Accreditation Process **Quick Guide**

The CALEA **5-STEP** Accreditation Process

We believe it's important for you to know what to expect, so we've put together this Quick Guide to provide an overview of the process. For a detailed description, please refer to the CALEA Guide to Successful Accreditation Management provided through PowerDMS™.

We suggest that your agency start by contacting the assigned Regional Program Manager (RPM) to discuss enrollment. Before enrolling, we recommend:

· Conversing with governing bodies and leadership for support and identifying financial or organizational issues

· Reviewing the agency's strengths, weaknesses, opportunities and threats (SWOT analysis)

· Planning for initial accreditation fees and continued financial support

1 Enrollment
2 Self-Assessment
3 Assessment
4 Award
5 Reaccreditation

Enrollment is your first step, and it's a simple one

· Contact RPM

· Access the enrollment section on the CALEA website to download forms

· Sign all enrollment forms and email to CALEA Staff

You'll have either 36 or 24 months to complete this step

· Develop relationship with RPM

· Create, modify written directive system

· Ensure practice and policy are working in concert

· Attend CALEA Conferences for accreditation PowerDMS™ training

· Identify key stakeholders

· Join an Accreditation Support Network

· Monitor standards for updates

· Generate proofs and include in accreditation files to verify compliance with standards

· Conduct initial informal review

· Contact RPM to schedule assessment

During this step, you'll prepare for a site-based assessment

· Coordinate with CALEA staff to prepare and submit agency information and assessment documentation

· Participate in remote web-based assessment of accreditation documentation

· Participate in site-based assessment

· Review assessment report provided to agency

If compliance requirements are achieved, the Commission awards accreditation

· Attend the Commission Review Committee Hearing and Awards Banquet at the next CALEA Conference

· Transition to the reaccreditation model

· Promote achievement to the community

Reaccreditation is an ongoing quality performance review of the agency

· Maintain agency information & statistical tables

· Submit annual reports to CALEA

· Participate in annual web-based assessment

Also in the fourth year:

· Participate in site-based assessment

CONTINUOUS MAINTENANCE OF ACCREDITATION PROCESS

CALEA®
THE GOLD STANDARD IN PUBLIC SAFETY

REACCREDITATION
the four-year review cycle

YEAR 1
- Status Report #1
- Update agency information and statistical tables
- Web-based assessment

YEAR 2
- Status Report #2
- Update agency information and statistical tables
- Web-based assessment

YEAR 3
- Status Report #3
- Update agency information and statistical tables
- Web-based assessment

YEAR 4
- Status Report #4
- Update agency information and statistical tables
- Web-based assessment
- Site-based assessment
- Commission Review