

ST. PETERSBURG POLICE DEPARTMENT

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Subject: **ST. PETERSBURG POLICE DEPARTMENT ACCREDITATION**

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Annual Compliance Review (CALEA)
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Accreditation Standards: CALEA 33.5.3, 45.2.3
CALEA COMM 1.2.10, 2.6.8, 5.2.9, 5.2.13
CFA 3.02, 3.03

Cross Reference: [Accreditation Unit SOP I-01, Accreditation Unit - Organization and Authority](#)
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Replaces: I.O. V.5:30, Law Enforcement Accreditation (March 12,2019)

This Order consists of the following sections:

- I. Purpose
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- III. Definitions
- IV. Law Enforcement Accreditation History
- V. Goals and Benefits of Accreditation
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I. PURPOSE

A. The purpose of this Order is to familiarize all Department employees with the accreditation processes administered by the Commission on Accreditation of Law Enforcement Agencies, Inc. (CALEA) and the Commission for Florida Law Enforcement Accreditation (CFA).

II. POLICY

A. It is the policy of the St. Petersburg Police Department to pursue professional excellence by participating in the accreditation processes administered by CALEA and CFA and adhere to all applicable accreditation standards.

B. The Department participates in the following accreditation programs:

1. CALEA Law Enforcement Accreditation
2. CALEA Public Safety Communications
3. CFA Law Enforcement Accreditation, CORE Program

III. DEFINITIONS

A. Accreditation – A process by which an agency or institution meets a body of professional standards

B. CALEA – Commission on Accreditation of Law Enforcement Agencies, Inc.

C. CFA – Commission for Florida Law Enforcement Accreditation.

D. Excelsior Recognition, CFA – A program for Florida criminal justice agencies which have demonstrated an exceptional commitment to the Florida accreditation process. It is awarded to an agency that:

1. Has been awarded five successful reaccreditation cycles by the Commission; and
2. No conditions were assessed by the Commission.

E. Meritorious Award – The recognition of CALEA accredited agencies that have been accredited for fifteen (15) or more continuous years. These agencies receive an enhanced *Certificate of Meritorious Accreditation*, displaying a blue “Meritorious” ribbon and an inscription proclaiming fifteen (15) or more years of accredited status.

F. Mock On-site Assessment – A stringent, but voluntary, quality control review by knowledgeable practitioners acting in the role of assessors. Mock assessments can involve assessors from outside agencies or use agency personnel. The Department utilizes both external and internal mock assessments to ensure the quality of its accreditation files.

G. Public Safety Communications Accreditation Program – A voluntary program to promote superior public safety communications services and to recognize professional excellence by establishing standards derived from the best practices of professional public safety communications agencies and then implementing a process that verifies that these standards are met.

H. Re-accreditation – A process by which an agency or institution continues its accredited status by maintaining compliance with all applicable standards and the submission of reports to the accrediting bodies. At the conclusion of each assessment cycle, the accrediting body conducts another on-site assessment to ensure the agency’s compliance was maintained.

I. Self-assessment Process – A thorough self-examination by the agency, prior to the on-site assessment, to determine whether it complies with all applicable standards. The agency prepares forms, develops proofs of compliance, and assembles materials to be reviewed by assessors.

J. Site-based Assessment – The official review of an agency by a team of trained assessors appointed by either CALEA or CFA. Acting as representatives of the accrediting body, the assessors visit the agency to review and verify compliance with the applicable standards and required on-site activities. Typically included is a building tour, staff introductions, a review of the accreditation files, interviews with Department staff and other stakeholders, and an exit interview with the Chief of Police. Assessors may visit any area of the Department, inspect records, interview personnel, and participate in ride-alongs.

IV. LAW ENFORCEMENT ACCREDITATION HISTORY

A. Commission on Accreditation of Law Enforcement Agencies, Inc. (CALEA)

1. CALEA was created in 1979 by the combined efforts of four major law enforcement organizations: the International Association of Chiefs of Police (IACP), the National Organization of Black Law Enforcement Executives (NOBLE), the National Sheriffs' Association (NSA), and the Police Executive Research Forum (PERF). These organizations continue to serve in an advisory capacity to the Commission and are responsible for appointing members to the Commission.

2. CALEA was created to develop a set of law enforcement standards and to establish and administer an accreditation process. Through accreditation, law enforcement agencies can voluntarily demonstrate that they meet professionally recognized criteria for excellence in management and service delivery. CALEA accredited its first law enforcement agency in 1984.

3. CALEA is a private, non-profit corporation. Fees paid by law enforcement agencies defray the Commission's major operating costs. The Commission's authority is derived solely from the voluntary participation of law enforcement and public safety agencies in the program.

