

# State of Georgia Law Enforcement Certification Program (GLECP) Rules

## Definitions

**Assessment Month** - The month an agency assesses each year; either through an on-site assessment or by providing the Coordinator an Annual Compliance Report. This month is generally originally identified during an agency's initial certification but will be defined as the month the last on-site assessment occurred or as directed by the Coordinator. Agencies must conduct their assessments within their assessment month.

**Assessor** - A person who evaluates/verifies compliance with the state certification program standards and reports the results to the Team Leader.

**Certification Cycle** - The time between your on-site month and your next on-site, 3 or 4 years later. On-site assessments will be due for agencies in the same month every cycle. For initial certifications, you are required to show proofs for 12 months before your on-site. Agencies will have a new contract signed and submitted to the Coordinator immediately after an on-site to remain active in the GLECP.

**Coordinator, State Certification Program** - The individual, assigned by Georgia Association of Chiefs of Police (GACP), responsible for overseeing the program. This individual will assist 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 discussing aspects or changes needed for the program. 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 PowerDMS and the website is up to date with the most current standards manual, program rules, and forms.

**GACP Website** - the GLECP program information, program rules, standards manual, and resources are available on the GACP website under the State Certification Program. Visit [www.gachiefs.com](http://www.gachiefs.com).

**Georgia Law Enforcement Certification Program (GLECP)** - Consists of rules and 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)** - Consists of a minimum of six (6) members and 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 final reports reviewed by the State Certification Committee (SCC), 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 at least 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 is intended to guide an agency on its path to certification. The standards each contain a declarative statement, and some contain bullets. Agencies must meet these standards 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 have definitions in the glossary and are binding. These definitions 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. At least 11 members are appointed by the SCC Chairperson to provide a diverse group that are knowledgeable of the certification process in its entirety. The SCC reviews the Team Leader's final report, verifies compliance with the standards, reviews program revision 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 assessors and the agency during an on-site to ensure compliance with the Program Rules and standards. The Team Leader monitors compliance with standards and achievements of an agency and prepares a comprehensive final report that is submitted to the Coordinator to present to the SCC for review.

## **Program Rules**

The program rules, definitions, and standards are binding and intended to lend consistency to the State Certification Program. Commentary, although not binding, is intended to guide agencies in standard intent and compliance.

### **Rule I – Application Process**

Agencies wanting to participate in the certification program can obtain the Agency Application & Participation Agreement from the Coordinator or from the GACP website.

The Agency Application & 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 (3) years to come into compliance with the standards. 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 on-site assessment.

## **Rule III – On-Site Assessment**

- A. On-site assessments will be performed by at least one Team Leader and an Assessor identified by the Coordinator. On-sites for some CALEA agencies may only have a Team Leader. On-site assessment dates will be scheduled by the Coordinator upon request of 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 the following options if the issues cannot be corrected:
  - 1. If the agency has sufficient time prior to the on-site assessment, the agency can request an extension to correct the identified issue(s).
  - 2. The agency head has the option to withdraw from the process before a team is on-site, sit out for one year, and then re-enter as a new agency applying for initial assessment.
  - 3. The agency head can choose to go forward with the on-site assessment.
- C. When the 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, 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 noncompliant 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 30 calendar days of the last day of the on-site.

- F. At the discretion of the Team Leader and with the written approval of the agency CEO, technology may be used to complete aspects of 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. Use of technology to observe compliance is preferred in live mode rather than viewing a recording (ex: immediate playback).

