

State of Georgia Law Enforcement Certification Program

Definitions

Assessor – A person who evaluates/verifies compliance with the state certification program standards and reports the results to the team leader.

Certification Cycle – a certification cycle is defined as the time between the award date and ending date as displayed on the agency's plaque.

Coordinator, State Certification Program – The individual responsible for overseeing the program. This individual will deal with agencies seeking certification, agencies seeking recertification, answering questions about the program, assigning team leaders, assessors, and shadows for on-sites, maintain records on each agency, and setting up meetings of the State Certification Committee (SCC) and the Joint Review Committee (JRC) for the purpose of reviewing final reports from on-sites and requests for waivers from agencies. Once a review has been completed, the Coordinator will notify the agency in writing of the outcome of the review and provide the agency with a copy of the final report. The Coordinator is responsible for ensuring that the website is up to date with the most current standards manual, program rules and forms. The Coordinator is also responsible for promoting the program and making presentations of plaques to agencies, if requested.

GACP Website – the GLECP program information, rules and resources are available on the GACP website under the State Certification Program. Visit www.gachiefs.com.

Georgia Law Enforcement Certification Program (GLECP) - The GLECP has identified standards considered essential to the efficient and effective operation of law enforcement agencies. Participating agencies are expected to implement all applicable standards. The standards provide a detailed blueprint for professional enforcement. The standards incorporate contemporary professional thought and practices in the State of Georgia and will ensure the goal of increasing the effectiveness and efficiency of law enforcement agencies. They are credible, realistic, flexible, and effective.

Joint Review Committee (JRC) – May be comprised of Chief Executive Officers (CEO) of law enforcement agencies, city/county managers, and/or attorneys throughout the state of Georgia. The Joint Review Committee promotes excellence in State Certification and elevates the quality of agencies through the certification program. The JRC reviews the report from the State Certification Committee after the SCC has reviewed final reports, proposed changes to the standards and other pertinent business, as necessary.

Shadow – A person who is an assessor-in-training. Shadows commit to participate in two assessments before being considered as an assessor. Shadows are not allowed to review files on their own.

Standards – the **GLECP** standards manual has been developed to provide agencies with a list of best practices for the profession of law enforcement and are intended to guide an agency on its path to certification. The standards each contain a declarative statement. Each declarative statement is the standard the agency is expected to meet to attain or retain certification. Each standard may provide a commentary statement, which is not binding, but is intended as guidance as to the intent of the standard. All underlined words in the standards are binding and must be met to be in compliance with the standard.

State Certification Committee (SCC) – The Chairperson of the State Certification Committee is appointed by the President of GACP who, in turn, appoints a Vice-Chair. An adequate number of members are appointed by the SCC Chairperson to provide a diverse group that is exceptionally knowledgeable of the certification process in its entirety. The SCC reviews the team leader’s final report, verifies compliance with the standards, reviews the team leader’s recommendations and recommends improvements to the state certification program.

Team Leader – A team leader is a person who provides guidance, instruction, direction, and leadership to a group of individuals (assessors) for the purpose of achieving a key result or group of aligned results. The team leader monitors the quantitative and qualitative achievements of an agency and prepares a comprehensive final report that is submitted to the SCC for review.

Program Rules

The following program rules and guidelines are intended to lend consistency to the State Certification Program.

Rule I – Application Process

Agencies wanting to participate in the certification program can obtain an application package from the State Certification Coordinator or from the GACP website. The “Agency Application and Participation Agreement” describes the program policies and specific responsibilities that the agency and the GACP have during the process.

Rule II – Initial Assessment

Once a contract is signed, an agency has a maximum of three years to come into compliance with the standards documented in the most current version of the state certification standards manual at the time the contract was signed. The agency is only required to show one year of proofs on an initial on-site. However, this documentation must reflect the time frame within the 12 months prior to the onsite assessment.

