

# **Utah Chiefs of Police Association Accreditation Alliance Process**

**The Utah Chiefs Alliance exists to improve the quality of law enforcement agencies in the State of Utah and ultimately the quality of services provided to the citizens of this state.**

The Utah Chiefs Accreditation Alliance (UCCA) is a function of the Utah Chiefs of Police Association in association with Utah Local Governments Trust, Utah Risk Management Mutual Association (URRMA) and other insurance carriers as so defined. (UCAA) was formed in and created under the direction and authority of the Utah Chiefs of Police Association Chiefs of Police. The Alliance mutually supports and endorses the continued improvement of law enforcement and emergency communications services by establishing professional standards of accountability, management, and operations.

The Utah Chiefs Accreditation Alliance is governed by the Utah Chiefs of Police Executive Board and administered by the Executive Director of the Association. The Board is composed of representatives from Utah jurisdictions as voted on by the Utah Chiefs of Police Association general membership. The purpose of the UCAA is to review all agencies being presented for state accreditation to ensure that compliance with all applicable standards has been met. If all requirements have been met, the UCAA through the Executive Director nominates the candidate agency to the Executive Board for the award of state accreditation.

The Utah Chiefs of Police Association Executive Board meets each month yearly.

Accreditation standards will be reviewed yearly by the Utah Chiefs Accreditation Alliance representatives as appointed by the Utah Chiefs Executive Board in conjunction with Lexapol, the Utah Local Governments Trust and URMMA. It should be noted that it is not the intent of the Accreditation process to make policy or dictate any department function or process of operation, but only to make sure policies are in order and up to date as prescribed and suggested by Lexapol or other entities which are consistent with good law enforcement practices.

## **What is the process?**

### **Application Phase:**

The agency applies for membership in the Utah Chiefs Accreditation Alliance, completes a working agreement, and receives necessary materials to assist in the next phases.

### **Self-Assessment Phase:**

The agency determines its level of compliance with Utah Accreditation Alliance standards. Files are established where proofs of compliance are compiled. In this phase all agency policies and procedures undergo a review, and are updated/revised as necessary.

### **Mock Assessment**

When the agency has completed the self-assessment phase, the Accreditation Manager (AM) should arrange for a simulated assessment conducted by a mock assessment team. This assessment can be described as a practice assessment, which is not required, but recommended. A more comprehensive mock assessment, if conducted properly, can be a valuable strategy in preparation for the actual on-site assessment. It is beneficial for the AM to observe or participate in the mock assessments of other agencies going through the process. Peers will often assist agencies in obtaining accredited status by participating in this important simulated mock review. It is an effective way to assist his/her own agency, as well as the agency being assessed. Whenever possible, AMs should take advantage of participating in this opportunity. The mock team will review folders and make suggestions for areas of improvement. The entire mock team format is designed to identify discrepancies prior to the actual on-site assessment. The mock team may make suggestions regarding compliance and format in their final report to the agency. The Commission does not consider mock team findings when determining accredited status -- the mock assessment is for the benefit of the agency only. The AM should review the mock team's findings and evaluate the relevance of each item and what modifications may need to be implemented to improve the agency's actual on-site assessment. It may be beneficial to contact other AMs and/or assessors prior to making any changes suggested by the mock team. A second mock assessment may be in order if substantial recommendations were made by the mock assessment team. The agency has the option of accepting or not accepting any of the mock team's recommendations. The ultimate purpose of the mock assessment is to provide the AM with an opportunity to evaluate and correct any compliance issues. The AM is responsible for organizing and making arrangements for the mock assessment team, including items to be reviewed and the scheduling of time. The AM should conduct a thorough review of all of the documentation to be examined by the mock assessment team. All costs for a mock assessment are the responsibility of the agency, although colleagues may be willing to participate in the mock assessment for little or no cost.

### **Onsite Assessment:**

One or more Utah Chiefs Accreditation Alliance assessor(s) reviews the agency's policies, procedures, and practices against the standards to ensure necessary compliance is met. A report is then compiled and forwarded to Executive Director for review and nomination to award accreditation made to the respective parent organization.

### **Review and Decision**

The Utah Chiefs of Police Executive Board reviews the UCAA Board nomination as recommended by the Executive Director and decides to award or defer accreditation. A date, time and location are arranged for formal presentation of the award, which is usually at the Agency's City Council meeting. Representatives from the Utah Chiefs of Police Association and Accreditation Alliance at their discretion will make the presentation to the entity.

### **Re-Accreditation:**

In order to maintain accredited status, agencies must provide annual documentation of continued compliance and after five years undergo an onsite assessment which will be similar to the initial accreditation.

## **Time frame for onsite Assessment**

On average, it takes approximately 18-24 months to prepare an agency for an onsite assessment. Depending on agency circumstances or impacts, the time frame can be shorter or longer. Three years is allowed for Utah Accreditation.

## **Does the Accreditation Manager need to be assigned full-time to prepare the agency for an onsite assessment?**

No, that is not necessary. Although this is at the discretion of the Chief of the agency, most agencies do not have sufficient resources to assign someone full-time as an Accreditation Manager. The majority of Accreditation Managers already have other full-time responsibilities. If done properly, the entire agency will be involved in the preparation process.

### **Costs:**

## **Utah Chiefs of Police Association**

<b>Accreditation Costs</b>	
Small Agency (1-25)	\$ 1000 (Option of 50% Hardship Request)
Medium Agency (26-75)	1500
Large Agency (76-125)	2000
Major Agency (126 +)	3000
<b>Re-Certification Costs</b>	
Small Agency (1-25)	\$ 500
Medium Agency (26-75)	750
Large Agency (76-125)	1000
Major Agency (126+)	1500

### **Reimbursements:**

Upon completion of the accreditation process, the Utah Local Governments Trust, and URMMA will reimburse their respective insured accredited agencies for their accreditation costs to include re-certification. This process will apply for the Utah Local Governments Trust when the Trust's name is on the plaque of recognition for accreditation. This reimbursement will apply to all agencies whether insured through the trust or not except URMMA insured cities URMMA will not require any involvement in recognition. It will be at the discretion of the Chief of the accrediting agency if he chooses to utilize the reimbursement from Utah Local Government Trust, utilizes his own insurance group or foregoes all reimbursement. If the chief chooses to forego the Trust or other insurance provider involvement, all plaques and additional paperwork will be void of the Trust's or other insurance provider name and/or logo and the agency will be solely responsible for costs incurred.

### **Vehicle Stickers**

Vehicle accreditation stickers will be available for agency use at the sole discretion of the Chief of that agency. Reimbursements for the sticker will also apply by Utah Local Governments Trust if their identity is displayed on the sticker. If the agency chooses not to have the Trust name on the

stickers, the reimbursement will not apply. However the agency may choose to purchase vehicle stickers which do not have the Utah Local Governments Trust name on them at a cost to the agency. These stickers can be ordered through the Utah Chiefs of Police Association.

**For questions or further information please contact:**

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