Site-Based Assessment Checklist

Refer to CALEA's Guide to Successful Accreditation Management (CGSAM)

- Chapter 4 – The Initial Assessment
- Chapter 5 - Reaccreditation

<u>**INITIAL ACCREDITATION**</u>

The initial assessment process includes a remote web-based file review and a site-based visit to confirm compliance and ensure policy is being placed into practice. Your agency has been working on getting your written directives in order as well as providing proofs of compliance for each standard and has determined that you have completed the first self-assessment process. It is now time for you to reach out to your Regional Program Manager, who will consult with agency representatives to confirm assessment readiness and provide an overview of the assessment process. Use the checklist below as a resource with scheduling, tracking, and meeting timelines as you prepare for both the remote and site-based assessments. Use the CALEA Guide to Successful Accreditation Management (CGSAM) and your Regional Program Manager as resources.

<u>**Date Completed**</u>

___/___/___ Send Regional Program Manager Assessment Request from CEO

___/___/___ Pay Site-Based Assessment Fees *(Remote web-based and Site-Based Reviews will not be scheduled until fees are paid)*

___/___/___ Schedule the Remote web-based and Site-based assessment

___/___/___ Complete Pre-Assessment Review (Mock) **OPTIONAL**

___/___/___ Follow up from recommendations from pre-assessment review **IF APPLICABLE**

___/___/___ Provide accreditation training/familiarization/information, as applicable, to agency personnel (Law Enforcement *Standard 33.5.3c,* Communications *Standard 5.2.9c*, Training Academy *Standard 4.7.4c*, and Campus Security *Standard 18.5.3c*)

___/___/___ Prepare all your standards for review in PowerDMS – must be completed for 100% web-based review approximately 40 days prior to site-based assessment

___/___/___ Complete and return logistical information to Kim Crannis-Curl kcrannis@calea.org

___/___/___ Complete CIMRS Information, once access to CIMRS is provided (https://accreditation.calea.org)

      ___/___/___ Agency Profile & number of Authorized Full Time Personnel

      ___/___/___ CEO Profile

      ___/___/___ Community Profile

      ___/___/___ Agency History

      ___/___/___ Agency Structure

      ___/___/___ Successes

      ___/___/___ Future Issues

      ___/___/___ Community Feedback

      ___/___/___ Statistical Data

      ___/___/___ Agency Contact Information

___/___/___ Assign Compliance Service Member to your Assessment in PowerDMS

___/___/___ Identify your suggested 'Areas of Focus'

___/___/___ Plan for Agency Display (Law Enforcement and Campus Security)

___/___/___ Develop Public Information Plan

      ___/___/___ Public Notice

      ___/___/___ Media Release

___/___/___ Meet with Site-Based Assessment Team via conference call. Discussion to include:

- Site-Based Agenda
- Areas of Focus
- Interviews and Observations as determined by the Site-Based Assessment Team

___/___/___ Assign Site-Based Team Members to Assessment in PowerDMS

___/___/___ Establish work area for site-based assessment team

___/___/___ Verify your Public Information Activities

      ___/___/___ Phone working

      ___/___/___ Location and recording of Public Information Session, if applicable

      ___/___/___ Media Releases submitted

___/___/___ Arrange for transportation of site-based assessment team from and to airport

___/___/___ Arrange to have a vehicle for the site-based assessment team's use during the assessment.

REACCREDITATION

Your agency has just completed its year 3 remote web-based CSM review so now is the time to begin preparing for your final review (year 4) and site-based assessment. Begin by taking early steps to help ensure nothing is missed, making the process smoother, and providing a better-quality assessment for the agency. During the period nearing the Site-Based Assessment is when the Regional Program Managers occasionally receive a panicked phone call from an Accreditation Manager because something has been missed. The Accreditation Manager often did not know they needed something or is new to the position and did not get the information passed down from the previous Accreditation Manager. Below is a list of a few important steps to avoid that panicked feeling and allow you to start preparing ahead of time. Use the CALEA Guide to Successful Accreditation Management (CGSAM) and your Regional Program Manager as resources.

Date Completed

___/___/___ Complete Pre-Assessment Review (Mock), if desired **OPTIONAL**

___/___/___ Follow up from recommendations from pre-assessment review **IF APPLICABLE**

___/___/___ Complete, Review & Edit CIMRS Information (https://accreditation.calea.org)

___/___/___ Provide accreditation training/familiarization/information, as applicable, to agency personnel (Law

Enforcement *Standard 33.5.3c,* Communications *Standard 5.2.9c*, Training Academy *Standard 4.7.4c*,

and Campus Security *Standard 18.5.3c*)

___/___/___ Assign Compliance Service Member to your Assessment in PowerDMS

___/___/___ Complete Year 4 web-based review approximately 40 days prior to site-based assessment

___/___/___ Complete and return logistical information to Kim Crannis-Curl kcrannis@calea.org

___/___/___ Identify your suggested 'Areas of Focus'

___/___/___ Develop Public Information Plan

   ___/___/___ Public Notice

   ___/___/___ Media Release

___/___/___ Meet with Site-Based Assessment Team via conference call. Discussion to include:

- Site-Based Agenda
- Areas of Focus
- Interviews and Observations as determined by the Site-Based Assessment Team

___/___/___ Assign Site-Based Team Members to Assessment in PowerDMS

___/___/___ Establish work area for site-based assessment team

___/___/___ Verify your Public Information Activities

    ___/___/___ Phone working

    ___/___/___ Location and recording of Public Information Session, if applicable

    ___/___/___ Media Releases

___/___/___ Arrange for transportation of Site-Based Assessment team from and to airport

___/___/___ Arrange vehicle for the site-based assessment team's use during the assessment.