



Washington Association of

**SHERIFFS &
POLICE CHIEFS**

WASPC 2023 ACCREDITATION MANAGER TRAINING

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October 18, 2023



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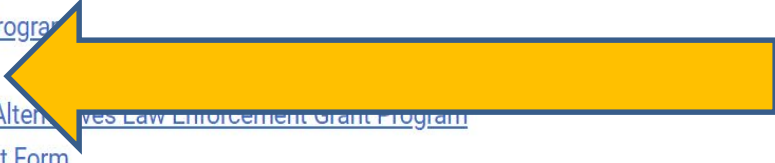




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- [WASPC Statement on Police Reforms \(08/10/2021\)](#)
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- [WASPC News Release Archive](#)

Executive Director Newsletter



- 11/07/2022 - Executive Director [Update](#)
- 10/21/2022 - Executive Director [Update](#)
- 09/22/2022 - Executive Director [Update](#)
- 08/16/2022 - Executive Director [Update](#)





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Additional Program Resources:

FEDERAL CERTIFICATION

- [Federal Guidance and Principles on Safe Policing](#)
- [National Consensus Policy on Use of Force](#)
- [Safe Policing for Safe Communities Implementation Fact Sheet](#)
- [Certification Template for Agencies](#)

LE ACCREDITATION GENERAL INFORMATION

- [Informational Brochure](#)
- [Accreditation Commission Charter](#)
- [2023 Accreditation Program Policy and Procedures](#)
- [Sample Accreditation Annual Report](#)
- [2023 Standards of Proof of Compliance Examples](#)
- [Operations LEMAP Report](#)
- [Roster of Washington State Accredited Agencies](#)
- Accreditation Mentor Program: [Program Description](#) | [Mentors](#) | [Accreditation Mentor Workbook for LE Operations](#)
- [Accreditation Commission Members and Term](#)

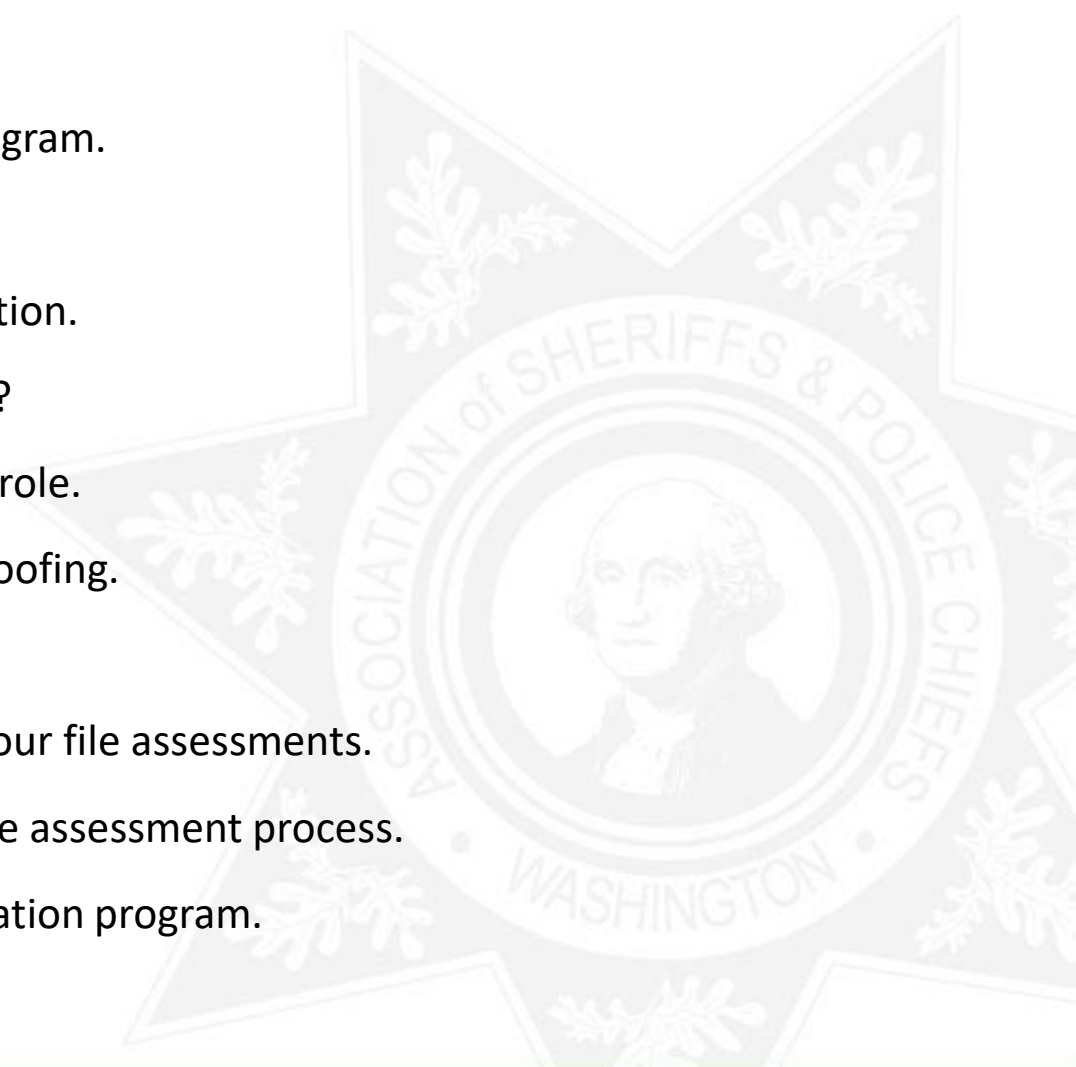
JAIL ACCREDITATION INFORMATION

- [2020 WASPC Jail Accreditation Standards](#)
- [2023 WASPC Jail Accreditation - Standards of Proof](#)
- [2023 Jail LEMAP Report](#)
- [Jail Operations LEMAP Report](#)

WHAT WE WILL ACCOMPLISH

Understanding of...

- The WASPC Accreditation program.
- Why Accreditation?
- Common Pitfalls to Accreditation.
- How do I become Accredited?
- The Accreditation Manager's role.
- How to construct files and proofing.
- The importance of a Mentor.
- How and when to schedule your file assessments.
- The updated mock and on-site assessment process.
- Assessor and Mentor Certification program.

