

ARIZONA LAW  
ENFORCEMENT  
ACCREDITATION  
PROGRAM

ALEAP Process Manual



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# Program Introduction

Accreditation is a critical tool for law enforcement agencies to measure and improve their performance, ensuring they meet the highest standards of professionalism. Developed by Arizona law enforcement professionals, these standards guide agencies in delivering safe, effective, and fair policing while upholding individual rights. Accreditation demands a thorough review of agency practices, and only those that successfully implement these standards, confirmed by trained assessors, earn the distinction.

Achieving accredited status is a serious responsibility. Police officers are entrusted with significant powers—stopping, questioning, arresting, and using force when necessary—often without direct supervision. This makes it essential for agencies to have strong policies, thorough training, and the right equipment in place. Accreditation ensures that agencies address the most important issues in law enforcement, not just in policy but in real-world operations. It doesn't dictate exact policies, but it guarantees they meet the critical needs of the community.

The Arizona Law Enforcement Accreditation Program (ALEAP) offers agencies the opportunity to demonstrate they meet widely accepted standards for providing professional, effective, and non-discriminatory services. These standards represent sound, achievable practices, not the bare minimum. Agencies that choose accreditation commit to a deep examination of their operations, making informed decisions about policies that meet the unique needs of their jurisdictions and properly training their staff.



# Enrollment

Agencies seeking ALEAP accreditation must submit a completed application on-line through the website. By signing the application, the agency agrees to comply with all terms and conditions outlined and to pay applicable fees within the specified timeframe.

The submitted application will be reviewed at the next scheduled ALEAP Commission meeting, at which time the Commission will either approve or deny the application.

**Application Approval:** Upon application approval, the agency has two years from the approval date to schedule an assessment demonstrating compliance with all required standards. If the agency cannot complete accreditation within two years, it must submit a written extension request to ALEAP. ALEAP staff will review the request and forward it to the ALEAP Standards Exemption Committee for evaluation and recommendations.

**Non-traditional law enforcement** agencies employ AZPOST-certified officers whose primary responsibilities differ from standard community policing. Duties for these officers are defined by specific Arizona Revised Statutes relevant to their employing agency and their assigned roles. Examples include the Arizona Attorney General's Office, Arizona Department of Insurance and Financial Institutions, Arizona Department of Transportation, and similar state agencies. Officers within these agencies have law enforcement authority specific to enforcing regulations relevant to their department, rather than general policing duties. ALEAP has established a clear process addressing enrollment procedures, including handling of waivers, identifying standards as non-applicable, and completing accreditation assessments within this manual. This information will be documented in the agency's final on-site assessment report along with supporting evidence.

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Fees: Accreditation fees are calculated based on the total number of full-time sworn law enforcement personnel employed by the agency at the time of application. The entire application fee is due once the ALEAP Commission approves the application. Following initial approval, agencies will be billed annually for enrollment fees on their anniversary date. The anniversary date is initially set as the date the application was approved and thereafter becomes the official accreditation date. Current fee schedules are available on the application form and the ALEAP website.

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ALEAP provides the necessary software required for completing assessments. Enrollment and annual fees collected are used to cover the costs associated with this software.

Aside from the enrollment and yearly renewal charges, your agency will be responsible for covering the accommodation and meals of assessors during their on-site visits. These expenses will be incurred during the initial visit and then once every four years for reaccreditation visits.

# CEO and Agency Personnel Involvement

## CEO Support and Involvement

The active engagement and commitment of the CEO are essential to the success of the accreditation program. Given the complexity of the accreditation process, it is crucial for the CEO to fully support and empower the agency's Accreditation Manager (AM). When the CEO clearly communicates the importance of accreditation across the organization, it significantly increases the Accreditation Manager's chances of achieving success.

To maintain momentum, the CEO should:

1. Thoroughly review all program materials.
2. Schedule regular update meetings with the AM.
3. Carefully assess the space and time commitments required for accreditation.



### Annual Reporting Requirement

To maintain accreditation status, each agency must complete and submit an Annual Compliance Survey. The CEO's involvement is vital to ensure accurate and timely reporting, demonstrating ongoing compliance with ALEAP standards. CEOs must also promptly notify the ALEAP Director if the agency falls out of compliance with any standard, providing documentation within 30 days. Regular oversight from the CEO helps ensure consistent adherence to standards and facilitates continuous improvement within the agency.

ALEAP will email the annual report form directly to the agency's CEO. This report is an online form that can be completed in approximately 10-15 minutes. The Accreditation Manager will be cc'd on this email so they're aware the CEO may reach out for additional information about the agency's progress. The email will be sent each year on the agency's accreditation anniversary.

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## Selecting the Accreditation Manager (AM)

Choosing the right Accreditation Manager is a critical decision for the CEO. Key factors to consider include:

1. Genuine interest and enthusiasm for the role.
2. Proficiency with computer skills.
3. Strong organizational abilities and efficiency in current tasks.
4. Clear and concise written communication skills.
5. Capability to draft agency policy statements.
6. Effectiveness in engaging with all levels of agency management.
7. Willingness to dedicate the necessary time and effort to accreditation activities.
8. Openness to innovation and readiness to adapt to changes.

Selecting an AM with these attributes will not only streamline the accreditation process but also contribute to the overall growth and success of the agency. Equipping Accreditation Managers with essential resources, including a dedicated workspace, computer, and necessary supplies, is essential for establishing an efficient filing system that enhances the assessment experience.

## Communicating the Process



In the thrilling pursuit of obtaining initial accreditation, **it's crucial for the CEO to issue a memorandum or formal directive to the agency's staff.** This action guarantees that everyone comprehends the importance of accreditation, fosters excitement for the journey, and delineates the essential steps for achievement.

Furthermore, it's imperative for the CEO to clearly convey the authority of the Accreditation Manager (AM) in managing accreditation affairs and timelines while providing complete backing for these endeavors. Through transparent communication and steadfast support, the agency can confidently and eagerly embark on this accreditation voyage together.

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## Embracing the Accreditation Process

Approach the transformation that accreditation brings with confidence! The Accreditation Manager (AM) plays a key role as the driver of positive change. CEOs should remember that accreditation is a comprehensive effort involving the entire agency; **it's not a task to delegate and then overlook.** *Your active participation is essential, as you hold final policy-making authority and have a complete understanding of the department.*

CEOs are encouraged to provide regular updates through briefings on the progress of accreditation. *The AM will be a vital liaison, and dedicating time during staff meetings for updates and addressing concerns helps keep everyone informed and motivated.* Assigning staff members to assist the AM with specific policy reviews can also foster collaboration and efficiency.

Accreditation Managers are encouraged to visit other accredited agencies to gain valuable insights that can guide their own process. While program standards are a primary focus, exploring additional resources is also important. Arizona's law enforcement community has a strong tradition of sharing information, particularly in policy development. Agencies with a history of accreditation are excellent resources for new participants. Don't hesitate to reach out to CAPA, ALEAP Program Staff, or other accredited agencies for support—leveraging collective expertise helps ensure success for all.

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### Briefings During the Accreditation Progress

Regularly scheduled briefings are vital for both officers and clerical staff to **ensure everyone stays updated on the progress toward accreditation status.** Given that certain standards may require meeting specific facility and equipment criteria, it's wise to hold an initial meeting with key personnel to promptly evaluate and tackle these needs.

Proactively identifying facility and equipment requirements is crucial, as addressing them can involve substantial costs. Offering advanced notice enables agencies to allocate funds appropriately for any necessary adjustments to meet accreditation standards.

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## Periodic Staff Updates

The AM will act as an information liaison and collaborate with the CEO to organize routine briefings regarding accreditation activities. To ensure comprehensive updates and address any challenges, the

CEO may consider allocating time during regular command staff meetings for the AM. **Utilizing these staff briefings can be beneficial for formalizing the process of assigning agency command staff responsibilities, such as policy review areas, to aid the AM effectively.**

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## Training and Support

ALEAP provides periodic training sessions, announced on the ALEAP website, via email, and through CAPA communications. Additional training opportunities are available during the annual ALEAP Conferences. Personalized, one-on-one support is offered directly by the ALEAP Director and Program Manager.

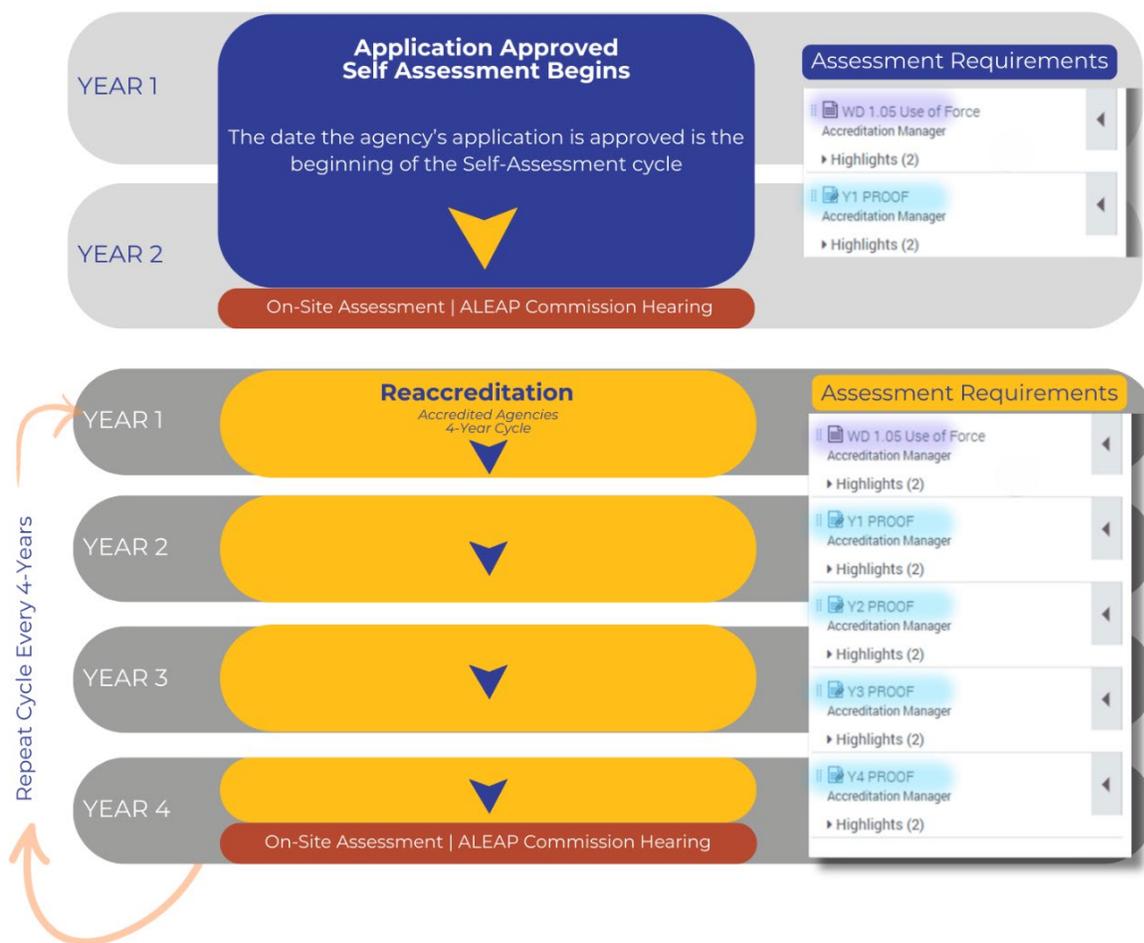
Agency command staff and personnel may request presentations from the ALEAP Director to learn more about the accreditation process, clarify program details, and address any questions or concerns. Agencies are encouraged to utilize these valuable resources to maximize their readiness for accreditation.

# Accreditation Timelines

Agencies accepted into the ALEAP program have up to **24 months from the date of acceptance to complete their self-assessment** and undergo an on-site assessment in order to achieve accredited status. Once the self-assessment is complete, agencies can notify the ALEAP Training & Accreditation Director that they are ready for their mock and on-site assessments.

