Arizona Law Enforcement Accreditation Program

Pre-Enrollment

Agency begins research into ALEAP program. Meet with ALEAP Staff and CAPA Representatives.

Determine if funding is needed. Research COPS Accreditation Grants available. to Law Enforcement Agencies.

DETERMINE WHO THE ACCREDITATION MANAGER IS GOING TO BE - THIS SHOULD NOT BE A ROTATING POSITION.

Submit ALEAP application and at the same time join the Coalition for Arizona Police Accreditation (CAPA). CAPA will guide you through this process!

Application is presented to ALEAP Commission at the next board meeting.

If there is time
between submitting
your application and
the next
commissiomn
meeting, the ALEAP
Program Manager
will get your
PowerDMS
enrollment cstarted
and you can begin
working on policies
and procedures
uploads immediatley.

We're Enrolled!

Once the Commission approves your application, the Chief or Sheriff should email the department letting them know what accreditation is, why it is important, the role of your Accreditation Manager, and that when the Accreditation Manager asks for something to be done or submitted, it is coming with the full weight of the Chief or Sheriff 's

Begin your inital

24-month selfassessment period
after the ALEAP
Commission approves
your application.

support.

The Accreditation Manager should sign up to receive a Mentor through CAPA. This Mentor will assist them in the process and ensure they are on the right track. The Accreditation Manager will be given all the tools and resources they need to ensure the success of the program

Mock Assessment

When your selfassessment has been approimately 95% completed, the Accreditation Manager will submit an application for a Mock Assessment.

(2) Assessors will be assigned to review all the files virtually and provide feedback to the Accreditation Manager about updates or adjustments that need to be made.

Once all files have been corrected, the Accreditation Manager will reach out the ALEAP Program Director and request an on-site assessment.

Accreditation
Manager should
reach out to CAPA to
seek information on
how to prepare for
on-site (welcome
packet, static
displays, tours,
meetings with staff)

On-Site Assessment

(2) Assessors will visit your agency for 1.5 -2 days to review files and visually observe the operations of your department. Interviews will be held with key staff members of the department and of the City or Town. Ride-alongs, tours, static displays, and other ways of showing off your department are highly encouraged!

If any issues are found, the Assessors will review these with you and assist in correcting them before they leave.

A final report will be emailed to the Cheif/Sheriff and the Accreditation Manager. This report will be submitted to the ALEAP Commission for review at the next hearing.

Commission Meeting & Award

The Chief/Sheriff , Accreditation Manager and key members of Command Staff will attend the ALEAP Commission hearing.

(2) Commission members will be assigned to review the final report and ask questions of the members representing the department.

At this meeting the Commission will determine if they will be recommending accreditation of the department to the AACOP board. They will vote publicly during this hearing so you will know their recommendation before the meeting is adjourned.

STAY FOR THE AWARD!

Upon approval by the AACOP board, your department will receive their accreditation award at this meeting or conference. Speak to the ALEAP Program Manager regarding the time and location.



Begin 4-Year Reaccreditation Process

The date of your award is now your annual anniversary date. All proofs of compliance should be based on these dates going forward.

You will now archive your initial selfassessment and begin a new file for your 4-year assessment period.

Annually your files will be reviewed by An assessor

Proofs of compliance for each standard are required for each year unless otherwise noted.

If polices or procedures are updated, a new copy of the policy and procedure should be uploaded in addition to keeping the original document.

At approximately 3.5 years into the cycle, you need to speak with the ALEAP Program manager to begin scheduling your 4-year on-site visit.