

**WINTER HAVEN POLICE DEPARTMENT**

**GENERAL ORDER 33.7**

**ACCREDITATION FAMILIARIZATION**

**ACCREDITATION STANDARDS: CALEA 33.5.3; CFA 10.03**

**EFFECTIVE DATE: February 2, 1996**

**RESCINDS: G.O. 33.7, June 15, 2012 and all applicable Amended/Temporary Orders prior to January 5, 2018**

**LAST REVISED: January 5, 2018**

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**CONTENTS**

This general order contains the following numbered sections:

- I. Familiarization
  - II. Definitions
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**POLICY**

It shall be the policy of the Winter Haven Police Department to familiarize all members with the accreditation process.

**PURPOSE**

The purpose of this order is to establish a procedure whereby all Departmental members are familiar with the accreditation process.

**SCOPE**

This order shall apply to all Department members.

**PROCEDURE**

**I. Familiarization**

- A. Familiarization with the accreditation process will be provided to Department personnel as follows:
  - 1. Newly hired Personnel – Newly hired employees shall receive familiarization during the initial training period. (CALEA 33.5.3a)
  - 2. Self-Assessment – All Department employees shall receive familiarization during the self-assessment associated with achieving accreditation.(CALEA 33.5.3b)

3. On-Site Assessment – All Department personnel shall receive familiarization just prior to an on-site assessment associated with the initial accreditation and each re-accreditation. (CALEA 33.5.3c)

**B.** Familiarization shall include:

1. The history and background of accreditation and the Department's involvement;
2. The accreditation process
3. The goals and objectives of accreditation
4. The advantages of accreditation and its impact on the Department

**C.** Familiarization shall be provided in the following methods:

1. The Accreditation Administrator shall provide all new employees with instruction on the accreditation process.
2. During the self-assessment and just prior to the on-site assessment, employees will receive memos and updates.

**II. Definitions**

- A. *On-Site* – Accreditation assessors examine proofs of compliance to verify that the agency complies with applicable standards.
- B. *Self-Assessment* – The process the agency enters into to achieve compliance with applicable standards, establish proofs of compliance and to facilitate the on-site review.

APPROVED



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**Charles E. Bird  
CHIEF OF POLICE**