

# Georgia State Patrol Policy Manual

<b>SUBJECT</b> <b>ACCREDITATION</b>	<b>POLICY NUMBER</b> <b>21.02</b>
<b>DISTRIBUTION</b> <b>ALL EMPLOYEES</b>	<b>DATE</b> <b>8/17/2001</b>

## 21.02.1 Purpose

The purpose of this policy is to define the responsibilities of each member of the Georgia State Patrol with regard to accreditation and certification of the department. Specifically, it outlines the duties and responsibilities of the Agency Certification Coordinator, as well as the general duties and responsibilities of every member of the department. Further, this policy is intended to communicate the total commitment and dedication of the Georgia State Patrol to achieving these goals.

## 21.02.2 Policy

The Georgia State Patrol will strive to achieve and maintain accredited status with the Commission on Accreditation for Law Enforcement Agencies (CALEA) and certification through the Georgia Association of Chiefs of Police. After achieving such accreditation and certification, the GSP will strive to achieve reaccredited status at the appropriate intervals.

## 21.02.3 Procedures

- A. Responsibilities of the Agency Certification Coordinator
1. The Director, with approval of the commissioner, will designate an Agency Certification Coordinator who will be responsible for ensuring that the Georgia State Patrol achieves and maintains accredited status.
  2. The Agency Certification Coordinator will keep all GSP personnel informed through announcements at staff meetings, training sessions, and through internal memorandums as the GSP moves through the accreditation process.
  3. The Agency Certification Coordinator will be responsible for submitting the required annual reports and payment of required fees in compliance with CALEA's due dates.
  4. The Agency Certification Coordinator will conduct periodic self-assessments and will arrange for a mock assessment prior to the on-site assessment by CALEA-appointed assessors.
  5. The Agency Certification Coordinator will maintain a system for ensuring that reports, reviews, and other activities mandated by accreditation standards are accomplished.

## B. Agency Compliance

1. All employees are responsible for complying with the CALEA standards applicable to their job tasks.
2. Division Directors and Post/Unit Supervisors will ensure that standards applicable to their operations are supported by appropriate documentation and that periodic reports required by the standards are completed and submitted to the Agency Certification Coordinator by the specified dates.
3. Division Directors and Post/Unit Supervisors will ensure that any policy they implement is in compliance with accreditation standards. When there is a question in this regard, the Division Director or Post/Unit Supervisor should contact the Agency Certification Coordinator, or a member of the Agency Certification Section of the Georgia State Patrol, to obtain guidance regarding applicable standards.
4. As the need arises, GSP personnel throughout the agency will assist with policy drafting, supplying proofs of compliance with standards, and/or other tasks necessary to achieve and maintain accreditation.
5. All divisions and units within the Georgia State Patrol shall provide full cooperation to the Agency Certification Coordinator in the effort to achieve and maintain accredited/certified status. This includes, but is not limited to, providing access to records and reports, responding to requests for information by specified dates, and participating in meetings related to the accreditation/certification process.