

## **DEPARTMENT GENERAL ORDER 16-05**

OFFICE of the CHIEF OF POLICE  
REPLACES/AMENDS: General Order 07-40

DATE: May 10, 2016

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### **ACCREDITATION MAINTENANCE**

#### **I. PURPOSE.**

CALEA mandates that a variety of time-sensitive tasks are performed as an integral part of the accreditation process. The following directive will provide an overview of the system developed by the police department to satisfy these requirements.

#### **II. TIME SENSITIVE ACTIVITIES.**

In order to ensure that periodic reports, reviews, and other activities mandated by CALEA are accomplished, the accreditation manager has developed, and routinely updates, a written log identifying those CALEA time-sensitive activities that must be performed as part of the accreditation process. Individual entries include:

1. CALEA standard number
2. Clayton general order number
3. Title of general order/activity
4. Task requirements/individual responsible
5. Due Dates.

The accreditation manager will then utilize the log as a reference and prepare monthly memoranda detailing those tasks to be performed during each month of the year. Such memoranda will then be distributed to the entire command staff for action.

### III. SYSTEM PLACEMENT AND MAINTENANCE ACCOUNTABILITY.

The accreditation process has been located within the Office of the Chief of Police. The individual selected as the accreditation manager shall be answerable to the chief executive for his activities, and will be responsible to develop and maintain those documents necessary to ensure that CALEA time-sensitive activities are performed in accordance with current CALEA standards.

BY ORDER OF:

KEVIN R. MURPHY  
Chief of Police

KRM:mj

CALEA Reference: 11.4.3