**The accreditation award is valid for four years**, during which agencies enter a reaccreditation period. In this period, they compile proofs of compliance and written directives demonstrating continued compliance with the standards every year. At the end of the reaccreditation period, agencies will undergo another on-site assessment.

## Accreditation Timeline



## Data Management

All agencies enrolled in the accreditation program must use PowerDMS to complete their accreditation assessments. Upon approval of your agency's application by the ALEAP Commission and the AACOP board, your agency will gain access to the assessment module in PowerDMS. At that point, you will create electronic files for each accreditation standard and maintain documented evidence of compliance within those files. Additional details on data management requirements and procedures are outlined later in this manual.

# Self-Assessment

Once the agency's PowerDMS assessment is set up, the self-assessment will typically begin as an exercise in comparison. The Accreditation Manager (AM) starts comparing current agency policy to the accreditation standards. Many AMs will quickly conclude that the agency is closer to compliance than anticipated.

Law enforcement agencies commonly adjust to the fluctuations of legislative changes, swiftly aligning their policies with legal requirements. During the Accreditation Manager's review of accreditation criteria, it's likely they'll identify areas necessitating adjustments to agency policies to ensure compliance.

**Be thorough and careful when reviewing written directives**, making sure to regularly recheck your work. Agencies have a full two-year period to complete the accreditation process, so use this time wisely. Begin by addressing the time-sensitive standards listed in the manual's appendix. Next, prioritize reviewing and updating policies related to high-liability areas, such as property and evidence control or arrest procedures, to promptly implement any required changes.

## Cross-Compliance and Reference

When reviewing written directives, the AM should be aware that one policy might meet requirements for multiple standards. If another existing directive covers parts of a standard, include that directive in the compliance folder, or create a combined draft to cover all requirements clearly.

## Training Agency Personnel on Policy Changes

The AM should promptly inform agency personnel about policy changes, using accreditation update briefings when possible. These updates can be presented by the CEO, senior staff, or shift commanders. All new policies should include appropriate training for affected personnel, as assessors may ask agency members about these changes during evaluations.

# Mock Assessments

## Purpose and Benefit

Once the agency completes the self-assessment phase, the Accreditation Manager (AM) should schedule a mock assessment — a practice review conducted by a simulated assessment team. While optional, mock assessments are strongly recommended as valuable preparation for the official on-site review. Mock assessments can be requested through the Coalition for Arizona Police Accreditation (CAPA) via the ALEAP website.

Participating in or observing mock assessments at other agencies can also be beneficial. These experiences allow Accreditation Managers to share insights and help each other achieve accreditation successfully.

During the mock assessment, the team reviews documentation, identifies areas needing improvement, and provides feedback on compliance and document formatting. Findings from mock assessments are strictly for the agency's use and are not shared with official ALEAP assessors or the ALEAP Commission.

After receiving feedback from the mock assessment, the AM should carefully review findings and make necessary adjustments. Consulting with other Accreditation Managers or assessors before implementing significant changes is recommended. If major revisions occur, arranging a second mock assessment may be helpful.

The goal of the mock assessment is to identify and resolve compliance issues ahead of the official review.

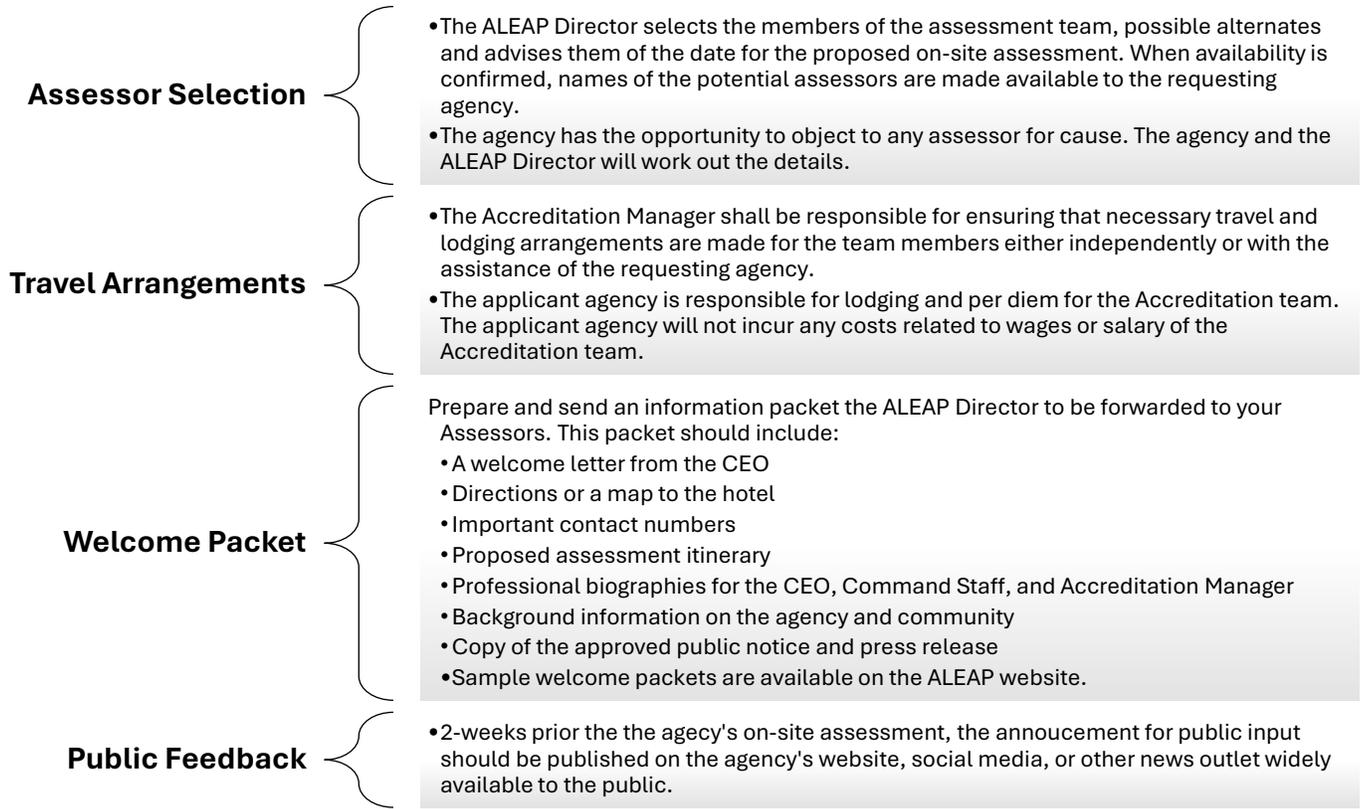
## Preparation

The AM is responsible for coordinating with CAPA to schedule the mock assessment, including identifying documents for review and setting the agenda. Prior to the mock assessment, the AM should thoroughly review and prepare all materials to be evaluated.

## On-Site Assessment

**On-site assessments must be scheduled at least six weeks before your agency’s Commission hearing due date.** For agencies undergoing initial accreditation, this means scheduling the assessment no later than six weeks before the two-year anniversary of enrollment approval. For agencies seeking reaccreditation, the deadline is six weeks before the four-year accreditation anniversary.

When the Accreditation Manager and CEO confirm the agency is ready, they should contact the ALEAP Director to schedule the on-site assessment. ALEAP requires at least six weeks to organize an assessment team, allowing assessors sufficient time for personal and professional planning. The ALEAP Director will coordinate with the Accreditation Manager and the assessment team to identify a mutually convenient date.



## Travel Considerations

The final on-site assessment is crucial to achieving accreditation, and thorough preparation by the Accreditation Manager (AM) is key to success. The following list highlights essential preparations:

1. Call assessment team members personally upon notification from the ALEAP Director.
  2. Arrange hotel accommodation for each assessor (one room per assessor). Lodging expenses are paid by the agency seeking accreditation.
  3. Notify the ALEAP Director of lodging arrangements.
  4. Seek hotels offering government rates and confirm any special needs (e.g., accessibility or room preferences) with assessors.
  5. Select lodging near agency headquarters, reserving rooms well in advance.
  6. Confirm hotel reservations at least two days before assessors' arrival.
  7. Request hotel rooms in quiet locations, away from high-traffic or distracting areas, and emphasize to hotel management the importance of the assessors' visit.
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## Public Feedback

During an accreditation assessment, it is essential to provide opportunities for public feedback to ensure transparency and community involvement. To ensure ample time is given for feedback, 2-weeks prior to the on-site assessment, **the agency must post a notice on their website, social media, or other news outlet widely available to the public.**

The agency can choose to set aside a **one-hour call in session** for the community to phone in and speak with the assessors, **or** the agency may invite feedback **through the ALEAP website**. The **Community Feedback button and form** are found on the Accredited Agencies page on the ALEAP website. This digital platform offers a user-friendly way for community members to provide input at their convenience. The website ensures that everyone has an opportunity to participate in the accreditation process, regardless of their schedule or location. Any feedback received will be provided to the Assessors and the agency CEO.

If your agency believes an alternative outreach method would be more effective, please contact the ALEAP Director to confirm whether it is acceptable to use with the Assessors.

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## Agency Tour

The agency tour provides the assessment team with an opportunity to observe many proofs of compliance. The assessment team will have an opportunity to interview agency employees while they are working. Agency tours should be conducted early in the assessment. Agencies should provide the assessment team with a list of those standards where compliance can be noted on the agency tour. The agency tour should include areas such as:

- Temporary detention areas
  - Processing (booking) areas
  - Communications (dispatch)
  - Property and evidence repositories
  - Agency vehicles
  - Armory and weapons storage areas
-

- Interview and interrogation rooms

## Assessment Team Work Area

The assessment team work area is a critical consideration. The area should be free of extraneous noise and distractions. The accreditation files should be easily accessible and all agency procedures or operational manuals (or electronic equivalent) available. Access to electrical outlets is a must! A telephone should also be available. The table should be large enough to accommodate both assessors with adequate space to arrange the files in a logical order for review. A conference table or several smaller tables combined into one larger table is preferred.

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## Static Display

An optional arrangement for the final Assessors includes setting up a static display **showcasing your agency's history, special equipment, SWAT team details, or even a showcase of vehicles** in the agency parking lot. This presents an excellent opportunity for the agency to present its distinctive or exceptional aspects and make a positive impression.

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## Assessment Team Leader

The Team Leader will be the contact person for the assessment team. The Team Leader shall moderate all discussions regarding compliance issues. The Accreditation Manager is expected to be available to discuss issues anytime the team is working. More than one assessor may need information at any given time, so availability to assist the Accreditation Manager should be arranged ahead of time.

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## Agency Access

Members of the assessment team may want to attend shift change, ride along with officers and/or interview members of the agency. This means the entire agency should be prepared for these possibilities. The Accreditation Manager should arrange to attend shift change prior to the assessment and brief the department members on who is coming and what to expect.

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## Exit Interview

The assessment team will conduct an exit interview with the CEO and Accreditation Manager prior to departure. The CEO may invite additional personnel, if desired. At this meeting, the agency will be advised of the final recommendation the team will make to the ALEAP Commission.

If the team finds the agency in compliance with all applicable standards, the team leader will inform the CEO that the agency will be recommended for accredited status. If the agency failed to comply with any standards during the on-site visit, the agency may be granted additional time to bring the standard into compliance and provide proofs. Additional time may be permitted by the Team Leader, with the approval of the ALEAP Director.

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## Final Report

If the agency meets all standards, the ALEAP Director will notify the agency and recommend accreditation to the ALEAP Commission.

If the final assessment reveals non-compliance with any standard, the ALEAP Director will inform the agency. The Director may suggest additional proof of compliance or grant up to 90 days for the agency to meet the standard. Once compliance is achieved, or the extension expires, the Director will submit a recommendation to the ALEAP Commission.

The Team Leader, with input from the other assessor, will complete the Final Report, summarizing the on-site assessment. A report template will be provided. The Final Report is then sent to the ALEAP Director for review and forwarded to the ALEAP Commissioners assigned to the hearing. This report is due to the Director at least three weeks before the ALEAP Commission Meeting.

