



**COLORADO ASSOCIATION OF CHIEFS OF POLICE
AND
COUNTY SHERIFFS OF COLORADO**

PROFESSIONAL STANDARDS

REVISED 2014

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SECTION “A”

Acknowledgements

The Colorado Association of Chiefs of Police (CACP) adopted a Professional Standards Accreditation program for its membership in 1986 and later in 1994 partnered with the County Sheriffs of Colorado (CSOC) consolidating Professional Standards for all law enforcement agencies state wide. CACP must recognize Chief Robert Galloway of the Brighton Police Department (the original Professional Standards committee chair) for his vision and commitment as the driving force responsible for bringing Professional Standards to Colorado Law Enforcement. CACP acknowledges in 1984 The Commission on Accreditation for Law Enforcement Agencies (CALEA) assistance in developing the CACP Professional Standards based on the CALEA model and definitions.

Since its inception of Professional Standards CACP/CSOC members have revised professional standards in 1994, 1998 and now in 2007, 2008 and now in 2014. CACP/CSOC would like to acknowledge those member agencies who loaned their staff and time to initiate each of the revisions. It is the goal of CACP/CSOC to provide the opportunity for all Colorado Law Enforcement agencies to achieve professional accreditation. Without the dedication and commitment of our membership base this would not be possible.

We have also had a partnership with the Colorado Intergovernmental Risk Sharing Agency (CIRSA) and their legal department who participated in the development of standards critical to policing. Specifically CIRSA assisted with the development of standards in the areas of Use of Force (lethal and less lethal), Pursuit Driving, Emergency Vehicle Operation, Internal Affairs, and Administration of Personnel. This partnership is critical to Colorado Law Enforcement. With CIRSA's assistance we are able to provide legally sound Professional Standards for CACP/CSOC members.

HISTORY

The Colorado Association of Chiefs of Police (CACP) identified during regional and annual meetings, the importance of Professional Accreditation for its members. CACP is in favor of the establishment of professional standards for Colorado police agencies and felt a number of the standards created by CALEA were appropriate and something a professional law enforcement agency should abide by.

The work of the Professional Standards Committee in 1985 resulted in the creation of mandatory and optional standards. These standards were presented to the CACP Board of Directors in 1986, approved and submitted to the full CACP membership at an annual conference. The standards were ratified by the membership and the Committee was directed to implement them as soon as possible. Thus the CACP Professional Standards Assessment process was created.

In 1993, the CACP Professional Standards Committee felt that Professional Standards were applicable to all law enforcement agencies, and not just police agencies. The committee felt an effort should be made to create State of Colorado Law Enforcement Professional Standards for Police and Sheriffs' Offices in the State of Colorado. In 1994, the County Sheriffs of Colorado (CSOC), at their annual conference, agreed that combined CACP/CSOC Professional Standards should be developed, and a combined "Accreditation" process was created.

In 1994, a working committee with representatives from both organizations reviewed the existing CACP Standards, created a consolidation process, and completed a set of combined standards – "Colorado Law Enforcement Professional Standards" – applicable to Police and Sheriffs' Offices in the State of Colorado.

In 1995, CACP and CSOC formally adopted the revised "Colorado Law Enforcement Professional Standards." In January 1999, the 2nd edition was adopted. In 2007, the 3rd addition was adopted. New for the 2007 revision was the elimination of Detention Standards. CACP/CSOC agreed the professional accreditation standards should address "only" operational police functions not detention facilities. CSOC members agreed that other determining factors supported this change. The 2008 edition resulted from Chief Lowell Richardson's cleanup of some typo issues. The 2014 edition revises standard 20.11 to provide for annual qualification with the duty sidearm in agreement with CALEA, and adds the Social Media standard.

PROFESSIONAL STANDARD DEFINITION OF TERMS

PURPOSE STATEMENT:

Professional Standards exist to enable CACP and CSOC members to achieve a “Professional” status. The adoption of minimum professional standards is necessary for Colorado Police and Sheriff Organizations to achieve the status of “Professional”. CACP/CSOC through the Professional Standards Committee safeguard the integrity of the accreditation process for their members by utilizing professionally accepted methods for CACP/CSOC professional accreditation. The CACP/CSOC exists to assess law enforcement operations of applicant agencies. Agencies that provide detention services are encouraged to attain professional accreditation through other accrediting entities for such services.

PROFESSIONAL STANDARDS:

Professional Standards are statements of minimum requirements adopted by CACP/CSOC with the intent to more clearly define the role and responsibilities of a Colorado Peace Officer and to enhance the quality of services provided. Professional Standards at a minimum incorporate a Professional Code of Ethics, minimum professional standard requirements, and a recognized body of knowledge. Practitioner expertise is acquired through the study of these minimum standards translating to professional law enforcement services.

AUTHORITY:

These Professional Standards are approved and adopted by the respective Boards of the Colorado Association of Chiefs of Police and the County Sheriffs of Colorado.

MANDATORY STANDARD:

These are standards by definition deemed essential functions performed by law enforcement agencies. Or they may be a function less critical to the law enforcement function based on agency size or community make-up but should the applying agency choose to provide services within the title of that standard the agency is obligated to meet the standard requirements.

OPTIONAL STANDARD:

These standards are recognized generally as “good practice” for police agencies, however, are not mandated by CACP/CSOC as required operating standards. Should an agency choose to

adopt such a standard they must implement within the parameters as provided by the CACP/CSOC professional standards manual.

