

*“Keep Orlando a safe city by reducing crime and maintaining livable neighborhoods.”*

**ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE  
1628.4, ACCREDITATION**

EFFECTIVE:	08/30/2021
RESCINDS:	1628.3
DISTRIBUTION:	ALL EMPLOYEES
REVIEW RESPONSIBILITY:	PROFESSIONAL STANDARDS SECTION COMMANDER
ACCREDITATION CHAPTERS:	10
CHIEF OF POLICE:	ORLANDO ROLÓN

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**POLICY:**

It is the policy of the Orlando Police Department to achieve and maintain State of Florida Law Enforcement accreditation in an effort to improve professionalism and consistency throughout the Agency. This will be accomplished through the establishment of an accreditation management system that provides authority for the administering of the accreditation process and the delegation of responsibilities to those involved.

It is the responsibility of all Agency members to ensure continued compliance with all accreditation standards applicable to their work responsibilities. Each Agency member will provide support to the accreditation process and comply with time-sensitive dates as required by the Accreditation Manager or designee. All newly appointed Agency members must receive training in the Accreditation process.

**1. DEFINITIONS**

**Accreditation:** The bestowing of credentials symbolizing approval from a professional organization upon practitioners or specific institutions. Complying with specific accepted standards established for an institution or occupation. Accreditation is for a period of three years. On-site re-accreditation assessment for the Orlando Police Department will occur every three years.

**CFA:** The Commission for Florida Law Enforcement Accreditation. This commission is organized for the purpose of creating a State of Florida Law Enforcement accreditation process.

**Standard:** A degree or level of requirement as set forth by CFA, which describes the minimum qualifications necessary to achieve compliance. Each standard is designated either as mandatory or other than mandatory. In order to achieve accreditation, the Agency must comply with all mandatory standards and a minimum of eighty percent of the other than mandatory standards.

**Proofs of Compliance:** Documentation or other methods used to demonstrate compliance with a standard.

**Mock On-Site Assessment:** The Agency selects an assessment team to conduct a “trial” inspection to determine the Agency’s readiness to proceed to the final on-site inspection. Mock assessors provide the Agency with feedback on their progress and readiness. The mock assessment takes place approximately 90 days prior to the final on-site assessment.

**On-Site Assessment:** The examination of proofs of compliance, inspections, and interviews by accreditation assessors to verify that the Agency complies with applicable standards. The CFA selects an assessment team for a scheduled on-site review of the Agency’s compliance with accreditation standards. It is the spirit of the assessors to spend most of the on-site assessment in the “field” completing inspections and interviews.

CFA Review for Re-Accreditation: After the on-site assessment, a final report from the assessors is forwarded to the CFA when all applicable standards and requirements have met compliance by the Agency. At a regularly scheduled meeting, the CFA reviews the final report, hears testimony by assessors and the Agency seeking re-accreditation, and awards re-accreditation status for a three-year period if all compliance requirements are met.

Maintaining Accredited Status: The Agency must remain in compliance with applicable standards to maintain accreditation status. An annual report is submitted to the CFA attesting to continued compliance and the Agency's re-accreditation status. The Orlando Police Department remains in Excelsior status.

Functional Staff Authority: Authority granted by the Chief of Police to control activities of other components as they relate to specific staff responsibilities. As used in this policy, functional staff authority is limited to those matters relating to the law enforcement accreditation process.

## 2. ACCREDITATION MANAGER

The Accreditation Manager is an employee who is assigned to the Professional Standards Division.

The Accreditation Manager has functional staff authority to discharge the duties and responsibilities of this position by direct access to division commanders, Agency facilities and records in order to collect or verify proofs of compliance, and perform inspections required by CFA standards. All files and proofs of compliance pertaining to CFA standards are maintained by the Management Analyst.

Any employee assigned to the position of accreditation manager shall complete training within one year of assignment that includes information on the essential components of the process, the standards manual, and file maintenance.

