

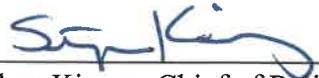


# DAVIE POLICE DEPARTMENT

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## ACCREDITATION MANAGEMENT

Revised: February 5, 2021  
Effective: February 12, 2021

Approved:   
Stephen Kinsey, Chief of Police

### I. PURPOSE:

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The purpose of this general order is to establish an accreditation management system which provides direction to personnel associated with the accreditation process and guidelines of the program for all members of the department.

### II. POLICY:

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It shall be the policy of the Davie Police Department to achieve and maintain accredited status in an effort to constantly improve professionalism throughout the agency. The department shall maintain a system that includes planning and research, reports and reviews, inspections, policy development, training, and other activities required to ensure compliance with the set of standards established by the accrediting organization.

### III. DEFINITIONS:

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- A. **Accreditation** – The bestowing of credentials symbolizing approval from a professional organization upon practitioners or specific institutions. It is a progressive and time proven way of helping organizations evaluate and improve their overall performance.
- B. **Commission for Florida Law Enforcement Accreditation (CFA)** – An accrediting body established in 1993 per Florida State Statute 943.125 which directed the Florida Sheriff's Association and the Florida Chief's Association to create a voluntary law enforcement accreditation program. The Commission meets regularly to oversee the accreditation program and to officially accredit agencies that have passed the rigorous review process.

### IV. PROCEDURES:

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#### A. AUTHORITY OF ACCREDITATION MANAGER

1. The accreditation manager is selected by and reports directly to the Chief of Police or designee. The authority of the accreditation manager is delegated directly from the Office of the Chief.
2. The accreditation manager and staff are organized within the Administrative Support Division to ensure consistency and proper coordination with personnel selection, orientation, training, policy development, and adherence to mandated standards of the accrediting body.

3. The accreditation manager is considered a facilitator and coordinator for agency personnel as well as the liaison to the accrediting organization.
4. The accreditation manager shall be granted direct access to command staff and other members whose expertise or authority is needed for the successful execution of the accreditation process.

#### B. DUTIES AND RESPONSIBILITIES OF ACCREDITATION MANAGER

1. Shall assist in the design of new programs, systems, procedures, or equipment to improve the performance of the department in compliance with applicable standards.
2. Will review a wide variety of complex and technical issues concerning law enforcement standards and the accreditation process.
3. Keep abreast of all aspects of the accreditation process, including proposed changes to the standards and assess the impact of changes on current policies and procedures of the agency.
4. Shall develop, update, and revise department policies in accordance with the accrediting organization's requirements; organizational and procedural changes within the department; legal updates; and submit proposed policies to the appropriate and affected authorities for review and implementation.
5. Will create and maintain appropriate files and records to demonstrate compliance with professional standards.
6. Properly prepare and submit required reports to the accrediting organization.
7. Inform department members regarding any planned on-site inspections and assist with the preparation of the department for both mock and actual on-site inspections of the agency, the facility, personnel, and equipment.
8. Keep the Chief of Police, or designee, updated and submit reports as to the status of the accreditation process.
9. Shall provide information to the Chief of Police or designee and department members regarding any changes to the status of accreditation through memorandums and updates.
10. The accreditation manager shall develop systems and be provided sufficient staff to ensure continued compliance with the standards and to achieve reaccreditation status.

#### C. DUTIES AND RESPONSIBILITIES OF SUPERVISORS

1. All department supervisors are responsible for ensuring that all of their employees are in compliance with all applicable standards.
2. All department supervisors are responsible for periodically reviewing department policies to ensure operational procedures are current and accurate. Committees of personnel may be appointed to

review such policies and shall forward a copy of his/her proposals for amendments or changes to be reviewed by the accreditation manager.

3. Every supervisor must comply, on a timely basis, with any requests for proofs of compliance by the accreditation manager.

#### D. DUTIES AND RESPONSIBILITIES OF DEPARTMENT MEMBERS

1. Upon being hired, all department members will be authorized to access all written directives and standard operating procedure manuals through the electronic database system. All members will, become knowledgeable regarding the official policies and procedures of the Davie Police Department.

#### E. DUTIES AND RESPONSIBILITIES OF THE TRAINING UNIT

1. The role of department training, including both in-service and mandatory training, has significant impact on the accreditation process. The members assigned to the Training Unit shall become specifically familiar with those aspects of the accreditation process that are relevant to training.
2. Training curriculum and programs, lesson plans, and training bulletins or legal updates must be reviewed to ensure adherence to department policies and compliance with professional standards.

#### F. TRAINING

1. Newly hired department members shall receive training during his/her orientation phase regarding the accreditation process to include: the history and background of accreditation; goals and objectives; involvement and impact on the department; and the advantages of attaining accreditation.
2. The accreditation manager and staff shall attend training workshops, seminars, and conferences relevant to the accreditation process.