

# 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 and/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. ***See the chart on the following page for how to determine status.***
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" 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 Manager 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 "In-Progress" items.
  - 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 Manager of ALEAP to let them know that the agency is ready for their on-site assessment.

## Mock Assessor Status

Status	Criteria
In Compliance	Written directives and/or proofs are all attached, highlighted, and mapped correctly. Not all assessments need a written directive.
Not in Compliance	Missing written directive <b>AND</b> proof
Not Applicable	-
In-Progress	Needs minor changes or additions (i.e. mis mapped documents, missing highlights, non-applicable proofs, incomplete written directives)  This status should be used when at least 50% of the assessment has been done correctly.

### No written directive (policy and/or procedure) is required:

#### 29.3 Hazard Communication (CA) (C1)

[Print](#)

The agency has a Hazard Communication Program that includes:

- A. Container labeling
- B. Material Safety Data Sheets (MSDS)
- C. Employee Training
- D. Other forms or warning

*Clarification Statement:* None

### Written directive (policy and/or procedure) **REQUIRED:**

#### 26.1 Records Integrity (CA) (C1)

[Print](#)

The agency has a written directive that:

- A. Establishes security and privacy precautions for all agency records
- B. Outlines security and access
- C. Establishes procedures for the release of records
- D. Maintains a records retention schedule
- E. Procedures for redaction

*Clarification Statement:* The security and integrity of an agency's central records function is critical to its mission. There should be clear guidelines on who may access the records, when, and how the access is documented. Release of records must be made in accordance with the Arizona FOIA and applicable Court Rules pertaining to Discovery. Internal affairs records are not included in this standard.

## **CALEA Accredited Agencies**

- CALEA Accredited Agencies can use their accreditation letter for the assessment period for assessments that are on the crosswalk matrix (see attached).

# ALEAP / CALEA Crosswalk Matrix

	ALEAP Standard Number	CALEA Standard Number	Chapter Title	Standard
<b>ALEAP Chapter 1</b>				
1	1.1	1.1.1 / 1.1.2	Law Enforcement Role and Authority	Department Authority and Jurisdiction
2	1.2	2.1.1, 2.1.2, 2.1.3	Law Enforcement Role and Authority	Agency Jurisdiction
3	1.3	A-4.1.1, B-4.1.2, C-None, D-4.1.3, E-4.3.4	Law Enforcement Role and Authority	Use of Force
4	1.4	4.3.3	Law Enforcement Role and Authority	Firearms Proficiency
5	1.5	4.3.1	Law Enforcement Role and Authority	Firearms and Ammunition
6	1.6	4.2.1	Law Enforcement Role and Authority	Firearms Discharge and Less Lethal Weapons
7	1.7	A, B, C-4.2.1, D-4.2.4	Law Enforcement Role and Authority	Documentation of Use of Force
8	1.8	4.1.4, 4.3.3	Law Enforcement Role and Authority	Less Lethal, Less Than Lethal and Non-Deadly Weapons
9	1.9	4.2.3	Law Enforcement Role and Authority	Post-Shooting
10	1.10	4.1.5	Law Enforcement Role and Authority	Medical Assistance
11	1.11	A, B, C, D-1.2.4, E-1.2.8	Law Enforcement Role and Authority	Search and Seizure
12	1.12	70.2.1	Law Enforcement Role and Authority	Handcuffing
13	1.13	1.2.5	Law Enforcement Role and Authority	Arrests
14	1.14	A-70.2.1, B-70.1.1, C-70.1.2, D-70.3.1, E-70.1.8, F-70.3.2, G-70.2.1, H-70.1.7	Law Enforcement Role and Authority	Prisoner Transports
15	1.15	NONE	Law Enforcement Role and Authority	Title 36 Mental Health Pickups
<b>ALEAP Chapter 2</b>				
16	2.1	NONE	Legal Advice and Liability	Legal Advice