For any disputed compliance issues, the ALEAP Director may present the case to the ALEAC. The agency's CEO, Accreditation Manager, and relevant Command staff will meet with the ALEAC Commissioners to address the issue. The Commissioners will then decide on the matter and, if compliance hinges on this issue, will either grant or deny accreditation at this time. Further details about ALEAP hearings are provided below.

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## Extensions

On occasion, agencies have sought an extension of time beyond the 24-month limit before the initial on-site assessment. An agency may be granted up to two (2) six-month extensions; no further extensions are permitted.

- ◆ To receive the first extension, the CEO of the agency must submit a letter to ALEAP requesting the extension. The ALEAP Director can approve the initial six-month extension.
- ◆ To receive the second extension, the CEO of the agency must submit a second letter to the ALEAP Director requesting the additional extension. Only ALEAP Standards Exemption Committee can approve the second and final extension. All applicable program fees must be paid in full before approval of the second extension. If the agency fails to become accredited during the second extension, they can reapply and pay a fee of \$600. This will give the agency a new one-year self-assessment period.

Failure to apply for or complete this reapplication extension will mean all program fees are forfeited, and the agency must make a new initial application.

# ALEAP Commission Hearing

The ALEAP Director will advise the agency of the date and time of the upcoming ALEAP Commission hearing. This hearing is a public forum. The CEO, members of Command staff, and the Accreditation Manager will be invited to appear before the Commission hearing to discuss the process and final report. Two ALEAP Commissioners will be assigned to review the agency's final report and ask pointed questions to the agency about the process and standard compliance. This open forum is highlighted by the vote on accredited status.

The ALEAP Commission will then make their recommendation public, and forward this onto the AACOP Executive Board to make the final accreditation decision.

The ALEAP Director notifies the agency of the Board's decision. If Accreditation is approved, the agency is advised to arrange for the time and location when the award can be presented.

Formal Accreditation will be conferred on the agency during the next AACOP meeting. An appropriate presentation ceremony may also be arranged in a desired location in the agency's jurisdiction.



## Hearing Schedule

Each year the ALEAP Commission coordinates their accreditation meetings and hearings in alignment with AACOP General Membership Meetings, and conferences. during the following months:

- January | AACOP Conference and Vendor Show
- April | AACOP General Membership Meeting
- July | AACOP Law Enforcement Summit
- September | ALEAP Conference

The dates of the hearings will be posted on the ALEAP website. Additionally, when possible, the formal presentation of the accreditation award will be held same event as the hearing.

# Accreditation Achieved

*You have done it - Congratulations!*

Post Assessment Accredited status is granted for four (4) years beginning from the time of the formal award presented at the AACOP Meeting. The agency should never be without an AM as file maintenance is an ongoing process.

The AM should plan on reviewing each file on a regular basis and constantly be watching for proofs of compliance that can be used in three years for the re-accreditation assessment. This will help to ensure that all new policies and procedures adopted by the agency are in compliance with the applicable accreditation standards.

In the fourth year, the agency must arrange for an on-site team visit using the same guidelines as the original assessment. The re-accreditation on-site assessment should be conducted prior to your agency's accreditation anniversary date.

The ALEAP recognizes that agency workload may hinder efforts to complete the subsequent on-site assessment prior to the anniversary date. The reaccreditation on-site assessment must be completed no later than thirty (30) days following your anniversary date. If you fail to complete this assessment within the time period, the agency will lose its accreditation status. Contact the ALEAP Director to set up your re-accreditation on-site assessment.



## Accredited Agency Logo

The ALEAP Director will provide the AM with copies of the official ALEAP Accredited Agency Logo. This logo may be displayed on agency vehicles, letterhead, web pages or any other official manner for as long as the agency maintains their accreditation status.

# Accreditation Maintenance Requirements | Reaccreditation

An accredited agency retains its status for four years, provided it meets the following requirements:

**Annual Compliance Inspection:** Each year, for the first three years, the agency shall complete a compliance inspection with an Assessment Verification Analyst (AVA) via PowerDMS at no additional cost to the agency. These reviews help ensure compliance during the first three years, and also serve as a safety net for the agency to address any gaps in compliance during this time period.

**Ongoing Compliance:** Throughout the four-year period, agencies must maintain updated program files and follow their policies. For example, if an agency policy requires quarterly inspections of specialized equipment, those inspections must be conducted and documented in Accreditation Files.

**Annual Report Submission:** ALEAP will email the CEO with a link to complete an Annual Report regarding accreditation compliance. Upon completion, the agency CEO must sign the report, confirming continued compliance or outlining corrective actions if deficiencies exist. Failure to submit the report on time will prompt a follow-up from the ALEAP Program Director. Continued noncompliance, including failure to pay annual enrollment fees or meet standards, may lead to review by the Accreditation Committee, which has the authority to suspend or revoke accreditation.

**Year 4 Reaccreditation Assessment:** The fourth year involves an onsite assessment, similar to the agency's initial self-assessment. While the focus is on the fourth-year review, prior years' documentation may be examined for comparison.

## Final Thoughts

Assistance is available to you from the ALEAP Director and many other law enforcement agencies throughout the State.

As this accreditation program evolves in Arizona, the process will be revised and streamlined to better serve your needs. We want you to succeed in your law enforcement agency accreditation endeavors. Please contact the ALEAP Director with any suggestions you may have on improving the program. CEOs may submit requests to consider a new topic for inclusion as a standard. Such requests shall be submitted in writing to the Director who will forward it to the ALEAC Standard Review Committee (SRC) with justification for the topic to be considered as a required standard.

Accredited status represents a significant professional achievement. The Arizona Law Enforcement Accreditation Commission and the Arizona Association of Chiefs of Police congratulate you for making the commitment to excellence and advancing the quality of policing in your agency, in your community and in the State of Arizona.

# APPENDIX A | ALEAP STANDARDS

## Standards

Standards clearly define the requirements that each agency must meet. If a standard includes multiple components, the agency must show compliance with each part. Some standards require a formal written directive, while others only need evidence of actions, activities, inspections, or reports. Standards typically identify the objectives the agency must achieve but often allow flexibility in how these objectives are accomplished.

The Arizona Law Enforcement Accreditation Program (ALEAP) standards are established by members of the Arizona Association of Chiefs of Police (AACOP), based on best practices from various law enforcement accreditation programs. Agencies may request access to the complete set of standards, including any updates.

When standards need to be added or revised, they are first reviewed by the ALEAP Commission. Recommended changes are then sent to the AACOP Executive Board for final approval. Only standards approved by the AACOP Executive Board become part of the Accreditation Program. Agencies pursuing accreditation must comply with all ALEAP standards unless specifically granted a waiver.

ALEAP Program	Number of Standards*	Approximate Number of Proofs Required Annually
 Law Enforcement	174	430
 Emergency Communications Center	39	98
 Property & Evidence	51	221

*\*The number of standards varies slightly depending on the version of the manual being used.*

## Reviewing the ALEAP Standards Manual

All ALEAP manuals are publicly available online. Agencies are strongly encouraged to conduct a thorough review of these manuals before enrolling. A careful, in-depth understanding of the accreditation standards and requirements will help your agency prepare effectively for a successful accreditation process.

## Standard Organization

The standards are composed of two main parts: the **standard statement**, which may include sub-standards presented as bullet points, and a **clarification statement**.

The **clarification statement** offers detailed explanation of the standard's intent. While these clarification statements provide useful context, they are not mandatory for assessment purposes. Agencies are only required to comply with the standard statement itself.

A standard statement may include multiple requirements listed as **sub standards**. Each element within the standard must be independently verified for compliance.

### 18.5 Temporary/Protective Custody

Print

The agency has a written procedure for taking a juvenile into temporary/protective custody when:

- A. The juvenile is alleged to have engaged in non-criminal misbehavior (a status offense)
- B. The juvenile is alleged to have been harmed or to be in danger of harm

**Clarification Statement:** Juvenile custody is governed by federal and state standards. Jurisdictions may handle the detention and release of juveniles differently. It is recommended that the County Attorney's Office be contacted to outline the practice in your area.

**Proof Requirements:** Initial - 1; Reaccreditation - 1 per bullet per year

# APPENDIX B | DATA MANAGEMENT

## Create and Implement a Tracking System

Creating and maintaining an organized tracking system is essential for successfully navigating the accreditation process. The system should clearly document every step—from pending tasks through completion and approval.

## Recommended Tracking Tools

Structured Spreadsheets:

- Use tools like Excel, Smartsheet, or Google Sheets to monitor accreditation folders, standard requirements, documentation submissions, and review statuses.
- Consider clearly marking items as pending, completed, or approved.
- Maintain regular updates for accuracy.

## Accessibility and Communication

Ensure key personnel, including agency leadership and the CEO, have access to the tracking system to stay informed, provide resources, and offer support when necessary.

## Calendar Reminders and Alerts

Set regular calendar reminders for crucial accreditation deadlines:

- Progress checks
- Standard reviews
- Scheduled updates or meetings with agency leadership
- Utilize shared calendars to keep stakeholders aligned on timelines and upcoming tasks.

## Shared Drive Organization

- Establish a shared drive to centralize document storage, collaboration, and review.
- Use clear folder structures aligned with accreditation standards.
- Include subfolders for each supporting document, using consistent naming conventions.

## Access Control and Permissions

- Implement appropriate access permissions to allow relevant staff and leadership to review necessary documents.
- Restrict editing capabilities to essential personnel to maintain data integrity.

By proactively managing accreditation tracking through structured spreadsheets, calendar reminders, and organized shared storage, your agency will streamline processes, maintain clear communication, and improve preparedness for accreditation assessments.

# APPENDIX C | WRITTEN DIRECTIVES

A **written directive** refers to a departmental policy or general order authorized by the Chief, typically documented in the department's Operating or Policy Manual. It may also encompass local ordinances, state laws, civil service regulations, city personnel rules, or any other written material mandating adherence from employees. Examples of written directives:

- Policy
- Procedure
- City Ordinance
- Employee Handbook
- Arizona Revised Statutes (non-traditional law enforcement agencies)
- Memo
- Email
- Operation Orders
- Any other written material mandating adherence from employees

Each standard indicates if a written directive is required in addition to proof of compliance. **When a written directive is required**, the standard will read like the example below:

## 1.2 Agency Jurisdiction Print



A written directive delineates the jurisdiction and any concurrent jurisdiction of the agency and specifies its responsibilities and authorities therein.

Clarification Statement: A detailed official map of the agency's jurisdiction may satisfy part of this standard, but the written directive should also delineate any linkages in concurrent jurisdiction.

Proof Requirements: Initial Accreditation – 1; Reaccreditation – 1 per cycle unless there are changes

Examples of possible proofs of compliance may include a copy of Mutual Aid Agreements, copy of Memorandum of Understanding (MOU's for task forces or other multijurisdictional teams).

Some standards do not require a written directive (see below). However, **it is recommended** that a written directive be available within your agency to ensure ongoing accreditation compliance from various departments within the agency.

## 2.1 Legal Advice Print

The agency has the availability of legal counsel through employment of a police legal advisor or the assumption/assignment of such responsibility by the office of its legal authority.

Clarification Statement: The agency, should provide each employee with availability of legal counsel through a legal counsel contracted by the agency as a result of the persons employment.

Proof Requirements: Initial Accreditation – 1; Reaccreditation – 1 per cycle unless there are changes

Examples of possible proofs of compliance may include: a copy of contract with legal authority.

## Written Directive Modifications

ALEAP requires that if any modifications to a written directive **significantly impact an agency's compliance with accreditation standards** during the initial or reaccreditation assessment (for example, the implementation of a K-9 program and its associated directives), these changes must be uploaded into the assessment portal. Additionally, the agency must demonstrate adherence to the updated directive from the time of modification.

Conversely, minor amendments to written directives that **do not affect compliance with standards**, such as changes in uniform requirements or document revision dates, do not necessitate updates in the assessment. During reaccreditation, it is unnecessary to submit multiple versions of a directive solely due to updates in review or issue dates.

New written directives must be in place for a minimum of three (3) months prior to a mock or final assessment (this applies to initial enrollment and reaccreditation).