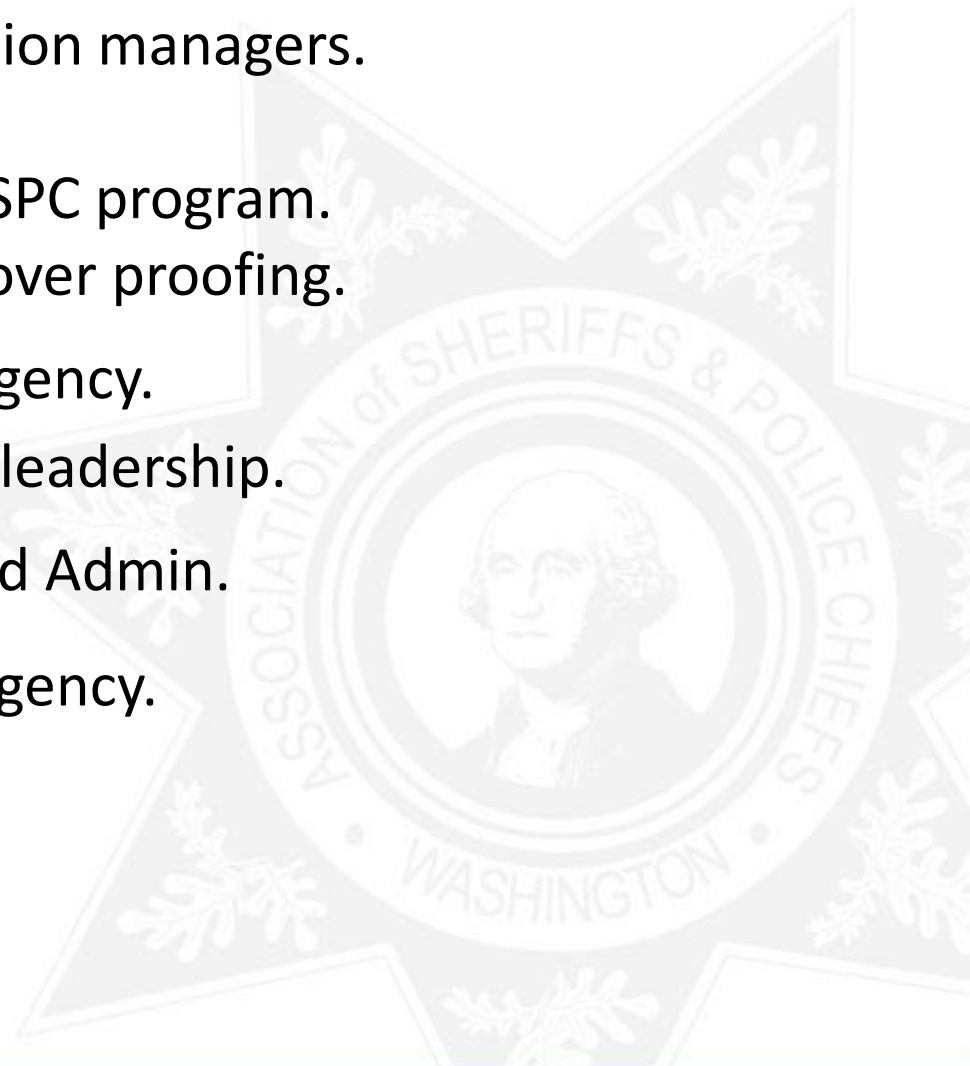


WHY ACCREDITATION?

- Pursuit of best practices.
- Agency/Individual Accountability.
- Organizational discipline.
- Accreditation is about agency PERFORMANCE!

COMMON PITFALLS TO ACCREDITATION

- Revolving door accreditation managers.
 - ✓ Succession planning?
- Misunderstanding of WASPC program.
 - ✓ Fractured policy and over proofing.
- Unrealistic timelines by agency.
 - ✓ Disconnected agency leadership.
- Procrastination by AM and Admin.
- Poor communication to agency.



HISTORY OF WASPC ACCREDITATION

- 1976 – Initiated the Standards Project.
- 1985 – LEMAP program launched.
- 1989 – Accreditation introduced with 211 standards, recognizing 28 agencies as accredited.
- 2000 – Joined CALEA's Alliance Program.
- 2005 – WASPC Resolution 2005-13.
- 2023 – 69 agencies accredited and counting (including five jails and two CALEA agencies).

ABOUT THE STANDARDS

- 145 standards – all mandatory.
- 92 Administrative Standards:
 - ✓ Budget, policy manual review, strategic planning, incident review, audits, etc.
- 53 Operational Standards:
 - ✓ Patrol operations, investigations, evidence handling, etc.
- Purpose statements
 - ✓ Purpose Statements are **NOT** enforceable. Guiding language only to assist the Accreditation Manager (AM)

HOW ACCREDITATION IS ACHIEVED

- Agency conducts self assessment (compares policy and practices against WASPC accreditation standards).

NOTE – Do Not start proofing standards until directed by your Mentor.

- Assignment of Mentor by WASPC.
- Mock assessment at the direction of agency Mentor.
- When mock is successfully completed, written agreement between WASPC and Agency executed.
- Virtual and Onsite assessments.
- Commission review.
- WASPC Board confers Commission findings.
- Re-accreditation every four years.
- Agency member involvement as accreditation assessors.

IMPORTANT BENCHMARKS

- Each year, proof your eight (8) annual standards.
- Two years before re-accreditation, start proofing all other files.
- During the fall before re-accreditation year, request a mentor.
- March 1 of your accreditation year, complete mock assessment for consideration at the Spring WASPC Conference.*
- August 15 your mock assessment, for fall accreditation, must be scheduled.
- August 31 all mock assessment are suspended until October 15.
- 30 days is required between your mock assessment and your final file review.
- At least 10 days is required between the final file review and your site visit.
- September 30 site visit must be completed.

*Spring Conference priority given to those agencies active in the WASPC program as an assessor or mentor.

Poll Question: True or False?

Spring Conference priority given to those agencies **active** in the WASPC program as an **assessor** or **mentor**.

