



CAPA
COALITION FOR ARIZONA
POLICE ACCREDITATION

ALEAP Mock Assessments

A guide to an Accreditation Manager and Mock Assessor's Responsibilities

Purpose



- This is a practice assessment, and is not required, but recommended.
- The mock assessment is designed to identify discrepancies prior to the actual on-site assessment.
- The mock team may make suggestions regarding compliance and format in their notes to the agency.
- The Commission does not consider mock team findings when determining accredited status – the mock assessment is for the benefit of the agency only.
- The mock team is made up of fellow Accreditation Managers from other agencies.

Preparation for a Mock Assessment



Accreditation Managers Responsibilities

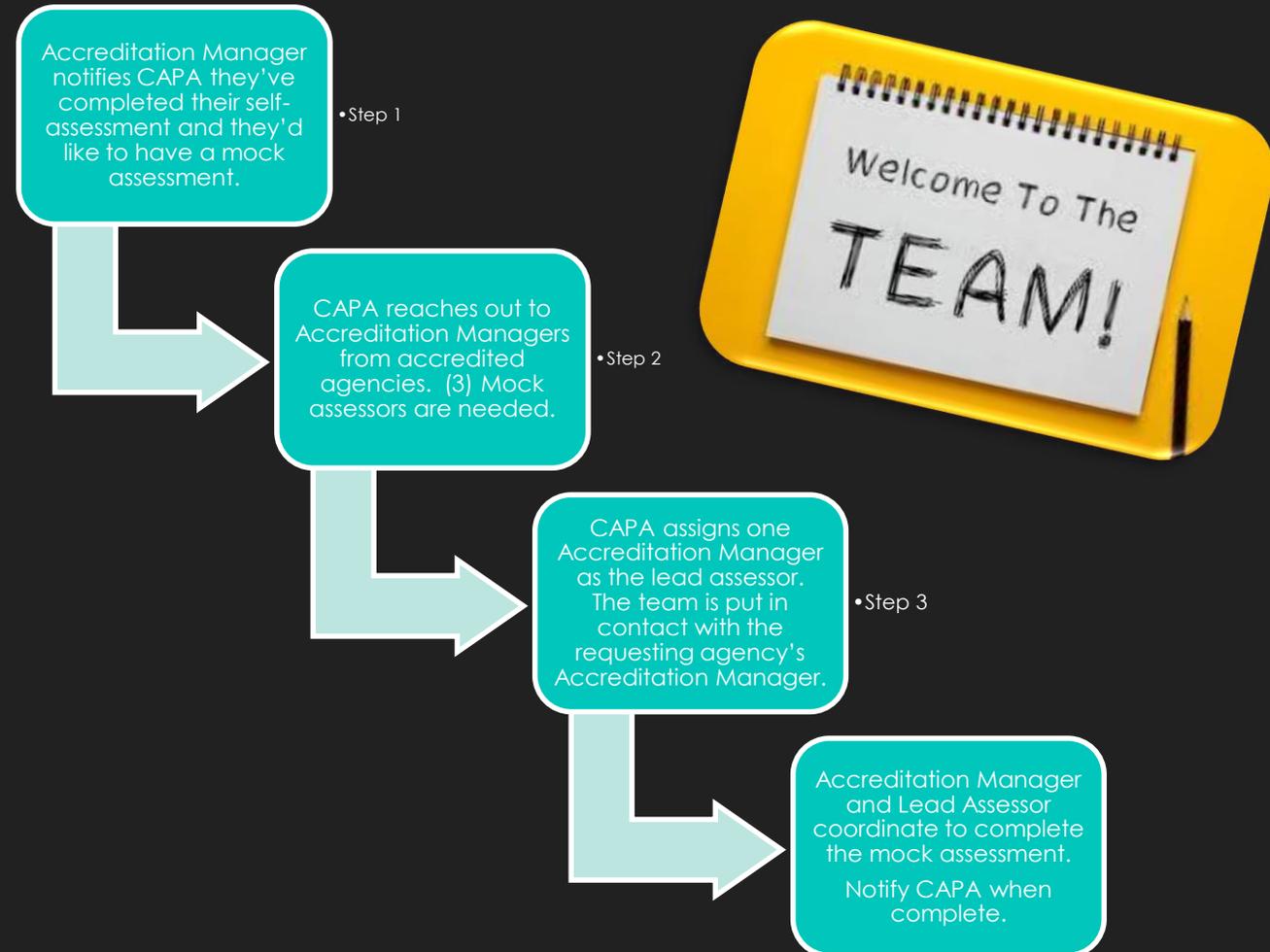
- Review each assessment and ensure each assessment has a WD (as needed) and proofs of compliance.
- Ensure the mapping of attachments is done properly.
- No blank forms are attached.
- Highlighting is simple and focused.
- Dates of proofs are within the assessment period.