ALEAP advocates for the annual review of written directives, and standard 5.3(a) specifically mandates procedures for updating and disseminating these directives

---

## Proof of Compliance

Proofs of compliance demonstrate that your agency meets each accreditation standard. Each proof must be clearly dated, and the date must fall within the current accreditation period to be considered valid.

### New Agencies

Proof dates must be from your **enrollment approval date** up to your final assessment.

*Example: If your enrollment was approved on April 15, 2024, all proofs must be dated on or after that date.*

### For Accredited Agencies

Proofs of compliance must be dated within each accreditation year, **starting from your accreditation anniversary date**.

*Example:*

If your agency was accredited on January 15, 2024:

1. Year 1 proofs: January 15, 2024 – January 14, 2025
2. Year 2 proofs: January 15, 2025 – January 14, 2026
3. *Continue this pattern for subsequent years.*

### Important Reminders



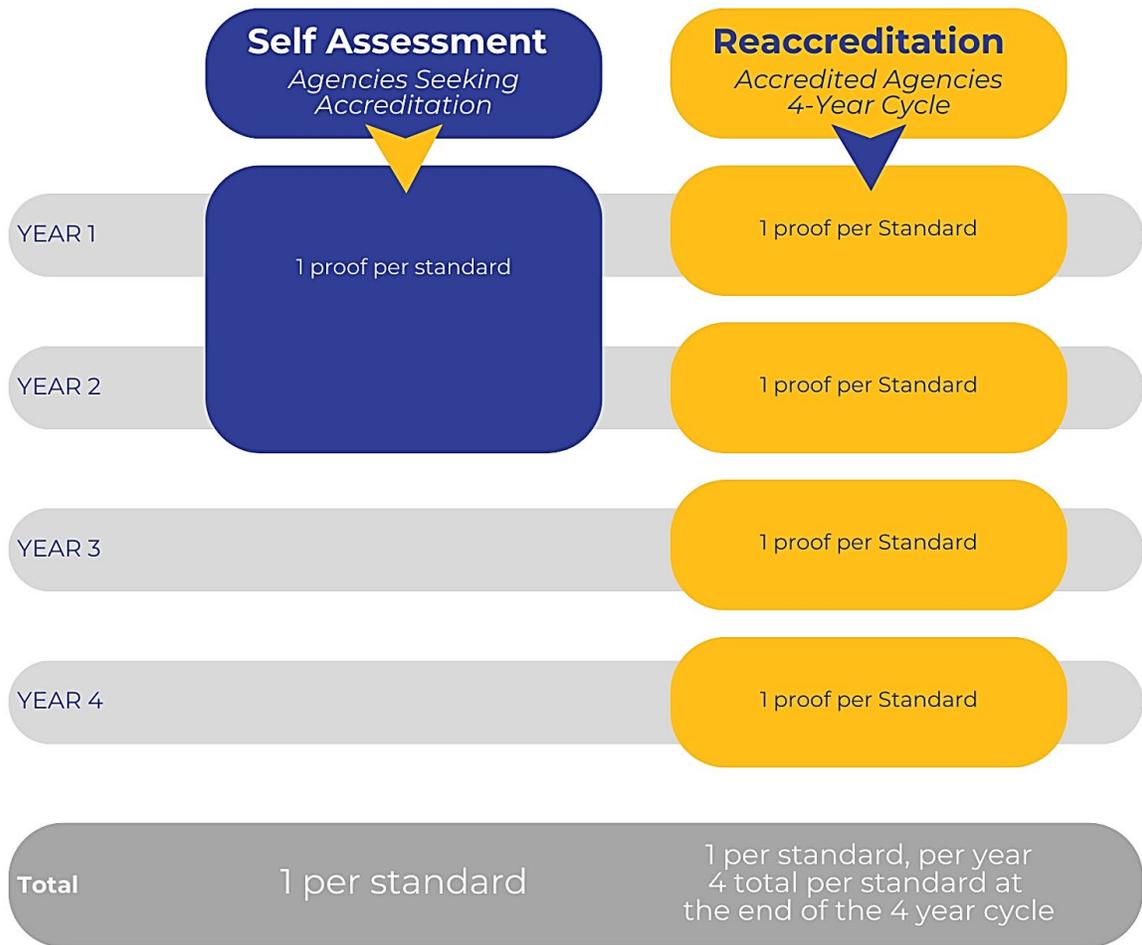
1. Proofs dated **outside the parameters** listed above are **not accepted**.
2. **Undated proofs** are not acceptable.
3. **Blank forms** do not count as valid proof.



**Proofs can include**, but **are not limited to**, the following types of documentation:

- Police reports
- Body-worn camera videos
- Dash camera videos
- Photographs
- Audit documentation
- Annual reports
- Budget documentation
- Sign-in sheets for training
- Job postings
- Copies of performance evaluations
- General orders
- Rosters
- Logs and records
- News reports
- Emails
- Memos
- Security camera footage
- Training certificates
- Use of force reports
- Administrative investigations
- Website screenshots
- K-9 training documents
- Social media posts
- Correspondence
- Completed forms (no blank forms)

**How many proofs of compliance are needed per year?**



## No Occurrences

If your agency reports "**No Occurrence**" of a standard, it is best practice for the Accreditation Manager to provide a **copy of an email confirmation, memo, or other documentation** indicating that the department involved has confirmed there were no instances of the situation in question occurring.

This response validates your status of 'No Occurrences'

An email can be sent to confirm incident instances. This can then be used as a proof of compliance for 'No Occurrence'

**From:** [James Smith](#)  
**To:** [Stacy Olson](#)  
**Subject:** RE: (1.3) Use of Force | Accreditation Proof of Compliance  
**Date:** Friday, April 4, 2025 12:53:20 PM

---

Ms. Olson,  
My responses are indicated below in red. Please let me know if you need anything further. Thank you.  
Sergeant Smith

---

**From:** Stacy Olson  
**Sent:** Friday, April 4, 2025 12:52 PM  
**To:** James Smith  
**Subject:** (1.3) Use of Force | Accreditation Proof of Compliance

Sergeant Smith,  
Could you please confirm whether any of the following use of force incidents have occurred between July 15, 2024, and the present date?

- A. Use of deadly force (Standard 1.3 D) **No**
- B. Use of deadly force against a fleeing felon (Standard 1.3 E) **No**
- C. Any instance in which an officer either fulfilled their duty to intervene or should have intervened (Standard 1.3 F) **No**
- D. Discharge of warning shots (Standard 1.3 G) **No**

Thank you for your assistance.  
Sincerely,  
*Stacy Olson*  
Stacy Olson  
Accreditation Manager  
XYZ Police Department

## Interviews and Observations

*Applicable Only During Self-Assessment and 4th Year Reaccreditation On-Site Assessments*

Interviews and observations are permitted only during an on-site assessment, meaning they can only be used as proof of compliance during the initial self-assessment and the fourth year of reaccreditation.

These methods are not allowed as proof of compliance during reaccreditation years 1, 2, or 3.

### **Interviews**

On-site assessors may conduct interviews to verify compliance with certain standards. For instance, they may speak with the Personnel Director regarding personnel-related standards, or with the lead dispatcher about procedures during vehicle pursuits.

While providing names of recommended individuals in advance is helpful, it does not guarantee those individuals will be interviewed.

### **Observations**

Observations are a simple but less frequently used method. Some standards can be verified through direct observation of an activity, equipment, or environment to confirm compliance.

### **Important Reminder**

When suggesting interviews or observations, be strategic. On-site assessors have limited time, so recommendations should focus on the most effective ways to demonstrate compliance.

# APPENDIX D | ORDER OF PRESENTATION, NAMING CONVENTIONS

File organization is critical to the success of the agency in the accreditation process. In order to facilitate the assessment process, files should be set up in a consistent manner. Accreditation Managers (AM) should familiarize themselves with the ALEAP/PowerDMS User Guide and Best Practices for file organization prior to opening an assessment.

Documentation shall be uploaded into PowerDMS with the written directives on top, and then the proofs of compliance in order by year below. If no written directive is required, then the proof is simply uploaded in order by year. Labeling for the documents needs to be consistent and accurate to ensure the audit process can be done accurately and with ease.

**TO PREVENT CONFUSION DURING ASSESSMENT REVIEWS, CONSISTENTLY FOLLOW THIS LABELING PATTERN FOR ALL ASSESSMENTS:**

**Written directives** are listed **first**, then each proof is uploaded by year.

## Labeling Requirements

WD = Written Directive

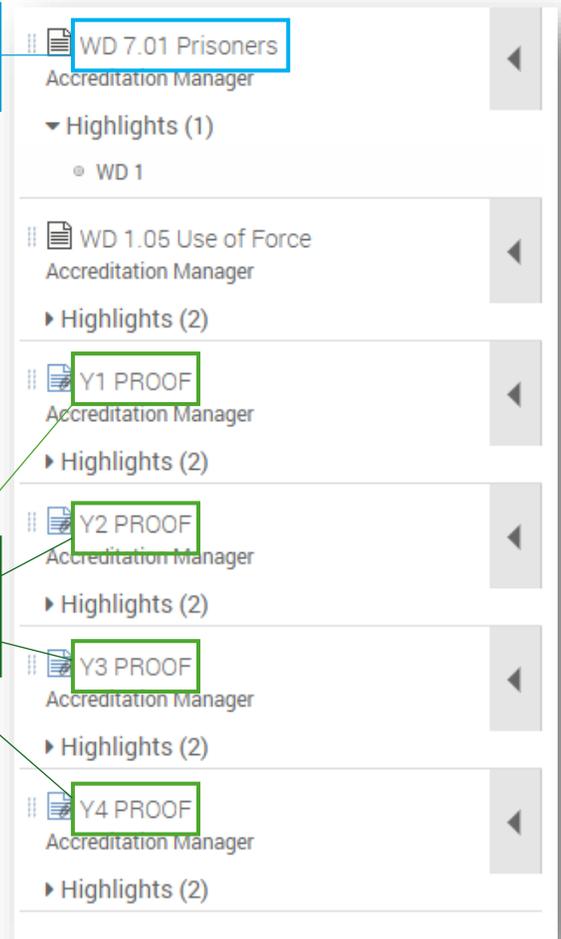
Y1 PROOF = Proof of compliance for the first year

Y2 PROOF = Proof of compliance for the second year

Y3 PROOF = Proof of compliance for the third year

Y4 PROOF = Final proof of compliance

Proofs of compliance are listed **in order by YEAR** and **then by substandard (a, b, c, etc.)**



## Simple Notes

In PowerDMS, a simple note is an attachment type that can be used to provide ALEAP assessors with additional information about compliance with the standard. ALEAP approves the use of Simple Notes in lieu of signed memoranda for non-occurrences and not applicable standards.

## EXAMPLE | UPLOADS WITH MULTIPLE BULLET POINTS

### SELF ASSESSMENT Labeling

Label these uploads with the same labeling as reaccreditation. You will only have on year in this assessment.

WD: Handcuffing and Restraints  
Accreditation Manager

- Highlights (2)
  - Application of Handcuffs
  - Training

Y1 PROOF: Handcuffing.pdf  
Accreditation Manager

- Highlights (2)
  - DATE
  - Proper Cuffing

Label highlights with the letter of the corresponding bullet. A **BRIEF explanation** can be added; do not rewrite what's already being highlighted.

WD CHAPTER 1 LAW ENFORCEMENT ROLE AND AUTHORITY  
Accreditation Manager

- Highlights (8)
  - A - OBJECTIVE REASONABLE
  - B - DE-ESCALATION
  - C - DEGREE OF FORCE
  - D - DEADLY PHYSICAL FORCE
  - E - TENNESSEE V. GARNER
  - F - USE OF FORCE REPORTING
  - G - WD WARNING SHOTS
  - H - VERBAL WARNING

When uploading a proof that only applies to **ONE bullet**, add the letter of the corresponding bullet to the title line.

Y1 PROOF (A) OATH OF OFFICE  
Accreditation Manager

- Highlights (1)

**Multiple sub standards** may be listed for one upload or simple note but must be labeled clearly for assessors.

Labeling **NO OCCURRENCES** should be kept simple. This example also shows what a **SIMPLE NOTE** looks like.