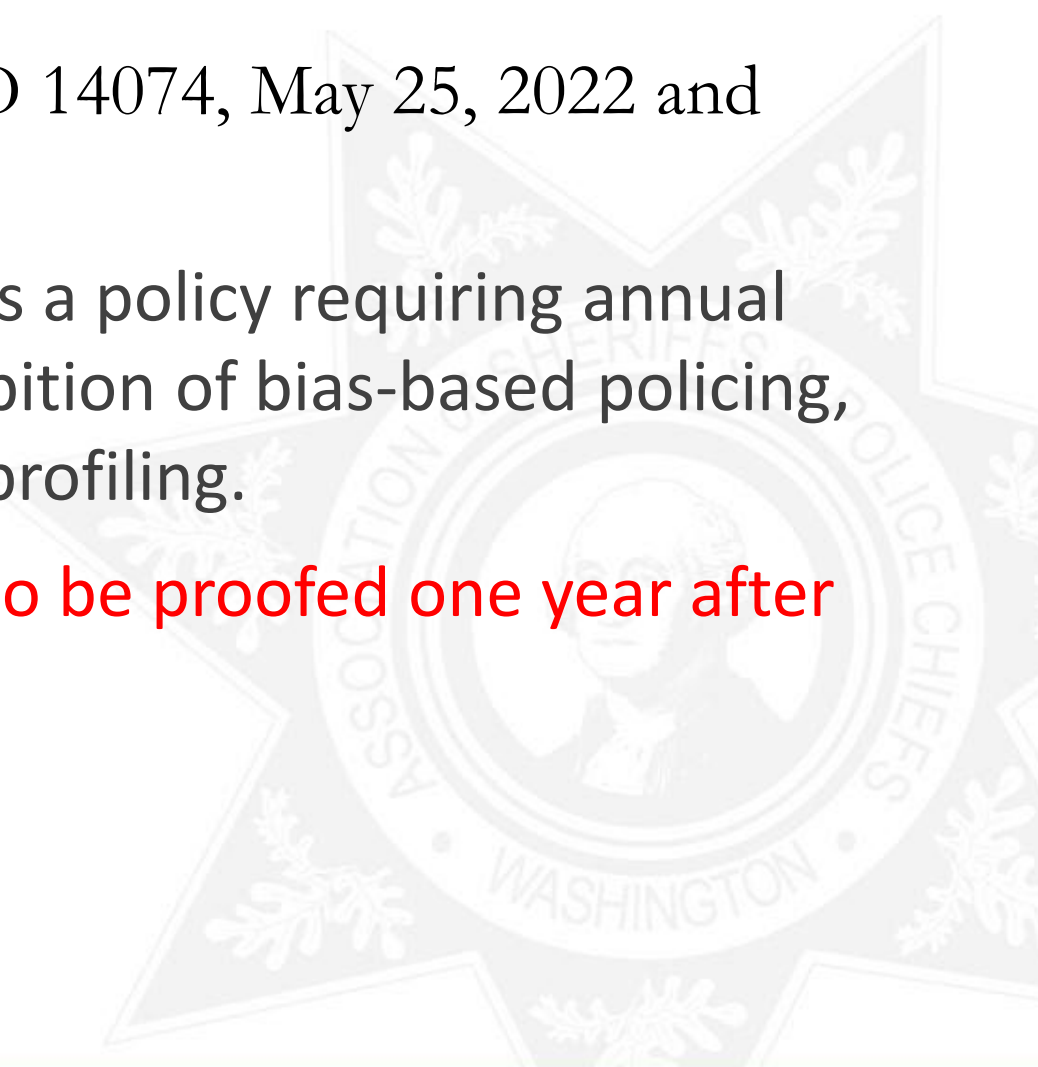


NEW STANDARD EFFECTIVE JAN 1, 2024

Required pursuant to EO 14074, May 25, 2022 and for Federal Certification.

- 11.11 The agency has a policy requiring annual training on the prohibition of bias-based policing, also known as racial profiling.

Also - Standards need to be proofed one year after they become effective.



ACCREDITATION MANAGER'S ROLE

- When ready to begin, assignment of a Mentor (required).
- Identify the gaps between agency practices and policies.
- File construction and coordination of agency staff to supply proofs of compliance.
- ✓ **Do not begin proofing files until policy is updated/current.**
- Work with Mentor to schedule mock assessment.
- Address compliance issues with WASPC DPS.
- Schedule final on-site assessment with DPS.
- Be available during file review to address questions from assessors.

WHAT IS A PROOF

- Evidence that supports compliance with standard.
- Case report, specific form (ex: Use of Force/completed forms), memo or directive, photos.
- Proofing requirements:
 - New Accrediting agency – supply proofs from no more than one year (12 months) prior to the mock assessment.
 - Re-Accrediting agency – supply proofs from within the last two years leading up to the re-accrediting year. In some cases the proof can be from any time over the past four year accreditation cycle.

FILE CONSTRUCTION HINTS!

Work closely with your mentor!!!!

Files are automatically set up in Power DMS and normally only need to be populated in the system.

In Power DMS, hyperlink and highlight sections of policy, reports or memos that specifically support compliance with the standard.

Confirm agency policy complies with the WASPC standards before starting the proofing process!

DO NOT OVER PROOF FILES! (more later)

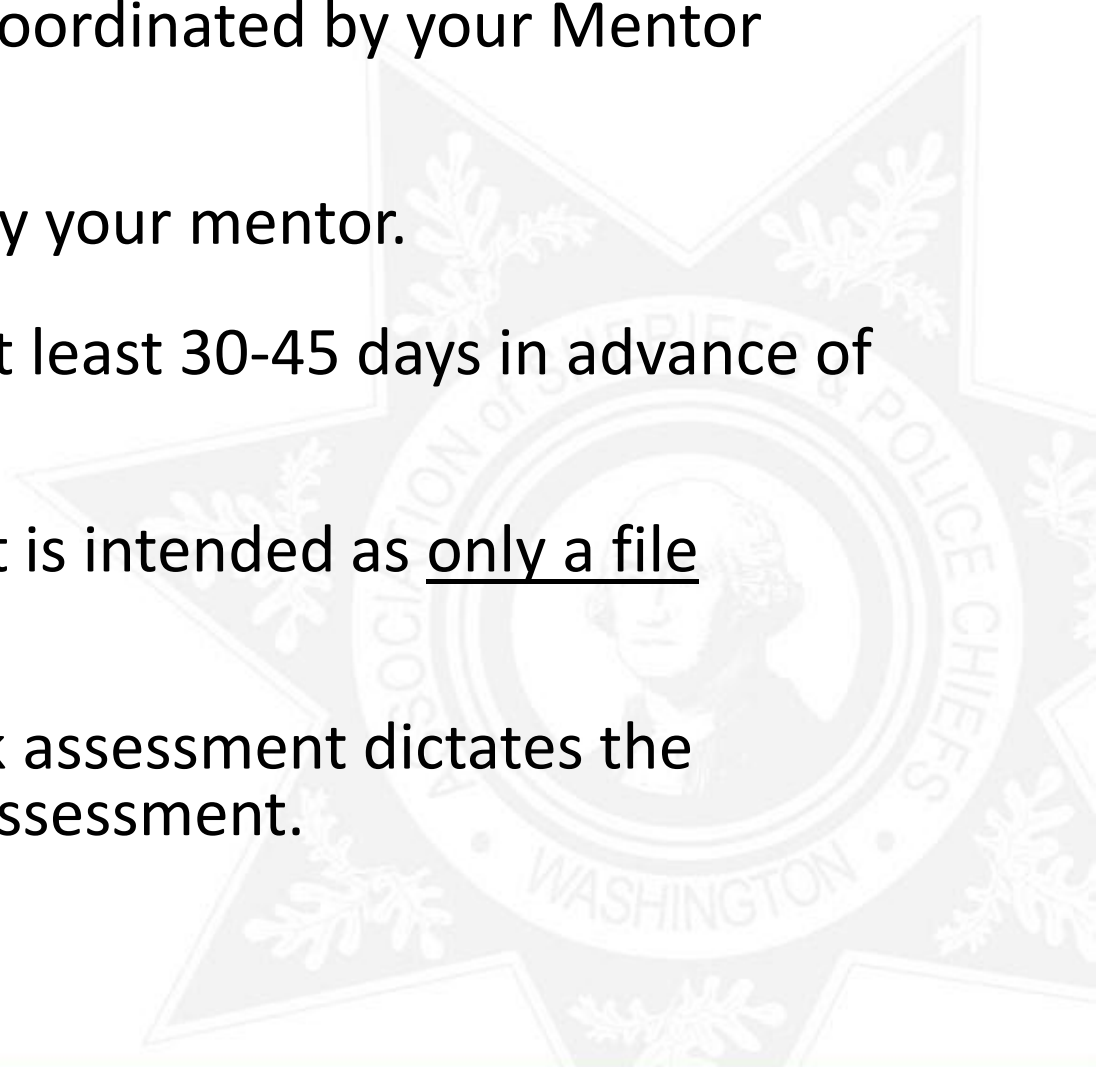
PRE ASSESSMENT CHECKLIST

- ✓ Confirm all policies comply with WASPC standards.
- ✓ Do employees know their responsibilities per policy?
- ✓ Are proofs complete, relevant, and support compliance with the standard?
- ✓ Is file content correctly hyper linked to the specific section that supports compliance?
- ✓ Review files for neatness and simplicity.

Questions? Ask your mentor!

MOCK ASSESSMENT

- Mock assessment is coordinated by your Mentor and is **mandatory**.
- Timing is scheduled by your mentor.
- Must be completed at least 30-45 days in advance of the onsite.
- The mock assessment is intended as only a file review.
- Outcome of the mock assessment dictates the timing of the onsite assessment.



