A. Policy

The Lakewood Police Department is committed to providing the best possible police service to its citizens. The Commission on Accreditation for Law Enforcement Agencies (CALEA) has developed professional standards of performance designed to assist the organization with this goal. The Lakewood Police Department endorses and meets these professionally recognized standards, which are consistent with its mission and responsibilities. It is the policy of this department to maintain a system that ensures those periodic reports, reviews and other activities mandated by law enforcement accreditation standards are accomplished and that all members are familiar with and support the accreditation process.

B. Procedures

1. General -- Maintenance of accreditation is a shared responsibility throughout the department. All personnel will participate in the accreditation process directly or indirectly by submitting the appropriate administrative reports and conducting inspections as they are required, and ensuring that all related documentation is forwarded to the Planning and Analysis Section.

2. Accreditation Manager -- The ultimate responsibility for facilitating and coordinating the agency’s compliance with CALEA standards lies with the Accreditation Manager. It is the responsibility of all employees to assist the Accreditation Manager with this process.
   a. The Accreditation Manager shall receive specialized accreditation manager training within one year of being appointed. This training can be acquired at a CALEA conference, or the Rocky Mountain Accreditation Network.
   b. The Accreditation Manager shall facilitate any meetings applicable to accreditation and reporting requirements.
   c. The Accreditation Manager shall provide a listing of all required reports, reviews and other activities needed to document compliance in accordance with Chapter 3424 of the department manual.

3. Accreditation Representation
   a. A representative of from each Section of the Department will be notified to assist with required reports. The Accreditation Manager will be responsible for working with these representatives, and/or through the chain of command if necessary.
   b. Representatives shall forward to the Accreditation Manager proofs of compliance as required.
4. Training

   a. Familiarization with the accreditation process is provided to all agency employees as follows:

      1. newly hired personnel within 30 days after appointment;

      2. prior to an on-site assessment associated with re-accreditation.

1005 FUNCTIONAL COMMUNICATION

   A. Policy

   Coordination of departmental activities demands communication within and between each organizational function. All department components are encouraged to exchange information, provide cooperation and support, and coordinate their activities with each other. Functional communication is accomplished through personal contact, correspondence, staff meetings, bulletins, intra-unit attendance at roll calls, and mutual assistance.