Common Mistakes

- Blank forms uploaded
- Undated proofs
- Mapping errors
- Time sensitive assessments missed
- Incomplete written directives and proofs
- No highlighting on uploaded written directives and proofs

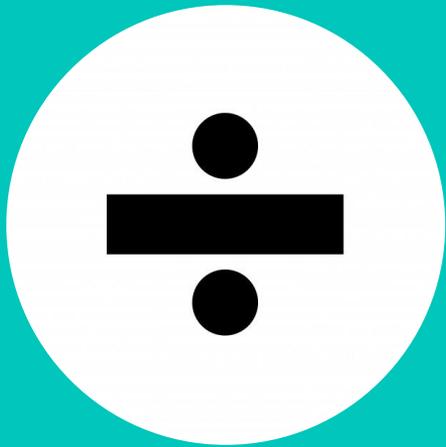
Mock Assessors

- When an agency is prepared to have a mock assessment completed, they will contact CAPA for scheduling.
- CAPA will reach out to its members and request that (3) Accreditation Managers from accredited agencies volunteer to be Mock Assessors.
- One mock assessor will serve as the lead and coordinate with the Accreditation Manager for access to the agency's PowerDMS.





Accreditation Manager adds the (3) Mock Assessors to the agency's PowerDMS.



Mock Assessors divide up the 30 chapters to 10 chapters each.



Mock Assessors will review the written directives and proofs to ensure they meet the WHAT and HOW.

WHAT does the policy/procedure say? Does it meet the assessment requirements?

HOW does the agency actively meet this assessment? Reports, videos, recordings, photographs, emails, interviews, observations.



Mock Assessors will mark the assessment as in-progress, in compliance, not in compliance. If the assessment is not in compliance, the assessor will add a simple note stating what items are missing or need to be revised.

These notes should be kept MINIMAL and to the point. If the Accreditation Manager has any questions, they will contact the assessor directly.



Once the Accreditation Manager has made corrections, they will contact the lead assessor to have the chapters reviewed again, notes removed, and compliance updated.



Summary Assignment History

Arizona Associati... / Chapter 24 TRAFFI... / 24.1 Traffic Dire...

	Atch	Hlt
24.1 Traffic Direction and Control Function Print	-	-
A written directive governs the agency's traffic direction and control functions.	4	6
<u>Clarification Statement:</u> None.	-	-
<u>Proof Requirements:</u> Initial – 1; Reaccreditation – 1 per year	-	-

Tasks (1) Statuses Attachments

+ Add New Attachment

Filters: None Applied

Collapse All Highlights

WD Y1 TRAFFIC FUNCTION AND RESPONSIBILITY
Accreditation Manager

Highlights (2)

- TRAFFIC ENFORCEMENT
- ENFORCEMENT

PROOF Y1 TRAFFIC CONTROL AT ACCIDENT
Accreditation Manager

Highlights (3)

- OFFICER CONTROLLING TRAFFIC
- LANES CLOSED
- DATE: 7/2021

I would highlight the high-visibility vest portion of the attached policy, the highlighted sections don't really address traffic direction/control.
Mock Assessor

PROOF Y1 - Traffic vest
Accreditation Manager

Highlights (1)

- Traffic Vest worn while directing traffic

Mock Assessors suggestion

Examples

	Atch	Hlt
18.2 Release of Juveniles Print	-	-
A written directive establishes procedures for the release of juveniles.	3	2
<u>Clarification Statement:</u> The intent of this standard is to determine which categories of offenses (i.e. status offenses) can best be remedied by releasing the juvenile to the custody of their parent/guardian or if the juvenile should be referred to intake.	-	-
<u>Proof Requirements:</u> Initial – 1; Reaccreditation – 1 per year	-	-