FILE OVER PROOFING

What is over proofing?

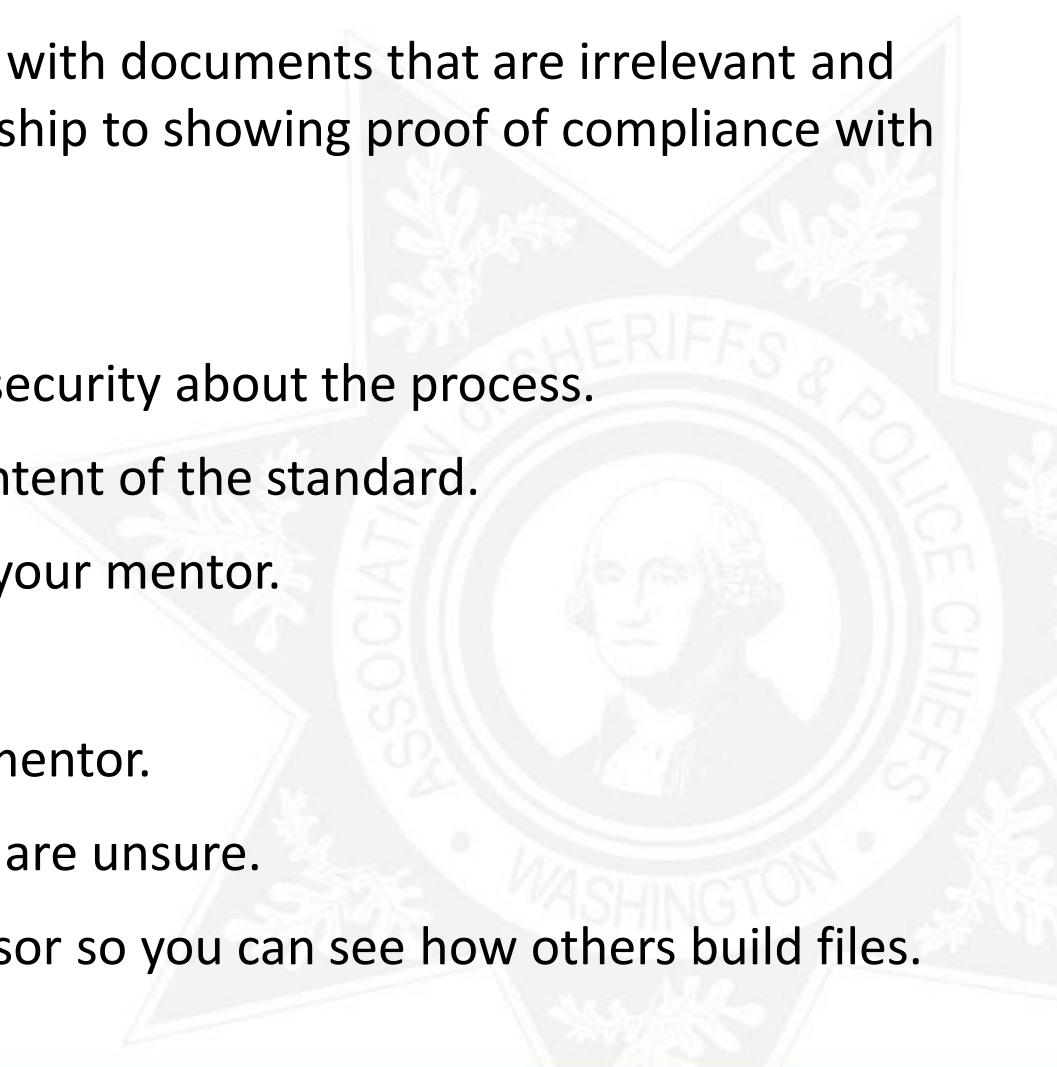
- Filling accreditation files with documents that are irrelevant and do not have any relationship to showing proof of compliance with the standard.

Why does over proofing occur?

- AM inexperience and insecurity about the process.
- Not understanding the intent of the standard.
- Not asking questions of your mentor.

How to avoid over proofing.

- Work closely with your mentor.
- Ask questions when you are unsure.
- Get involved as an assessor so you can see how others build files.



COMMON SHORTCOMINGS

Not understanding, or making assumptions, about accreditation.

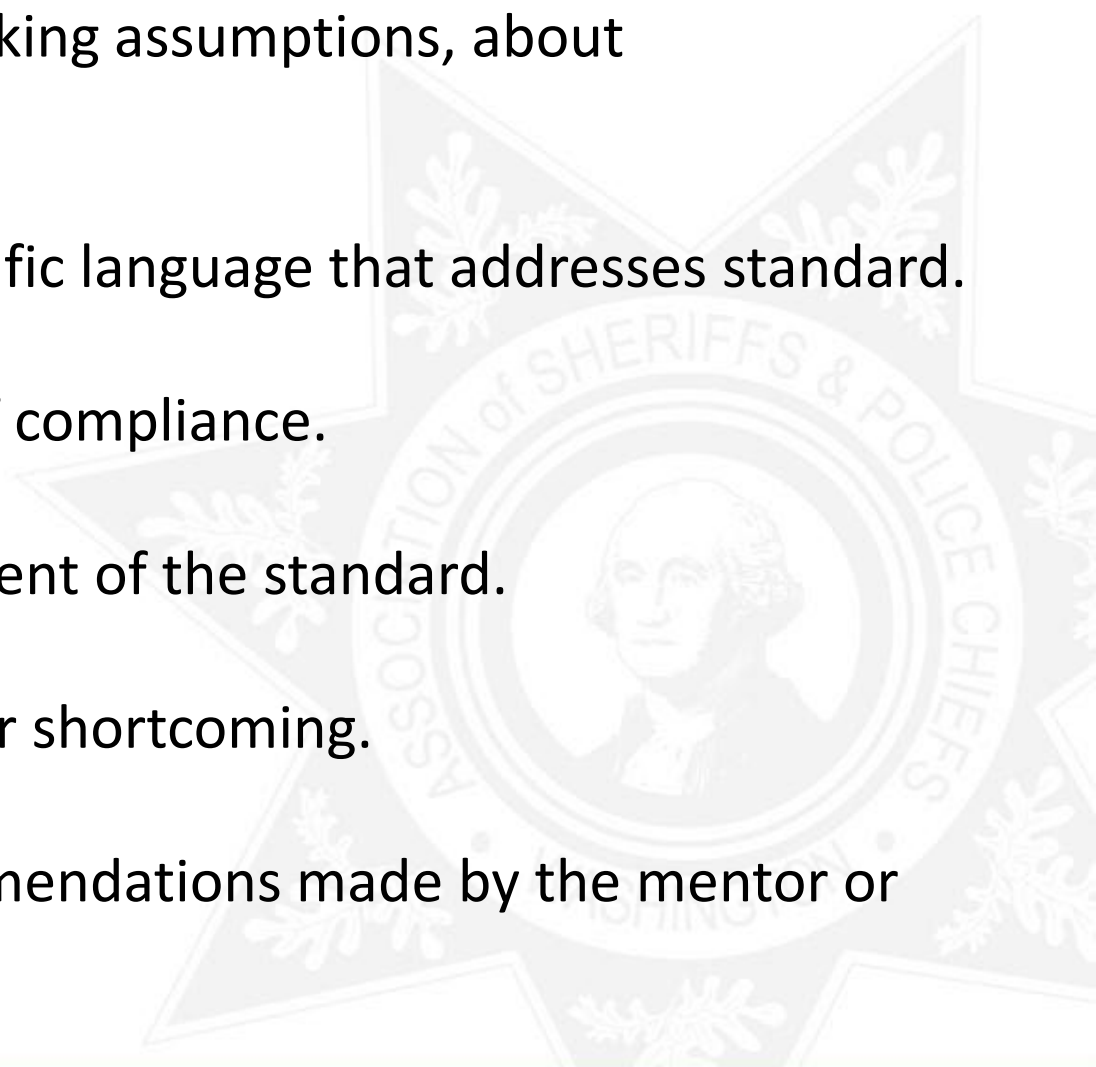
Lacking a policy with specific language that addresses standard.