Rule III – On-Site Assessments

- A. On-site assessments will be performed by at least two certified assessors identified by the State Certification Coordinator. On-site assessment dates will be scheduled by the State Certification Coordinator, in coordination with the agency to be assessed. Each on-site assessment will be scheduled over a one or two-day period.
- B. Agencies are not required to have a mock on-site assessment; however, it is strongly recommended. If an agency has a mock on-site and the assessment indicates a number of issues, the agency has three options if the issues cannot be corrected.
 - 1. If the agency has sufficient time prior to the on-site assessment, the agency can request for an extension to correct the identified issue(s).
 - 2. The agency head has the option to withdraw from the process, sit out for one year and then re-enter as a new agency.
 - 3. The agency head can choose to go forward with the on-site assessment.
- C. When an agency schedules an on-site with the Coordinator, assessors will be chosen. Once the assessors are at the agency and the on-site begins, the agency no longer has the option to withdraw from the process.
- D. All initial on-site assessments will be over a two-day period and shall be conducted on-site at the agency.
- E. During the on-site, the agency is responsible for providing the Team Leader with a copy of the current contract and current waivers. If the on-site is for a recertification, the agency is responsible for providing the Team Leader with a copy of the previous Final Report and last two Annual Compliance Reports. If the agency is an accredited agency through CALEA, the agency will provide their most recent final report for the assessors to review.
- F. During the on-site, if an agency is not in compliance with all standards, those standards initially not in compliance must be in compliance prior to the submittal of the final report by the Team Leader or must be reported as noncompliance in the final report. The compliance must be verified by one of the two original team members, whether by re-visit or by review of written documentation. This final compliance review and final report must be completed within thirty (30) calendar days of the last day of the on-site.
- G. At the discretion of the team leader and with the approval of the agency CEO, technology may be used to complete aspects on an agency recertification.

Assessors may use PowerDMS off-site file review, Zoom, Go to Meeting, Team, FaceTime, etc. to assist with tours and assessments of the agency.

Rule IV – Recertification Procedures

- A. Agency requests for an on-site assessment for recertification should be submitted to the State Certification Coordinator no later than three (3) months prior to the anniversary date of the previous on-site.
- B. Certified agencies will be required to initiate a new contract every three years, prior to their third anniversary date. The contract must be submitted at least 30 days prior to the anniversary date. Agencies that are accredited in good standing with CALEA may elect to participate in four-year cycles for its certification.
- C. Certified agencies will be required to retain files and records necessary to demonstrate compliance during each year of the cycle. Each year cycle is from the date of the certification award in 12-month increments. Example: If an agency receives their award on July 1, 2021, then the first year for the next cycle will be July 1, 2021 to June 30, 2022, second year July 1, 2022 to June 30, 2023 and so forth. Once an agency is either certified or recertified, all records must be retained for at least three years for certified agencies or four years for certified agencies also CALEA accredited. Each paper certification file will contain the current Standard Summary Report (SSR) as well as the SSR from the previous on-site assessment. Agencies using PowerDMS to maintain certification files are not required to retain the SSRs, but will be required to display the previous assessment upon request.

Rule V – Final Reports and Recommendations

- A. Final reports and all supporting documents will be sent electronically to the State Certification Coordinator who will present the report to the State Certification Committee (SCC) for review and recommendation. The SCC's written recommendation will be forwarded to the Joint Review Committee (JRC). The SCC will recommend one of the following:
 - 1. Initial certification;
 - 2. Recertification;
 - 3. Denial of Certification; or
 - 4. Conditional Certification: If an agency seeking recertification is not able to meet all the standards or requires additional time to show compliance with all applicable standards, the SCC can recommend the agency be given a conditional certification. The conditional certification can be for up to 6 months. During this time, the agency shall take steps to address concerns

or create steps to remedy issues noted in the final report. At the conclusion of the conditional certification, the agency will be responsible for showing all actions taken and justification for receiving full certification. The SCC will review all information provided by the agency and may elect to send a Team Leader to the agency (at the agency's expense) for verification of compliance. Supporting documents will be added as a supplement to the final report detailing all actions taken to verify compliance has been achieved or noted issues have been properly addressed. After the review is complete, the SCC will forward its recommendation to the JRC for either full certification or denial of certification. Agencies will be considered on probation and will not receive their plaques until verification of the agency's successful completion of the conditions has been approved by the SCC and JRC.