# ALEAP / CALEA Crosswalk Matrix

	ALEAP Standard Number	CALEA Standard Number	Chapter Title	Standard
17	2.2	NONE	Legal Advice and Liability	Liability Insurance
<b>ALEAP Chapter 3</b>				
18	3.1	11.1.1	Organization	Organizational Structure
19	3.2	21.2.2	Organization	Personnel Responsibilities
20	3.3	NONE	Organization	Division Responsibilities
<b>ALEAP Chapter 4</b>				
21	4.1	12.1.1	Command	Chief Executive Officer Authority
22	4.2	12.1.2	Command	Chain of Command
23	4.3	12.1.2	Command	Command Protocol
24	4.4	11.3.2	Command	Supervisor Accountability
25	4.5	12.1.3	Command	Duty to Obey Lawful Orders
26	4.6	12.2.1 / 12.2.2	Command	Written Directives
<b>ALEAP Chapter 5</b>				
27	5.1	11.4.1	General Management	Administrative Reporting System
28	5.2	11.4.5	General Management	Electronic Data Storage
29	5.3	12.2.2	General Management	Policy Manual
<b>ALEAP Chapter 6</b>				
30	6.1	None	Planning and Research	Planning and Research Function
31	6.2	15.1.3	Planning and Research	Multi-Year Plan

# ALEAP / CALEA Crosswalk Matrix

	ALEAP Standard Number	CALEA Standard Number	Chapter Title	Standard
32	6.3	12.2.1	Planning and Research	Mission and Value Statements
<b>ALEAP Chapter 7</b>				
33	7.1	A-16.1.1, B-16.1.2, C-16.1.4, D-None, E-None, F-16.1.5, G-16.1.7	Allocation of Personnel	Reserve Officers
<b>ALEAP Chapter 8</b>				
34	8.1	17.1.1	Fiscal Management	Chief Executive Officer
35	8.2	17.2.1	Fiscal Management	Other Authorized Personnel
36	8.3	17.2.2	Fiscal Management	Budget Preparation
37	8.4	17.4.1	Fiscal Management	Accounting System
38	8.5	17.4.3	Fiscal Management	Audits
39	8.6	17.4.2	Fiscal Management	Cash Accounts
40	8.7	17.5.1	Fiscal Management	Inventory Control
<b>ALEAP Chapter 9</b>				
41	9.1	11.5.1	Specialized Assignments	Assignment Openings
<b>ALEAP Chapter 10</b>				
42	10.1	22.1.1	Compensation, Benefits and Conditions of Work	Compensation
43	10.2	22.1.2	Compensation, Benefits and Conditions of Work	Leave
44	10.3	22.2.4	Compensation, Benefits and Conditions of Work	Off-Duty Employment
45	10.4	22.1.3	Compensation, Benefits and Conditions of Work	Insurance / Retirement

# ALEAP / CALEA Crosswalk Matrix

	ALEAP Standard Number	CALEA Standard Number	Chapter Title	Standard
46	10.5	A-41.3.5, B-None, C-None	Compensation, Benefits and Conditions of Work	Uniforms / Equipment
47	10.6	31.5.6	Compensation, Benefits and Conditions of Work	Medical Examinations
<b>ALEAP Chapter 11</b>				
48	11.1	A, B, C, D-22.4.1, E-22.4.2	Grievance Procedure	Grievance Procedure
49	11.2	None	Grievance Procedure	Contents of Grievance
<b>ALEAP Chapter 12</b>				
50	12.1	26.1.1	Disciplinary Procedures	Code of Conduct
51	12.2	A, B-26.1.4, C-26.3.5	Disciplinary Procedures	Disciplinary System
52	12.3	26.1.5	Disciplinary Procedures	Supervisory and Command Staff
53	12.4	26.1.8	Disciplinary Procedures	Maintenance of Records
54	12.5	A-26.3.4, B-26.3.4, C-26.2.1, D-None, E-26.2.1, F-26.3.3, G-26.3.5, H-26.3.4, I-26.3.7, J-26.3.8, K-26.2.5, L-26.2.2	Disciplinary Procedures	Personnel Complaint Procedure
55	12.6	26.1.6	Disciplinary Procedures	Appeal Procedures
<b>ALEAP Chapter 13</b>				
56	13.1	31.4.1	Recruitment	Selection Process for Applicants
57	13.2	31.2.3	Recruitment	Equal Employment Opportunity
<b>ALEAP Chapter 14</b>				
58	14.1	33.4.1	Training	Basic Academy Training

