



Table of Contents

POLICY STATEMENT 1

WHO IS GOVERNED BY THIS POLICY 1

PURPOSE 1

DEFINITIONS 2

POLICY 3

PROCEDURES 3

POLICY ENFORCEMENT 4

RELATED RESOURCES 4

CONTACTS 5

Policy Statement

In conformance with the Community Safety and Strengthening Act 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 Agencies (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, nonsworn, 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 the JHPD’s adherence to best practices. (CALEA 11.4.3)

Definitions

Commission on Accreditation for Law Enforcement Agencies (CALEA):	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, National Organization of Black Law Enforcement Executives, National Sheriffs' Association, and Police Executive Research Forum.
Law Enforcement Accreditation:	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.
Member:	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.).
Officer:	All sworn police officers, at any rank, as defined by MD Code, Public Safety, § 3-201, in service with the JHPD.
Self-Assessment:	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.
Site-Based Assessment:	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.
PowerDMS:	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. The JHPD will be using PowerDMS for its accreditation purposes.

Policy

Due to the complex and continuously changing nature of policing, along with the commitment to benchmarking against proven standards and the accreditation assessment process, the 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, site-based assessments, and activities is assigned to the Accreditation Manager.

- A. The Accreditation Manager's duties include but are not limited to the following:
 - 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 the 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 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 the 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 the JHPD's effort to achieve initial accreditation status and to maintain compliance with accreditation standards to achieve reaccreditation.
- 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 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 Senior Director for Policy, Training, and Accreditation, who shall notify the Chief of Police as soon as practical.
- D. To ensure the successful operation of the accreditation process, the Senior Director for 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 Senior Director for 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 proofs 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

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

Related Resources

University Policies and Documents
External Documentation
MD Code, Education, § 24-1203 Commission on Accreditation for Law Enforcement Agencies, Inc., https://www.calea.org/law-enforcement

Police Department Forms and Systems
--

Johns Hopkins Police Department Administrative Reporting Matrix, https://powerdms.com/ui/login
--

Contacts

Subject Matter	Office Name	Telephone Number	Email/Web Address
Policy Clarification and Interpretation	Policy Management	(667) 306-8618	jhpdpolicyinquiry@jh.edu