26.0.2-Code of Ethics Training All Personnel	10-8	BA	Outlook Calendar	D/C Admin/ExecOfficer
1.1.11-Training Less Lethal & Weaponless	100-4	BA	Cert. Schedule	Firearms Coordinator
72.1.1- Holding Facility Re-Training	400-2	3Y	Outlook Calendar	DC Administration
1.1.9-Weapons and Ammunition Checks	50-4	A	Outlook Calendar	Firearms Coordinator
11.1.2-Organizational Chart	01	A	Outlook Calendar	D/C Admin/Exec.Officer
81.2.8-Dispatch & 911 Tapes Kept for 1 Year	C/M	A	Outlook Calendar	Communication Coordinator
17.5.2- Operational Readiness	50-14	A	Outlook Calendar	Executive Officer
82.1.6-Computer Password Audits	800-5	A	Outlook Calendar	IT
61.3.4-Review of Crossing Guard Sites	300-5	A	Outlook Calendar	Safety Officer
17.4.2-Accounting Cash Activities	100-18, 50-1	Q	Outlook Calendar	Admn Aide, BCI Comm.

II. Training

- A. New Hires- All newly hired employees (sworn and civilian) will meet with the Accreditation Manager or his/her designee during orientation to discuss the accreditation process. **33.5.3**
- B. The Accreditation Manager will undergo Accreditation Manager training or its equivalent conducted by MPAC within one year after [s]he is appointed to such function. **33.5.4**
- C. The Accreditation Manager is responsible for ensuring that all agency personnel assigned to the accreditation process receives training through the commission. **33.5.4**

II. Administrative Reports (See addendum A) 11.4.1 Custodian of Records- Administration

ADDENDUM A

Administrative Reports

ADMINISTRATIVE SERVICES				
Name of Report	Prepared by	Purpose of Report	Frequency	Distribution
Use of Force Analysis	Crime Analyst	To reveal trends/patterns id training/policy issues	Annual	Sworn, Dept. Webpage
Pursuit Analysis	Crime Analyst	To reveal trends/patterns id training/policy issues	Annual	Sworn, Dept. Webpage
Biased-Free Policing Analysis	Crime Analyst	To reveal trends/patterns id training/policy issues	Annual	Sworn, Dept. Webpage
Evidence Inspections	Assigned by DC	Document property control	Annual/semi, unannounced	Executive Officer/DC Administration
City Report	Admin. Services	Document staffing, crime reporting, revenues, etc.	Annual	Admin/Mayor
Weekly Bulletin	Crime Analyst	Documents crimes, arrests, warrant,missing persons etc.	Weekly	Department Wide