Lacking adequate proof of compliance.

Not understanding the intent of the standard.

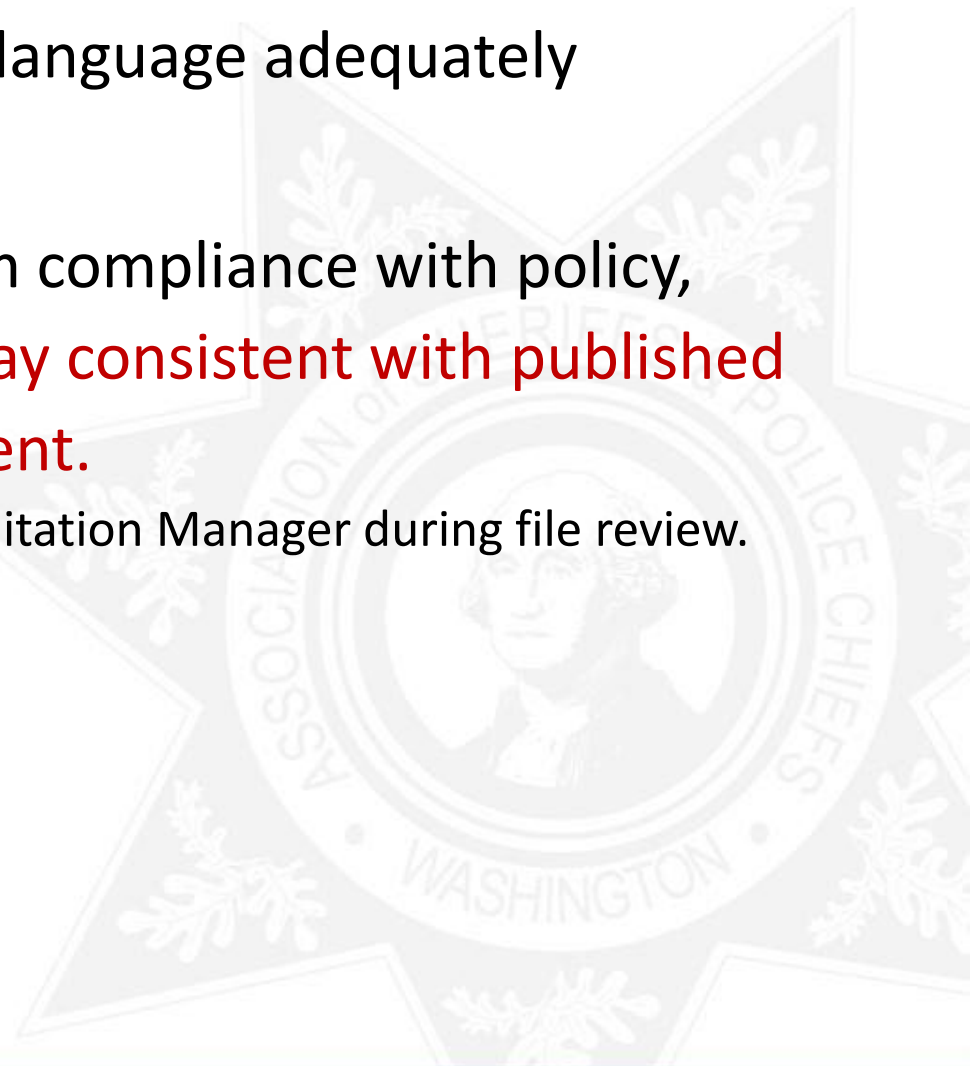
Not owning a deficiency or shortcoming.

Not responding to recommendations made by the mentor or mock assessment team.



ROLE OF THE ASSESSOR

- Confirm policy/procedure language adequately addresses the standard.
- Ensure that proofs confirm compliance with policy, procedure or standard. **Stay consistent with published standards of proof document.**
 - ✓ Will be interacting with Accreditation Manager during file review.