- B. The JRC makes the final decision regarding an agency's certification status.
- C. If the JRC determines that an agency will not be certified or recertified, the Coordinator will inform the agency, in writing, that all items/references identifying it as a state certified agency must be removed.

Rule VI – Joint Review Committee – Review and Appeals

- A. The JRC will meet as needed to review on-site reports. All on-sites should be concluded at least 30 days prior to the JRC review to be considered for certification/recertification. The 30-day rule may be waived at the discretion of the State Certification Coordinator.
- B. The JRC is designated as the final appeal authority for all matters related to the State Certification Program.

Rule VII – Reapplication Procedures

- A. An agency will be required to wait a minimum of twelve months from its contracted scheduled date of expiration or withdrawal before it will be eligible to re-apply to the State Certification Program when one of the following conditions occurs:
 - 1. An agency voluntarily withdraws after becoming initially certified from the State Certification Program; or
 - 2. An agency allows its initial certification status to expire by not applying for recertification; or
 - 3. An agency fails to satisfy initial or recertification requirements in accordance with procedures adopted by the State Certification Committee.

- B. If an agency has been involuntarily removed from the program, the Joint Review Committee may determine a minimum time before the agency can re-apply to the program, which may exceed twelve months.
- C. An agency will be required to wait a minimum of twelve months from the date of a scheduled on-site before another on-site can be scheduled when:
 - 1. An agency fails to demonstrate compliance with all applicable standards during its initial certification on-site assessment; or
 - 2. Following the arrival of the assessment team, an agency terminates an initial or recertification on-site assessment before its scheduled completion date without compelling justification; or
 - 3. An agency cancels an initial or recertification on-site assessment previously scheduled by the State Certification Coordinator without compelling justification.
- D. If an agency does not meet the criteria listed above, they will not be required to wait the twelve months prior to reentry into the program.

Rule VIII – Annual Compliance Review

- A. Each certified agency is required to submit an Annual Compliance Report to the State Certification Coordinator. The report is to be submitted within 30 days of the agency's certification anniversary. An Annual Compliance Report is not required for the year the agency is scheduled for an on-site assessment. The State Certification Coordinator will notify the agency CEO if the Annual Compliance Report is not received within the required 30 days.
- B. Any agency reporting noncompliance with a particular standard must indicate the steps being taken to achieve compliance, and the anticipated date when compliance is to be achieved. A period of 90 days should be sufficient to achieve compliance. Should an agency determine that additional time is required before compliance can be achieved, proper justification will be required via letterhead from the agency CEO to the State Certification Committee for approval.
- C. Agencies are expected to maintain compliance with all applicable standards once initial certification is received.
- D. The State Certification Coordinator shall notify the SCC in all cases when an agency submits an Annual Compliance Report indicating noncompliance with one or more standards. The SCC will determine if compliance has been re-established or if the matter should be forwarded to the Joint Review Committee.

Rule IX – Agencies Nationally Accredited by the Commission on Accreditation for Law Enforcement Agencies (CALEA)

- A. Agencies nationally accredited by CALEA will be allowed to provide a copy of their final CALEA letter of notification as proof of compliance for those standards common to both the national and state programs. This rule applies to only those agencies that are nationally accredited by CALEA and that continue to maintain their national accreditation in accordance with established CALEA procedures.
- B. Such agencies will be required to submit to the State Certification Coordinator, a copy of their final CALEA notification letter and final report every four years immediately following each CALEA reaccreditation on-site.
- C. No CALEA standard can be considered as optional if the State Certification Program requires the standard.
- D. Assessor(s) will be appointed by the State Certification Coordinator to perform an initial or re-certification on-site. The assessor(s) will be scheduled to verify compliance with those standards applicable to the State Certification Program, prior to the anniversary date for state recertification. In addition to a review of all applicable standards, the assessor(s) will also:
 - 1. Review the entire CALEA report of the previous assessment to ensure that the agency is in compliance with all common standards. The assessor(s) may review any CALEA file related to the State Certification Program. This review will be documented in the GLECP final report.
 - 2. Review and verify all State Certification waiver requests.
- E. Agencies eligible to participate under this rule will only be required to maintain certification files for the applicable standards of the State Certification program. Should an agency subsequently become ineligible for continuation under this rule, the agency must show compliance for all State Certification standards on or before its next designated anniversary date. During the assessment, the agency must show compliance with the entire cycle. A certification cycle is defined as the time between the award date and ending date as displayed on the agency's plaque.