#### **Rule IV – Recertification Procedures**

- A. Agency requests for an on-site assessment for recertification shall be submitted to the Coordinator no later than three (3) months prior to the assessment month.
- B. Certified agencies will have new contracts signed and submitted to the Coordinator immediately after an on-site to remain active in the GLECP. Agencies that are accredited, and in good standing with CALEA will participate in four-year cycles for its certification.
- C. Certified agencies are required to retain files and records necessary to demonstrate compliance for all years in their cycle. Each cycle year is defined as the 1<sup>st</sup> of the next month following the assessment month in 12-month increments. Ex: If an agency's last assessment was conducted March 3, 2024, April 1, 2024, would start the first cycle year and would run through March 31, 2025, the second cycle year would run April 1, 2025, through March 31, 2026, and so on. On the third (or fourth if CALEA) cycle year, an assessment must be conducted in the month of March. During cycle years when no on-site assessment occurs, an Annual Compliance Report will be submitted to the Coordinator in compliance with the instructions in this manual. Under normal circumstances, an assessment month shall remain the same each year of an agency's certification duration.
- D. 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.

#### **Rule V – Final Reports and Recommendations**

- A. Final reports and all supporting documents will be sent electronically to the 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 six (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 the Coordinator or a member of the SCC to the agency (at the agency's expense) for verification of compliance.

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/recertified, the Coordinator will inform the agency, in writing, that all items/references identifying the agency as state certified must be removed.

#### **Rule VI – Committees – Reviews and Appeals**

A. SCC will meet as needed to review on-site reports, program revision recommendations, and recommend improvements to the State Certification Program.

B. The JRC will meet as needed to review on-site reports and vote on other state certification matters. The meeting will be scheduled by the Coordinator on an as needed basis.

C. Committee members will recuse themselves from a vote during matters directly related to their interest or participation.

D. Once the JRC makes the final decision regarding an agency's certification, an official notification regarding agency status will be sent to the agency by GACP. The agency will have 30 days from the date of notification to file an appeal. The appeal must be submitted on agency letterhead from the CEO to the Coordinator.

E. An agency CEO may submit a written appeal to the JRC on aspects or decisions made associated with the GLECP.

F. 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 12 months from its contracted schedule date of expiration or withdrawal before it will be eligible to re-apply to the GLECP when one of the following conditions occurs:

1. An agency voluntarily withdraws after becoming initially certified;
  2. An agency allows its initial certification status to expire by not applying for re-certification; or
  3. An agency fails to satisfy initial or recertification requirements in accordance with procedures adopted by the SCC.
- B. If an agency has been involuntarily removed from the program, the JRC may determine a minimum time before the agency can re-apply to the program, which may exceed 12 months.
- C. An agency will be required to wait a minimum of 12 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;
  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 Coordinator without compelling justification.
- D. If an agency does not meet the criteria listed above, they will not be required to wait 12 months prior to re-entry into the program.

### **Rule VIII – Annual Compliance Report**

- A. Agencies pursuing initial certification do not complete and Annual Compliance Report.
- B. Each certified agency is required to submit an Annual Compliance Report to the Coordinator on cycle years that do not have an on-site assessment within the assessment month.
- C. Any agency reporting non-compliance 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 in writing on an agency letterhead from the agency CEO to the SCC for approval.
- D. Agencies are expected to maintain compliance with all applicable standards once initial certification is received.

- E. The Coordinator shall notify the SCC in all cases when an agency submits an Annual Compliance Report indicating non-compliance with one or more standards. The SCC will determine if compliance has been re-established or if the matter should be forwarded to the JRC.

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

- A. Agencies nationally accredited by CALEA will be required to provide a copy of their final CALEA letter of notification in Standard 3.9 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. No CALEA standard can be considered as optional if the GLECP requires the standard.
- C. Assessor(s) will be appointed by the 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 GLECP. 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 GLECP. This review will be documented in the GLECP final report.
  - 2. Review and verify all Not Applicable standards.
- D. Agencies eligible to participate under this rule will only be required to maintain certification files for the applicable standards (depending on the program of CALEA Accreditation) of the GLECP. Should an agency subsequently become ineligible for continuation under this rule, the agency must show compliance with all GLECP standards on or before its next designated assessment month.
- E. The assessment month will be within six (6) months after a CALEA on-site.

