
KANSAS CITY, KANSAS POLICE

GENERAL ORDER

ORDER NUMBER: **30.03**
ISSUED DATE: 01/30/2015
EFFECTIVE DATE: 02/06/2015
RESCINDS: 30.03, issued 10/03/2008

SUBJECT: Accreditation

REFERENCE: CALEA Ch.33, Ch.13

CROSS REFERENCE:

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I. PURPOSE

- A. To outline the benefits of achieving and maintaining accreditation.

II. BENEFITS TO THE UNIFIED GOVERNMENT

- A. It assures that the Department is delivering a high level of service to the citizens.
- B. It demonstrates a commitment to professionalism in adherence to a body of national standards.
- C. It promotes community cooperation and understanding, and positive relationships with neighboring law enforcement agencies and other members of the criminal justice system.
- D. It reduces the likelihood of vicarious liability suits and is a solid defense in court.

III. BENEFITS TO THE DEPARTMENT

- A. Accreditation requires an in-depth review of every aspect of the Department's organization, management, operations, and administration, including:
 - 1. Establishment of Departmental goals and objectives, with provision for periodic updating;
 - 2. Re-evaluation of how Departmental resources are being utilized, in accordance with Departmental goals, objectives, and mission assignments;
 - 3. Re-evaluation of Departmental policies and procedures, especially as documented in the Department's written directive system;
 - 4. Correction of deficiencies before they become public problems.
- B. The accreditation standards provide neutral guidelines for developing strong budget justifications, especially for personnel and their allocation across functions and activities.

- C. The accreditation standards provide norms against which Department performance can be measured and monitored over time.
- D. Accreditation provides the Department with a continuing flow of information about exemplary policies, procedures, and projects, as distributed by the Commission.
- E. Accreditation provides the Department an opportunity to participate in the development of new or revised standards.
- F. Accreditation provides recognition that the Department's managerial and operational policies and procedures are in accordance with a body of nationwide standards, and that the Department has made a concerted effort to attain professional status.

IV. BENEFITS TO EMPLOYEES

- A. Accreditation assures that Departmental policies and procedures are in written form and are available to all Department personnel to eliminate confusion.
- B. Accreditation assures Department personnel that every aspect of its personnel system is in accordance with nationwide standards and that it is both fair and equitable.
- C. Accreditation has led to the creation of new units and positions such as the crime analysis unit that will benefit all components of the Department.
- D. Accreditation has assured greater communication between shifts, units, divisions etc. to provide needed information.
- E. Accreditation assures a more equitable workload by eliminating unnecessary or overstaffed positions and allocating those personnel to areas that have the greatest workload.
- F. Accreditation assures increased training in areas specific to personnel's particular job task (supervisory training, specialized unit training etc.).
- G. Accreditation clearly displays disciplinary procedures and allows for the concept of positive discipline.
- H. Accreditation provides career development and guidance to enhance promotional opportunity.
- I. Accreditation provides a constant re-evaluation of all Departmental policies and programs to determine their continued relevancy.
- J. Accreditation should enhance the morale of Department personnel while building the confidence of employees in the effectiveness and efficiency of the Department.

V. BENEFITS TO CITIZENS

- A. Accreditation demonstrates the commitment of the Department to professionalism, in terms of adherence to a body of nationally accepted standards.
- B. Accreditation assures the community that its law enforcement Department is committed to provide services of the highest quality, and that its policies and procedures are effective and responsive on one hand, and fair and equitable on the other.
- C. Accreditation enhances community understanding of the law enforcement Department's role, as well as its goals and objectives.
- D. Accreditation commits the Department to a broad range of programs of direct benefit to the public (for example, community crime prevention), as well as programs to cope with man-made or natural disasters.

VI. ACCREDITATION MAINTENANCE

- A. Maintenance of accreditation is a shared responsibility throughout the Department. All personnel will participate in the accreditation process directly or indirectly by submitting the appropriate administrative reports and conducting inspections as they are required, and ensuring that all related documentation is forwarded through the chain of command.
- B. The Accreditation Officer is assigned to the Research and Development Unit. The Accreditation Officer reports to the Accreditation Manager. The responsibilities of the Accreditation Officer and Accreditation Manager include:
 - 1. Maintaining correspondence with CALEA.
 - 2. Familiarization with the accreditation standards and keeping track of any changes and updates.
 - 3. Maintenance of accreditation documentation files.
 - 4. Monitoring the development of policies throughout the Department and ensuring that such policy is in accordance with CALEA standards.
 - 5. Prepare and submit Annual Reports to CALEA.
 - 6. Periodically review policy to ensure that the Department is prepared to undergo the on-site evaluation for re-accreditation every three years.
 - 7. Ensure that all required reports and documentation are turned in to and filed in the Research and Development Unit.
 - 8. Establish a system to account for periodic reports, reviews, and other activities mandated by the accreditation standards.
- C. In the preparation of the on-site evaluation for re-accreditation every three years, the accreditation file will be continually updated in order to maintain compliance with the CALEA standards.