Rule X – Waiver Requirements

- A. Waiver requests are required for agencies seeking initial certification and re-certification. A standard is Not Applicable (N/A) to an agency when:
 - 1. It is determined that the agency is precluded by law or ordinance from performing a particular function required by a standard; or

2. The agency has no legal responsibility to perform the function; or
 3. The agency has justifiable reason for not complying with the provisions of a particular standard.
- B. Waivers must be requested for those standards an agency determines to be N/A.
1. Waiver requests must be submitted in writing on agency letterhead. The request must identify each standard and/or bullet to be waived and must contain sufficient justification outlining the specific reasons why the agency should be exempt from complying with the standard. Waiver requests must be signed by the requesting agency's Chief Executive Officer. Failure to follow these requirements will result in the request not being considered.
 2. Waiver requests must be submitted to the State Certification Coordinator prior to each on-site assessment. The submitted waivers will be effective for the current 3- or 4-year cycle. For an initial on-site, the waiver requests must be submitted, at a minimum, 90 days prior to the on-site and will be in effect for the on-site cycle. Exceptions to this rule may be made on a case-by-case basis by the State Certification Coordinator.
 3. It is the responsibility of the State Certification Coordinator to submit all properly formatted waiver requests to the State Certification Committee. The SCC will review all waiver requests upon receipt. A minimum of three committee members must be present at a meeting approved by the SCC Chair to review a waiver request, or the request may be approved via an on-line email request with a minimum participation of five committee members. If an agency's obligations or practices change in a manner that requires compliance with any standard for which a waiver was previously granted, the waiver is immediately void and the agency is required to comply with said standard.
 4. Agencies may send a representative to appear before the SCC to further explain the facts and circumstances supporting the waiver request for a particular standard(s). After reviewing a particular waiver submission, the SCC may decide to postpone its final determination and request that the agency send a representative to further address the justification for the waiver. In either case, once an agency's representative has appeared before the committee, all deliberations concerning a waiver request will be held in executive session. All motions and decisions on motions will be presented in open session.
 5. The SCC's decision concerning whether a particular waiver is granted or denied will be provided in writing to the requesting agency by the State Certification Coordinator.

6. An agency CEO may submit a written appeal to the Joint Review Committee should there be a disagreement with the SCC's waiver decision. Any appeal to the JRC will have to be satisfied prior to the agency's on-site. The JRC's decision is final and will be communicated in writing to the SCC and the agency by the State Certification Coordinator.
- C. During an agency's on-site assessment, the assessment Team Leader may determine that an agency could qualify for a waiver of a particular standard(s), even though a written waiver request was not previously submitted by the agency.
1. In such cases, the Team Leader will document his/her determination for the waiver in the On-Site Assessment Report. The Team Leader will also document the reasons why the agency failed to submit a written waiver request as prescribed above.
 2. During the on-site, the Team Leader shall contact the State Certification Coordinator or his designee and explain the reasons to justify granting the waiver. The State Certification Coordinator will then take appropriate action to determine whether to grant the waiver.
 3. The State Certification Coordinator or his designee will communicate his decision to the Team Leader before the end of the on-site. Should the Coordinator not concur with the Team Leader's recommendation to grant the waiver, then the agency will be required to demonstrate compliance with the standard under consideration.
- D. During an on-site assessment, the Team Leader may determine that an agency is in fact required to be in compliance with a particular standard(s), even though a previous waiver request was properly submitted and granted by the State Certification Committee.
1. In such cases, the Team Leader will explain his/her findings to the agency and give the agency the opportunity to demonstrate compliance before the departure of the assessment team.
 2. During the on-site, the Team Leader shall contact the State Certification Coordinator or his designee and explain the reasons to justify denying the waiver. The State Certification Coordinator will then take appropriate action to determine whether to confirm the waiver or concur with the Team Leader and rescind the waiver before the end of the on-site.
 3. Should the agency fail to demonstrate compliance with the standard in question, then the agency will be held in noncompliance with the standard.