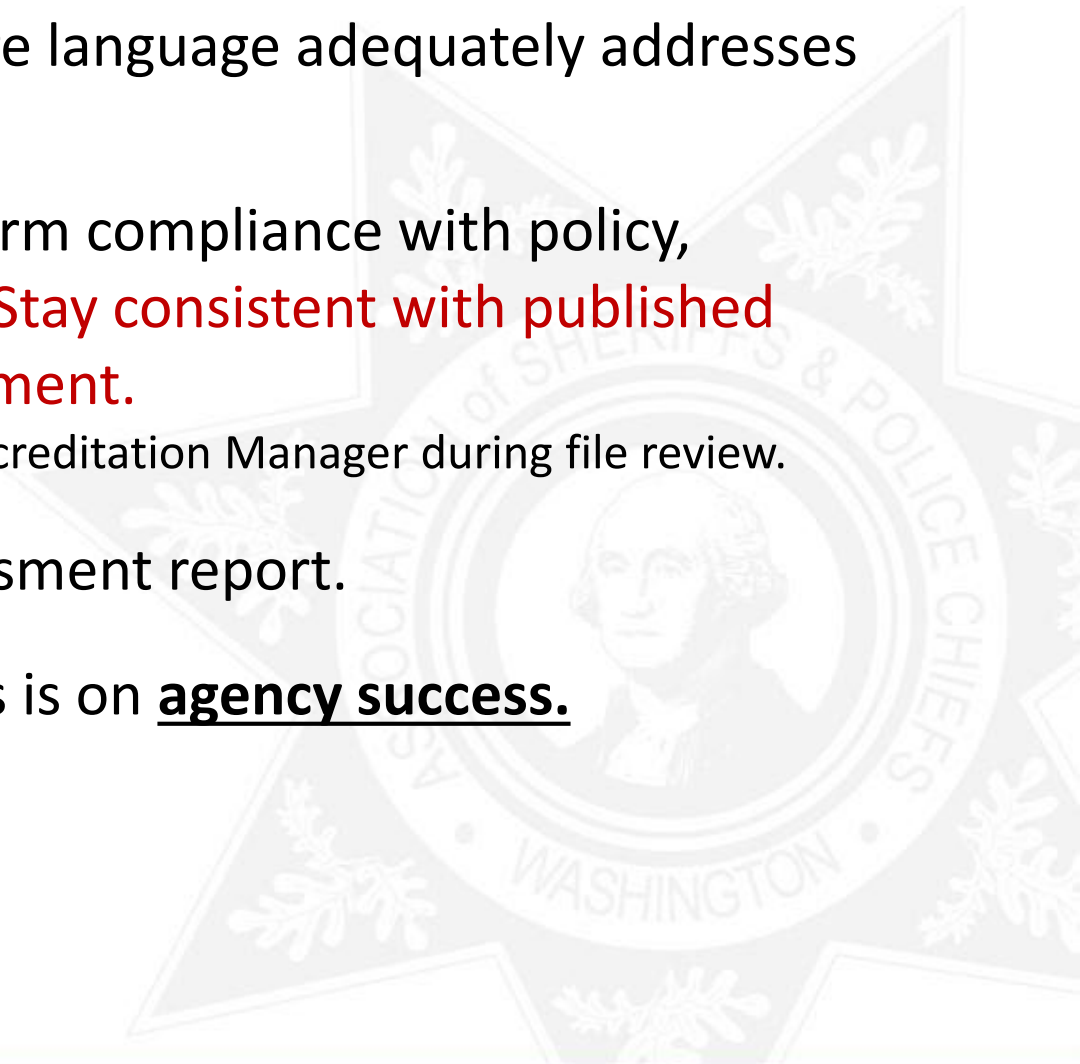
Standards of Proof Document

	A	B	C
4	1.1	Mission Statement	Copy of Mission Statement/Vision Statement.
5	1.2	Goals and Objectives	Copy of department strategic plan or department Goals and Objectives and unit specific goals & objectives. Memo to file explaining annual update process with support documents.
5	2.1	Oath of Office	Signed Oath of Office by an officer (most recent).
7	2.2	Statutory Authorization	Copy of ordinance, RCW or policy that gives CEO authority.
3	2.3	Physical Arrests	Case report with a physical arrest with <u>and</u> without warrant.
9	2.4	Constitutional Requirements	Case report with suspect interview, Miranda and a search/seizure.
0	2.5	Search and Seizure	Case reports covering representative searches.
1	2.6	Strip and Body Cavity Searches	Copy of case report where a strip search was conducted. If no strip searches conducted, place memo in file explaining N/A.
2	2.7	Arrest and Detention of Foreign Nationals	Arrest report with the arrest of a foreign national. If you did not arrest any foreign nationals, place a memo in the file advising that there were no foreign nationals arrested during accreditation cycle. Check with local jail for a proof.
3	2.8	Juvenile Access to Counsel Prior to Interrogation	Incident report that documents efforts made to place the juvenile suspect in contact with counsel prior to interrogation. Make sure you proof all three bullets of the standard.
4	2.9	Electronic Recording of Custodial Interrogations	Incident report, or statement, that documents electronic recording of a custodial interrogation.



ROLE OF THE ASSESSOR

- Confirm policy/procedure language adequately addresses the standard.
- Ensure that proofs confirm compliance with policy, procedure or standard. **Stay consistent with published standards of proof document.**
 - ✓ Will be interacting with Accreditation Manager during file review.
- Contribute to final assessment report.
- Assessment team's focus is on **agency success.**



The ONE BOX Rule!



WWPD Assessments

WASPC Law Enforcement Accreditation Standards Manual © - December 2022 (2nd Revision)

Summary

History

Tasks (1)

Statuses

Attachment:

<> ... / Section 1 - Admin... / Chapter 4 - Manag... / 4.3* Review of In...

4.3* Review of Incidents

Print

WASPC/CALEA CROSSWALK ACCREDITATION STANDARD

The agency has a policy that requires an annual management review and analysis, with final review approved by the chief executive officer, of the following incidents:

- Vehicle pursuits
- Use of force events
- Internal investigations
- Biased based profiling incidents

Purpose: It is the intent that agencies require ongoing first level supervisory and administrative review of these high liability incidents. Additionally, an annual review and analysis of these incidents shall be conducted at the command level, with approval by the CEO, and can be used as an early warning system. Agencies should address policy, procedure, training and/or personnel issues that are identified during this review process.

	Atch	Hlt	
	-	-	
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	4	1	<input type="checkbox"/>
	5	2	<input type="checkbox"/>
	5	3	<input type="checkbox"/>
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Type

Simple Note

Standard

0 points selected

* Notes

Only Check One Box

Save Cancel

Filters: None Applied

POLICY: 300 Use Of Force
Accreditation Manager

Highlights (1)

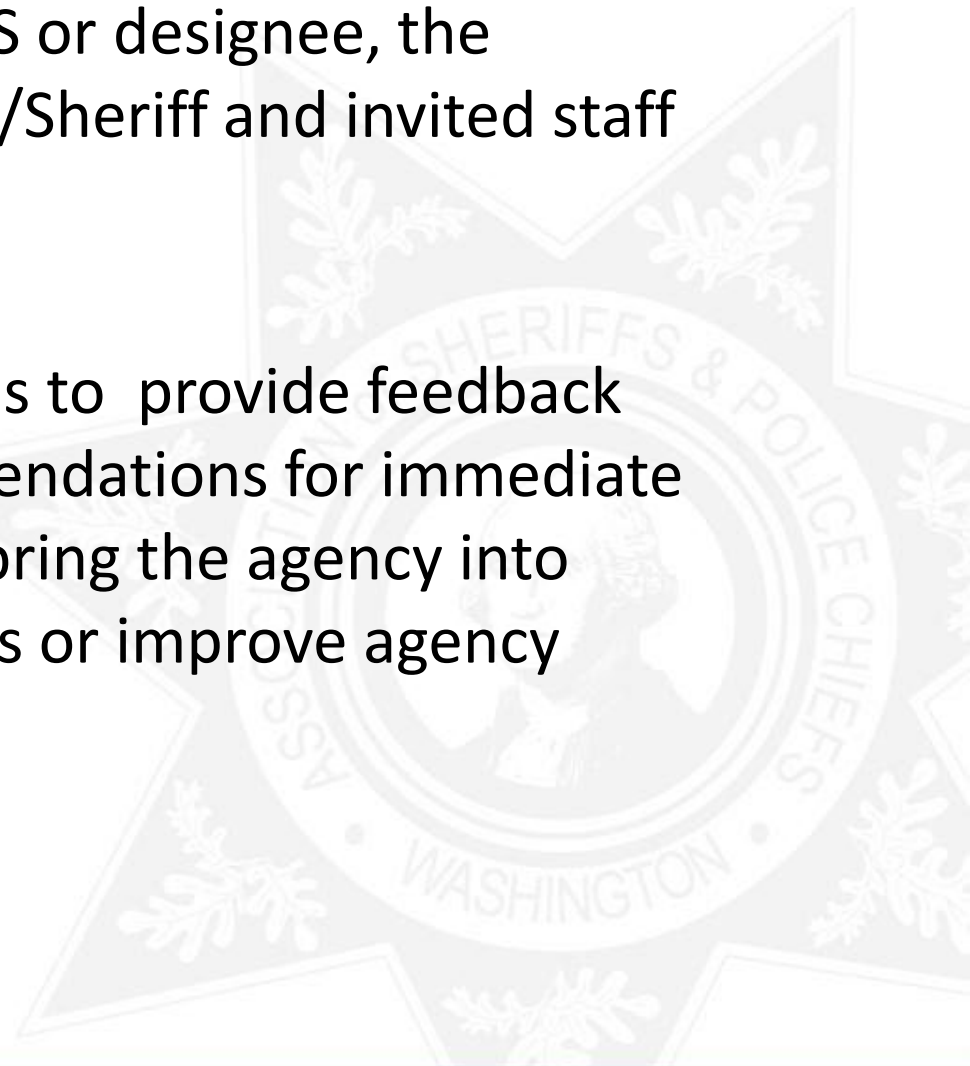
- 300.9 UOF Analysis

307 Vehicle Pursuits
Accreditation Team

Highlights (1)

EXIT INTERVIEW

- Following site visit the DPS or designee, the assessor meets with Chief/Sheriff and invited staff or guests.
- Purpose of exit interview is to provide feedback that may include recommendations for immediate adjustments or action to bring the agency into compliance with standards or improve agency performance.