Y3 NO OCCURRENCES (D, E, F, G)  
during this accreditation time period.  
Accreditation Manager

# APPENDIX E | HIGHLIGHTING AND MAPPING

When creating highlights you will need to ‘map’ the highlighted sections to the standard it applies to. Anchoring refers to checking the box, or anchoring, your highlight to the standard it applies to. With standards having multiple sub-standards, you must ensure **the highlight is anchored to BOTH** the (1) main statement and (2) the bullet point.

Standard	Count
<input checked="" type="checkbox"/> 2	2
<input checked="" type="checkbox"/> 4	4
4	4
-	-



IF YOUR HIGHLIGHTS **ARE NOT ANCHORED** TO THE MAIN STATEMENT, **YOU MAY LOSE YOUR DOCUMENT** WHEN THE ALEP MANUAL IS UPDATED.

# APPENDIX F | WAIVERS VS. NOT APPLICABLE

ALEAP acknowledges that not all law enforcement agencies perform identical law enforcement duties. Some agencies have AZPOST certified officers but are focused on specific, non-traditional law enforcement activities. These agencies will most likely require more waivers than traditional law enforcement agencies.

Any waivers submitted to ALEAP will be reviewed by the Standards Exception Committee. The **Standards Exception Committee** plays a pivotal role within the accreditation process. Composed of at least three members, which may include Commissioners, the ALEAP Director, staff members, or other qualified agency employees in good standing, this committee is tasked with the critical review of any agency application that requests an exception (waiver) from the standards required to achieve accreditation.

## When is a waiver needed versus marking the standard as not applicable?

Not Applicable	Waiver Required
<p>It is important to note that the Standards Exception Committee does not review exceptions to standards that include conditional terms such as "if."</p> <p>For example, standards stating, "<i>If the agency has a K9 program,</i>" "<i>If the agency has an indoor firearms range,</i>" or "<i>If the agency has Reserve Officers</i>" may be deemed 'Not Applicable' by the agency without a waiver.</p> <p>These instances where a standard may be considered N/A are specified and governed by guidelines set forth in the ALEAP process manual.</p>	<p>When a standard does not naturally fall under the 'Not Applicable' status and a waiver is deemed necessary, the Standards Exception Committee will determine whether the waiver will be approved.</p> <p>Their decision, along with pertinent documentation, will be communicated to the ALEAP Director, who will then relay the decision to the requesting agency.</p> <p>A record of this communication will be kept on file and a copy provided to both the ALEAP Commission and the final assessors assigned to the agency.</p>

## Non-Traditional Law Enforcement Agencies

A non-traditional law enforcement agency in Arizona refers to an organization that employs AZPOST-certified officers, but whose primary duties and functions are not typical of traditional policing. Officers within these agencies have law enforcement powers however, per Arizona Revised Statutes, they are enforcing laws and regulations specific to their respective state departments rather than general community policing.

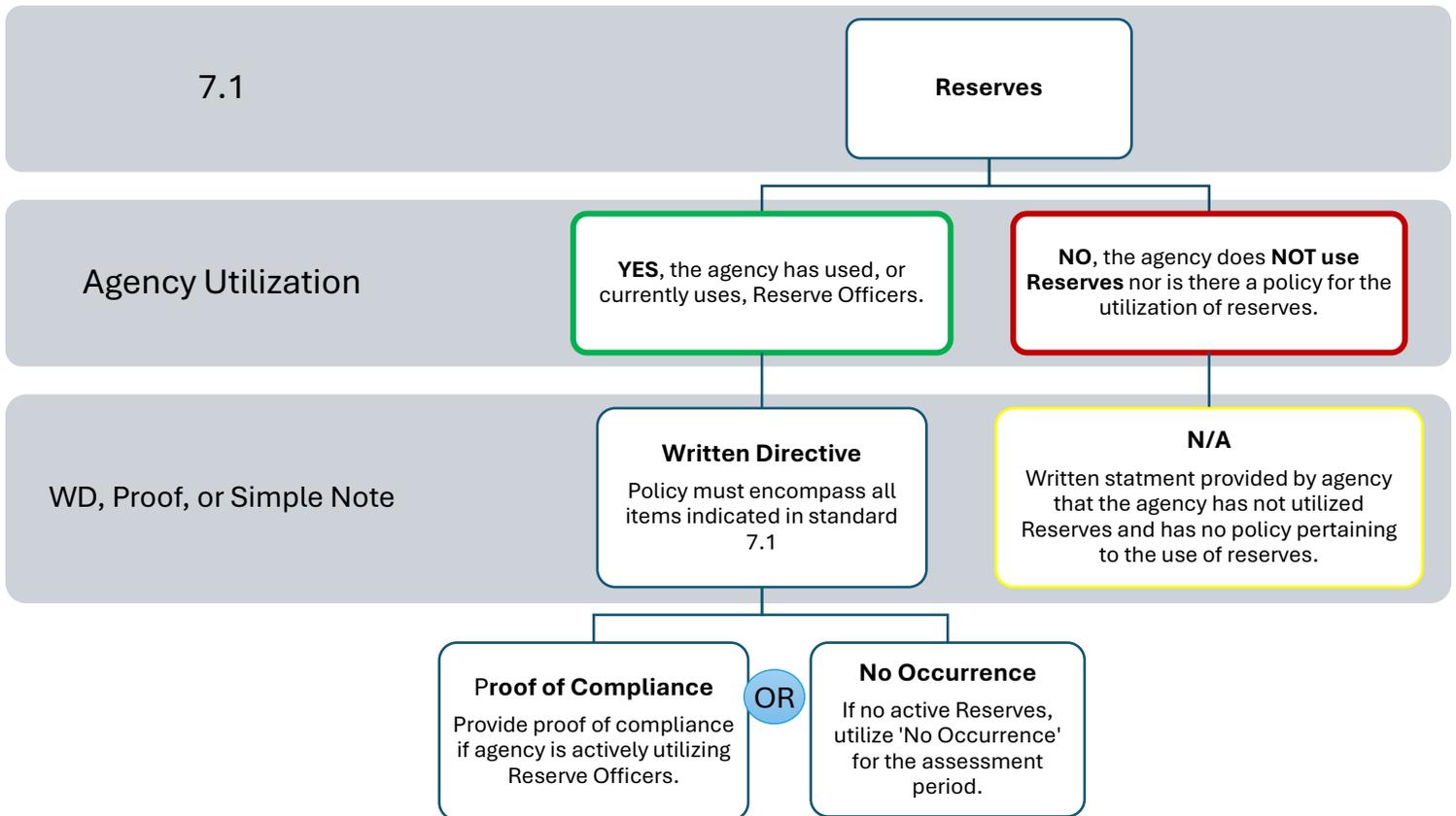
ALEAP will ensure that upon enrollment, the entire accreditation process and a complete standard review is completed with the agency. This will include the process for waiver requests and N/A statuses on standards. The Standards Exception Committee's waiver approval and all documentation will be retained in ALEAP's database and available for reference for the final assessors and ALEAP Commissioner reviews.

EXAMPLE

### 7.1 Reserve Officers

If the agency has Reserve Officers, a written directive requires that Reserve Officers:

- Have full police officer authority consistent with applicable laws.
- Meet the same selection criteria as those for regular officers of the agency.
- Are commissioned only after successful completion of a basic training program approved by the Arizona Peace Officer Standards and Training {AZPOST} Board.
- Wear the same uniform as full authority peace officers.
- Are equipped the same as full authority peace officer performing like functions.
- Are tested and evaluated for AZPOST mandated training with the same frequency and in the same manner as regular officers performing like functions.
- Are provided industrial insurance protection in the same manner as full authority peace officers performing like functions.



## Waiver Process Overview

Traditional law enforcement agencies should review the standards manual and discuss potential waivers with the ALEAP Program Manager before submitting a waiver request through the website. The Waiver Committee will respond within 30 days.

Non-traditional agencies must follow these steps to identify applicable standards and request waivers:

1. Agency Consultation: ALEAP staff will meet with the agency's Accreditation Manager or contact person to discuss operations and identify standards that may not apply.
2. Submit Waiver Request: Agencies formally request waivers by submitting a Waiver Request Form, clearly explaining why specific standards do not apply.
3. Committee Review: The ALEAP Waiver Committee (including the ALEAP Director, Program Manager, and a Commissioner) reviews requests and may request additional information.
4. Final Decision: ALEAP will notify agencies of the decision. Approved waivers are documented in the agency's file, and copies provided to the agency. Waivers remain effective throughout the accreditation period.
5. Final Report: Waivers will be included in the Assessors' final report submitted to the ALEAP Commission for accreditation approval.
6. Ongoing Compliance: Non-traditional agencies must comply with all remaining standards. ALEAP staff will provide ongoing guidance and support during the accreditation process.

## Importance of the Waiver Process

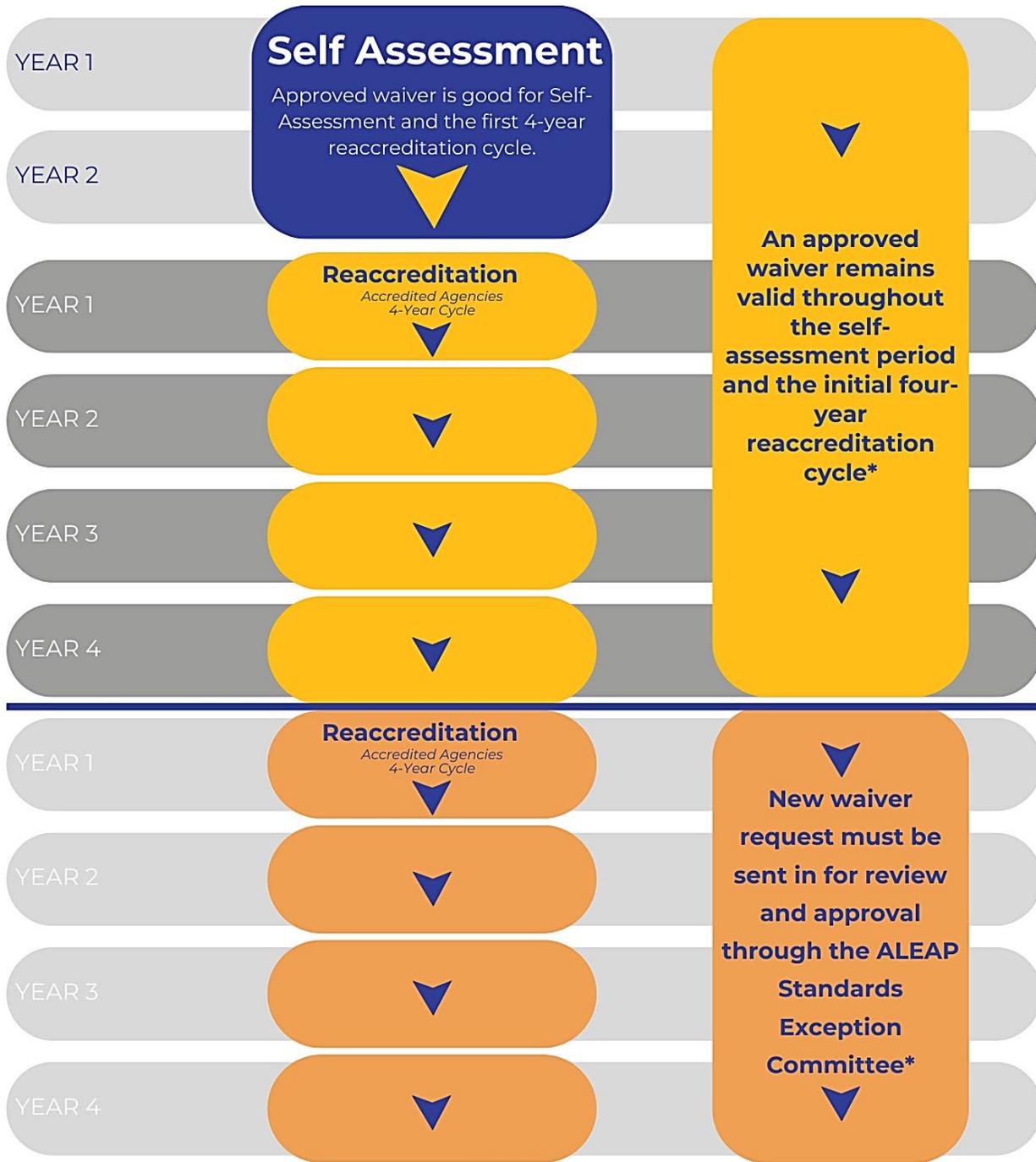
The waiver process ensures that law enforcement agencies are evaluated fairly by identifying and exempting standards not relevant to their operations. This allows agencies to focus resources effectively on standards that directly apply to their roles. All waiver requests are thoroughly reviewed and documented by ALEAP, ensuring transparency and accountability throughout the accreditation process.

