1.7 PLANNING AND ACCREDITATION

**PURPOSE**

To outline the procedures for the Department’s Planning and Accreditation Unit.

**POLICY**

The Department’s Planning and Accreditation Unit (PAU) along with the Policy Review Committee (PRC) shall research, develop, and establish policy and procedure to efficiently operate the organization. Effective long range planning and the development of resources are necessary to assist the administrative staff to efficiently operate the TPD. The Chief of Police designates the PAU to fulfill and coordinate these functions. <12.2.1 c>

**PROCEDURE**

A. Planning and Accreditation Unit Operations

1. The Executive Officer to the Chief is a position with the rank of lieutenant and shall supervise the PAU. The Executive Officer shall report directly to the Chief of Police.
2. The PAU is staffed with a Sergeant and a non-sworn Senior Project Manager.

B. Research and Planning Function

1. The PAU shall support administrative functions through research and information collection.
2. All components of the department will assist the PAU by supplying requested information.
3. The PAU will assist in the preparation of various Department reports by supplying statistical data and relevant information as needed.

C. Administration of the Written Directive System

1. The PAU Senior Project Manager along with the PRC is responsible for development, review, storage, distribution, and administration of the written
directive system as outlined in General Order 1.1 “Department Manual and Written Directives”. <12.2.1 e>

2. All requests for new or revised policies shall be forwarded to the PAU Senior Project Manager. The Senior Project Manager and PRC shall review the policy to ensure that: <12.2.1 i>

   a. It does not duplicate or conflict with existing policy;
   b. It complies with relevant state statutes and city ordinances;
   c. It does not conflict with current labor contracts;
   d. It follows city personnel code; and
   e. It follows accreditation standards.

3. The PAU shall ensure all General Orders follow a review process that includes: <12.2.1 i>

   a. Task review by subject matter experts;
   b. Legal advisor input;
   c. Command staff and/or PRC; and
   d. Final approval by Deputy Chief and Chief.

4. The PAU shall maintain an electronic file system of policies that includes.

   a. Copies of all current policies;
   b. The history of the development of the policy; and
   c. Copies of any policy that was revised or rescinded in the past five years.

D. Accreditation

The PAU Senior Project Manager is responsible for the Department's accreditation program and shall serve as the Accreditation Manager. Responsibilities include:

1. Monitoring standards to ensure the Department's compliance;
2. Working with Bureau Commanders to ensure necessary accreditation actions/activities are completed to assure accreditation compliance;
3. Ensuring that Power DMS contains:

   a. The most current version of the Department’s written directive applicable to that particular standard; and
   b. Documentation or proofs that establish compliance.

4. Serving as the Department’s point of contact for the accreditation process and coordinate all activities with the CALEA program manager; and
5. Submitting CALEA’s annual report.