**Rule X - Not Applicable Standards**

- A. A standard is Not Applicable (N/A) to an agency when:
  - 1. It is determined the agency is precluded by law or ordinance from performing a particular function required by a standard;
  - 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. N/A Standards shall be notated in the Annual Compliance Report for agencies seeking recertification.
1. Notated N/A standards will contain sufficient justification outlining the specific reasons why the agency should be exempt from complying with the standard.
  2. If an agency's obligations or practices change in a manner that requires compliance with any N/A standard, the N/A status is immediately void and the agency is required to comply moving forward.
  3. The on-site team is responsible for verifying the status of N/A standards. Agencies should work with the Coordinator when seeking direction of whether they will be responsible for showing compliance with a standard.
  4. Agencies utilizing a dispatch center with a current CALEA 911 Accreditation may be eligible to N/A Chapter 8 when a copy of the current accreditation final report is provided.
  5. Each year, the status of the existing N/A standards on file will be verified by the agency during the Annual Compliance Report submission process.
- C. For agencies seeking initial certification, do not complete an Annual Compliance Report. A listing of standards intended to be marked as N/A will be submitted to the Coordinator on an agency letterhead from the CEO. The listing will include the standards and a brief explanation of why the standard does not apply.
- D. During an agency's on-site assessment, the Team Leader may determine that an agency could qualify for a standard to be N/A, even though it was not previously submitted by the agency on the Annual Compliance Report.
1. In such cases, the Team Leader will document his/her determination for the N/A standard in the On-site Final Assessment Report. The Team Leader will also document the reasons why the agency failed to report the N/A standard as prescribed above.
  2. During the on-site, the Team Leader shall contact the Coordinator or designee and explain the reasons to justify granting the N/A Standard as prescribed above.
  3. The Coordinator or designee will communicate the 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 a standard as N/A, then the agency will be required to demonstrate compliance with the standard under consideration.



- E. 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 N/A standard was properly submitted.
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 Coordinator or designee and explain the reasons to justify denying the standard as N/A. The Coordinator will then take appropriate action to determine whether the standard is N/A, concur with the Team Leader, and rescind the standard as N/A 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 non-compliance with the standard.

### **Rule XI – Training Standards**

Training standards' proofs of compliance shall be presented and assessed by calendar year, January 1<sup>st</sup> – December 31<sup>st</sup>.

### **Rule XII – Record Retention**

All documentation in an assessed cycle shall be maintained until the next cycle is complete and assessed. At minimum, all records for an assessed cycle must be retained for at least three (3) years for certified agencies and four (4) years for certified agencies who also maintain CALEA accreditation.

### **Rule XIII – 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 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 Coordinator.
- C. Within 12 months of being appointed or assigned, the Certification Manager or agency employee designated as being responsible for the GLECP, must successfully complete the State Certification Manager Training Course.

### **Rule XIV – Selection of Assessment Team**

- A. The 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. Some CALEA agencies may only be assigned a Team Leader.

- B. An Assessor or Team Leader is prohibited from conducting sequential assessments for the same agency.
- C. Assessors cannot be used if they served the agency as a mock Assessor or contractor during the current cycle being assessed.
- D. Individuals currently working for an agency that is not in good standing with the GLECP will not be used as an Assessor.
- E. Exceptions to this rule can be made at the discretion of the Coordinator and written agreement of the agency head being assessed.

#### **Rule XV – 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 (3) 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 and worked in files.
  - 2. For non-sworn individuals:
    - a. A minimum of three (3) years of experience, research, or background in law enforcement related areas of service;
    - b. Be a State Certification Manager for a minimum of two (2) 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 (2) assessments with favorable performance evaluations by the assigned Team Leader. At least one of the shadow experiences must be during a State Certification on-site assessment. One shadow may be on a State Certification mock if a certified Team Leader conducts an evaluation and prior permission of the Coordinator is received.
3. Assessors and Team Leaders are required to attend Assessor Refresher Training at a minimum of once every two (2) years.
4. All training and instructors must be approved by the Training Coordinator of GACP and the Chairperson of the SCC.

