

DEPARTMENT GENERAL ORDER 06-08

OFFICE of the CHIEF OF POLICE
REPLACES/AMENDS: None

DATE: July 18, 2006

ACCREDITATION MANAGER TRAINING

I. PURPOSE:

The role of accreditation manager is very specialized and requires familiarization with the accreditation process. To meet these requirements, the following guidelines describe the types and sources of training that an accreditation manager should avail themselves of to effectively manage the accreditation process.

II. SPECIALIZED TRAINING.

At a minimum, specialized training should include information on the essential components of the accreditation process, the standards manual, file maintenance (Appendix G), and the panel review process. Additional training should address the CACE computerized file management system, status updates, annual report process, and mock assessments.

Formal specialized training may also be supplemented via the CALEA web site Forum where accreditation managers discuss a wide variety of topics related to the accreditation standards and process.

III. TRANSITIONAL TRAINING.

In the event a change of accreditation managers occurs, the individual assuming the position shall receive specialized accreditation manager training within one (1) year of being appointed. This should be obtained via attendance at Missouri Police Accreditation Coalition meetings and CALEA conferences.

IV. CONFERENCE ATTENDANCE.

The accreditation manager will (consistent with budgetary necessities) attend at least one CALEA conference during the initial self-assessment period or current award period.

BY ORDER OF:

THOMAS J. BYRNE
Chief of Police

TJB:dld
CALEA Reference: 33.5.4