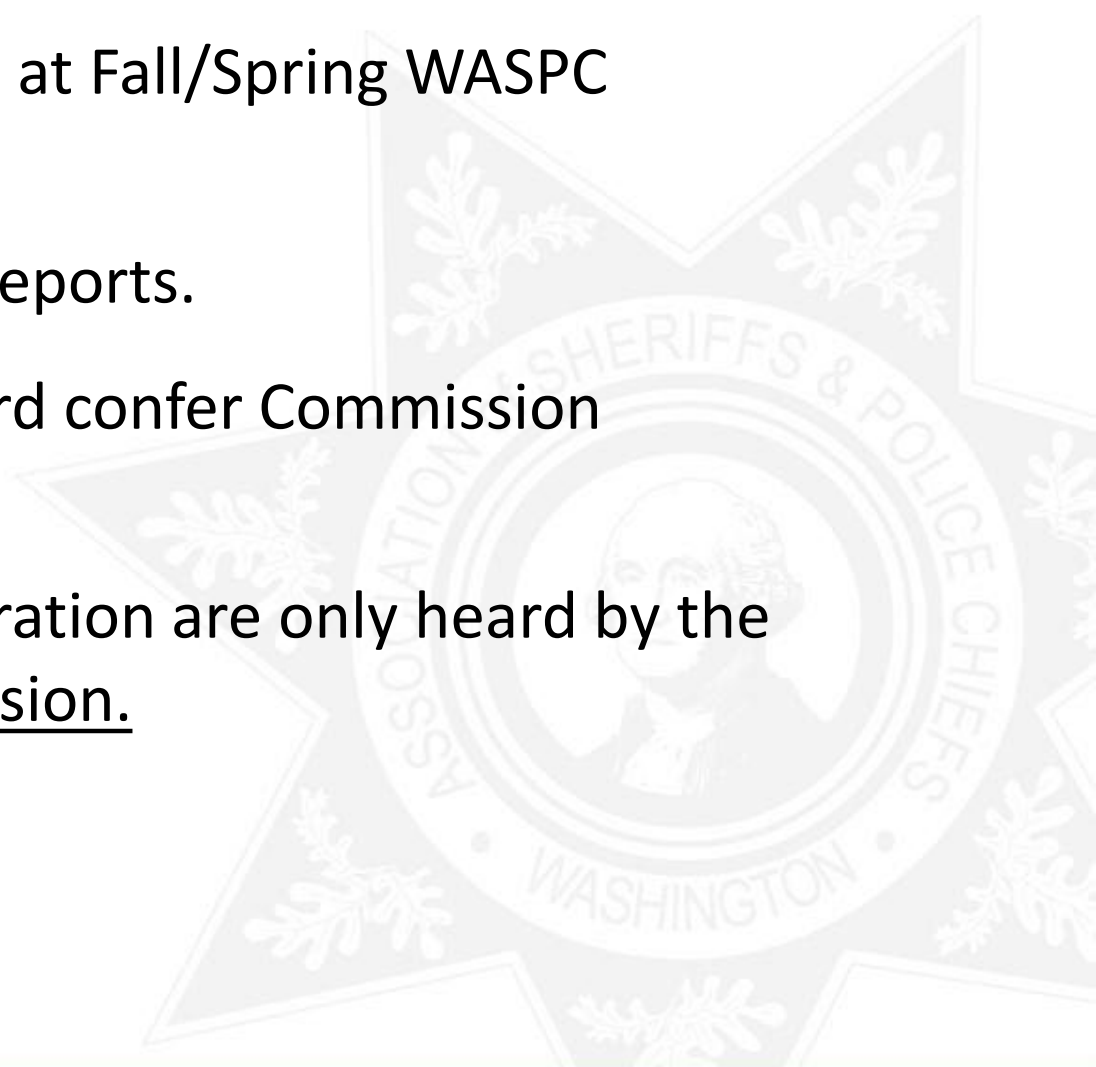
OUT OF COMPLIANCE CORRECTIONS

If the agency is deemed out of compliance with any standards:

- DPS briefs the AM and often the CEO of any problem areas and provides solutions.
- The WASPC DPS is the contact for agencies working on non-compliance issues.
- Final documents, including corrective measures taken, are forwarded to the DPS (in one package) at least 30 days prior to the next Accreditation Commission meeting.

ACCREDITATION COMMISSION ACTIONS

- Commission convenes at Fall/Spring WASPC Conference.
- Reviews agency final reports.
- WASPC Executive Board confer Commission findings.
- Appeals for reconsideration are only heard by the Accreditation Commission.