Rule XI – Selection of Assessment Team

- A. The State Certification Coordinator will have the responsibility for selecting the assessors for all on-site assessment teams. The team must be comprised of at least a Team Leader and an Assessor who are not currently employed by the same agency.
- B. The assessment team will not be comprised of assessors from an agency which is in the same county as the agency being assessed.
- C. An Assessor or Team Leader is prohibited from conducting sequential assessments for the same agency.
- E. Assessors cannot be used if they served the agency as a mock assessor during the current cycle being assessed.
- F. Individuals currently working for an agency that is not in good standing with the GLECP will not be used as an assessor.
- G. Exceptions to this rule can be made at the discretion of the State Certification Coordinator.

Rule XII – Certification Managers

- A. CEOs of agencies under contract for initial certification and agencies that are maintaining their certification status are required to appoint a certification manager and provide the name, phone numbers and email address to the State Certification Coordinator.
- B. Whenever there is a change in the individual appointed to serve as the certification manager, the name of the new agency point of contact will be provided to the State Certification Coordinator.
- C. Within twelve months of being appointed or assigned, the certification manager, or agency employee designated as being responsible for the State Certification Program, must successfully complete the State Certification Manager Training Course.

Rule XIII – Assessor Criteria

- A. **Experience:** An individual must have the following experience to become a State Certification Assessor:
 - 1. For sworn individuals who are employed by a law enforcement agency of the State of Georgia:

- a. a minimum of three years of Georgia POST Council recognized experience; or
 - b. a minimum of two years of Georgia POST Council recognized experience and be a State Certification Manager for a minimum of two years; and
 - c. must be from or have worked for a certified agency.
 2. For non-sworn individuals:
 - a. a minimum of three years of experience, research, or background in law enforcement related areas of service;
 - b. be a State Certification Manager for a minimum of two years; and
 - c. must be from or have worked for a certified agency.
- B. **Training:** Both sworn and non-sworn individuals must have the following training to become a State Certified Assessor:
 1. Successful completion of the State Certification Manager Course and State Certification Assessor Course; and
 2. Shadow a minimum of two assessments with favorable performance evaluations by the assigned Team Leader and Team Member. At least one of the shadow experiences must be during a State Certification on-site assessment. The shadow can be on a State Certification mock on-site with prior permission of the State Certification Coordinator and if the mock Team Leader is certified as a State Certification Team Leader.
 3. Assessors and Team Leaders are required to attend Assessor Refresher Training at a minimum of once every two years.
 4. All training and instructors must be approved by the Training Coordinator of GACP and the Chairperson of the State Certification Committee. All training will be conducted utilizing a team-teaching concept with equal representation from GACP and GPAC.
- C. Application submission and selection:
 1. Assessor applications must be submitted on the State Certification Assessor Application form.
 2. Applications must be signed by the applicant's agency CEO who signifies that the applicant will perform a minimum of one on-site assessment per

calendar year.

3. Applications will be forwarded to the State Certification Coordinator for review and approval.
- D. Team Leader Criteria: Team Leaders must satisfy all assessor criteria outlined above, plus:
1. Must successfully perform assessor duties on a minimum of three on-sites; and
 - a. must receive a favorable recommendation to become a Team Leader while performing assessor duties; and
 - b. must have at least five years of experience in law enforcement or as a civilian in a law enforcement related service area.
 2. The CEO of the applicant's agency must prepare a letter of recommendation on agency letterhead for the applicant to become a Team Leader. The letter must include the applicant's rank or management position, number of years involved with the State Certification Program, and the number of successful on-sites completed.
 3. The letter must be sent to the State Certification Coordinator for certification and recommendation to the State Certification Committee.
 4. The State Certification Coordinator will designate individuals to be Team Leaders who satisfy the above criteria.
- E. Probation or Termination of Assessor or Team Leader Standing:
1. The State Certification Coordinator may, upon recommendation of the SCC, place any Assessor or Team Leader on probationary status for cause.
 2. Either the Joint Review Committee or the State Certification Coordinator has the authority to remove a previously qualified individual from Assessor or Team Leader duties for cause.

