



## Cover Memorandum

### Accreditation Management, JHPD Directive #205

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#### **Purpose of the Directive**

The purpose of this Directive is the establishment of an accreditation management process that provides authority for administering the accreditation process, assigns responsibility for completion of standard-related work, ensures the accomplishment of accreditation-related reports, and reviews activities that demonstrate the Johns Hopkins Police Department's (JHPD's) adherence to best practices.

#### **Summary of Directive Requirements**

In conformance with the Community Safety and Strengthening Act (CSSA) and public safety best practices, JHPD has entered the Self-Assessment process for Law Enforcement Accreditation with the Commission on Accreditation for Law Enforcement, Inc. (CALEA®). As part of this effort, JHPD has established an accreditation management process to assign accountability and responsibility for the continued compliance with accreditation standards.

This Directive sets forth the role of the Accreditation Manager, whose duties include: ensuring that JHPD policies and procedures meet or exceed the minimum CALEA requirements; ensuring that the accreditation standard files are current and demonstrate compliance with applicable standards; and maintaining liaison with CALEA and the Chesapeake Regional Law Enforcement Accreditation Alliance. Under authority of the Chief of Police, the Accreditation Manager will be appointed and permitted to operate independent from the normal chain of command. The Directive establishes requirements for complying with requests for documentation/proof of compliance with CALEA standards that are made by the Accreditation Manager.

#### **Blueprint for the Policy Development Process**

The draft JHPD policies (hereinafter referred to as "directives") shared for community feedback are based on examples of 21st century best practices in public safety policy, identified through extensive benchmarking of university and municipal law enforcement agencies across the nation. Taken together, they represent a comprehensively progressive approach to policing that prioritizes equity, transparency, accountability, and community-based public safety strategies.

The JHPD's draft directives embody approaches that community advocates and leading experts have championed locally and in law enforcement reform efforts across the nation. The draft directives have also been developed based on input received through robust community engagement in prior phases of JHPD development, including suggestions received in the legislative process as well as last fall's Memorandum of Understanding (MOU) public comment period and feedback opportunities.

In addition, the directives were drafted to exceed the minimum requirements of the Constitution and laws of the United States and the State of Maryland, to align with the Community Safety and Strengthening Act (CSSA) and to fulfill the requirements of the MOU between the Johns Hopkins

University and the Baltimore Police Department. The Hopkins community and our neighbors throughout Baltimore can help improve and strengthen these directives further through their feedback and input.

Material that was considered in the drafting of the Directive and Procedure Manual, include:

**a. Publicly available policies from municipal police departments that have undergone substantial reform efforts**, including: the New Orleans Police Department; Seattle Police Department; Portland Police Department; Detroit Police Department; Ferguson Police Department; and Baltimore Police Department;

**b. National guidance on best practices and model policies from criminal justice reform efforts, social science research centers, and civil rights organizations**, including: the Leadership Conference on Civil and Human Rights; American Civil Liberties Union (ACLU), including the ACLU of Massachusetts’s “Racially Just Policing: Model Policies for Colleges and Universities”; the International Association of Chiefs of Police (IACP); the Police Executive Research Forum (PERF); U.S. Department of Justice Office of Community Oriented Policing Services (COPS Office); The Justice Collaboratory (The JC) at Yale University Law School; and The Center for Innovation in Community Safety (CICS) at Georgetown Law School.

**c. National and local higher education institutions that are based in comparable environments and make policies publicly available**, including: Carnegie Mellon University; Morgan State University; Towson University; University of Chicago; University of Cincinnati; University of Maryland, Baltimore County; University of Pennsylvania; and Yale University.

To ensure that the proposed directives captured national best practices in community-focused public safety services, the development team collaborated with independent experts from two organizations: National Policing Institute (the Institute), a non-profit dedicated to advancing excellence in policing through research and innovation, and 21CP Solutions, an expert consulting team of former law enforcement personnel, academics, civil rights lawyers, and community leaders dedicated to advancing safe, fair, equitable, and inclusive public safety solutions. Each directive was reviewed by experts selected by both organizations, who provided feedback, suggestions, and edits that were fully incorporated into the current draft.