Refer to the graphic on the next page to the length of time a waiver remains in effect.

## Documentation and Reporting

Final Assessors are required to include any waiver documentation and notations in their final report submitted to the ALEAP Commission. In cases where further information or documentation is needed regarding the Committee's decision, it will be gathered prior to the accreditation hearing in a specially scheduled meeting.

# How long is an approved waiver good for?



*\*Unless agency changes occur that invalidate the waiver.*

# APPENDIX G | ALEAP COMMITTEES

The ALEAP Commission by-laws list three committees currently in operation. These are as follows:

## Awards Committee

- ◆ The Awards Committee shall be responsible for soliciting for and selecting individuals for annual awards to include the (1) Accreditation Manager of the Year, (2) Assessor of the Year, (3) Robert J. DeVries Accreditation Leadership Award, and (4) the ACE award recipients.
  - ◆ The Chairman of the ALEAP Commission shall appoint the Awards Committee members and its Chairperson.
  - ◆ The Awards Committee Chairman shall submit the award winners to the ALEAP Commission and send them to the AACOP Executive Board for final approval.
  - ◆ The Awards Committee will consist of at least three (3) members. These members may include Commissioners, the ALEAP director, ALEAP staff members, or other qualified agency employees in good standing.
- 

## Standards Exception Committee

- ◆ The Standards Exception Committee shall be responsible for the review of any agency application requesting exception from a standard required to achieve accreditation.
  - ◆ This Committee does not include reviewing exceptions to standards that use the term “if” in the standard statement that may be deemed ‘Not Applicable’ by the agency (i.e. “If the agency has a K9 program, If the agency has an indoor firearms range..., If the agency has Reserve Officers...”). The process for an agency utilizing the N/A status shall be outlined in the ALEAP process manual.
  - ◆ The Standards Exception Committee will include at least three (3) members. These members may include Commissioners, the ALEAP director, ALEAP staff members, or other qualified agency employees in good standing.
  - ◆ The Standards Exception Committee shall determine if a standard waiver will be approved, or not approved, and documentation regarding the determination will be provided to the ALEAP Director to be retained in the agency’s file.
  - ◆ The ALEAP Director will provide a written response to the requesting agency. A copy of this communication shall be provided to the ALEAP Commission and to the ALEAP on-site assessors assigned to assess the agency.
  - ◆ Should the Commission need further information or documentation regarding the Standards Exception Committee’s decision, this shall be done PRIOR to next the accreditation hearing.
  - ◆ Final assessors will include the waiver documentation and notations in their final report submitted to the ALEAP commission.
  - ◆ The Commission may accept the Standards Exception Committee status recommendation.
- 

## Standards Review and Interpretations Committee

- ◆ The Standards Review and Interpretations Committee shall consist of a Chairman, Vice Chairman, and at least eight (8) other committee members. The Standards Review and Interpretations Committee shall include a representative from AACOP’s legal representation firm at each Standards Review and

Interpretations Committee meeting to ensure all state and federal legal requirements are met.

- ◆ The Standards Review and Interpretations Committee members may be comprised of Commissioners, the ALEAP Director, ALEAP staff members, or other qualified agency employees in good standing.
- ◆ The Standards Review and Interpretations Committee shall meet bi-annually, or as needed if updates are provided to the committee from the ALEAP Director.
- ◆ The Standards Review and Interpretations Committee shall provide any proposed changes to any accreditation standard(s), and interpretations of the accreditation standard(s), to the ALEAP Director.
- ◆ The ALEAP Director shall report and make recommendations to the ALEAP Commission for review and approval of the revised standards.
- ◆ Appropriate notification to all agencies will be made by the ALEAP Director, along with posting updated standards to the ALEAP website.
- ◆ The ALEAP Director shall ensure the Standards Review and Interpretations Committee is updated in a timely manner regarding national and state accreditation-related legislation, Department of Justice standards requirements to be examined for ALEAP standard revisions.

# APPENDIX H | DOWNLOADING THE ASSESSMENT

Your ALEAP Standards Manual must be downloaded to your PowerDMS site. Only one user should download the standards manual. Once downloaded, the standards manual will populate in PowerDMS for all designated users. This is a two-step process. You must download the manual before you can build your first assessment.

## Step 1:

- Navigate to your **Administration Menu**, located in the “**Welcome, Name**” dropdown menu.
- Locate “*Standards Manual Communities*” in the list of items in the Administration Menu.
- Click “Standards Manual Communities” and locate the ALEAP community on the table (you
- may need to navigate through the pages. All accrediting bodies are in alphabetical order).
- Click 

A representative from ALEAP will approve your access request to the ALEAP Community, which will trigger an email informing you that your request for membership has been approved. Please allow up to 24 hours or the next business day for completion of Step 1. Step 1 must be completed before advancing to Step 2.

## Step 2:

1. Navigate to your **Administration Menu**, located in the “**Welcome, Name**” dropdown menu.
2. Locate “Standards Manual Communities” in the list of items in the Administration Menu.
3. Click “Standards Manual Communities” and locate the ALEAP community, which will be at the top of the list on the first page.
4. Click  then click  next to the manual.

Please allow at least an hour for the manual to download to your PowerDMS site. Once downloaded, you are ready to Create your Assessment.

---

## Naming of Assessments

When naming your assessment, add the manual acronym and the start *and* end month/year of your assessment cycle.

*Example: ALEAP 03/2019 – 3/2021*

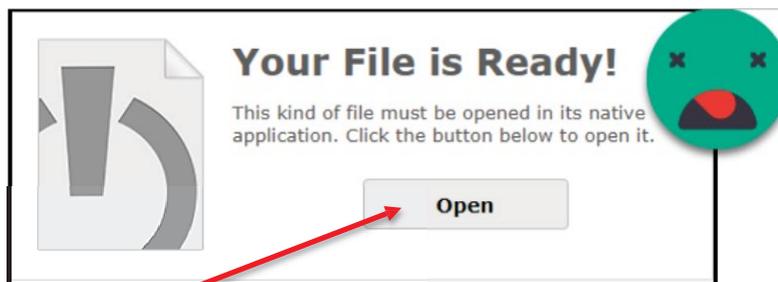
---

## Standards with Bullet Points

PowerDMS recommends attaching a document only once to the standard. When you add the attachment, you will see checkboxes next to the standard statement and each subsection. You must select at least one checkbox next to the standard. PowerDMS recommends “anchoring” the attachment to the standards statement and “mapping” highlights to all applicable bullet points. This process ensures attachments copy appropriately when updates are made to the standards manual.

## Best Practice for Attaching Uploaded Files

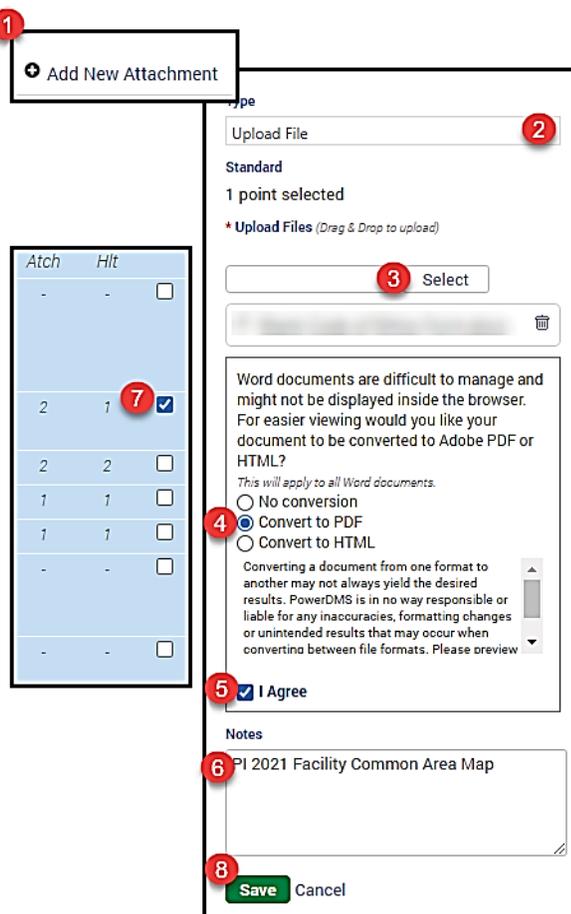
PowerDMS allows for any file type (i.e., Word, Excel, PowerPoint, PDF, PNG, etc.) to be attached to a standard as an “Upload File” attachment type. However, Word, Excel, and PowerPoint file types will not be viewable as documents in the assessment. In fact, your assessor will see:



Clicking the “OPEN” button will launch the computer’s Word, Excel, or PowerPoint application and open the document. You will not be able to use PowerDMS’ highlighting tool, and you risk the assessor downloading your proprietary (and possibly) confidential document.

PowerDMS recommends you convert these file types to a PDF format as you attach them to the assessment by following these steps.

- ◆ Click “Add New Attachment”
- ◆ Select “Upload File” from the dropdown list
- ◆ Select the file by browsing your computer files or dragging and dropping the file into the box indicated
- ◆ If a Word, Excel, or PowerPoint file is uploaded, a pop-up box appears. Select “Convert to PDF” as seen in the picture. When you select “Convert to PDF,” the box will expand and “I Agree” appears at the bottom in blue lettering. You **MUST** select “I Agree” to continue with the conversion.
- ◆ Check “I Agree”
- ◆ If the title of the document needs editing to adhere to the best practices outlined in this resource guide for prefixes and labeling, edit the text that appears in the **NOTES** field, directly below the conversion pop-up box.
- ◆ Ensure the uploaded file is anchored to the standard statement.
- ◆ Click
- ◆ Your Word, Excel, or PowerPoint document will now display correctly and allow you to use the PowerDMS highlight tool.



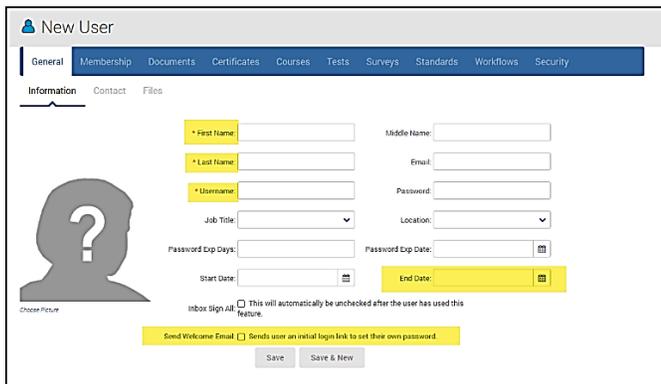
# APPENDIX I | PREPARING FOR MOCK & ON-SITE ASSESSMENTS

To prepare for your mock or ALEAP assessment, you will need to add your mock or ALEAP assessors to your PowerDMS assessment. In PowerDMS it is also best practice to use groups to manage your users, even users that will be on your site temporarily (i.e., mock or final assessors).

## Adding New Groups for Assessors

Create a group for your mock or ALEAP assessors (if one has not been created already). The name of the group is your agency's decision.

