



**CITY OF PACIFIC GROVE**  
**300 Forest Avenue, Pacific Grove, California 93950**

**AGENDA REPORT**

**TO:** Honorable Mayor and Members of City Council

**FROM:** Shea Johnson, CALEA Project Manager

**MEETING DATE:** January 10, 2018

**SUBJECT:** Report on Commission on Accreditation for Law Enforcement Agencies (CALEA)

**CEQA:** This action does not constitute a “project” as defined by the California Environmental Quality Act (CEQA) §15378.

**RECOMMENDATION**

It is recommended that the City Council receive the report.

**BACKGROUND**

Pacific Grove Police Department is in the process of adopting the CALEA accreditation process. CALEA was formed in 1979 to improve the delivery of public safety services by maintaining a body of standards, establishing and administering an accreditation process, and recognizing professional excellence. During the course of fiscal year 2017/2018, the Pacific Grove Police Department intends to initiate the process of becoming a nationally and internationally accredited law enforcement organization. This report will outline the purpose, process, intended outcome, initial costs, and on-going costs to seek, be awarded, and maintain accreditation.

**DISCUSSION**

The Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) is a credentialing authority, based in the United States, whose primary mission is to evaluate the standards of excellence of public safety organizations, namely law enforcement agencies, training academies, communications centers, and campus public safety agencies.

CALEA was founded in 1979 through a joint effort of four professional associations whose members represent approximately 80% of the law enforcement profession in the United States: The International Association of Chiefs of Police (IACP), the Police Executive Research Forum (PERF), the National Organization of Black Law Enforcement Executives (NOBLE), and the National Sheriffs' Association (NSA). These organizations formed CALEA as a means to improve law enforcement service by creating a national body of best known standards and practices for agencies to follow.

Today, a Commission Board, comprised of 21 members, governs CALEA. Eleven board members must be law enforcement practitioners with the balance selected from the public and private sectors. The Commissioners are appointed by the four founding law enforcement organizations.

Specifically, CALEA's goals are to:

- Strengthen crime prevention and control capabilities
- Formalize essential management procedures
- Establish fair and nondiscriminatory personnel practices
- Improve service delivery
- Solidify interagency cooperation and coordination
- Increase community and staff confidence in the agency

Law enforcement accreditation is a voluntary process, and it represents a challenge that pushes toward unilateral excellence for the agencies that elect to pursue it. The process allows three years for the applying agency to bring itself into compliance with the nearly 500 individual standards. The CALEA accreditation process is a proven modern management model that presents the Police Chief with a continuing blueprint for the department that promotes the efficient use of resources and improves service delivery. The standards upon which the program is based reflect the best practices, current thinking and experience of law enforcement practitioners and researchers. Major law enforcement associations, leading educational and training institutions, governmental agencies, and law enforcement executives, acknowledge CALEA's Standards and its accreditation program as benchmarks for today's law enforcement agency.

## **Standards**

The purpose of CALEA's Accreditation Program is to improve the delivery of public safety services, primarily by maintaining a body of best practices standards, establishing and administering an accreditation process, and recognizing professional excellence.

The standards address six major law enforcement areas:

- Role, responsibilities, and relationships with other agencies
- Organization, management, and administration
- Personnel administration
- Law enforcement operations, operational support, and traffic law enforcement
- Detainee and court-related services
- Auxiliary and technical services

## **Benefits of Accreditation**

Accreditation requires a law enforcement agency to develop a comprehensive, well thought out, uniform set of written directives. This is one of the most successful methods for reaching administrative and operational goals, while providing direction to personnel.

- Accreditation standards provide the necessary reports and analyses agencies need to make fact-based, informed management decisions
- Accreditation is a means for developing or improving upon an agency's relationship with the community
- Accreditation strengthens an agency's accountability, both within the agency and the community, through a continuum of standards that clearly define authority, performance and responsibilities
- Accreditation can limit an agency's liability and risk exposure because it demonstrates that internationally recognized standards for law enforcement have been met, as verified by a team of independent outside CALEA-trained assessors

### **Self-Assessment and On-Site Assessment**

Once Pacific Grove Police Department is enrolled in CALEA's program, the department will have 36 months to complete self-assessment and schedule an on-site assessment. The department proceeds with self-assessment by complying with applicable standards, developing proofs of compliance, and preparing for the on-site assessment. A team of CALEA-trained assessors will then visit the department to determine compliance with standards, view the police department operations, conduct a public information session, and report its findings to the Commission for final determination of accreditation status.

### **Commission Review and Decision**

CALEA holds a conference three times a year in which the Commission's Review Committees conduct hearings regarding the Department's compliance to applicable standards. If satisfied the Department has met all compliance requirements, the Commission awards accreditation to the Department, at which point the Department is able to display the CALEA program's Mark of Excellence.

### **Maintaining Compliance and Re-accreditation**

During the four-year accreditation award cycle, Pacific Grove Police Department must maintain compliance with applicable standards, keep its proofs of compliance up-to-date, and live the letter and spirit of those standards. To retain its accredited status, the police department is required to submit to CALEA their appropriate accreditation continuation fees, as well as an annual report. Reaccreditation occurs at the end of four years, following another successful on-site assessment and hearing before the Commission.

### **Cost of Accreditation**

The initial accreditation fees for an agency our size is \$11,450. In addition to the initial accreditation fees, agencies are charged for the estimated on-site costs of the initial assessment. Actual on-site costs are impacted by lodging, airfare, the number of assessors utilized, and other factors specifically related to the assessed agency and the geographical area in which the agency is located.

The initial Law Enforcement Agreement between the Pacific Grove Police Department and CALEA is for 36 months; however most agencies are able to complete the self-assessment within a much shorter time. If for some reason we have not completed our self-assessment, or scheduled our initial on-site by the end of the 36<sup>th</sup> month of the initial agreement period, we may request an annual extension of the Agreement at a cost of 35% of the initial accreditation fee in effect.

After we receive our initial accreditation award, we then enter into a Continuation Agreement and begin paying annual continuation fees, which include the estimated charge for our next on-site assessment. Currently that fee is approximately \$4,100 for an agency our size.

FEES	FREQUENCY	FY 17-18 COSTS	FY 18-19 COSTS	FY 19-20 COSTS
Accreditation Fee	1x	\$11,450		
Estimated On-Site Assessment Charge	1x		\$5,500	
Contingency (Extension Fee)	1x			\$3,550
Continuation Fees		\$4,065	\$4,065	\$4,065
Electronic CALEA Publications	1x	\$150		
CALEA Conference	Annual	\$3,500	\$3,500	\$3,500
<b>TOTAL:</b>		<b>\$19,165</b>	<b>\$13,065</b>	<b>\$11,115</b>

### **FISCAL IMPACT**

Much of the first year's startup costs and fees were included in the Fiscal Year 2017/2018 annual budget process. Additional costs will be incorporated in the police department's corresponding fiscal year operating budgets. However, until specific areas for compliance are identified through the preparation and assessment process, staff cannot identify and project actual costs associated with the improvement of those areas, functions, infrastructure, or equipment. It is common for agencies undergoing the accreditation process to be able to accommodate many of the necessary compliance changes using existing fiscal resources.

### **GOAL ALIGNMENT**

This recommendation aligns with Goal 8: Operational Excellence

RESPECTFULLY SUBMITTED:



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REVIEWED BY:



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Amy Christey  
City Manager Pro Tem