



ORANGE COUNTY SHERIFF'S OFFICE GENERAL ORDER ACCREDITATION MAINTENANCE

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ISSUING AUTHORITY – SHERIFF CARL E. DuBOIS DISTRIBUTION – ALL DEPUTY SHERIFFS & OFFICE PERSONNEL

PURPOSE: The purpose of this General Order is to outline the benefits of achieving and maintaining Law Enforcement Accreditation.

I. GENERAL BENEFITS OF ACCREDITATION.

- A. Accreditation assures that the Sheriff's Office is delivering a high level of service to the citizens of Orange County.
- B. Accreditation demonstrates a commitment to professionalism in adherence to a body of statewide and nationally recognized standards.
- C. Accreditation promotes community cooperation and understanding, and positive relationships with local law enforcement agencies and other members of the law enforcement community and criminal justice system.
- D. Accreditation reduces the likelihood of vicarious liability suits and is a solid defense in court.
- E. Accreditation enhances community understanding of law enforcement's role, as well as its goals and objectives.

II. SHERIFF'S OFFICE - BENEFITS OF ACCREDITATION.

- A. Accreditation requires an in-depth review of every aspect of the Sheriff's Office organization, management, operations, training and administration.
- B. It establishes agency goals and objectives with provisions for periodic updating.
- C. Provides for re-evaluation of Office policies and procedures, especially as documented in the Sheriff's Office written directive system.
- D. It allows for the correction of deficiencies before they become public problems.
- E. The accreditation standards provide neutral guidelines for developing strong budget justifications, especially for personnel and their allocation across functions and activities.
- F. The accreditation standards provide norms against which Office performance can be measured and monitored over time.
- G. Accreditation provides the Office with a continuing flow of information about exemplary policies, procedures, and projects, as distributed by the New York State Law Enforcement Accreditation Program and the Commission on Accredited Law Enforcement Agencies (CALEA).

- H. Accreditation provides the Office an opportunity to participate in the development of new or revised standards.
- I. Accreditation provides recognition that the Sheriff's Office managerial and operational policies and procedures are in accord with a body of state and nationwide standards, and that the Office has made a concerted effort to maintain its professional status.

III. EMPLOYEE BENEFITS OF ACCREDITATION.

- A. Accreditation assures that Office policies and procedures are in written form and are available to all Office personnel to eliminate confusion.
- B. Accreditation assures Office personnel that every aspect of its personnel system is in accord with state and nationwide standards and that it is both fair and equitable.
- C. Accreditation assures increased training in areas specific to personnel's particular job task (supervisory training, specialized training etc.)
- D. Accreditation clearly displays disciplinary procedures and allows for the concept of positive discipline.
- E. Accreditation provides career development and guidance to enhance promotional opportunity.
- F. Accreditation provides a constant re-evaluation of all Office policies and programs to determine their continued relevancy.
- G. Accreditation should enhance the morale of Office personnel while building the confidence of employees in the effectiveness and efficiency of the department.

IV. ACCREDITATION MAINTENANCE.

- A. Maintenance of accreditation is a shared responsibility throughout the Sheriff's Office. All personnel will participate in the accreditation process directly or indirectly by submitting the appropriate administrative reports and conducting inspections as required, and ensuring that all related documentation is forwarded when necessary.
- B. The accreditation manager shall be appointed by the Sheriff and will have the functional staff authority to discharge the duties and responsibilities of this position. The Accreditation Manager responsibilities are as follows:
 - 1. Manages the accreditation process to include the status of accreditation files.
 - 2. Maintain all documentation, proofs of compliance, reviews, and other mandated activities associated with the accomplishment of the objectives of each standard.
 - 3. Keeps the Sheriff and Command Staff updated on the Office's Accreditation status.

4. Ensures agency-wide compliance with all accreditation standards.
5. Reviews all proposed and revised policies, procedures, rules and regulations, and updates to ensure that there is no contradiction with other agency directives, federal, state, or local laws, and accreditation standard compliance is properly maintained.
6. Review and amend, if necessary, all written directives, forms and procedures to coincide with the terms and conditions of any labor agreements and ensure that any changes or modifications are disseminated to supervisors and employees of the agency affected by the changes and/or modifications.
7. Responsible for development, control and approval by the Sheriff of all forms to ensure that the format is in compliance with accreditation standards, federal, state, and local law, DCJS standards, and that the content is consistent with Office policies, and not duplicative in nature.
8. Maintains correspondence with CALEA (Commission on Accreditation for Law Enforcement Agencies) and the (DCJS) New York State Law Enforcement Accreditation Program.
9. Prepare and submit annual reports to CALEA and N.Y. State Accreditation.
10. Prepare agency personnel and facilities for on-site assessments.
11. Keep CALEA staff and N.Y. State Accreditation staff abreast of any changes in the Office's Accreditation status.
12. Represent the Office at DCJS/CALEA conferences and meetings as directed by the Sheriff.
13. Ensure that familiarization with the Accreditation process is provided to all agency employees.

CALEA - 11.4.3, 12.2.1, 12.2.2