Finally, individuals and organizations representing the diversity of the Johns Hopkins University community provided feedback to ensure the policies and procedures reflect and respond to the values of our institution and to our community’s public safety service needs.

Now they are available for your review. Johns Hopkins is committed to adopting, incorporating, or otherwise reflecting recommended changes and feedback in the final version of policies so long as feedback is aligned with our values and commitments, permissible within legal parameters, and supported by national best practices for community policing and public safety.



POLICE DEPARTMENT  
ACCREDITATION  
MANAGEMENT

ADMINISTRATIVE  
PROCEDURE #205

Responsible Executive:  
Chief of Police  
Responsible Office:  
Vice President for Public Safety  
Approved by:  
Dr. Branville G. Bard, Jr.  
Issued: [full date]  
Revised: [full date]

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Policy Statement

In conformance with the Community Safety and Strengthening Act (CSSA) and best public safety practices, the Johns Hopkins Police Department (JHPD) has entered the Self-Assessment process for Law Enforcement Accreditation with the Commission on Accreditation for Law Enforcement, Inc. (CALEA®). This Directive defines the importance of the accreditation process and the roles and responsibilities for the completion, administration, and management of accreditation related activities.

Who is Governed by this Policy

This Directive governs all bureaus, sections and their members, including sworn, non-sworn and contractual or voluntary persons in service with JHPD.

Purpose

The purpose of this Directive is the establishment of an accreditation management process that provides authority for administering the accreditation process, assigns responsibility for completion of standard-related work, ensures the accomplishment of accreditation-related

reports, and reviews activities that demonstrate JHPD’s adherence to best practice. (CALEA 11.4.3)

## Definitions

<b>Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA)</b>	CALEA was created in 1979 as a credentialing authority through the joint efforts of law enforcement’s major executive associations: International Association of Chiefs of Police (IACP), National Organization of Black Law Enforcement Executives (NOBLE), National Sheriffs' Association (NSA), Police Executive Research Forum (PERF).
<b>Law Enforcement Accreditation</b>	The Law Enforcement Accreditation process administered by CALEA focuses on standards that provide best practices related to life, health, and safety procedures for the agency. The program provides the framework for addressing high risk issues within a contemporary environment, and ensures officers are prepared to meet basic community service expectations and prepared to manage critical events. These standards are considered foundational for contemporary law enforcement agencies.
<b>Member:</b>	All members of the JHPD, including employees, officers, and volunteers, unless the term is otherwise qualified (e.g., member of the public, member of the Baltimore Police Department, etc.).
<b>Officer:</b>	All sworn police officers, at any rank, as defined by MD Code, Public Safety, § 3-201, in service with the JHPD.
<b>Self-assessment</b>	The Self-assessment phase of the CALEA process refers to the internal, systematic analysis of an agency's operations, management and practices to determine if it complies with applicable standards.
<b>Site-Based Assessment</b>	The site-based assessment includes a web-based review of standard files and policies to confirm standards compliance. Once the Compliance Service Member successfully completes this review, an assessment team will travel to the agency to conduct a comprehensive site-based assessment. This includes public comment sessions, interviews with various individuals associated with the respective agency, process and outcomes-mapping, and community feedback. The site-based assessment works to ensure agency policies have been implemented that complement CALEA standards, and that the agency is complying with its policies and other requirements associated with the accreditation process. Collectively, this will culminate in a report reviewed by the Commission to determine accreditation status.
<b>Power DMS</b>	The digital document management system that creates a living connection between policies and accreditation, it allows the agency to map policies and proofs to standards to demonstrate compliance. JHPD will be using Power DMS for its accreditation purposes.