Rule XIV – Shadows

- A. The purpose of the shadow program is to prepare qualified applicants for assessor duties. They are primarily there to observe and learn.
- B. Normally, only one shadow should be scheduled per on-site assessment. Exceptions to this rule will be authorized on a case-by-case basis in consultation with the designated assessment Team Leader, and with the approval of the State

Certification Coordinator.

- C. Shadows will only address problem areas with agency personnel under the guidance and supervision of the Team Leader. Any problems associated with file maintenance or validation of proofs of compliance will be brought to the attention of the Team Leader to ensure appropriate action is taken.
- D. Under no circumstances will shadows perform the primary review of agency certification files or be used to validate compliance of observation standards. Either the team leader or assessor must perform these functions. Shadows will only be used as a secondary file reviewer.

Rule XV – Evaluation Process

- A. During on-sites, assessors are to informally critique each other and make suggestions when appropriate.
- B. The State Certification Committee has established assessor evaluation procedures. Formal evaluation reports are required for all assessors and shadows. The State Certification Coordinator will maintain evaluation reports. The following evaluations will be performed:
 - 1. The assessed agency will evaluate the Team Leader and assessor and submit it directly to the State Certification Coordinator.
 - 2. The assessor will evaluate the Team Leader (and Shadow, if assigned) and submit it directly to the State Certification Coordinator.
 - 3. The Team Leader will evaluate the assessor and Shadow (if assigned). These evaluations will be submitted by the Team Leader to the State Certification Coordinator.

Rule XVI – Professionalism and Decorum Displayed During An On-Site

- A. The GLECP is designed to showcase an agency's commitment to the process and demonstration of best practices.
- B. During an on-site, the agency and the assessors are expected to display the highest ideals of professionalism and decorum during their interactions with each other. The assessors represent the GLECP, the State Certification Committee and the Joint Review Committee. The assessors will work diligently to be fair and impartial to the agency they are assessing, while maintaining the integrity and high standards of the Program.
- C. The agency is expected to be prepared for the on-site assessment and maintain a professional and respectful relationship with the assessors.

- D. The agency will not, under any circumstances, monitor or record the work area of the assessors and any discussions the assessors may have between themselves or with the GLECP Coordinator, without prior approval from the agency and the assessment team.

Rule XVII – Information Concerning Agency Status

Should information be presented to the State Certification Committee, regardless of the source, that a certified agency is not in compliance with one or more standards, the following steps will be followed:

- A. The SCC will assess whether the allegation has merit as related to State Certification Standards.
- B. If the agency is found to be in compliance, or the allegation is without merit, no further action will be taken.
- C. If the preliminary review by the SCC cannot determine the agency to be in compliance, one of the following will apply:
 - 1. If the allegation is an issue being investigated by the Federal Bureau of Investigation (FBI), Georgia Bureau of Investigation (GBI), Peace Officers' Standards and Training (POST), a district attorney or other investigative body, the SCC's recommendation to the Joint Review Committee (JRC) will be to place the agency under Administrative Review pending the outcome of the investigation. Should the agency be due for a recertification on-site during the Administrative Review, the on-site will not occur until the issue has been resolved.
 - 2. If the allegation is not being investigated by an outside agency, the SCC Chair will notify the agency CEO, in writing, requesting that the allegation be addressed via written response, and/or response in person by appearing before the Committee. The CEO will have 30 days to respond. Failure to respond may result in the agency's removal from the State Certification Program.
 - 3. Should the SCC determine that the agency is, in fact, not in compliance with the standards under review, the committee shall refer the matter with a written recommendation to the JRC Chair for appropriate action, up to and including revocation of State Certification status.
 - 4. All documentation related to the above actions will be placed in the SCC files and the agency's file.
- D. An agency may request an extension of its recertification date for a maximum of

180 days from its originally contracted date for extenuating circumstances. The request must be made on agency letterhead to the State Certification Committee and must outline the circumstances and/or reasons to justify the request for extension. The SCC will grant or deny the extension request in writing to the agency CEO. Under normal circumstances, the agency will maintain their cycle dates.