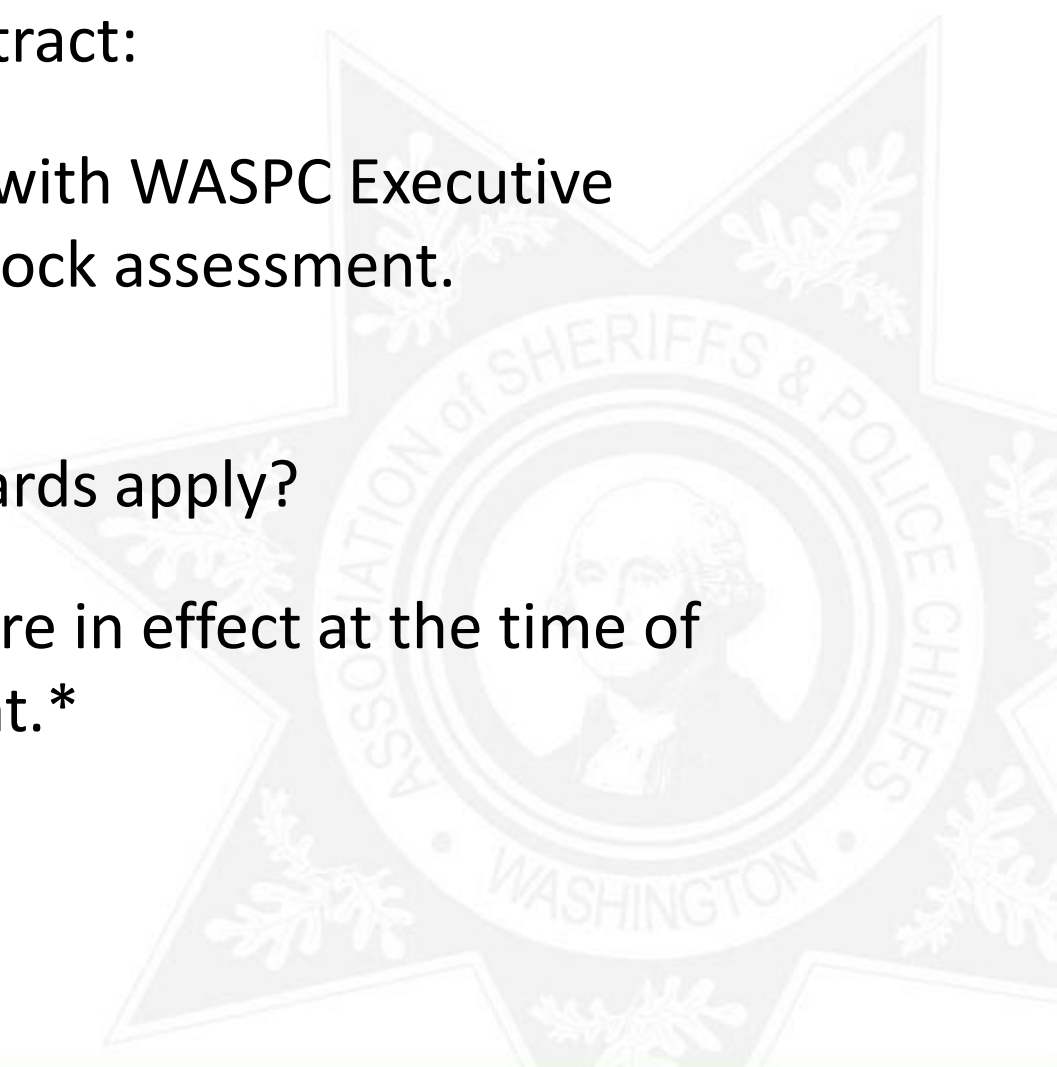


RE-ACCREDITATION PROCESS

- Accreditation is a 4-year cycle and re-accreditation is more difficult than initial accreditation.
- **DO NOT** park the process until the year leading up to your re-accreditation onsite. Re-accreditation work should begin immediately after your last on-site.
- Be active in the WASPC Accreditation program. Give back. Standards are updated regularly. Stay current with changes and adjust policy and practices to meet new standards.
- **LIVE ACCREDITATION!**

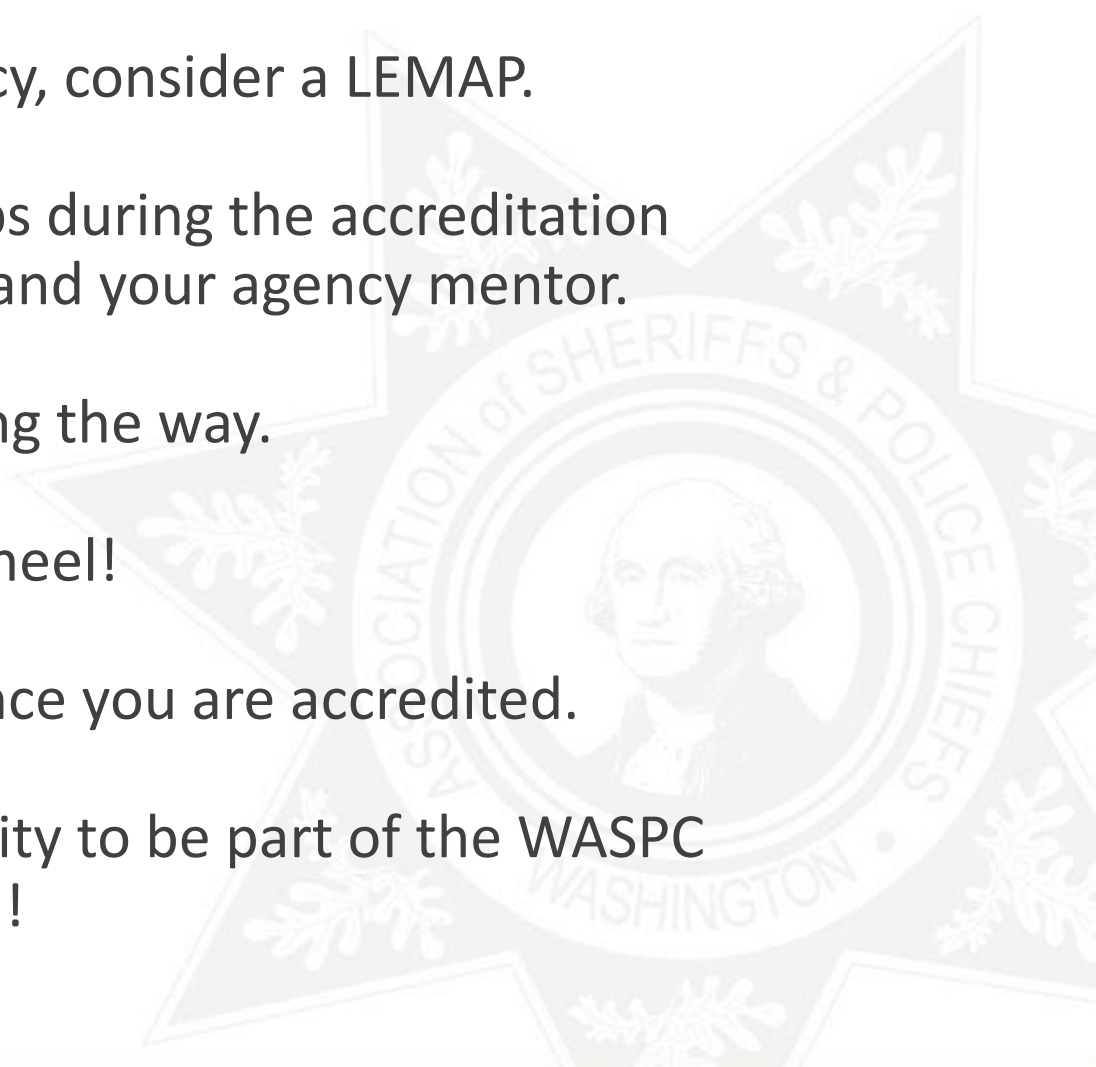
ACCREDITATION CONTRACT AND SCHEDULING

- Signing the WASPC contract:
 - ✓ Chief signs contract with WASPC Executive Director following mock assessment.
- Which edition of standards apply?
 - ✓ The standards that are in effect at the time of the mock assessment.*
**in most cases.*



FINAL HINTS!!

- If you are a new agency, consider a LEMAP.
- Coordinate major steps during the accreditation process with the DPS and your agency mentor.
- Ask for assistance along the way.
- Don't Reinvent the Wheel!
- Avoid complacency once you are accredited.
- Fulfill your responsibility to be part of the WASPC accreditation program!



Poll Question: True or False?

WASPC Accreditation Contracts are signed when an agency declares they are interested in starting the accreditation process.



ASSESSOR AND MENTOR CERTIFICATION PROGRAM

- Apprentice Assessor:
 - Apply, attend accreditation manager seminar, complete 2 final file reviews (FFV) within 24 months of application.
- Certified Assessor:
 - Meet the Apprentice requirements and complete 3 more FFV's within 24 months. Must conduct 2 FFV's every 24 months to stay current. (Certificate and name on WASPC website)
- Apprentice Mentor:
 - Must be a Certified Assessor, complete one (1) accreditation for their agency and five (5) FFV's within 36 months of application.
- Certified Mentor:
 - Apprentice mentor and serve as a mentor for 4 (four) agencies seeking re-accreditation within 36 months of applying and at least 1 (one) agency per year after certification. Mentor's agency must maintain accredited status. (Name on WASPC website and wood plaque presented at the PSC meeting each fall or spring).

*All applicants must have agency approval.

**Current assessors and mentors can be grandfathered into program if they meet the minimum requirements for each category.

CONCLUSION

Questions?