### Management Analyst's Responsibilities:

- a. Manages the accreditation process to include status of accreditation files and software for program tracking.
- b. Ensures Agency-wide compliance with all accreditation standards.
- c. Reviews all policy reviews and updates to ensure accreditation standards compliance.
- d. Ensures revisions of written directives are in compliance with accreditation standards.
- e. Assigns compliance projects to Agency members or subject matter experts to achieve accreditation compliance.
- f. Ensures that all Agency members (sworn and civilian) are familiar with, and educated about the accreditation standards, and process.
- g. Updates the Chief of Police on the status of the accreditation process.
- h. Prepares and submits the required annual report to the CFA.
- i. Prepares Agency personnel and accreditation files for mock and on-site assessments.
- j. Obtains the most up-to-date developments and requirements in the accreditation process and standards by attending FLA-PAC training and commission conferences.

## 3. TIME-SENSITIVE REVIEW OF WRITTEN DIRECTIVES AND DOCUMENTS

As required by accreditation standards and the current issue of P&P 1627, Written Communications Control and Distribution System, the following written directives and documents must be reviewed on an annual basis to meet accreditation compliance:

Written Directive/Document	Review Responsibility
Regulations (RMs)	Professional Standards Division Commander
Policies and Procedures	Various Department Members as directed by the Accreditation Manager
Standard Operating Procedures	Division Commanders
Training Bulletins	Police Legal Advisor

Special Purpose Manuals

Various Department Managers

#### 4. CHAPTER DESCRIPTIONS AND AFFECTED DIVISIONS/SECTIONS/UNITS

The current version of the CFA manual contains 32 chapters of standards. Nearly every chapter is specific to one or more divisions, sections, or units within the Department. The following list details the chapter standards and the divisions, sections, or units within the Department that are primarily responsible for policy and/or proof compliance.

Chapter #	Title	Affected Division/Section/Unit
1.	Organization	Professional Standards Division
2.	Authority	Chief's Staff, Police Legal Advisor's Office
3.	Written Directive System	Professional Standards Division
4.	Use of Force	Training Section, Internal Affairs
5.	Fiscal Activities	Fiscal Management Section
6.	Grievance Process	Internal Affairs Section
7.	Conduct and Discipline	Internal Affairs Section
8.	Recruitment	Recruiting Office
9.	Selection	Special Patrol Section
10.	Training	Training Section
11.	Promotion	Professional Standards Division
12.	Performance Evaluations	Professional Standards Section
13.	Position Classifications and Descriptions	Accreditation and Inspections Unit
14.	Field Personnel	Patrol Divisions
15.	Investigations	Criminal Investigations Division
16.	Juveniles	Patrol Divisions, Criminal Investigation Division
17.	Special Operations	Patrol Divisions, Special Operations Division, SWAT, CNT
18.	Traffic Law Enforcement	Patrol Divisions, Traffic Enforcement Section
19.	Criminal Intelligence	Intelligence Unit
20.	Misconduct Complaint Processing	Internal Affairs Section
21.	Prisoner/Detainee Transportation	Patrol Divisions, Criminal Investigations Division, Drug Enforcement, Training Section
22.	Holding Areas	Airport Division, Patrol Divisions
23.	Court Security	Patrol Divisions
24.	Civil Process	Patrol Divisions
25.	Communications	Communications Division
26.	Records	Support Services Division
27.	Evidence	Property and Evidence Section
28.	Property	Property and Evidence Section
29.	Infectious Disease	Professional Standards Division, Training Section
30.	Forfeitures	Police Legal Advisor's Office
31.	Interview Rooms	Airport Division, Patrol Divisions, Criminal Investigations Division
32.	Technology	Support Services Division

## 5. COLLECTION OF PROOFS FOR COMPLIANCE

It is the responsibility of the Management Analyst to coordinate collection of all proofs of compliance that are required by the CFA, and ensure that the appropriate proofs are filed for inspection. All members affected by proof compliance must work closely with the Accreditation Manager and his or her designee(s) during the collection processes.

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