# ALEAP / CALEA Crosswalk Matrix

	ALEAP Standard Number	CALEA Standard Number	Chapter Title	Standard
59	14.2	33.8.2	Training	First-level Supervisors
60	14.3	None	Training	Mid-Management Positions
61	14.4	33.5.1	Training	Annual Training
62	14.5	33.4.3	Training	Field Training Program / Police Training Officer
<b>ALEAP Chapter 15</b>				
63	15.1	34.1.6	Promotion	Probationary Period
64	15.2	34.1.4	Promotion	Written Promotion Announcement
65	15.3	34.1.1	Promotion	Promotion Administration
66	15.4	34.1.3	Promotion	Promotion Procedures
<b>ALEAP Chapter 16</b>				
67	16.1	35.1.2	Performance Evaluations	Annual Performance Evaluations
68	16.2	35.1.1	Performance Evaluations	Instruction for Performance Evaluating
69	16.3	35.1.7	Performance Evaluations	Performance Evaluation Counseling
70	16.4	35.1.3	Performance Evaluations	Probationary Employees
71	16.5	35.1.5	Performance Evaluations	Evaluation of Specific Period
72	16.6	35.1.5	Performance Evaluations	Signature on Performance Evaluation
73	16.7	None	Performance Evaluations	Rated by Immediate Supervisor
74	16.8	35.1.8	Performance Evaluations	Raters to be Evaluated
75	16.9	None	Performance Evaluations	Utilization of Performance Evaluations
76	16.10	35.1.5	Performance Evaluations	Contested Evaluation Reports



# ALEAP / CALEA Crosswalk Matrix

	ALEAP Standard Number	CALEA Standard Number	Chapter Title	Standard
77	16.11	35.1.5	Performance Evaluations	Retention Period
78	16.12	35.1.5	Performance Evaluations	Copies of Performance Evaluations
<b>ALEAP Chapter 17</b>				
79	17.1	41.1.2	Patrol	Communication, Coordination & Cooperation
80	17.2	41.1.1	Patrol	Patrol Shifts
81	17.3	41.1.1	Patrol	Patrol Schedules
82	17.4	41.2.4	Patrol	On-Scene Supervisor
83	17.5	42.1.4, 42.2.1, 42.2.2	Patrol	Investigations
84	17.6	None	Patrol	Field Interviews
85	17.7	42.2.6	Patrol	Informants
86	17.8	81.2.4	Patrol	Radio Communications
87	17.9	41.1.5	Patrol	K-9 Units
88	17.10	None	Patrol	Emergency Call Coverage
89	17.11	42.2.9, 42.2.10	Patrol	Eye Witness Identification (Line-up / Show-up)
90	17.12	None	Patrol	Recording Police Activity
91	17.13	41.3.8	Patrol	Video Recording Devices
<b>ALEAP Chapter 18</b>				
92	18.1	44.1.1	Juvenile Operations	Juvenile Operations Function
93	18.2	44.2.1	Juvenile Operations	Release of Juveniles
94	18.3	44.2.1	Juvenile Operations	Referral to Intake