4. CALEA's standards are published in the applicable Program's Manual.

a. in the Law Enforcement Agencies manual, the standards address nine (9) major law enforcement subjects:

- 1) Role, responsibilities, and relationships with other agencies;
- 2) Organization, management and administration;
- 3) Personnel structure;
- 4) Personnel process;
- 5) Operations;
- 6) Operations support;
- 7) Traffic operations;
- 8) Prisoner and court-related activities; and
- 9) Auxiliary and technical services.

b. In the Public Safety Communications manual, the standards address seven (7) major public safety communication subjects:

- 1) Organization;
- 2) Direction and Supervision;
- 3) Human Resources;
- 4) Recruitment, Selection, and Promotion;
- 5) Training;
- 6) Operations;
- 7) Critical Incidents, Special Operations, and Homeland Security.

5. The twenty-one (21)-member CALEA Commission is composed of 11 law enforcement professionals and 10 representatives from the public and private sectors. The Commission meets up to three times a year to review applicant agencies and to provide guidance for operations. Former St. Petersburg Police Chief, Samuel F. Lynn, served as a CALEA Commissioner from 1988 through 1993.

B. Commission for Florida Law Enforcement Accreditation (CFA)

1. CFA was created in 1993 by an act of the Florida Legislature (943.125), directing the Florida Police Chiefs Association (FPCA) and the Florida Sheriffs Association (FSA) to create a voluntary law enforcement accreditation program. CFA accredited its first law enforcement agency in 1996.

2. Modeled after the **international** (CALEA) process, the FPCA and FSA developed a process that would:
 - a. Establish and maintain standards that represent current professional law enforcement practices;
 - b. Increase effectiveness and efficiency in the delivery of law enforcement services;
 - c. Establish standards that address and reduce liability for the agency and its members, and make an agency and its personnel accountable to the constituency they serve; and
 - d. Implement a Florida accreditation program and establish standards that do not conflict with **international** standards.

3. CFA is a private, non-profit corporation, funded through fees paid by applicant agencies and monetary support provided by the State of Florida to defray the cost of salaries, benefits and some operating expenses.

4. CFA's standards are published in the *CFA Standards Manual*.
 - a. **Full Compliance**
 - 1) An agency not currently accredited as an Advanced Law Enforcement agency by the Commission on Accreditation for Law Enforcement Agencies (CALEA) will be considered a full compliance agency. The agency will be required to demonstrate compliance with all applicable mandatory standards and not less than 80% of applicable other-than-mandatory standards.
 - b. **CORE Program**
 - 1) Florida agencies currently accredited as an Advanced Law Enforcement agency by CALEA are eligible to participate in the Core Program. This independent program focuses on life, health, and safety standards as well as those standards specific to the State of Florida. It is intended to run separate from CALEA and agencies will be required to address all standards and bullets in this manual.
 - 2) The Department participates in the CORE Program.

5. The eleven (11) member CFA Commission is composed of four (4) police chiefs, four (4) sheriffs, and one member each from the Florida Association of Counties, the Florida League of Cities, and the Judiciary. The Commission meets three times a year to review applicant agencies and to provide operational direction.

C. Agencies seeking accreditation are only required to comply with those standards that are applicable to them.

1. Applicability is based on two factors: an agency's size and the functions it performs.
2. Applicable standards are categorized as mandatory or other-than-mandatory.
3. Agencies must comply with all applicable mandatory standards and 80% of applicable other-than-mandatory standards.

V. GOALS AND BENEFITS OF ACCREDITATION

A. Goals

1. Accreditation seeks to establish the best professional practices. The standards prescribe "what" agencies should be doing but not "how" they should be doing it. That decision is left up to the individual agency.
2. The process is intended to:
 - a. Strengthen crime prevention and control capabilities;
 - b. Formalize essential management procedures;
 - c. Establish fair and nondiscriminatory personnel practices;
 - d. Improve service delivery, solidify interagency cooperation and coordination; and
 - e. Boost citizen and staff confidence in the agency.

B. Benefits

1. Accreditation is a coveted award that symbolizes professionalism, excellence and competence. It requires written directives and training to inform employees about policies and practices, proper facilities and equipment to ensure employees' safety, and processes to safeguard employees' rights. Accreditation provides objective evidence of the Department's commitment to excellence in leadership, resource management and service delivery.

2. Employees can take pride in their Department, knowing it represents the very best in law enforcement. Government officials and members of the public can be more confident in the agency's ability to operate efficiently and meet community needs.

