



WEBER COUNTY SHERIFF'S OFFICE
POLICY AND PROCEDURES

FAMILIARIZATION WITH ACCREDITATION PROCESS

EFFECTIVE DATE: 12/11/2001 AMENDS/SUPERCEDES: STANDARD NUMBER: 33.5.3; 33.5.4	REVIEW DATE: 07/16/09 REVISION DATE: 07/16/09 APPROVED: _____ Sheriff Signature
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23.19.1 Purpose

To ensure all agency and accreditation personnel are properly trained and familiar with accreditation goals and objectives.

23.19.2 Rationale

CALEA accreditation is now the standard by which the Weber County Sheriff's Office governs itself. All agency personnel need to be familiar with and assist in the continued success of the CALEA Accreditation status

23.19.3 Definitions

Accreditation Manager: The assigned deputy, preferably of rank, which will organize, maintain and manage all accreditation affairs and documentation.

CALEA Team: All Bureau, Section or Unit supervisors whose expertise will be called upon to provide the necessary documentation of accreditation requirements to the accreditation manager.

Directives: Any applicable policies and/or laws by which the office is governed.

Proofs: Documentation that CALEA standards, office policies and state and local laws are being adhered to.

23.19.4 Policy

- A. The Weber County Sheriff's Office is dedicated to the accreditation process, therefore, each employee will be instructed in the processes for accreditation/reaccreditation, to provide a historical perspective and to emphasize the importance of accreditation to the Office.
 - 1. Each newly hired employee will be familiarized with the accreditation process by the accreditation manager and/or through training arranged through the training coordinator.
- B. The Office will apply for reaccreditation as required. During the reaccreditation process and before the actual application is made, all employees will be retrained in the following areas regarding reaccreditation:
 - 1. History and background of accreditation.
 - 2. The Office's involvement in the process.
 - 3. The reaccreditation process.
 - 4. The goals and objectives of accreditation.
 - 5. The advantages of accreditation.
 - 6. The impacts on the Office.
- C. Such familiarization may be achieved by such means as classroom instruction, newsletter, memo, general meetings, and periodic attendance by assigned staff at meetings of the Commission for Law Enforcement Agencies (CALEA).
- D. The position of accreditation manager is very specialized and requires familiarization with the accreditation process. The accreditation manager shall receive specialized training within one year of assignment to the accreditation manager position

23.19– Familiarization with Accreditation Process

and should attend at least one (1) CALEA Conference during the assessment period.

Participation in a Police Accreditation Coalition (PAC) is encouraged.