## Policy

Due to the complex and continuous changing nature of policing, along with the commitment to benchmarking against proven standards and the accreditation assessment process, JHPD has established an accreditation management process to assign accountability and responsibility for the continued compliance with accreditation standards.

## Procedures

### **I. Role of the Accreditation Manager**

Overall responsibility for management of the accreditation process and accomplishment of accreditation related reports, reviews, and activities is assigned to the Accreditation Manager.

- A. The Accreditation Manager's duties include, but are not limited to:
- Ensuring that JHPD policies and procedures meet or exceed the minimum requirements set forth by CALEA,
  - Ensuring that the accreditation standard files are current and demonstrate JHPD's continuing compliance with applicable standards, including operation, maintenance, and supervision of the Power DMS standards manuals and assessment program, and
  - Maintaining liaison with CALEA and the Chesapeake Regional Law Enforcement Accreditation Alliance.
- B. The Accreditation Manager and any staff assigned to full time accreditation responsibilities shall successfully complete specialized accreditation manager training within one (1) year of appointment. (CALEA 33.5.4)

### **II. Authority**

Under authority of the Chief of Police, the Accreditation Manager is appointed and permitted to operate independent of the normal chain of command to discharge accreditation responsibilities, ensure continued compliance with all standards, and promote the success of the accreditation process.

- A. The Accreditation Manager shall have direct access to all members of JHPD whose expertise or assistance is required for the successful management and maintenance of the accreditation process.
- B. All members shall cooperate with the Accreditation Manager in JHPD's effort to achieve initial accreditation status, and to maintain compliance with accreditation standards to achieve re-accreditation.
- C. Reports, documentation, and other requested proofs of compliance shall be submitted in a timely manner. Any request for reports, documentation, and proofs of

compliance, or comments regarding draft directives made by the Accreditation Manager, shall be considered as a direct order from the Chief of Police.

- The Accreditation Manager will report the failure of any member to cooperate in the accreditation process to the Sr. Director of Policy, Training and Accreditation, who shall notify the Chief of Police as soon as practical.
- D.** To assure the successful operation of the accreditation process, the Sr. Director of Policy, Training and Accreditation and Accreditation Manager will meet weekly to discuss policy development and accreditation related matters.

### **III. Responsibilities**

- A.** In January of each year, the Sr. Director of Policy, Training and Accreditation will update and distribute as necessary the Administrative Reporting Matrix, which contains a list of time sensitive reports, reviews, and analyses required for accreditation compliance.
- Throughout the year, the Accreditation Manager will request additional proof of compliance from members as required.
- B.** Members will submit all reports, reviews, analyses, and other proofs of compliance requested by the Accreditation Manager in a timely manner. Members encountering difficulties meeting scheduled due dates for submitting proofs of compliance must notify the Accreditation Manager prior to the due date.
- C.** Commanders are responsible for ensuring compliance with all applicable standards by members under their command. This will be accomplished by reviewing written directives, making personal observations, directing inspections by supervisors, and taking any other methods deemed necessary.

### **Policy Enforcement**

<b>Enforcement</b>	The Chief of Police and the Senior Director of Policy, Training and Accreditation are responsible for enforcing this Directive.
<b>Reporting Violations</b>	Suspected violations of this Directive should be reported to the Public Safety Accountability Unit (PSAU).

### **Related Resources**

<b>University Policies and Documents</b>

<b>External Documentation</b>
MD Code, Education § 24-1203 Commission on Accreditation for Law Enforcement Agencies, Inc. <a href="https://www.calea.org/law-enforcement">https://www.calea.org/law-enforcement</a>
<b>Police Department Forms and Systems</b>
Johns Hopkins Police Department Administrative Reporting Matrix <a href="https://powerdms.com/ui/login">https://powerdms.com/ui/login</a>

## Contacts

Subject Matter	Office Name	Telephone Number	E-mail/Web Address
Accreditation Compliance and Standards Interpretation	Accreditation Manager		