1. Navigate to the **NEW** create dropdown menu at the top of your homepage and select **Group**. Give the Group a name and click **Save**
2. Example Group Names: Mock Assessors, Final Assessors
3. Using the triple dot menu to the right of the group's name, select *Add User* from the dropdown menu.
4. Complete the required fields on the New User page. Required fields include First Name, Last Name, and Username. You will need to create a password for your assessors. You also have the option of entering an END DATE. The end date will archive the user automatically, freeing up a user license. These steps will create the user directly into the appropriate group.



The screenshot shows the 'New User' form in PowerDMS. The form is titled 'New User' and has a navigation bar with tabs for General, Membership, Documents, Certificates, Courses, Tests, Surveys, Standards, Workflows, and Security. The 'Information' tab is selected. The form includes fields for First Name, Last Name, Username, Password, Job Title, Location, Start Date, and End Date. The 'End Date' field is highlighted in yellow. There are also checkboxes for 'Inbox sign all' and 'Send Welcome Email'. The 'Save' and 'Save & New' buttons are at the bottom.

5. You will need to email the mock or final assessors and provide the login credentials (Site Key, Username, and Password).

---

## Adding New Users | Mock and Final Assessments

The following steps outline best practices for adding your mock or ALEAP assessors to your assessment. These practices are necessary to ensure the mock or ALEAP assessors can review your final compliance documentation while having the ability to add simple notes and set a final compliance status to your assessment.

1. Navigate to your assessment and click on the root of the standards manual.
2. Click on the "Assignments" tab

3. Click Add New Assignment
4. In the **User / Group** dropdown field, type the group name you created for your mock or ALEAP assessors and select the group from the dropdown menu to populate the field.
5. In the **Role** dropdown field, select *Mock Assessor* or *Final Assessor* from the list depending on the nature of the assessment being conducted.
6. In the **Responsibility** dropdown field, select *Participate* from the list. Step 7: Click 
7. Click Add New Assignment
8. In the **User / Group** dropdown field, type the group name you created for your mock or final assessors and select the group from the dropdown menu to populate the field. This is the same group you added to the Mock Assessor or Final Assessor role in the directions above.
9. In the **Role** dropdown field, select *Accreditation Manager* from the list. Step 11: In the **Responsibility** dropdown field, select *Observe* from the list.
10. Click 
11. If documents were uploaded by an *Accreditation Team* you will need to follow steps 9-10 above for the Mock or Final Assessors.

Your Assessors **MUST** have the ability to **PARTICIPATE** in their role to set a status, clear tasks, and add simple notes.

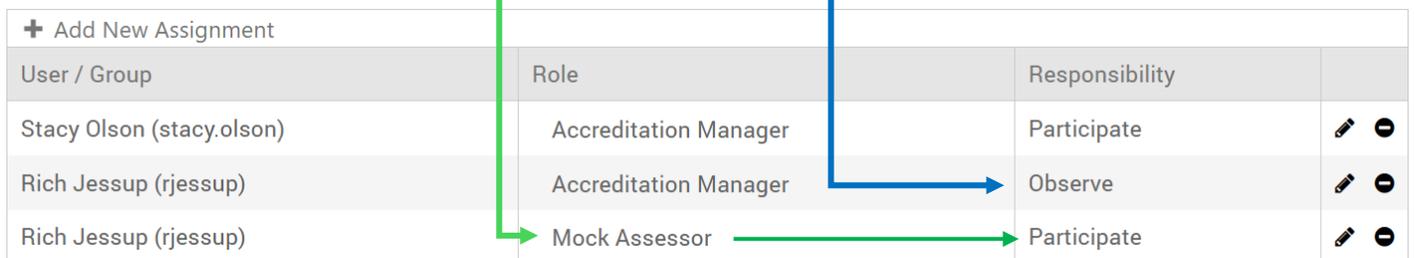
Your mock or ALEAP assessors **MUST** have the ability to **OBSERVE** the role all your attachments are in, which is recommended to be the Accreditation Manager role, but may also include an Accreditation Team.

More information on adding your mock or ALEAP assessors to your assessment can be found in the PowerDMS Success Community.

### EXAMPLE #1

In this example, there is only an Accreditation Manager listed as participating in the agency’s assessment. **This indicates your Mock (or Final) Assessor needs the following access:**

1. **OBSERVE** the Accreditation Manager Role
2. **PARTICIPATE** as the Mock Assessor



User / Group	Role	Responsibility	
Stacy Olson (stacy.olson)	Accreditation Manager	Participate	 
Rich Jessup (rjessup)	Accreditation Manager	Observe	 
Rich Jessup (rjessup)	Mock Assessor	Participate	 

In this example, there is an Accreditation Manager AND an Accreditation Team participating in the agency’s assessment. **This indicates your Mock (or Final) Assessor needs the following access:**

1. **OBSERVE** the Accreditation Manager
2. **OBSERVE** the Accreditation Team Role
3. **PARTICIPATE** as the Mock Assessor

+ Add New Assignment			
User / Group	Role	Responsibility	
Stacy Olson (stacy.olson)	Accreditation Manager	Participate	 
Rich Jessup (rjessup)	Accreditation Manager	Observe	 
Jennifer Sochocki (jsochocki)	Accreditation Team	Participate	 
Rich Jessup (rjessup)	Accreditation Team	Observe	 
Rich Jessup (rjessup)	Mock Assessor	Participate	 

## EXAMPLE #2

Another variation of the assignment view is if your agency has utilized **groups** to provide access to users and assessors. Your assignments may look like this:

+ Add New Assignment			
User / Group	Role	Responsibility	
Accreditation Mangers	Accreditation Manager	Participate	 
Assessor	Accreditation Manager	Observe	 
Robb Radley (rradley)	Accreditation Manager	Observe	 
Accreditation Team	Accreditation Team	Participate	 
Assessor	Accreditation Team	Observe	 
Robb Radley (rradley)	Accreditation Team	Observe	 
Stacy Olson (SOlson)	Mock Assessor	Participate	 
Assessor	 Final Assessor	Participate	 

# ASSESSMENT PREPARATION

## MOCK TO FINAL

### MOCK ASSESSMENT

Visit the ALEAP website, navigate to the CAPA page, and select the Mock Assessment tab to coordinate your mock assessment through CAPA.

1

2

### FINAL ASSESSMENT PREPARATION

After successfully completing your mock assessment, contact the ALEAP Director to schedule your final on-site assessment.

The ALEAP Director will assign two assessors and provide you with their contact information so you can provide them with immediate access to your agency's assessment in PowerDMS and begin coordinating their travel arrangements and on-site scheduling.

### WELCOME BROCHURE

ALEAP can provide you with sample copies of Welcome Brochures. This will enable you to see the types of interviews, tours, ride alongs, and activities your Assessors may want to participate in while observing your agency.

A copy of this brochure must be provided to the ALEAP Director for approval 2-weeks prior to the scheduled on-site visit. The ALEAP Director will send the approved copy of this brochure to the final assessors.

3

### COMMUNITY FEEDBACK

There are several options for an agency to choose from when providing the final assessors an opportunity to hear or review public feedback: (1) phone in session, (2) online community feedback available through ALEAP website, (3) in person community meeting (approval from assessors required).

The opportunity for community feedback must be advertised in local news media and social media approximately 1-2 weeks prior to the final assessors on-site visit.

4

### OPTIONAL: STATIC DISPLAY

During the agency's on-site visit, the opportunity to showcase an agency's vehicles, motorcycles, specialty equipment, drones, incident command centers, and more can be done by setting up static displays..

5

### ON-SITE ASSESSMENT

The final assessors will meet with the CEO prior to departing to discuss their findings and their recommendation to the ALEAP Commission.

The final report, in addition to the scheduling information and hearing script, will be provided to the CEO from the ALEAP Director approximately two weeks prior to the hearing.

6

### ADDITIONAL INFORMATION

See pages 11 - 17 of this process manual for additional details when preparing for your final assessment and preparation for the receipt for your accreditation or reaccreditation awards!

7

# APPENDIX J | ARCHIVING THE ASSESSMENT

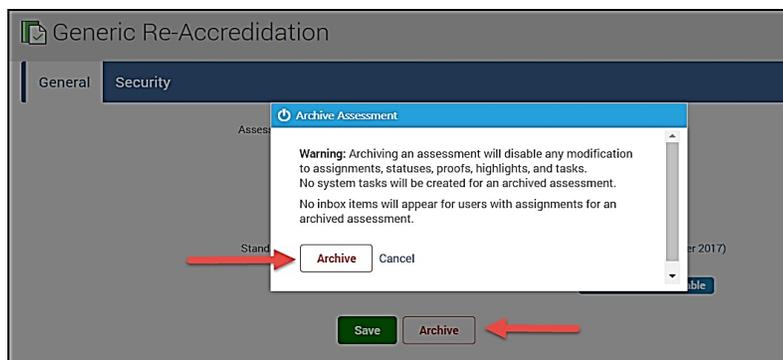
*Do not archive the assessment until the final report is delivered from AACOP. If your agency has only one assessment license, consider using your PowerDMS Folders to house your compliance documents until you can archive your assessment and open a new assessment.*

## Archiving Your Assessment



Once your agency is ready to move from one assessment to a new assessment, the first action you should take is to archive your current assessment. Any archived assessment in PowerDMS will still be accessible to you at any time, it just won't show up in your active assessment list.

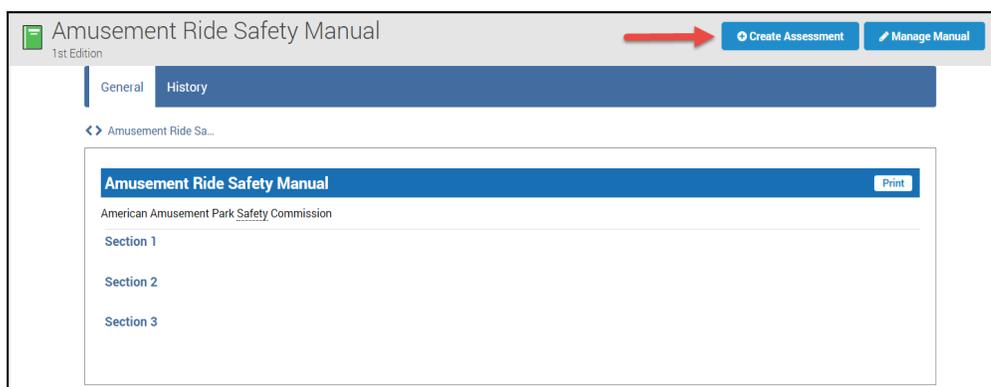
- Navigate to your assessment.
- Click the **Manage Assessment** button in the upper right corner of your screen.
- From the Assessment **General** tab, click **Archive**.
- In the pop-up window, click **Archive** to confirm or **Cancel** to go back.



## Creating a New Assessment



To create a new assessment, open your standards manual in the PowerDMS Manual Viewer, then click the **Create Assessment** button in the top right corner of the page.



- Under the **New Assessment > General** tab, fill in the assessment name, start date, and due date. Next, select the manual you built your previously archived assessment from, and select your role. Ensure you have the same role in the new assessment that you held in the archived assessment.

The screenshot shows the 'New Assessment' form with the following details:

- Assessment Name:** Annual Safety Assessment
- Start Date:** 1/3/2022
- Due Date:** 12/1/2021
- Manual:** 1st Edition of Amusement Ride Safety Manual
- Your Role:** Accreditation Manager

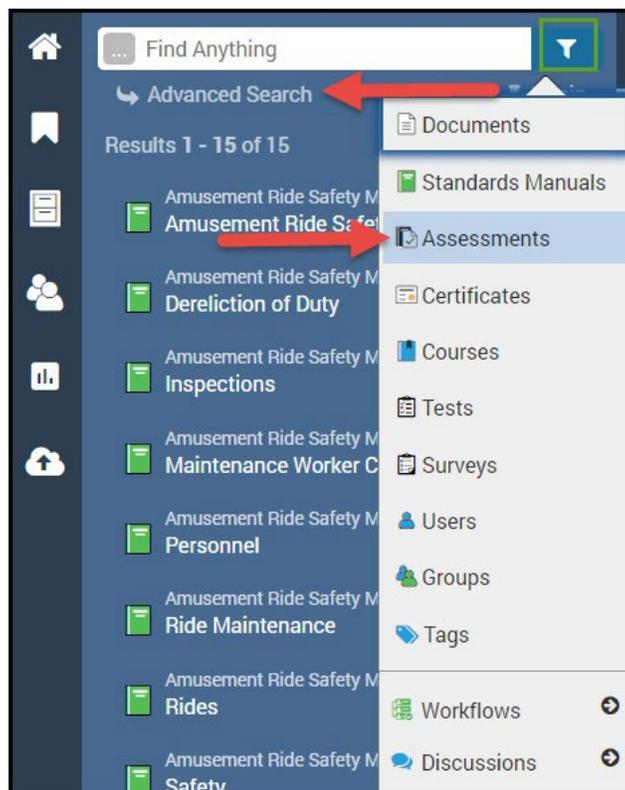
A green 'Save' button is located at the bottom center of the form.

