



# Indiana Law Enforcement Accreditation Commission Indiana Police Accreditation Coalition



## BLUEPRINT FOR SUCCESS

Obtaining accreditation from ILEAC or CALEA is one of the highest honors an agency can receive. The benchmark that accreditation has established provides a sound and secure foundation for any agency to build their operations. Accreditation is designed to be internalized and institutionalized so the required actions become commonplace. The Indiana Police Accreditation Coalition in conjunction with the Indiana Law Enforcement Accreditation Commission has come up with the following “*Blueprint for Success*” for agencies to consider prior to beginning the accreditation process. Any agencies that have a question, or need any assistance may visit the PAC web site at [www.inpac.org](http://www.inpac.org) for contact information.

1. **Adequate staffing.** If an agency is to begin the accreditation process, they must first allocate adequate staffing to the process. The level of staffing will be dependant on several factors. First, agency size- there is no formula to use to determine what the appropriate staffing should be. A CEO must decide based on agency size how many people are needed to accomplish the project. In most cases, one officer will suffice for a small to medium size agency. Larger agencies may consider multiple people.

Another factor to consider is the current state of the agencies written directive system. If an agency has minimal written directives, there may be a greater need for more staffing or a full time appointment. It is recommended that at least for an initial accreditation that an employee be dedicated as a full time accreditation manager. If a part time accreditation manager is used, there must be help available from all other aspects of the agency. The managers other responsibilities however should not be road patrol in nature. The unpredictable nature of patrol work may hinder progress toward accreditation.

Finally, consideration should be given to the support and infrastructure for the accreditation manager. The process requires space for files, IT support and software and other basic office equipment. These items will allow for an accreditation manager to be organized in the process.

2. **CEO Access.** The accreditation manager must be a dedicated leader within the agency that has direct reporting responsibilities to the agency CEO. This program is dependant on executive support and the entire agency must know that the accreditation manager acts as an agent of the CEO. If the accreditation manager asks for a report or a policy review from an employee, that employee, regardless of rank or position, must comply in a timely fashion. This is a CEO driven program and all members of the agency must know that and cooperate accordingly. There must be strong executive support and there needs to be a strong message of that support communicated agency wide.
3. **Community Support.** This program must be communicated to the community at every opportunity. Citizens Academies, Crime watch Groups, Civilian Groups and the Media are excellent opportunities to let the community know that your agency is going the extra mile to achieve professionalism and excellent. Once accredited status is achieved, displaying the accreditation logo on department vehicles, letterhead, business cards etc is an excellent way to communicate the importance of the accreditation award to both the community and all employs of the agency.

Accreditation is not easy. If it were, all agencies would be accredited. Some agencies attempt to become accredited, but fail. These steps are a basic blueprint to follow to start your agency down a path for success. Good Luck!

