

# **POLICE DEPARTMENT HANOVER PARK, ILLINOIS**



**DIRECTIVE:** 106-A

**REFERENCE STANDARDS:** 33.5.3      33.5.4

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**SUBJECT:** Accreditation

**POLICY:** It is the policy of the Hanover Park Police Department to seek, achieve, and maintain law enforcement agency accreditation from the Commission on Accreditation of Law Enforcement Agencies, Inc., CALEA.

## **I. PROCEDURE**

### **A. Accreditation Manager**

1. The Accreditation Manager is accountable directly to the Chief of Police on all accreditation and policy development issues.
2. The Accreditation Manager is responsible for managing the process of accreditation and the written directive system, which include the substantive content of policies and procedures.

## **II. BUDGET: FINANCIAL RESOURCES**

- A. The Accreditation Office shall receive sufficient financial resources to effectively manage the written directive system and to insure continued ability to monitor and manage the accreditation process.
- B. The Accreditation Manager shall coordinate budget with the Deputy Chief of Support Services.

## **III. COMPLIANCE WITH CALEA STANDARDS**

- A. The Police Department shall comply with all CALEA Standards, both Mandatory and Other Than Mandatory, unless determined to be Not Applicable by Function, otherwise waived by the Commission, or in the case of Other Than Mandatory standards, determined to be impractical by the Chief of Police.

## **IV. MOCK ASSESSMENT**

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### **POLICE OPERATIONS MANUAL**

**Dir.#:** 106-A

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**Rev:** 08/28/2020

### **VILLAGE OF HANOVER PARK**

**Rescinds:**

**Auth:**

- A. This department may conduct a mock assessment preceding an on-site visit or annual file review pursuant to accreditation or re-accreditation.

V. ACCREDITATION TRAINING (33.5.3b)

- A. All department personnel shall receive information regarding the accreditation process during the self-assessment phase associated with achieving initial accreditation. The accreditation manager shall be responsible for ensuring this occurs.

VI. INTERNAL DEPARTMENT TRAINING

- A. New employees shall receive information regarding the accreditation process within thirty days after employment begins or within thirty days of completing the recruit academy. In practice, this should occur during the initial phase of the field training program or during initial orientation training as provided to civilian employees. (33.5.3a)

VII. GOALS AND OBJECTIVES

- A. Reaccreditation shall remain a part of the Police Department's annual goals and objectives process.

VIII. ACCREDITATION MANAGER TRAINING (33.5.4)

- A. Any agency employee assigned to the position of accreditation manager shall receive specialized accreditation manager training within one year of being appointed. At a minimum, the training should include information on the essential components of the process, the standards manual, file maintenance, and the panel review process. It is preferred that the accreditation manager attend at least one CALEA Conference during the current award period and participate in membership of the Illinois Police Accreditation Coalition.
- B. The accreditation manager shall be responsible for providing appropriate training to other agency personnel assigned to the accreditation process.