Filters: None Applied

Collapse All Highlights

WD Y1 CUSTODY OF JUVENILES
Accreditation Manager

Highlights (1)

- RELEASE OF JUVENILE

PROOF Y1 RELEASE OF JUVENILE TO DCS
Accreditation Manager

Highlights (1)

- RELEASE TO DCS

WD Y1 Custody of Juveniles - suggest highlighting Section 313.4.2 Custody of Juvenile Status Offenders
Mock Assessor

Mock Assessors suggestion

1.1 Department Authority and Jurisdiction

[Print](#)

A written directive requires all sworn departmental personnel, prior to assuming their position:

- A. Take an oath of office to enforce the law, uphold the constitution of the United States and the constitution of the State of Arizona
- B. Abide by a code or canon of ethics adopted by the agency.

Clarification Statement: This standard is applicable to entry level law enforcement positions, positions of higher rank, Prosecutor's Investigators, Special Law Enforcement Officers, Reserve Police Officers and Deputy Sheriff's Officers.

The code (or canon) of ethics may be in the form of an agency policy, order, rules, regulations, ordinance, resolution, Statute, Administrative Code, employee manual, or any combination thereof. Agencies may adopt a code of ethics from local, state, or national law enforcement or government organization or an affiliate.

Proof Requirements: Initial Accreditation – 1 per bullet; Reaccreditation – 1 per bullet per year

Examples of possible proofs of compliance may include a copy of a signed Oath of Office, copy of Code or Canon of ethics adopted by the department, copy of signature sheet for Code and/or Canon of Ethics

Atch

Hlt

-

-

2

2

3

-

2

-

-

-

-

-

-

-

-

-

▼ Accreditation Manager

Expires:

▼ Accreditation Team

Expires:

▼ Mock Assessor

Expires:

▼ Final Assessor

Status Not Set

Mock Assessment Progress Tracking

The dashboard displays the following information:

- Navigation:** Home, Find Anything, Advanced Search, Unpin, Documents, Standards Manuals, Assessments, Certificates, Courses, Tests, Surveys.
- Header:** Salt River Police Department, Welcome, Stacy
- To Do:**
 - Sign SRPD FOD 2023 Schedule Eff. 01152023 thru 07092023 (Due Soon) and 26 other documents
 - Assess 102 tasks as Accreditation Manager in ALEAP 2021-2024
 - Assess 110 tasks as Accreditation Team in ALEAP 2021-2024
- Dashboard:** Users, Groups, Documents, Workflows, Training, Assessments
- ALEAP 2021-2024 Progress:**

Role	Current Tasks	Progress
Accreditation Manager	408	45% Evaluated
Accreditation Team	334	45% Evaluated
Mock Assessor	174	0% Evaluated
- Footer:** Assessment Reports

Follow progress

Mock Assessment Progress Tracking

Go to the Dashboard and click on Assessments

Salt River Police Department

To Do

- Sign SRPD FOD 2023 Schedule Eff. 01152023 thru 07092023 (Due Soon) and 26 other documents
- Assess 102 tasks as Accreditation Manager in ALEAP 2021-2024
- Assess 110 tasks as Accreditation Team in ALEAP 2021-2024

Dashboard

- Users
- Groups
- Documents
- Workflows
- Training
- Assessments

ALEAP 2021-2024

- Accreditation Manager
Last working on 8.7 Inventory Control, 408 Current Tasks
45% Evaluated
- Accreditation Team
Last working on 8.7 Inventory Control, 334 Current Tasks
40% Evaluated
- Mock Assessor
174 Current Tasks
0% Evaluated

Assessment Reports

Legend:

- 0 Not Applicable
- 0 Not in Compliance
- 28 In-Progress
- 51 In Compliance

Run Report

0 have not been assigned
And 95 have not been set

Hover over the colored portion of the bar

Status for Roles

Manual Title: Arizona Association Chiefs of Police | Assessment Name: ALEAP 2021-2024 | Role Name: is Accreditation Manager | Assessment is Closed (Yes/No): Yes/No | Text Contains: is any value