# ALEAP / CALEA Crosswalk Matrix

	ALEAP Standard Number	CALEA Standard Number	Chapter Title	Standard
95	18.4	44.2.1	Juvenile Operations	Citations or Summons
96	18.5	44.2.2	Juvenile Operations	Temporary / Protective Custody
97	18.6	A-44.2.2, B-44.2.2, C-44.2.3, D-72.5.3	Juvenile Operations	Juveniles in Custody
98	18.7	55.2.1	Juvenile Operations	Social Service Agencies
99	18.8	82.1.2	Juvenile Operations	Fingerprints and Photographs
100	18.9	82.1.2	Juvenile Operations	Records
101	18.10	None	Juvenile Operations	Position Accountable for Records
<b>ALEAP Chapter 19</b>				
102	19.1	46.1.1	Unusual Occurences	Planning
103	19.2	46.1.2	Unusual Occurences	Unusual Occurrence Plan
104	19.3	None	Unusual Occurences	Annual Review
105	19.4	46.1.8	Unusual Occurences	Equipment Inspection
106	19.5	None	Unusual Occurences	Correctional / Jail Facilities
107	19.6	A-46.2.2, B-46.2.3, C-46.1.9, D,E-46.2.1	Unusual Occurences	Tactical Team
108	19.7	A-46.2.4, B-46.2.3, C-46.1.9, D,E-46.2.1	Unusual Occurences	Crisis Negotiations Team
109	19.8	46.1.10	Unusual Occurences	Active Shooter / Active Aggressor
<b>ALEAP Chapter 20</b>				
110	20.1	54.1.1	Public Information and Community Relations	Public Information Function
111	20.2	54.1.1	Public Information and Community Relations	Releasing Information
112	20.3	54.1.3	Public Information and Community Relations	Media Access

# ALEAP / CALEA Crosswalk Matrix

	ALEAP Standard Number	CALEA Standard Number	Chapter Title	Standard
113	20.4	54.1.1	Public Information and Community Relations	Ongoing Criminal Investigations
114	20.5	None	Public Information and Community Relations	Social Media
<b>ALEAP Chapter 21</b>				
115	21.1	41.2.1	Vehicles	Agency Vehicle Policy
116	21.2	41.2.2 (does not include F or K)	Vehicles	Pursuit Driving
117	21.3	41.1.3	Vehicles	Special Purpose Vehicles
118	21.4	41.3.3	Vehicles	Safety Restraining Devices
119	21.5	41.3.2	Vehicles	Vehicle Maintenance
<b>ALEAP Chapter 22</b>				
120	22.1	61.1.1	Traffic Administration	Traffic Function
121	22.2	82.3.3	Traffic Administration	Traffic Record System
122	22.3	61.1.2	Traffic Administration	Traffic Law Enforcement
123	22.4	A-82.3.4, B,C,D-82.2.1	Traffic Administration	Reports
124	22.5	61.1.1	Traffic Administration	Contact with Violators
125	22.6	61.1.8	Traffic Administration	Speed Measurement Devices
<b>ALEAP Chapter 23</b>				
126	23.1	61.2.1	Traffic Crash Investigations	Reporting and Investigating Traffic Crashes
127	23.2	61.2.1	Traffic Crash Investigations	Enforcement Actions
128	23.3	61.2.2	Traffic Crash Investigations	Crash Scene Procedures

# ALEAP / CALEA Crosswalk Matrix

	ALEAP Standard Number	CALEA Standard Number	Chapter Title	Standard
<b>ALEAP Chapter 24</b>				
129	24.1	61.3.2	Traffic Direction and Control	Traffic Direction and Control Function
130	24.2	61.3.3	Traffic Direction and Control	Traffic Escort Services
131	24.3	61.1.9	Traffic Direction and Control	Roadblocks
<b>ALEAP Chapter 25</b>				
132	25.1	61.4.1	Traffic Ancillary Services	Emergency Assistance
133	25.2	61.4.2	Traffic Ancillary Services	Hazardous Roadway Conditions
134	25.3	61.2.2	Traffic Ancillary Services	Hazardous Materials
135	25.4	61.4.3	Traffic Ancillary Services	Abandoned Vehicles
136	25.5	61.4.3	Traffic Ancillary Services	Towing
<b>ALEAP Chapter 26</b>				
137	26.1	A, B, C-82.1.1, D-82.1.3, E-None	Records	Records Integrity
138	26.2	None	Records	Personnel Files
139	26.3	81.2.8	Records	ACIC and NCIC
140	26.4	41.2.5	Records	Wanted, Missing and Runaway Persons
141	26.5	82.1.4	Records	Crime Reporting
<b>ALEAP Chapter 27</b>				
142	27.1	83.2.1	Collection, Preservation and Storage of Evidence	Evidentiary Items
143	27.2	83.3.2	Collection, Preservation and Storage of Evidence	Procedures / Submission for Laboratory Analysis