WRITTEN DIRECTIVES:

This proof of compliance category includes written directives: “any written documents used to guide or affect the performance or conduct of agency employees. The term includes policies, procedures, rules and regulations, general orders, and instructional material.”

OTHER WRITTEN DOCUMENTATION:

This proof of compliance category is composed of other kinds of written documentation. These may include: Examples of completed reports, logs, records or files, or written goals and objectives, budget documents, plans, and evaluations, among others.

INTERVIEWS:

This proof of compliance category involves the committee’s assessor asking questions of agency personnel who should have knowledge about the implementation of a standard or who are affected by that particular standard. When developing this type of proof, an agency must specify the person or persons to be interviewed, including name, rank, position (or job title), and information about how to contact the person.

OBSERVATION:

This category of proof includes verification through viewing a facility, condition, activity, or objective required by a standard. Typically observations are completed during the pre-site assessment when reviewing policies and during the onsite assessment when confirming policy with practice.

LEAD ASSESSOR

The lead assessor holds the position of a command officer, Chief executive or a retired Chief executive who is responsible for facilitating and coordinating a professional accreditation assessment of an applicant agency. This position is assigned by the CACP Professional Standards Committee Chair.

SECOND ASSESSOR

The second assessor assists the lead assessor this person can be a command level officer, a chief executive officer, retired chief executive, a civilian professional standards manager or the rank of sergeant or lower. This position is assigned by the Professional Standards Committee Chair with input from the assigned Lead Assessor.

Professional Standard Fees and Application Steps

REQUEST FOR INFORMATION:

Interested Police/Sheriff Departments can acquire information from the Colorado Chiefs of Police or County Sheriffs of Colorado association offices regarding the "Professional Accreditation" process. Information and all accreditation forms are available on the CACP website "colochiefs.org".

APPLICATION:

The compliance process begins when you apply to CACP/CSOC for assessment and pay the required fee. The application form requires the signature of the chief executive officer. The application should not be submitted until after you have completed the "Self-Assessment" process and are ready for inspection. Department policies and procedures must be completed before submitting your application for accreditation. ***There is a one-year time period for completion of the assessment process.*** The time period begins when the application is received by CACP/CSOC.

GENERAL INFORMATION QUESTIONNAIRE:

You are to complete and file the General Information Questionnaire with the Application, thereby providing information that CACP/CSOC uses to determine assignment of assessors and other valuable information for the assessment process.

SELF-ASSESSMENT:

The self-assessment is an important aspect of the process. Self-assessment has two basic purposes: (1) to establish proof of compliance with applicable standards, and (2) to facilitate the on-site inspection by the assessors.

Self-assessment provides an opportunity for you to conduct a review of your organization to determine if you meet the requirements of the applicable standards. A systematic approach identifies the requirements of all applicable standards and determines how compliance can be verified. It also reveals those areas in which you do not meet the requirements of the standards and provides some guidance about what can be done to meet the requirement and verify compliance.

The self-assessment process involves examination by you to determine whether or not you believe that you comply with all applicable standards. "Proofs of Compliance" are prepared and

documentation is assembled to facilitate the on-site inspection, and the assessment process.

All completed documents required for the self-assessment must be available for the assigned assessors for their review prior to the on-site assessment. This allows the assessors the opportunity to evaluate whether your agency is ready for assessment or further preparation is required before the on-site occurs.

PRE-ASSESSMENT:

After you are satisfied that you have achieved compliance with all applicable standards, you then file the application form, include the appropriate fee, with CACP/CSOC. The first step in the process to complete the assessment requires providing a completed copy of your department policies and procedures and all completed CACP/CSOC documents to the assessors when requested. The pre-assessment allows assessors to review all documentation and verify your agency policies and procedures conform to the adopted professional standards of CACP/CSOC prior to an onsite assessment.

ON-SITE ASSESSMENT:

CACP/CSOC then notifies the Professional Standards Committee Chairperson who assigns a team of assessors. These assessors examine all proofs of compliance to determine if your agency complies with all applicable standards.

CACP RECOGNITION PROGRAM:

There are Colorado Law enforcement agencies that choose to seek national accreditation through CALEA (The Commission on Accreditation for Law Enforcement Agencies). CACP recognizes CALEA accreditation standards far exceed the adopted CACP accreditation standards and include most if not all of the CACP standards. Therefore, the CACP Board authorizes the CACP Professional Standards Committee or the CACP Executive Director to accept and submit (with adequate proof of compliance) any CALEA accredited agency for immediate CACP Accreditation approval to the CACP Board of Directors.

REVIEWS AND APPROVAL

The assessment team submits a report to the Professional Standards Committee of CACP or CSOC; whichever is applicable, whereupon the committee recommends approval to the CACP/CSOC

Board. The CACP/CSOC Board, after review of the report of the assessors and recommendation of the Professional Standards Committee, will either approve or disapprove accreditation.

FEES:

Each agency is responsible for paying the appropriate fee as outlined within the fee schedule. The application fees must be submitted with the completed application prior to the assessment taking place. Since agencies throughout the state provide assessors from their staff at no cost to the applicant agencies, all applicant agencies are responsible for providing accommodations, travel expenses (if requested) and meals for each assessor. The CALEA Recognition fee is required for those agencies who attained CALEA accreditation yet wish to participate in the CACP/CSOC accreditation program. The fee amount for CALEA Recognition is a flat rate fee.

Fee Schedule

1 - 9 (Total Employees)	\$200.00
10 - 19	\$250.00
20 - 49	\$450.00
50 - 74	\$550.00
75 +	\$650.00
CALEA Recognition	\$200.00