



## Script for ALEAP Accreditation Hearing

**ALEAP Director:** "Good afternoon, everyone. Today, we have convened for the ALEAP Commission hearing of the \_\_\_\_\_ Police Department, which is seeking its initial accreditation with the Arizona Law Enforcement Accreditation Program. It is my pleasure to introduce Chief \_\_\_\_\_. Chief, please introduce your team and provide the Commission with a brief overview of your agency and your experiences during the accreditation process."

**Agency Chief:** *(Introduces the team and provides an overview of the agency and observations of the accreditation process.)*

**ALEAP Director:** "On (date), the \_\_\_\_\_ Police Department was assessed by our ALEAP Team Leader, \_\_\_\_\_, and Assessor, \_\_\_\_\_. They found the department to be in compliance with all applicable standards of our program. The assessment team recommends that the \_\_\_\_\_ Police Department be awarded full accreditation without conditions. I will now introduce the Commissioners who have reviewed the final assessment report of the \_\_\_\_\_ Police Department. Commissioners, please share your comments and any questions you might have."

*(Commissioners are introduced and each given a moment to comment or ask questions.)*

Commissioners, as we begin the questioning phase, it is imperative that your inquiries maintain a focus on the standards that agencies must meet, as well as addressing any specific issues the Assessors may have encountered during their on-site assessment.

- **Standard Alignment:** Ensure your questions directly relate to specific accreditation standards or requirements. Keep your line of inquiry connected to the standards we are assessing.
- **Agency Focus:** Frame your questions to elicit information about practices, procedures, or outcomes specific to this agency. Focus on elements that are pivotal or unique to their accreditation process.
- **Constructive Purpose:** Ask questions that clarify or enhance our understanding of the agency's compliance and performance. Aim for inquiries that contribute constructively to our overall assessment.
- **Evidence Inquiry:** When questioning, reference specific documentation or evidence provided by the agency. Ensure your questions seek clarification on these materials to support informed decision-making.

- **Improvement and Insight:** Pose questions that identify potential areas for improvement or address any challenges the agency faced during the accreditation process. These should provide valuable insights that aid both the agency and the evolution of our accreditation standards.

**Commission Chair:** "Any further comments or questions from the Commissioners?"

**Commission Chair:** "If either of the Assessors present today would like to share their insights or experiences, please come forward now."

**Commission Chair:** "Chief \_\_\_\_\_, before we proceed to the vote, do you have any final comments?"

**Agency Chief:** *(Responds with final comments, either affirmative or none.)*

**Commission Chair:** "Could the two Commissioners assigned to review this agency please present their motion?"

**Commissioner 1:** "I move to accept the recommendation of the Assessment Team and report favorably to the AACOP Board of Directors that the \_\_\_\_\_ Police Department be granted full accreditation/reaccreditation without conditions for a period of four years."

*If the Commission votes to accredit with condition, list those conditions and ensure the Chief understands and accepts the conditions of the accreditation or reaccreditation.*

**Commission Votes:** *(Commission votes on the motion.)*

**Commission Chair:** "Congratulations, Chief \_\_\_\_\_, and to all the men and women of the \_\_\_\_\_ Police Department on this significant professional achievement. We will present your nomination for final consideration to the AACOP Board of Directors. Please join us at \_\_\_\_\_ as we celebrate and recognize professional excellence."

*(Applause, handshaking, and photos mark the end of the hearing.)*

What's Next?



\*Please confirm with the ALEAP Director or Program Manager when the award presentation will occur. It may be as soon as the **very next day** at the AACOP Meeting!