# ALEAP / CALEA Crosswalk Matrix

	ALEAP Standard Number	CALEA Standard Number	Chapter Title	Standard
144	27.3	84.1.1	Collection, Preservation and Storage of Evidence	Evidence Controls
145	27.4	84.1.6	Collection, Preservation and Storage of Evidence	Inspections and Audits
146	27.5	84.1.2	Collection, Preservation and Storage of Evidence	Storage and Security
147	27.6	84.1.1	Collection, Preservation and Storage of Evidence	High Risk Storage
<b>ALEAP Chapter 28</b>				
148	28.1	81.2.1	Police Communications	Telephones
149	28.2	None	Police Communications	Communications Services
150	28.3	81.2.11	Police Communications	Misdirected Emergency Calls
151	28.4	81.2.5	Police Communications	Maps
152	28.5	81.3.3	Police Communications	Portable Radios
153	28.6	81.2.7	Police Communications	Recording
154	28.7	None	Police Communications	Release of Recording Messages
155	28.8	81.3.1	Police Communications	Security
156	28.9	None	Police Communications	Training
<b>ALEAP Chapter 29</b>				
157	29.1	NONE	Federal and State Regulations (OSHA)	Blood Borne Pathogen Standards
158	29.2	NONE	Federal and State Regulations (OSHA)	Hazardous Material First Responder
159	29.3	NONE	Federal and State Regulations (OSHA)	Hazard Communication
160	29.4	NONE	Federal and State Regulations (OSHA)	Federal and State Regulations (OSHA)
161	29.5	NONE	Federal and State Regulations (OSHA)	Fire Extinguishers

# ALEAP / CALEA Crosswalk Matrix

	ALEAP Standard Number	CALEA Standard Number	Chapter Title	Standard
162	29.6	NONE	Federal and State Regulations (OSHA)	Hazardous Materials Lead Exposure
163	29.7	NONE	Federal and State Regulations (OSHA)	Hearing Conservation Program
<b>ALEAP Chapter 30</b>				
164	30.1	NONE	Indian Country Jurisdiction	Indian Country Jurisdiction
165	30.2	NONE	Indian Country Jurisdiction	Indian Country Authority and Arrest Powers
166	30.3	NONE	Indian Country Jurisdiction	Indian Country Warrants
167	30.4	NONE	Indian Country Jurisdiction	Indian Country Mutual Aid
168	30.5	NONE	Indian Country Jurisdiction	Indian Country Extradition
169	30.6	NONE	Indian Country Jurisdiction	Indian Country Exclusion
1770	30.7	NONE	Indian Country Jurisdiction	Indian Country Court Orders
171	30.8	NONE	Indian Country Jurisdiction	Indian Country and Interstate Domestic Violence
172	30.9	NONE	Indian Country Jurisdiction	Indian Country and CJIS and PSAP's
173	30.10	NONE	Indian Country Jurisdiction	Indian Country Information Sharing Systems
174	30.11	NONE	Indian Country Jurisdiction	Indian Country Continuing Training
<b>CALEA Advanced Accreditation Agencies must comply with only those standards in the Gold highlighted lines (44 of 174 Standards)</b>				
<b>CALEA Tier 1 Accredited Agencies must comply with only those standards in the Gold AND Blue highlighted lines (106 of 174 Standards)</b>				