

ACCREDITATION MAINTENANCE SYSTEM

WILLIAMSTOWN POLICE DEPARTMENT POLICY & PROCEDURE NO. 4.37	EFFECTIVE DATE: 07/19/2022
	REVISION DATE: 07/19/2022
MASSACHUSETTS POLICE ACCREDITATION STANDARDS 11.4.3; 33.5.3	REVIEW DATE: 07/19/2023

I. POLICY:

The Williamstown Police Department will utilize an Accreditation Maintenance System, ensuring that periodic reports, reviews, and other activities mandated by applicable accreditation standards are accomplished. The system shall be under the supervision of the Accreditation Manager, who shall have direct access to the Chief of Police on matters of Accreditation, Staff Inspections, Crime Analysis, Training, Planning and any special projects as directed by the Chief. **[11.4.3]**

II. RESPONSIBILITY FOR SERVICES AND RESOURCES:

1. The basic function of the Accreditation Maintenance System shall include:
 - a. Establish and maintain the Department’s system for monitoring compliance with Accreditation Standards, in writing.
 - b. Serve as a resource in law enforcement planning and research.
 - c. Assist in the development of short- and long-range Department goals and objectives.
 - d. Analyze and report on various Department Programs, prepare summary reports for management.
 - e. Perform and assist in the development of special projects as directed by the Chief of Police or his designee.

- f. Act as a liaison between the Department and other agencies as needed.
 - g. Analyze operational activities and conduct surveys.
 2. The Accreditation Manager shall assist in the development and any subsequent updates to a Multi-year Plan that shall include:
 - a. Long term goals and objectives.
 - b. Anticipated workload and population trends.
 - c. Anticipated personnel levels.
 - d. Anticipated capital improvements and equipment needs.
 - e. Provisions for review and revisions.
 3. All available resources shall be made available to the Accreditation Maintenance System through computer access to the department central records system, the town and department network systems, and Internet access to state, federal and other agencies.

III. OTHER FUNCTIONS:

1. **Accreditation:** The Accreditation Manager shall be responsible for providing policies and procedures that meet or exceed the minimum requirements set forth by the Massachusetts Police Accreditation Commission (MPAC), and maintaining these policies in compliance. Policies shall be reviewed annually by the Chief and/or the Accreditation Manager. The Accreditation Manager shall be responsible for ensuring that periodic reports, reviews and other activities mandated by applicable accreditation standards are accomplished through the collection and review of compliance documentation.

All file folders designated for accreditation compliance shall be updated regularly by the Accreditation Manager, in accordance with all standards set by the Massachusetts Police Accreditation Commission.

All Use of Force Reports and Vehicular Pursuit Reports will be completed and copies placed in the accreditation file folder upon review and approval.

An annual review of all Use of Force Reports and Vehicular Pursuit Reports shall be conducted by the Chief of Police within the first quarter of each calendar year and a final report placed in the corresponding accreditation file.

At least annually, the Chief of Police will direct that an unannounced inspection of the agency's property and evidence storage area be conducted. Semi-annually there will be inspections of the property and evidence storage area.

An audit of the property and evidence storage area will be conducted annually. See Policy and Procedure **6.02, Property and Evidence Control**.

One or more spreadsheets shall be utilized to identify time-sensitive activities that need to be monitored as follows:

- Items that must be checked and documented **per occurrence**.
- Items that must be checked and documented on a **weekly basis**.
- Items that must be checked and documented on a **monthly basis**.
- Items that must be checked and documented on a **quarterly basis** (every three months).
- Items that must be checked and documented on a **semi-annual basis** (every six months).
- Items that must be checked and documented on an **annual basis** (yearly).
- Items that must be checked and documented on a **biennial basis** (every two years).
- Items that must be checked and documented on a **triennial basis** (every three years).

A calendar may be utilized to sort and maintain all time sensitive activities, reviews and reports needed for accreditation, and to serve as a reminder when these are due.

One or more spreadsheets shall be used to identify written directives for each applicable accreditation standard and their status.

One or more spreadsheets shall be used to identify compliance proofs for each applicable accreditation standard and their status.

2. **Special Projects:** The Chief of Police may assign projects that require research, analysis, and/or planning to the person or organizational component with the greatest level of expertise and experience in the subject matter.

IV. TRAINING:

All Department employees shall receive information and familiarization on the accreditation standards and accreditation process during initial training and prior to each on-site assessment. **[33.5.3]**