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 Coordinator for review and approval.

D. Team Leader Criteria: Team Leaders must satisfy all Assessor criteria outlined above, and:

1. Must successfully perform Assessor duties on a minimum of three (3) 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 and have been actively involved in files.
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 GLECP, and the number of successful on-sites completed.
3. The letter must be sent to the Coordinator for certification and recommendation to the SCC.
4. The 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 Coordinator may, upon approval of the SCC, place any Assessor or Team Leader on probationary status for cause.
2. Either the SCC or the Coordinator has the authority to remove a previously qualified individual from Assessor or Team Leader duties for cause.
3. Assessors or Team Leaders removed from duties may appeal the decision to the JRC who will make the final decision.

**Rule XVI – 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 would 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 the approval of the 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 standards. Either the Team Leader or Assessor must perform these functions. Shadows will only be used as a secondary rule reviewer.

**Rule XVII – Evaluation Process**

- A. During on-sites, Assessors are to informally critique each other and make suggestions when appropriate.
- B. The GLECP has established Assessor evaluation procedures. Formal evaluation reports are required on all Assessors and Shadows. The Coordinator will maintain evaluation reports. The following evaluations will be performed:
  1. The assessed agency will evaluate the Team Leader and Assessor. Following the conclusion of the on-site assessment, the Team Leader will direct the agency CEO to complete an evaluation form and provide instructions for submission of the forms to the Coordinator.

2. The Assessor will evaluate the Team Leader and submit it directly to the Coordinator.
3. The Team Leader will evaluate the Assessor and Shadow (if assigned) and review the evaluations with the person evaluated. These evaluations will be submitted to the Coordinator.

### **Rule XVIII – 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 their agency, GLECP, the SCC, and the JRC. The Assessors will work diligently to be fair and impartial to the agency they are assessing, while maintaining the integrity and highest 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. 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 Coordinator, without prior approval from the agency and the assessment team.

### **Rule XIX – Information Concerning Agency Status**

- A. Should information be presented to the SCC, regardless of the source, that a certified agency is not in compliance with one or more standards, the following steps will be followed:
  1. The SCC will assess whether the allegation has merit as related to SCC standards.
  2. If the agency is found to be in compliance, or the allegation is without merit, no further action will be taken.
  3. If the preliminary review by the SCC cannot determine the agency to be in compliance, one of the following will apply:
    - a. 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 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.

- b. 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 GLECP.
  - c. 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.
  - d. All documentation related to the above actions will be placed in the SCC files and the agency's file.
- B. 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 an agency letterhead to the Coordinator to present to the SCC 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.
- C. In some emergency circumstances, such as a medical emergency involving the Certification Manager, the 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.
- D. 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 30 days to remove any certification logos or association of being certified from agency items.

### **Rule XX – 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 XXI – Standards Development**

- A. Recommendations for modification, review, revision, or addition to the current standards shall be made in writing to the Coordinator who will present the recommendations to the SCC.
- B. The SCC will be responsible for reviewing the recommendations by submitting a written report to the JRC detailing their findings and/or recommendations. The JRC

will review and forward recommendations to the GACP Executive Board for the final approval of any changes or modifications to the current standards.

- C. The 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, etc.).
- D. Unless otherwise indicated, any new standards or modifications to current standards become effective upon the date of approval and agencies have one year to be in compliance.

### **Rule XXII – Awards Program**

- A. The following awards 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 10 continuous years.
  - 2. **Meritorious Award – Gold** is awarded to a law enforcement agency that has successfully maintained their certification status for 20 continuous years.
  - 3. **Distinguished Award** is awarded to a law enforcement agency that has successfully maintained their certification status for 30 continuous years.
- B. Agencies can request consideration for an award by completing an online application, which will be forwarded to the Coordinator.

