

# AGENCY PREPARATIONS FOR STATE CERTIFICATION ON-SITE ASSESSMENT

## Agency Responsibilities

1. Participation in the Certification Process
  - Contact Law Enforcement Agency Certification Program Director to obtain application to participate in the certification program.
  - Complete all forms and return with certification fees to the Program Director.
  - **Attend the Certification Manager's Course. (Required)**
  - Request all waivers for review by Certification Committee to be approved prior to 90 days before the on-site; appear before Certification Committee if necessary.
  - Begin building files.
2. File Review
  - Conduct a complete file review and ensure all files are complete with all required and necessary standards and proofs of compliance.
  - Make arrangements to have an experienced certification manager of a certified agency or state assessor to perform a preliminary assessment of all files.
  - GPAC also offers file review assistance.
3. Conduct a Final Review of All Certification Files to Ensure That:
  - Files and folders are clean and neat.
  - Folders are in proper numbering order.
  - SSR forms are completed and in proper folders.
  - Documents in each folder are in proper order.
  - Color-coding is neat, consistent throughout, and only necessary areas are colored.
  - Alpha (A B C) divider sheets with support documentation are used for bullets and are in order.
  - Each file contains all identified documentation listed on the SSR form.
  - All waivers that have been granted and documentation received should be placed in the appropriate folders.
4. Contact the Program Director's Office for Assistance (D. Mike Edwards – 770-495-9650)
  - Schedule dates for an on-site with the Program Director.
  - Ask questions/get information from the Program Office.
  - The Program Director will schedule the assessment.
  - Send a letter to the Program Director requesting an on-site.
5. Contact Team Leader Prior To The On-Site
  - Discuss individual assessor needs and follow-up phone contacts.
  - Discuss lodging, food, travel expenses.
  - Set arrival date, time and location.
  - Provide travel information.
  - Discuss refreshment needs for assessors during the on-site (i.e. juice, coffee, soda, etc.)
  - Discuss set up of workroom (tables, layout, location of files, pens, chalk board/dry easel/flip chart, SOP manuals, sticky notes, highlighter, paper, trays, trash can, etc.)
  - Discuss location of workroom (security, privacy, proximity to certification manager, etc.)

- Ask if there are special needs for an assessor.
6. Contact assessor (and shadow assessor) prior to on-site
- To provide information regarding the onsite (hotel lodging, food, directions, location of the on-site, time to meet first day of assessment)
  - Identify any special needs assessor may have.
  - Answer any questions.

## **Pre- On-Site Preparations**

### 1. Pre- On-Site Preparations

- Make arrangements at hotel for lodging.
- Make arrangements for food/travel /other expense money for assessors; make arrangements to cash expense checks.
- Have expense money available for assessors the first day.
- Make arrangements with departmental contacts and other individuals/locations who will be or might be interviewed by an assessor (personnel director, chief, sheriff, deputy sheriffs, staff personnel, captains, specialized unit supervisors, etc.)
- Know which personnel will be available during the on-site.
- Schedule meeting with Chief/Sheriff/Director and assessors first morning of on-site if possible (If unavailable, next level of supervision)
- Select agency member(s) to assist with the on-site, make sure they are as informed as possible.
- Meet with agency Chief/Sheriff/Director and review pending on-site and their role.
- Prepare resource list of materials that will be available for viewing by assessors.
- Prepare list of eating establishments for assessors to refer to (describe type of food and directions to the location)

### 2. Preparations For Off Site Inspections

- Communications, precincts, courts; firing range, holding facilities, impound areas, property/evidence storage areas, special units or projects.
- Make necessary arrangements prior to the on-site for a visit during the on-site.
- Make plans for arrangement for transportation to and from the location.

### 3. Suggestions for Room Set-Up

- 1 – table per assessor (discuss with the Team Leader)
- Files in room with assessors in file cabinet, boxes, crates, etc.
- Chalk board, dry easel board or flip chart with plenty of markers, chalk and eraser.
- Room should be in an area with few distractions.
- Keep assessor room closed while assessors are at work.
- Set up an area for refreshments for assessors (coffee, sodas, juice, fruit, donuts, etc.)
- Table with resource materials on it (for materials/books, etc. that are referenced in the files but the material is too big to go in file – normally large volume items).
- List of resource materials for each assessor to reference.
- In/out trays for folders being returned to certification manager for additional work.
- Have a phone in the room if possible.
- Waste basket in room for each assessor if possible.

## State Certification On-Site

1. Role Of Agency Personnel Assigned To The On-Site Team
  - Assist with final review of certification files.
  - Ensure files are complete, proper color coding was used, alpha cover sheets for bullets, sufficient documentation in file [policy, report samples, charts, maps, brochures, etc., SSR form is complete and accurate.
  - Assist with transporting assessors to off site locations to be observed or visited.
  - Assist with introducing assessors to individuals they will meet and interview.
  - Answer questions secure additional documentation; make copies, run errands, etc.
  - Retrieve folders placed in tray for additional work, work on file to complete file as requested by assessor or discuss comments with assessor if disagree with comments.
  - Secure lunch on days when assessors eat inside.
  
2. On-Site Orientation
  - Participate in orientation.
  - Review on-site assessment procedures with team leader and assessors and their role during the on-site.
  - Identify process for review and discussion of problem files, team leader has final authority.
  - Review procedures for file return for additional work, time frame for return to assessors and process to follow if problem arises regarding returned file.
  
3. On-Site Assessment
  - Schedule meeting with agency head and certification manager (and any others the CEO invites to meeting) prior to beginning on-site if possible to review on-site assessment process. Formal introductions are made at this time. If agency head is unavailable, meet with next supervisor in line and certification manager.
  - Conduct a tour of agency, overview of operations of agency.
  - Work sessions each day, assessors will determine how early they come in and how late they will need to stay each day.
  - Remember, ALL files MUST be reviewed and approved prior to end of assessment for the on-site to become a successful final on-site with recommendations for certification.
  - If all files are not completed prior to the end of the assessment, the agency will not be recommended for certification or re-certification.
  - Participate in exit interview with assessors, and agency head (if agency head is unavailable, meet with next in line)
  
4. After The On-Site
  - Copies of final report forwarded to the following by the team leader:
    - a. The Program Director, D. Mike Edwards
    - b. G.P.A.C. secretary
    - c. Agency certification manager
    - d. Agency head
    - e. Other assessor

- Recommendations are made to the Joint Review Committee by the Program Director.
- Agency is notified of Joint Review Committee's decision. If certification is granted, it will be valid for a period of five years. Agency must submit an annual report certifying continuing compliance with standards. If certification is deferred, the Committee will advise the agency what it must do to become certified.
- If certification is granted, awards will be presented at the summer or winter conference.

NOTE: It is recommended that the Agency join and participate in the Georgia Police Accreditation Coalition, Inc. (See: [www.gpacinc.com](http://www.gpacinc.com))

There are many State Certification Managers and Assessors around the state that will be glad to help you with file review and also answer any questions. Contact the Program Director or GPAC for this assistance.