- E. In some emergency circumstances, such as a medical emergency involving the certification manager, the State Certification Coordinator may grant an extension provided the request is made on letterhead signed by the agency CEO. The Coordinator will notify the SCC and JRC of his/her decision at their next scheduled meeting. The agency will maintain their cycle dates.
- F. An agency cannot represent themselves as a state certified agency if they are no longer certified. If an agency loses their certification or voluntarily withdraws from the process, they have thirty (30) days to remove any certification decals from their patrol cars, remove the pins from their uniforms, and remove the logo from their website.

Rule XVIII – Third Party Requests for Assessment Reports

Any third-party request for a copy of an assessment report will be referred to the appropriate agency for release.

Rule XIX – Technical Assistance

- A. Agencies should establish contact with other certified agencies for advice and assistance.
- B. Agencies are strongly encouraged to join the Georgia Police Accreditation Coalition (GPAC) for training, technical assistance, and guidance. GPAC's members are a great resource for any agency working on State Certification.
- C. Other assistance is available from the State Certification Program Coordinator.

Rule XX – Transition to Edition 6.2 or Later Edition

- A. The Edition 6.2 of the Standards are effective on September 1, 2021. All agencies that sign an initial contract on or after September 1, 2021, shall be required to be in Edition 6.2 or whatever the current edition is at the time of the application. Agencies in 6th Edition or Edition 6.1 must transition to Edition 6.2 within one year of the effective date of 6.2.
- B. Agencies shall have the choice to move directly to the Edition 6.2 or complete their current cycle in the 5th Edition or 6th Edition before transitioning to the Edition 6.2, if they have less than one year before the end of their cycle.

- C. No agency shall be in the 5th Edition after December 31, 2021.

Rule XXI – Standards Development

- A. Recommendations for modification, review, revision, or addition to the current standards shall be made in writing to the State Certification Program Coordinator who will present the recommendations to the SCC.
- B. The SCC will be responsible for reviewing the recommendations and submitting a written report to the JRC details their findings and/or recommendations. The JRC review and forward recommendation to the GACP Executive Board for the final approval of any changes or modifications to the current standards.
- C. The State Certification Coordinator shall officially distribute modifications to agencies involved in the GLECP and ensure all electronic communications are updated with the most current state certification documentation (PowerDMS, GACP website, GPAC, etc.).
- D. Unless otherwise indicated, any new standards or modifications to current standards becomes effective upon the date of approval and agencies have one year to be in compliance, unless notified otherwise.

Rule XXII – Awards Program

- A. The following award have been established to recognize law enforcement agencies which have successfully maintained their certification status over a given period.
 1. **Meritorious Award – Silver** is awarded to a law enforcement agency that has successfully maintained their certification status for ten (10) continuous years.
 2. **Meritorious Award – Gold** is awarded to a law enforcement agency that has successfully maintained their certification status for twenty (20) continuous years.
 3. **Distinguished Award** is awarded to a law enforcement agency that has successfully maintained their certification status for thirty (30) continuous years.
- B. Agencies can request consideration for an award by completing an online application, which will be forwarded to the State Certification Coordinator.

Rule XXIII – Annual Agency Data Collection

- A. All agencies will be provided with a weblink to the Annual Agency Data Collection Report no later than January 15th. All agencies shall complete the Annual Data Collection Report regarding information / activity of the previous calendar year, no later than March 1st. An executive summary of the data collection results will be made available to all agencies no later than June 1st.
NOTE: this rule eliminates the need for the GACP Pursuit Data Collection Form.