Summary Table

Standard Title	Role Name	Accreditation Manager
1.1 Department Authority and Jurisdiction		In Compliance
1.2 Agency Jurisdiction		In-Progress
1.3 Use of Force		In-Progress
1.4 Firearms Qualification		In Compliance
1.5 Authorized Firearms and Ammunition		In Compliance
1.6 Reporting Use of Force		In Compliance
1.7 Annual Use of Force Analysis		In-Progress
1.8 Less Lethal, Less Than Lethal, or Non-Deadly Weapons		In Compliance
1.9 Post-Incident Administrative Leave		In Compliance
1.10 Medical Assistance		In Compliance
1.11 Search and Seizure		Not Set
1.12 Handcuffing		In Compliance
1.13 Arrests		In Compliance
1.14 Prisoner Transports		In-Progress
1.15 Title 36 Mental Health Pick-Ups		In Compliance
1.16 Bias Based Policing		In-Progress
2.1 Legal Advice		In Compliance
2.2 Liability Insurance		In Compliance
3.1 Organizational Structure		In Compliance
3.2 Personnel Responsibilities		In Compliance
3.3 Division Responsibilities		In Compliance
4.1 Chief Executive Officer Authority		In Compliance
4.2 Chain of Command		In Compliance
4.3 Demand Protocol		Not Set



Welcome to the Arizona Law Enforcement Accreditation Program



Accreditation Manager Training

Wed, Feb 15 | Prescott Valley Police Department

 +5 more

[Register Now](#)



2023 Arizona Accreditation Conference

Wed, Apr 19 | Westward Look Wyndham Gran...

[Register Now](#)

Upcoming Meetings

26 JAN ALEAP Commission Meeting and Accreditation Hearings

- Thursday, January 26, 2023
- 1:00pm-3:00pm
- Paradise Valley Police Department
- [Show more](#)

27 JAN AACOP General Membership Meeting

- Friday, January 27, 2023
- 9:00am-12:00pm
- EVIT - Mesa
- [Show more](#)

"Recognizing Professional Excellence"

Arizona Law Enforcement Accreditation Program
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Gilbert, Arizona 85296

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Reference Guide for Mock Assessments

Refer to this guide when conducting mock assessments. You may choose to adjust the process to what will work best for the agency undergoing the review.

Communication is key. **Ensuring an open line of communication between the agency undergoing the assessment, and the assessors reviewing the work, will greatly influence how items are corrected or adjusted.**

ALEAP Mock Assessments



1. An ALEAP-enrolled agency that has completed their self-assessment, or is at about 90% completed, will contact CAPA to schedule their mock assessment.
2. CAPA will reach out to the ACCREDITED members of the coalition and ask for 3 members to complete the mock assessment.
3. The three members will decide which team member will take the lead position. The lead team member will complete the following:
 - a. Reach out to Accreditation Manager to ensure that all three Mock Assessors have access to participate in the assessment.
 - b. Divide up 30 chapters into 10 chapters each and determine which members will cover which chapters (1-10, 11-20, 21-30).
 - c. Decide on the timeline for completing the initial assessment, and any re-reviews after corrections have been made.
4. The Mock Assessment Team will review the chapters assigned. On each assessment, they will mark the assessment as either:
 - a. **In-Progress** = Written directive or proof provided do not meet the required documentation needed to meet the burden of proof.
 - i. If the assessment needs further work, the assessor must add a simple note to the assessment with information on what is missing.
 - b. **In Compliance** = Written directive AND proof meet all requirements of proof that assessment is met.
 - c. **Not in Compliance** = Both written directive and proof provided (or not provided) do not meet the required documentation needed to meet the burden of proof.
5. Each Mock Assessor should let the Accreditation Manager of the agency being assessed know when they are finished reviewing their chapters. The Accreditation Manager will then go back in and review items marked as "In Progress" or "Not in Compliance" and determine what action needs to be taken.
 - a. Accreditation Managers can make the determination to fix the requested adjustments or contact the Mock Assessor for clarification and guidance.
 - b. If the Accreditation Manager does not agree with the Mock Assessor's decision, they may contact CAPA or the Program Director for ALEAP for assistance.
6. Once the Accreditation Manager has completed reviewing and correcting the assessments, they will inform the Mock Assessor assigned to those chapters to have them re-review the standards of concern.
 - a. As the Mock Assessor reviews, and approves of revisions, they will then mark those assessments as "In Compliance"
7. When all of the assessments have been marked as "In Compliance" the lead Mock Assessor will contact CAPA and the Program Director of ALEAP to let them know that the agency is ready for their on-site assessment.

Questions?

