



MEDFIELD POLICE DEPARTMENT

POLICY NO. 4.37

ACCREDITATION MANAGEMENT

MASSACHUSETTS POLICE
ACCREDITATION STANDARDS
REFERENCED: **11.4.3**

ISSUING AUTHORITY:

Michelle Guerette
Chief of Police

DATE OF ISSUE:
07/09/2023
EFFECTIVE DATE:
07/09/2023
REVISION DATE:
11/05/2025

BACKGROUND:

This written directive establishes an accreditation maintenance system for the Department. **If enacted**, an accreditation maintenance system would allow Department personnel to monitor compliance with, and provide an organized record of, the measures required to maintain certification and/or accreditation status in the Massachusetts Police Accreditation Program.

POLICY:

If an accreditation maintenance system is enacted, the Medfield Police Department will work to meet and uphold the law enforcement certification and accreditation standards as established and amended by the Massachusetts Police Accreditation Commission (MPAC). The standards for the Massachusetts Police Accreditation Program are based upon national standards established by the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA). The standards reflect the best professional practices in police management, administration, operations, and support services.

PROCEDURES:

It is the responsibility of all Department personnel to remain in compliance with applicable certification/accreditation standards. It is the responsibility of the Accreditation Manager to monitor accreditation standard changes, and notify all affected Department personnel who may be impacted by those changes. The Accreditation Manager is specifically responsible for:

1. Attending MPAC accreditation training within 12 months of appointment as Accreditation Manager; **[33.5.4]**
2. Assessing and updating all policy reviews;
3. Updating the compliance schedules and/or databases;
4. Revising written directives as needed;
5. Notifying Department personnel of required reports, activities and documentation;
6. Ensuring that all personnel (sworn and civilian) are familiar with, and educated about the certification/accreditation process; and
7. Preparing personnel and certification/accreditation files for MPAC program assessments.

There are several maintenance and review schedules used by the Accreditation Manager to track and document required activities. The primary document is the "Accreditation Compliance and Maintenance" spreadsheet. This may be kept current as a spreadsheet or database file, in order to generate useful reports and reminders from the information tracked. It includes policy review dates, activities and reports required by Department policies and procedures, and listings by area of responsibility, title or rank.

These schedules will be maintained by the Accreditation Manager, and updated as needed. The Accreditation Manager may also distribute emails, memos or shared calendar reminders to supervisors or others with identified areas of responsibility, alerting them to upcoming required reviews, reports and training. The overall accreditation maintenance system may also include other calendars, timetables, or lists, as needed. The majority of required reports and reviews are clearly described in Department policies, so the accreditation lists and policies typically serve as joint notifications.

Supervisors and designated reporters shall be familiar with any standards, which apply to their areas of control and maintain their files accordingly. They should notify the Accreditation Manager if they are unable to complete scheduled tasks, so the scheduling expectations can be jointly reviewed. When a designated reporter has completed any quarterly, semi-annual, or annual tasks/reports, they shall forward a copy to the Accreditation Manager to document compliance, unless the document contains restricted or confidential information. Designated reporters are responsible for maintaining documentation of their training, scheduled reports and reviews as defined in Department policies.

This documentation will be filed in secure areas under their control, or on the computer drive system, in order to ensure compliance with records security protocols and ease of locating. In addition to supervisors, other Department personnel, as designated in schedules and policies, shall complete and document all required reports under their areas of responsibility, as specified in Department policies and written directives.