3. There is evidence that accreditation helps control liability insurance costs, provides a basis for a defense against lawsuits and citizen complaints, improves accountability within the agency, engenders increased support from government officials and greater community advocacy, and provides an environment for improved employee morale.

VI. ST. PETERSBURG POLICE-DEPARTMENT ACCREDITATION HISTORY

A. CALEA –

1. Law Enforcement Accreditation:

a. The Department is a recognized leader in the field of international accreditation. In 1985, the Department became the sixth agency to be awarded accredited status. The Department continues its CALEA accredited status and is the longest accredited municipal law enforcement agency.

2. Public Safety Communications Accreditation:

a. The Department's Emergency Communication Division was awarded its initial accreditation in July 2022 and is the first Emergency Communications Center in Pinellas County to be awarded this status.

B. CFA –

1. The Department received its initial state accreditation in 2003. The Department continues its CFA accredited status and has achieved Excelsior Accreditation.

VII. ACCREDITATION PROCESS

A. Accreditation Management

1. Supervisor, Professional Compliance Unit:

- a. Is responsible for overseeing all accreditation activities for the Department.
- b. Is the Accreditation Manager for all law enforcement accreditations, CALEA, and CFA.
- c. Is the liaison to both CALEA and CFA.
- d. Meets regularly with the Chief and staff to identify needs and report on accreditation efforts.

2. Manager, Emergency Communications Division

- a. Is the Accreditation Manager for CALEA Public Safety Communications Accreditation.

B. Contracts with the accrediting bodies are signed by the Chief of Police with the understanding that the Department will commit the necessary resources to the accreditation process. Representatives of the accrediting bodies are available to interpret standards and provide assistance.

C. The Department conducts a self-assessment to comply with all applicable CALEA and CFA standards and gather proofs of compliance for later verification by the site-based assessment team. The Department manages the accreditation process with computer software identified by the accrediting bodies.

D. The Department participates in Florida's Police Accreditation Coalition (FLA-PAC). FLA-PAC provides a vital communications link between the accrediting bodies and participating agencies and provides training, technical assistance, and mock and site-based assessments. FLA-PAC, whose membership consists largely of Accreditation Managers, is a valuable resource for exchange of information, general assistance, and support.

E. After completing its self-assessment, the Department notifies the accrediting bodies that it is ready for its on-site assessment. Assessments are generally scheduled four months prior to a Commission meeting in order to allow adequate time for logistical arrangements, the on-site visit, report writing and review, and last-minute revisions by the Department.

F. Annually, the Department will post a notice to its “service” community announcing the availability of the CALEA public access portal to allow for comment on the performance of the agency.

1. The notice will be posted for at least sixty (60) days prior to the annual CALEA Compliance Service Manager (CSM) review.

2. The notice will be posted for at least sixty (60) days prior to, the Department’s CALEA site-based assessment.

3. The link (<https://cimrs2.calea.org/>) will be posted on the Department’s website, submitted to local media outlets, and announced on social media and other locations where members of the public are likely to see the information.

a. The link will be posted with notation that access is provided as an opportunity for comments, commendations, and other information regarding the Department’s quality of service or other information relevant to the accreditation process.

G. The Department notifies the public at least thirty (30) days prior to an accreditation site-based assessment.

H. During the site-based assessment, a team of trained assessors, selected by the accrediting bodies, verifies the agency’s compliance with applicable standards by checking its proofs and interviewing operations and management personnel and other stakeholders.

I. The lead assessor (CALEA and CFA) prepares a report to their respective accrediting bodies to report their findings. During hearings at their regular meetings, the Commissions (CALEA and CFA) evaluate assessment reports, receive testimony and either award or defer accreditation. If an agency’s accreditation is deferred, the Department is provided an outline of the deficiencies that must be corrected in order to gain accredited status.

J. At any point in the accreditation process, an agency may appeal the decision(s) of the respective Commission, their staff, and their assessors, pursuant to procedures established for this purpose.

K. The Department submits annual reports that document continuing compliance with applicable standards to both CALEA and CFA

VIII. ACCREDITATION TRAINING

A. The Accreditation Manager, or designee, provides familiarization of the accreditation process to:

1. All newly hired agency personnel within thirty (30) days after their employment begins or within thirty (30) days after completing the recruit academy; and

2. Information about the CALEA and CFA accreditation processes as well as accreditation standards is available at:

- e. <http://www.calea.org/>
- f. <http://www.flaccreditation.org/>
- g. <https://powerdms.com/>
- h. <https://www.fl-pac.org/>

Anthony Holloway
Chief of Police