**On-site Assessment Checklist**

**Accreditation Process**

* Application – Includes agency information and intent to enter the VLEPSC program.
* Self-Assessment – Review your files and written directives internally and/or bring in outside assistance to conduct a mock assessment.
* Official Assessment – The program will send an on-site assessment team of assessors to inspect your agency, policies, and files.
* Commission Review – Your agency will go before the Executive Board of the Commission to see if you are awarded the status of an Accredited Agency.

**Who are the Assessors?**

* Employees/appointees of law enforcement agencies in the Commonwealth that are currently accredited by VLEPSC.
* Employees/appointees of law enforcement agencies that are approved by the Program Manager.
* Assist to help mentor younger and less experienced assessors, assessor candidates, and accreditation managers.
* Receive on-going training to ensure they are aware of the latest case law, code changes, and are operating in accordance with the Program Manual.

**The Waiver System**

* Law enforcement agencies seeking accreditation shall be expected to comply with all applicable program standards.
* Agencies may, however, petition the Program Manager to waive applicable standards or individual bullets by submitting to program staff the electronic Request for Waiver form that includes a detailed description of the reasons for the desired waiver.
* Waivers, along with the Agency Profile, MUST be submitted 90 days prior to the on-site assessment. Waivers are for the NEXT four (4) year accreditation cycle.
* If an agency ceases to perform a function during their four (4) year accreditation cycle, that they demonstrated compliance for previously, the agency may submit the Request for Waiver during the term (year) when that function is no longer applicable for those standards or individual bullets that apply.

**Required Forms**

* Initial On-Site Application Package – Consists of the Agency Participation Agreement completed and emailed to the Accreditation Center and an application initial fee of $250 mailed to the VLEPSC Treasurer.
* Re-Assessment On-Site Application Package – Consists of the Agency Re-Assessment Participation Agreement completed and emailed to the Accreditation Center and a

annual fee of $100 mailed to the VLEPSC Treasurer.

* Initial and/or Re-Assessment On-Site Agency Profile is completed and emailed to the Accreditation Center.

**Preparation for On-site Assessment**

* Complete and Submit Agency Profile – Upon enrollment for an initial assessment and 90 days before re-assessment. Can be found on the VLEPSC website.
* Re-Accreditation Assessment Agreement is sent to Program Manager and yearly fee is paid to the VLEPSC Treasurer (for re-accreditation assessments only.)
* Waivers – Requests submitted at least 90 days prior to the on-site assessment.
* Prepare a list of observable standards for assessors.
* Prepare a questionnaire to assessors to determine special needs or dietary restrictions.
* Determine if the assessors have any preferences for snacks or beverages that may be placed in the room where they will be reviewing your files.
* Arrange for overnight accommodations for the assessors.
* Ensure the assessors have directions to their lodging and to your agency.
* Make dinner reservations to include the “welcome” dinner with the assessors that should include the CEO, the AM, some (if not all) of the Command Staff, and any City/County Officials that you may want to invite and plan for meal options for the assessors. Meals are paid for by the host Agency.

The “welcome” dinner gives the opportunity for the group to have discussion in an informal setting and get to know the assessors. It usually helps to calm some of the nerves of the agency personnel that attend when they realize that the assessors are there to help and assist the agency. The “welcome” dinner is a great benefit to the agency.

* Determine a location for the Static Display and plan for alternatives in the event of poor weather or other circumstances.
* Remember that you want the assessors to be comfortable and well informed. This is their home away from home for the next few days. You may also consider placing a Welcome Basket in their rooms with snacks and beverages.

**Observable Standards for Assessors**

* Provide the list of observable standards to the assessors. This list will be used for any observable standards that are encountered by the assessors during the Static Display and Agency Tour.
* Consider identifying the observable standards with a placard or other feature to make them more visible to the assessors.

**Static Display**

* Determine location – Careful consideration should be given as to the location of your Static Display.
* Your main concern will be weather conditions, especially if you intend to have your Static Display outdoors. Always have a Plan B.
* Preparation – You will need to prepare for adequate time to have vehicles clean and displays set up.
* Your personnel stationed at the various displays should be sharp, not only in appearance, but knowledgeable of the display they are assigned so that they can intelligently answer any questions asked by the assessors.
* The Sheriff/Chief, the Accreditation Manager and other staff directed by the Agency CEO should accompany the assessors during the Static Display.
* Your agency may want to invite Town/City Managers, Council Members, community leaders, local politicians, or the public to attend the Static Display after the assessors have completed their tour. This provides an excellent opportunity to speak with citizens about your agency, however it is not required and would be determined by the agency.

**Agency Tour**

* Ensure the Agency facility is neat, clean, and orderly.
* Place a placard or other feature designating observable standards.
* Plan your Agency Tour to avoid jumping from one end of the facility to the other.
* Introduce Agency Staff who are present as you encounter them.
* Remember assessors will probably ask questions during the tour, and it is imperative to have knowledgeable personnel on hand, and all personnel prepared.

**File Review**

* The assessors will be picked up, usually by the Accreditation Manager, for transport to your agency to begin file review.
* The area in which the file review is conducted should be a quiet and comfortable room with no outside noises or distractions.
* There will absolutely be no active video or audio monitoring of this room while the file review is being conducted.
* All accreditation files should be in place and ready for the assessors to begin their work.
* Phone and internet access should be made available to the assessors.
* The assessors may need access to agency policy manual.

**Official Assessment Conclusion**

* File review will continue as needed.
* After the assessors have completed their job, an exit interview will be conducted.
* Assessors may choose to brief the Accreditation Manager first before continuing the exit interview with the Chief/Sheriff, and any other staff the Chief or Sheriff designates.
* The assessors will give you an overview of the assessment as well as providing you with any listed corrections that are or were needed.
* The assessors will not advise you that you will or will not be accredited.
* Assessors shall not accept any gift or favor of a nature to imply an obligation that is

inconsistent with the free and objective exercise of their professional responsibilities

(this doesn't include a welcome/hospitality basket/bag). At the conclusion of the on-site

assessment, assessors may accept a gift from the agency that is intended to serve as a

remembrance of the assessment. The gift item shall be small in value and may only be

presented on the last day of the assessment after the “exit” meeting.

* The assessors will advise you that before the report is submitted to the Virginia Law Enforcement Accreditation Commission your agency will be provided with a copy of the report. This will give you the opportunity to review it and change any misspelling, etc., before the final report is submitted.
* The completed report is then submitted to the Program Manager.
* **The Accreditation Manager and Chief Executive Officer are encouraged to contact program staff at any time during the onsite assessment for advice and conflict resolution**.

**Resources**

* Virginia Law Enforcement Professional Standards Commission (VLEPSC) Community Site <https://vlepsc.org/wp/>
* Virginia Department of Criminal Justice-Virginia Law Enforcement Professional Standards Commission (VLEPSC) <https://www.dcjs.virginia.gov/law-enforcement/programs/vlepsc>
* **Mission, Goals and Benefits**
* **Commission**
* **Program Manual**
* **Process & Procedures Manual**
* **Accredited Agencies**
* Virginia Law Enforcement Professional Standards Commission (VLEPSC) PowerDMS <https://powerdms.com/ui/login.aspx>
* Virginia Law Enforcement Accreditation Coalition (VALEAC) <https://www.dcjs.virginia.gov/law-enforcement/programs/vlepsc/valeac>
* **Assist with setting up mock assessments**
* **Mentors**
* **VALEAC Advisory Team (VAT Team)**