### **Rule XXIV – Annual Agency Data Collection**

All agencies will be provided with a weblink to the Annual Agency Data Collection Report no later than January 15<sup>th</sup>. All agencies shall complete the report regarding information/activity of the previous calendar year, no later than March 1<sup>st</sup>, and add documentation to 3.9. An executive summary of the data collection results will be made available to all agencies upon completion.

### **Rule XXV – Agency Application and Participation Agreement**

Agencies wishing to participate in GLECP must complete an Agency Application & Participation Agreement. The requirements below are not all inclusive and agencies must refer to their agreement for full terms of the responsibilities and relationship and between the agency and the association.

- A. Agency Responsibilities – the agency agrees to:

1. Pay for the costs of Assessors' travel, including gas, lodging, parking, per diem. Per diem (for each day) is paid at a rate of \$75 for the Team Leader and \$50 for the Assessor to cover meals and incidentals during the on-site evaluation. If per diem will not be available upon the arrival of the assessment team, the assessment team shall be notified in writing as soon as possible.
2. If an agency is awarded a conditional certification by the JRC, a re-visit may be necessary by the Coordinator to ensure compliance with any standard(s) found not in compliance during the on-site.
3. Once certified, agencies must pay GACP an annual fee based on agency size during the entire certification period. The agency will be invoiced in January with a due date of 60 days from the date of the invoice.
4. The agency will provide a minimum of one State Certified Assessor. If the agency has less than 20 authorized personnel, this requirement is not applicable.
5. In order to maintain the integrity of the GLECP, the Association retains the right to conduct a follow-up inspection of an agency's certification files at any time during the 36-month contract period (48 months for CALEA Agencies) after the agency is awarded certification. This inspection shall be done by the Coordinator or his/her designee. The purpose of this inspection is to ensure the certified agency is maintaining certification files on a timely and consistent basis. This inspection in no way constitutes any type of mock assessment nor is the agency responsible for any expenses. If, in the opinion of the person conducting the inspection, the files are found to be inadequate or insufficient, a letter to the CEO will be sent from the Association to inform the CEO of potential problems with the certification files. The purpose of this inspection is to help agencies with difficult standards and to maintain a level of performance and transparency needed to retain future certification.

B. The Association agrees to:

1. Provide all publications, documents, forms, instructions, and assistance as necessary for the agency to participate in the GLECP.
2. Provide trained Assessors to the agency for the purposes of conducting an on-site assessment of agency compliance with relevant standards.
3. Review and evaluate all information and findings obtained from the assessment and advise the agency of the results thereof.
4. Provide formal certification and other necessary materials to the agency in recognition of the certification status.



5. If certification is not granted, advise the agency of the reason for denial and the necessary steps to regain certification.
6. Send the agency an invoice for the annual fee once the agency is certified.

#### C. Length of Certification

Certification shall be for a period of 36 months (48 months for CALEA). Agencies wishing to be re-certified at the end of this term will be expected to follow a procedure similar to the initial certification process and to comply with all guidelines then in effect.

#### D. Maintenance of Agency Certification Status

1. Upon Certification by the Association, the Agency shall maintain compliance with all certification standards.
2. The Agency agrees to submit an annual report attesting to its continued compliance with all applicable standards. The Agency will notify the Association in the event that it cannot maintain compliance with any of the required standard(s).

#### E. Penalties

1. Certified Agencies that fail to pay the annual fee within 60 days of the invoice date will be invoiced an additional penalty fee of \$25.00. If the annual fee has not been paid within 90 days of the invoice date, the Agency's Certification may be suspended by the JRC.
2. An agency is prohibited from representing 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 30 days to remove any certification decals from their patrol vehicles, remove the certification pins from their uniforms, and remove the certification logo from their website or stationery that identifies them as a state certified agency.