

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

ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE

1628.6, ACCREDITATION

EFFECTIVE DATE:	9/18/2024
RESCINDS:	P&P 1628.5
DISTRIBUTION GROUP:	ALL EMPLOYEES
REVIEW RESPONSIBILITY:	PROFESSIONAL STANDARDS SECTION COMMANDER
ACCREDITATION STANDARDS:	4, 10, 12, 14, 27, 28
RELATED LAWS:	N/A
RELATED POLICIES:	N/A
CHIEF OF POLICE:	ERIC D. SMITH

CONTENTS:

1. PURPOSE
2. POLICY
3. DEFINITIONS
4. PROCEDURES
 - [4.1 Accreditation Manager](#)
 - [4.2 Time-Sensitive Review of Written Directives and Documents](#)
 - [4.3 Chapter Descriptions and Affected Divisions/Sections/Units](#)
 - [4.4 Collection of Proofs for Compliance](#)
 - [4.5 Audits, Inspections, and Inventories](#)
5. FORMS AND APPENDICES

1. PURPOSE

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. All newly appointed accreditation managers must receive specialized accreditation manager training, as defined by the agency.

2. 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.

3. 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.

Accreditation Manager: An employee designated by the agency administrator to oversee the planning and implementation of accreditation activities in the agency.

Audit: The examination of records and activities to ensure compliance with established controls, policies, and operational procedures, and to recommend any indicated changes.

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

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.

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.

Inventory: The act or process of cataloging through a full accounting of the quantity of goods or materials on hand, unless a standard specifically allows for a partial accounting.

Inspection: The act or process of examining or looking at carefully.

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

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.

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

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.

4. PROCEDURES

4.1 ACCREDITATION MANAGER

The Accreditation Manager is assigned to the Professional Standards Division, Planning Section.

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 Accreditation Manager

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.

Accreditation Manager 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 directions 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 professional staff) 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 every January.
- 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 on a quarterly basis.
- k. Responsible for audits, inspections and inventories listed in [section 4.5](#) of this policy.

4.2 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
Regulation Manuals (RMs)	Professional Standards Division Commander
Policies and Procedures	Various department members as directed by the Accreditation Manager
Standard Operating Procedures	Division Commanders
Legal Bulletins	Police Legal Advisor
Special Purpose Manuals	Various Department Managers

4.3 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 visions, 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, Accountability and Standards Compliance Unit
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	Recruiting, Training Section
10.	Training	Training Section
11.	Promotion	Professional Standards Division
12.	Performance Evaluations	Professional Standards Section
13.	Position Classifications and Descriptions	Planning Section
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, Special Enforcement Division, Section
22.	Holding Areas	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.	Exposure Control	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

4.4 COLLECTION OF PROOFS FOR COMPLIANCE

It is the responsibility of the Accreditation Manager 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 during the collection processes.

4.5 AUDITS, INSPECTIONS, AND INVENTORIES

Per mandatory Accreditation standards, the following audits, inspections, and inventories must be completed:

- a. A performance evaluation audit, completed by the Accreditation Manager, will be conducted every year after the August 31st deadline for the submission of all performance evaluations. This audit will ensure all evaluations for all members, with exceptions noted, have been completed on an annual basis.
- b. An unannounced annual K9 audit will be completed by the Accreditation Manager each year to ensure all narcotics used for K-9 training are accounted for.
- c. A Less-Lethal inspection will be conducted annually, which consists of a documented annual inspection of less-lethal weapons to ensure expiration dates are not exceeded. The Accreditation Manager will be responsible for sending a department-wide email out to the agency every March to ensure compliance.
- d. The Accreditation Manager (and other designees) will conduct an annual examination of conformance with agency controls, policies, and procedures, of the property and evidence function. The audit will be conducted by a member not routinely or directly connected with the control of property or evidence. The audit should confirm that:

- i. Property and Evidence storage areas are being maintained in an orderly manner;
 - ii. The location of property/evidence is properly documented and can be easily accessed;
 - iii. Property and evidence is being protected from damage or deterioration;
 - iv. Property and evidence having no further evidentiary value are being disposed of promptly;
- e. The Accreditation Manager (and other designees) shall conduct an unannounced inspection of the Property and Evidence Section each year, as well as any other location where property and evidence is received, which consists of a review of property and evidence storage areas for organization and orderliness.
- f. An annual inventory of the Property and Evidence location is conducted by the Accreditation Manager and a designee(s) of the Chief of Police (CEO) not routinely or directly connected with control of evidence. The inventory shall consist of a random sampling of 20% of Property bin locations, 100 bin locations from the Evidence storage area and 20% of high liability items (i.e., drugs, guns, money). It should be noted all exceptional, valuable, or sensitive items will be kept in a separate room within the secured evidence area.
- g. A partial inventory is conducted whenever the person responsible for the property and evidence control function is assigned to and/or transferred from the position. The inventory shall be conducted by the Accreditation Manager and a designee(s) of the Chief of Police (CEO).

Property and Evidence audits, inventories and inspections may be conducted concurrently, but must be documented as separate functions.

5. FORMS AND APPENDICES

N/A