



# AGENCY PROFILE

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Agency CEO: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Accreditation Manager: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

## ACCREDITED STATUS

Has the agency been previously accredited by the VLEPSC? ☐ Yes

☐ No Year \_\_\_\_\_

Has the agency previously been accredited by the CALEA? ☐ Yes

☐ No Year \_\_\_\_\_

## AGENCY SIZE

Authorized Sworn \_\_\_\_\_  
(Indicate full and part time)

Actual Sworn \_\_\_\_\_

Authorized Civilian \_\_\_\_\_  
(Incl. Dispatch, crossing guards, etc.)

Actual Civilian \_\_\_\_\_

If the agency utilizes auxiliary officers, or volunteers, indicate the number and briefly describe their duties.

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**LEGAL RESPONSIBILITIES:** Indicate the agency's legally mandated responsibilities. The mandate may originate in the state constitution, statute, ordinance or common law.

General Law Enforcement	_____	Traffic Law Enforcement	_____
Criminal Investigations	_____	Court Security	_____
Criminal Process Service	_____	Federal Law Enforcement	_____
Civil Process Service	_____	Other	_____

**GEOGRAPHIC AREA OF RESPONSIBILITY:** Indicate political subdivisions or municipalities where your agency provides law enforcement services. Countywide agencies should indicate all incorporated towns within the confines of the county that rely on the agency for law enforcement services.

Square mileage of service area: \_\_\_\_\_ Population: \_\_\_\_\_

Indicate property located within the confines of another political subdivision for which your agency has law enforcement responsibility (airports, storage facilities, garages, etc.)

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If the agency has entered into a contractual agreement for the provision or receipt of law enforcement services with another jurisdiction, indicate the jurisdiction involved and the services provided.

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#### PERSONNEL FUNCTIONS

Which department or office handles the agency personnel function?

Department/office	_____
Address	_____
Contact Person	_____
Phone	_____

**WORK FORCE:** Indicate the number of sworn employees for each category.

	Admin	Patrol	Inv	Jail	CivProc	Crts
Ranks above captain	_____	_____	_____	_____	_____	_____
Captain	_____	_____	_____	_____	_____	_____
Lieutenant	_____	_____	_____	_____	_____	_____
Sergeant	_____	_____	_____	_____	_____	_____
Other supervisory rank	_____	_____	_____	_____	_____	_____
Officer/deputy	_____	_____	_____	_____	_____	_____
Correctional officer	_____	_____	_____	_____	_____	_____
Other sworn	_____	_____	_____	_____	_____	_____
Crossing guard	_____	_____	_____	_____	_____	_____
Cadet	_____	_____	_____	_____	_____	_____
Civilian	_____	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____	_____
<b>TOTAL</b>	_____	_____	_____	_____	_____	_____

**PATROL ALLOCATION:** Indicate the shift hours and number assigned.

	Patrol	Fixed Invest.	Criminal Security	Court Process	Civil Duties	Jail Post
Shift _____	_____	_____	_____	_____	_____	_____
Shift _____	_____	_____	_____	_____	_____	_____
Shift _____	_____	_____	_____	_____	_____	_____

Briefly describe any overlap or "power" shift.

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**INVESTIGATIONS:**

Does the agency routinely use uniformed patrol officers/deputies to conduct follow-up investigations of criminal cases? If so, describe when (most felonies, most misdemeanors, non-criminal incidents, etc.)

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List current narcotics or vice task force participation (include agencies involved.)

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**JAIL FACILITIES**

If the agency operates a detention facility, does the American Corrections Association accredit it?

☐ N/A      ☐ Yes      ☐ No

**COMMUNICATIONS**

Does the agency operate its own communications center? ☐ Yes      ☐ No

If YES above, where is the center located? \_\_\_\_\_

If NO above, who manages and operates the communications center, and where is it located?

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**SUBSTATIONS OR OTHER FACILITIES**

List the address and type of any facilities used by your agency other than those already provided (substations, training facilities, task force offices, etc.)

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**TRAINING**

Does the agency operate its own training academy? ☐ Yes      ☐ No

Location: \_\_\_\_\_

If "no" to above, which academy provides basic training for recruits?

Academy name: \_\_\_\_\_