

**WINTER HAVEN POLICE DEPARTMENT**

**GENERAL ORDER 13.3**

**ACCREDITATION MANAGEMENT**

**ACCREDITATION STANDARDS: CALEA – 11.4.3, 33.5.4**

**EFFECTIVE DATE: June 8, 1995**

**RESCINDS: G.O 13.3, April 2, 2012 and all applicable Amended/Temporary Orders  
prior to January 5, 2018**

**LAST REVISED DATE: January 5, 2018**

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This general order contains the following numbered sections:

- I.** Accreditation Unit
  - II.** Bureau Commanders / Supervisors
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**POLICY**

It is the policy of the Department, to maintain an accreditation management system for ensuring that periodic reports, reviews, and other activities mandated by applicable accreditation standards are accomplished. (CALEA 11.4.3)

**PURPOSE**

The purpose of this order is to establish an Accreditation Management System, which provides authority for administration of the Accreditation process and the delegation of responsibilities to those involved.

**SCOPE**

This order shall apply to all Department members.

**DISCUSSION**

Due to the complex, changing and continuous nature of the Accreditation progress, it is necessary to assign accountability, responsibility and a system of review to ensure continued compliance with Accreditation standards. Providing policy and procedures that meet and/or exceed the minimum requirements set forth by the Commission on Accreditation for Law Enforcement Agencies (CALEA) or Commission for Florida Law Enforcement Accreditation (CFA) and maintaining the directives in current compliance is the responsibility of the Accreditation Administrator.

## **PROCEDURE**

### **I. Accreditation Unit**

- A.** The Accreditation Administrator and members, who may assist, shall have direct access to all Bureau Commanders, and any other members whose expertise and/or authority is needed for the successful operation of the Accreditation process.
- B.** Bureaus and components will be provided with a list of required reports along with their due dates. These reports are necessary to maintain accreditation status and to achieve re-accreditation. (CALEA 11.4.3)
- C.** The Accreditation Administrator shall notify respective Bureaus and Divisions of due compliance forms and standards directives at least 30 days prior to their due date. All members notified of an item due shall comply with the notification.
- D.** The Accreditation Administrator shall maintain a log system to ensure that periodic reports, reviews, and other activities mandated by accreditation standards are accomplished. (CALEA 11.4.3)
- E.** Department members assigned to the position of accreditation administrator shall receive specialized accreditation manager training within one (1) year of being appointed. (CALEA 33.5.4)

### **II. Bureau Commanders / Supervisors**

- A.** Bureau Commanders shall be responsible for all orders pertaining to their Bureaus. If Bureaus or other components have separate procedural orders, those orders shall be approved by the Chief of Police. These orders, even though separate from the General Orders, are required to be reviewed at least biennially as with any other order. The Accreditation Administrator will be supplied with copies of all separate procedural orders.
- B.** It shall be the responsibility of all supervisors to ensure continued compliance with all applicable standards. The Accreditation Administrator shall assist all components in maintaining compliance.

### **III. Members**

- A.** All members shall cooperate with the Accreditation Administrator and shall furnish and provide access to all necessary reports or other proofs of compliance as required by General Orders or the Accreditation Administrator.
- B.** All members shall provide upon request all proofs of compliance requested by the Accreditation Administrator. The specific nature of the proof of compliance

needed will be defined by the Accreditation Administrator in accordance with the Commission on Accreditation for Law Enforcement Agencies (CALEA) or the Commission for Florida Law Enforcement Accreditation (CFA).

**IV. Definitions**

- A. *Proof of Compliance* – A verification by documentation that the department fully complies with the letter and spirit of the standard.



**APPROVED**

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**Charles E. Bird  
CHIEF OF POLICE**