



HOWARD COUNTY SHERIFF'S OFFICE

GENERAL ORDER ADM-29 ACCREDITATION MANAGEMENT

EFFECTIVE JULY 30, 2009

This General Order contains the following numbered sections:

- I. POLICY
- II. ROLE & AUTHORITY
- III. RESPONSIBILITIES
- IV. TRAINING

I. POLICY

The Howard County Sheriff's Office (HCSO) shall establish and maintain an accreditation management system that provides authority for the administration of the accreditation process and the delegation of responsibilities to those involved.¹

II. ROLE & AUTHORITY

- A. Due to the complex, changing, and continuous nature of the accreditation process, it is necessary to assign accountability, responsibility, and a system of review to ensure continued compliance with accreditation standards.
- B. The Accreditation Manager is, therefore, responsible for the following:
 - 1. Ensuring the policies and procedures of the HCSO meet or exceed the minimum requirements set forth by the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA).
 - 2. Ensuring the accreditation standard files are current and demonstrate the HCSO's continuing compliance with applicable standards.
- C. The Accreditation Manager shall be permitted to communicate directly with any employees whose expertise or assistance is required for the successful operation of the accreditation process.
- D. All employees are expected to cooperate with the Accreditation Manager in the Office wide effort to achieve accreditation status. Reports, documentation, and other requested proofs of compliance must be submitted in a timely manner.
- E. The Accreditation Manger will report directly to the Community Services Division Commander. The CSD Commander will assist the Accreditation Manager in ensuring that all HCSO employees comply with submission requirements and deadlines.

III. RESPONSIBILITIES

- A. In January of each year, the Accreditation Manager will prepare and distribute a list of those reports, documentation, or other required proofs of compliance to the HCSO employees responsible for their production.
 - 1. Due to the changing nature of the accreditation process, it may become necessary for the Accreditation Manger to request additional proofs of compliance during the year.

¹ CALEA 11.4.3

2. The Accreditation Manager must define the specific nature of those additional proofs of compliance required.
 - B. Employees shall submit all necessary annual, semi-annual, quarterly, monthly, weekly, and daily reports, documentation, or other proofs of compliance in a timely manner, as required by the Accreditation Manager. Employees encountering difficulties in meeting scheduled submission due dates must notify the Accreditation Manager prior to the scheduled due date.
 - C. Division Lieutenants are responsible for ensuring continued compliance with all applicable standards by employees under their command. This will be accomplished by reviewing proofs of compliance, personal observations, inspections, or any other method deemed necessary by the Division Lieutenant.
 - D. The Sheriff, Chief Deputy, Community Services Division Commander, and Accreditation Manager will meet quarterly to assess the current status of the accreditation process.

IV. TRAINING

The position of Accreditation Manager is specialized and requires familiarization with the accreditation process. Upon assignment to the position of Accreditation Manager, an HCSO employee will receive specialized accreditation manager training within one (1) year of their date of appointment. This training will include, at a minimum, information on the essential components of the process, the CALEA standards manual, and file maintenance.²

Authority:

James F. Fitzgerald
Sheriff

² CALEA 33.5.4