- Click **Save** when you're finished filling in the necessary information.

## Navigating to Your Archived Assessment



- Go to your **Find Anything** search bar above your left-side sidebar menu and click **Advanced Search**. You can select **Assessments** as your filter here.



- From the **Advanced Search** page, if you didn't use **Assessments** as a filter, select **Assessments** from the **Search Type** drop-down menu. Then select **Archived** from the **Include** drop-down menu and click **Search**.

Advanced Search

Search Phrase:  Search Type: Assessments

Include: Archived

Search

Page 1 of 1 Go Page size: 50 Change Items 1 to 11 of 11

Name	Standards Manual	Revision	Due Date	Archived
------	------------------	----------	----------	----------

- Once you locate the assessment you'd like to re-open, **click its title to view it**.

## Copying Attachments in Bulk or Individually

**step 4**

Navigate to the root of the chapter or manual within your assessment, and click the **Attachments** tab.

- You can click the **Filter** button and type a keyword to narrow down the search for the attachment you want to copy.
- Additionally, you can also narrow your search by date, role, attachment type, status, or notes by filling in the fields within this screen. For instance, you can search by “WD” for all your Written Directives.

Generic Re-Accreditation - ILC-MI Department of Licensing and Regulatory Affairs (LARA) - December 2017

Summary Assignment History Tasks Standards Attachments

Notes:  Added after date:  Attachment Type: Any Added before date:  Added by Role:  Status:

Filter Reset

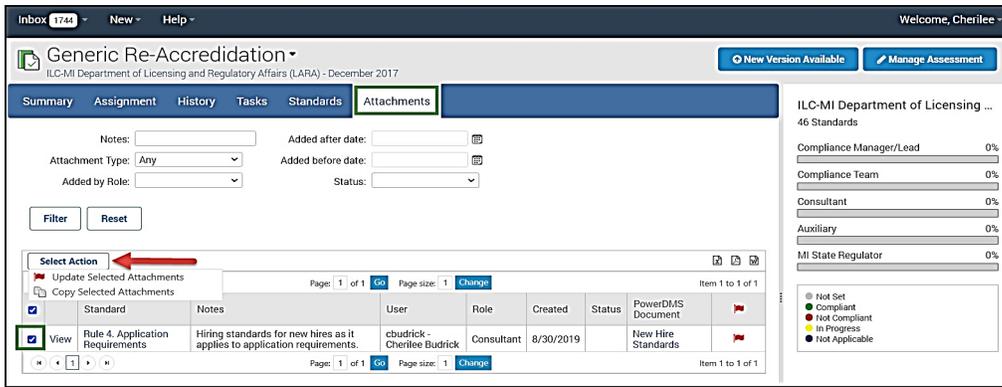
Click Filter and type in any keyword to help narrow your search. You can also choose to fill in any of the above fields to find the attachment you are looking for.

Select Action	Standard	Notes	User	Role	Created	Status	PowerDMS Document
<input type="checkbox"/>	View	Rule 4. Application Requirements	Hiring standards for new hires as it applies to application requirements.	cbudrick - Cherilee Badrick	Consultant	8/30/2019	New Hire Standards

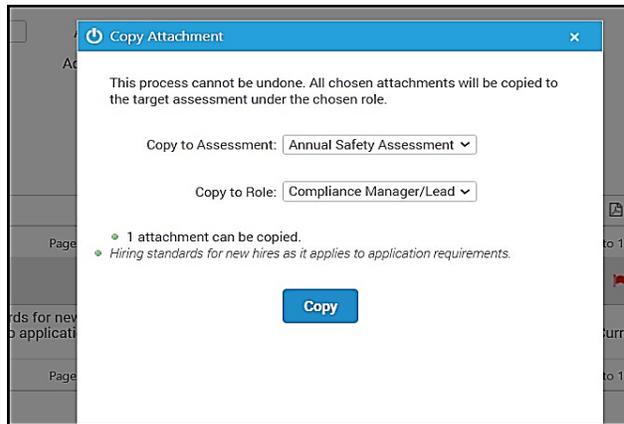
- Once you see the attachment(s) you wish to copy, check the box to the left of the attachment title. You can click one or many. If all the attachments should be copied, select the very top checkbox (*above* the row for the first attachment).

*Recommendation: You can access your archived assessment to reference past proofs of compliance. To save time, and to prevent the need to delete old proofs of compliance, copy only the written directives. If you copy all attachments, be sure to remove outdated proofs of compliance from each standard after reviewing them.*

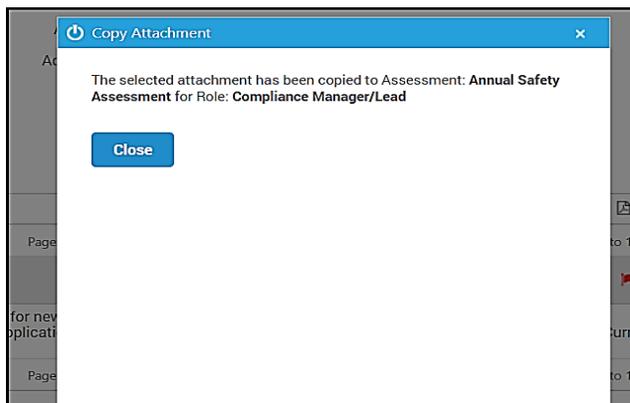
- Click the Select Action button, then choose Copy Selected Attachments.



- Under the **Copy to Assessment** drop-down menu, select the appropriate assessment you want to copy the attachment to. From the **Copy to Role** drop-down menu, select the applicable role that will need to manage the attachment. When you're ready, click **Copy**.



- A pop-up confirmation message will let you know which assessment attachment was copied over from your archived assessment to your new assessment and to which role the attachment was assigned.



**COMPLETE THIS STEP FOR EACH PAGE OF ATTACHMENTS. You cannot copy multiple pages at once.**

Notes:  Added after date:

Attachment Type:  Added before date:

Added by Role:  Status:

[Filter](#) [Reset](#)

[Select Action](#)

Page: 1 of 1 [Go](#) Page size: 1 [Change](#) Item 1 to 1 of 1

<input type="checkbox"/>		Standard	Notes	User	Role	Created	Status	PowerDMS Document	
<input type="checkbox"/>	<a href="#">View</a>	Rule 4. Application Requirements	Hiring standards for new hires as it applies to application requirements.	cbudrick - Cherilee Budrick	Consultant	8/30/2019		New Hire Standards	Current

Page: 1 of 1 [Go](#) Page size: 1 [Change](#)

Item 1 to 1 of 1

- When all your attachments have been copied, log out and log back in.
- You should now see only your new assessment with all the attachments you've transferred over.

# APPENDIX K | ALEAP MANUAL UPDATES MID ASSESSMENT

Contact the ALEAP Director or Program Manager for information and instructions about updating your assessment.

# APPENDIX L | DEFINITIONS

**AACOP** Arizona Association of Chiefs of Police

**Accreditation Manager** An accreditation manager is a professional responsible for overseeing the process of obtaining and maintaining accreditation for an organization or institution. Accreditation is a formal recognition that an organization meets specific standards of quality and competency set forth by a recognized accrediting body. The role of an accreditation manager typically involves coordinating efforts across various departments or teams within the organization to ensure compliance with accreditation requirements.

This includes preparing documentation, facilitating site visits or audits, implementing quality improvement initiatives, and liaising with accrediting bodies to address any issues or concerns.

Accreditation managers play a crucial role in upholding the reputation and credibility of an organization by demonstrating its commitment to meeting established standards of excellence.

**ALEAP Commission** ALEAP is comprised of twelve (12) voluntary Commissioners as follows:

- **Chairman:** One current Police Chief, or Retired Police Chief, who is a member of AACOP in good standing and whose agency is accredited by ALEAP or is in the process of accreditation and in good standing.
- **Vice-Chairman:** The AACOP Executive Board's Second (2<sup>nd</sup>) Vice President shall fill the role each year of the Vice-Chairman.
- **Police Chiefs:** Three (3) of the Commission members must be a Police Chief, actively serving or retired, from an agency currently accredited and in good standing
- **Sheriff:** One (1) Sheriff from an Arizona County whose agency is accredited by ALEAP or is in the process of accreditation and in good standing.
- **City or Town Official:** One (1) Mayor, City Commissioner, City Manager, or other city or town leader appointed by the AACOP Executive Board.
- **AZPOST:** One (1) employee of the Arizona Police Officer Standards and Training Board chosen by the AZPOST Director and confirmed by the AACOP Executive Board.
- **Collegiate Representative:** One (1) Police Chief, or Director, of a University or College whose law enforcement agency is accredited by ALEAP, or is in the process of accreditation and in good standing.
- **AMRRP:** One (1) representative who is associated with the Arizona League of Cities and Towns and approved by the AACOP Executive Board.
- **Property and Evidence:** One (1) Property and Evidence Director of an ALEAP-accredited agency. A retired Director may be considered if they are actively enrolled in the Arizona Association of Property and Evidence and continue as established subject matter experts.

- Emergency Communications Center: One (1) Emergency Communications Center Director of an ALEAP-accredited agency.

<b>Assessor</b>	<p>An accreditation assessor is a professional responsible for evaluating whether an organization meets the standards and criteria set forth by an accrediting body in order to receive or maintain accreditation status. Accreditation assessors play a crucial role in ensuring that organizations adhere to established quality standards, best practices, and regulations within their respective industries or sectors.</p> <p>Their assessments help ensure that accredited organizations consistently meet high standards of quality, safety, and performance, contributing to public trust and confidence in the services provided by those organizations.</p>
<b>CAPA</b>	Coalition for Arizona Police Accreditation
<b>CEO</b>	The CEO is the highest-ranking <b>sworn</b> officer within the agency and is responsible for overseeing its overall operations, administration, and strategic direction.
<b>Final Assessor</b>	The Final Assessor is the one who will do a complete file review of all assessment years, and conduct an on-site visit at the agency which shall include items listed in the On-Site Assessment below.
<b>Mock Assessment</b>	<p>A mock assessment for accreditation is a practice evaluation conducted by an organization in preparation for an upcoming official accreditation assessment. It simulates the process of a real accreditation assessment to help the organization identify strengths, weaknesses, and areas for improvement in meeting accreditation standards.</p> <p>Feedback is provided to the organization based on the mock assessment findings. This includes identifying areas where the organization meets accreditation standards effectively and areas that require improvement.</p>
<b>On-Site Assessment</b>	An onsite assessment for accreditation is a comprehensive evaluation conducted by an accrediting body to assess whether an organization meets the established standards and criteria for accreditation. This assessment typically involves a team of trained evaluators visiting the physical location of the organization to conduct a thorough review of its operations, facilities, policies, procedures, and practices.
<b>PowerDMS</b>	PowerDMS is a cloud-based document management software designed to streamline policy and training management, compliance, and accreditation processes for organizations across various industries.
<b>Self-Assessment</b>	The initial period of enrollment lasting up to 24 months. This is the internal review process by which an agency evaluates its compliance with ALEAP standards prior to an official assessment. This helps the agency identify areas that may need improvement before undergoing an external evaluation.





*Accreditation is a journey, not a destination.*



**AACOP**

Arizona Association of Chiefs of Police

PRIDE • HONOR • INTEGRITY