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| GREAT BARRINGTONPOLICE DEPARTMENT POLICY & PROCEDURE NO. **4.37** | EFFECTIVEDATE:06/24/2010  |
| REVISION DATE: |
| MASSACHUSETTS POLICE ACCREDITATION STANDARDS**11.4.3; 33.5.3** |
| REVIEWDATE: 10/6/2022 |

**ACCREDITATION MAINTENANCE SYSTEM**

**I. POLICY:**

 The Great Barrington Police Department will utilize an Accreditation Maintenance System, ensuring that periodic reports, reviews, and other activities mandated by applicable accreditation standards are accomplished. The system shall be under the supervision of the Accreditation Manager, who shall have direct access to the Chief of Police on matters of Accreditation, Staff Inspections, Crime Analysis, Training, and any special projects as directed by the Chief. **[11.4.3]**

Whenever this policy refers to **Officer(s),** this will refer to only “sworn” employees of the Great Barrington Police Department. Whenever this policy refers to **Member(s),** this will refer to all “sworn” and “non-sworn” employees of the Great Barrington Police Department.

**II. RESPONSIBILITY FOR SERVICES AND RESOURCES:**

 1.The basic function of the Accreditation Maintenance System shall include:

 a. Establish and maintain the Department’s system for monitoring compliance with Accreditation Standards, in writing.

 b. Serve as a resource in law enforcement planning and research matters.

 c. Assist in the development of short and long range Department goals and objectives.

 d. Analyze and report on various Department Programs, prepare summary reports for management.

 e. Perform and assist in the development of special projects as directed by the Chief of Police or his designee.

 f. Act as a liaison between the Department and other agencies in relation to planning and research activities.

 g. Analyze operational activities and conduct surveys.

2. The Accreditation Manager shall assist in the development and any subsequent updates to a Multi-year Plan that shall include:

 a. Long term goals and objectives.

 b. Anticipated workload and population trends.

 c. Anticipated personnel levels.

 d. Anticipated capital improvements and equipment needs.

 e. Provisions for review and revisions.

3. All units of the Police Department may utilize Planning and Research Functions. All analysis will be distributed to the unit requiring the information and any other component, which may be affected by the information.

4. All available resources shall be made available to the Accreditation Maintenance System through computer access to the department central records system, the town and department network systems, and Internet access to state and other agencies.

**III. OTHER FUNCTIONS:**

1. **Accreditation:** The Accreditation Manager shall be responsible for providing policies and procedures that meet or exceed the minimum requirements set forth by the Massachusetts Police Accreditation Commission (MPAC), and maintaining these policies in compliance. Policies shall be reviewed biennially by the Chief and/or the Accreditation Manager. The Accreditation Manager shall be responsible for ensuring that periodic reports, reviews and other activities mandated by applicable accreditation standards are accomplished through the collection of compliance documentation, and audits conducted once per quarter.

All file folders designated for accreditation compliance shall be updated regularly by the Accreditation Manager, in accordance with all standards set by the Massachusetts Police Accreditation Commission. In the event that a change or update is made, a copy of the change/update along with a Massachusetts Police Accreditation Commission checklist shall be placed in a folder designated for the standard. All Use of Force Reports and Vehicular Pursuit Reports will be completed and copies placed in both the case file and the designated file folder for each in the Chief’s Office. The Accreditation Manager shall update the accreditation file folder with any such reports upon review and approval.

 An annual review of all Use of Force Reports and Vehicular Pursuit Reports shall be conducted by the Chief of Police within the first quarter of each calendar year and a final report placed in the corresponding accreditation file.

 At least annually, the Chief of Police will direct that an unannounced inspection of the agency’s property and evidence storage area be conducted. Semi-annually there will be inspections of the property and evidence storage area.

 An audit of the property and evidence storage area will be conducted annually. See Policy and Procedure 6.02.

 A calendar, dedicated exclusively for Accreditation Maintenance, along with a color-coded file system, shall be utilized to identify time-sensitive activities that need to be monitored by time period as follows:

* **YELLOW:** Items that must be checked and documented with **Each Individual Incident.**
* **GREEN:** Items that must be checked and documented on a **Weekly basis.**
* **BLUE:** Items that must be checked and documented on a **Monthly basis.**
* **PURPLE:** Items that must be checked and documented on a **Quarterly basis** (every three months).
* **LT. BLUE:** Items that must be checked and documented on a **Semi-Annual basis** (every six months).
* **RED:** Items that must be checked and documented on an **Annual** basis (yearly).
* **TAN:** Items that must be checked and documented on a **Biennial** basis (every two years).
* **LT.GREEN:** Items that must be checked and documented on a **Triennial** basis (every three years).

In addition, Microsoft Outlook calendar system shall be utilized to sort and maintain all time sensitive activities, reviews and reports needed for accreditation, and to serve as a reminder when these are due.

An objective of the Accreditation Maintenance System is to re-establish standards compliance whenever an area of non-compliance is revealed.

2. **Special Projects:** The Chief of Police may assign projects that require research, analysis, and planning to develop and evaluate alternate resolution strategies. These projects will be assigned to the person or organizational component with the greatest level of expertise and experience in the subject matter. The Command Staff may be responsible to perform and/or assist in the development of all special projects assigned.

3. **Inventory:** Sergeants shall ensure that an adequate supply of all forms which are common to the entire Department are available.

4. **Distribution:** All forms which are common to the entire Department will be available in the Booking Area or Communications Center or in the Department share-drive.

**IV. TRAINING:**

 All Department Members shall receive information and familiarization on the accreditation standards and accreditation process. **[33.5.3]**

Issued by: Chief Paul E. Storti

