Georgia Law Enforcement Certification Program
ONSITE ASSESSMENT FINAL REPORT

To: Karen Sanders | Valerie Richeson, State Certification Program Coordinators

From: _____

Date: _____

Edition: _____

Date of Last Assessment:

Mock Assessment Date:

# of Years Certified:

Agency: _____

Agency CEO: _____

Certification Manager: _____

Dates of Assessment: _____

ASSESSMENT TEAM

Team Leader: _____

☐ **Assessor** ☐ **Shadow** _____

☐ **Assessor** ☐ **Shadow** _____

☐ **Assessor** ☐ **Shadow** _____

☐ **Assessor** ☐ **Shadow** _____

AGENCY PROFILE

In this section, provide a detailed profile of the department, jurisdiction, and the agency CEO. You can obtain this information through departmental websites, the internet, or from the agency.

ASSESSMENT SUMMARY

In this section, provide a detailed summary of the assessment. At a minimum, discuss the following:

- When the assessment began and ended each day.
- Initial tour of the agency.
- Description of work area
- Significant occurrences while on-site
- Any problems occurred during the assessment

AGENCY INSPECTIONS/VISITS

In this section, discuss the agency inspections and areas visited within the agency. At a minimum, you must include an inspection of the Property & Evidence Room (Including inside and outside storage areas and temporary lockers) and the Communications Section. Also, discuss other areas inspected and be as specific as possible. (CID, Court, Training facilities, etc…) NOTE: If your discussion does not fit in the space provided, please use a word document.

AGENCY INTERVIEWS

In this section, discuss the interviews conducted while on-site. In the discussion, explain the reason for the interview and what the outcome was.

CHAPTER SUMMARIES INSTRUCTIONS

In this section, list specific standards in each chapter that need to be brought to the attention of the SCC and JRC. At a minimum, include the following:

- Please create separate document in Word using Calibri Font, pt. 12 and attach it to this report.
- Copy and paste the standard and bullet to be discussed.
- Directly under the standard summarize:
    - File maintenance – reasons for returning a file and corrections made, including any policy changes. Include any files that were returned multiple times.
    - Non-compliance files - If the agency is not able to show compliance with a standard, try to include as much detail as possible as to the problem. Include any changes the agency made and what plan(s), if any, the agency has made to address the issue.
    - Not Applicable standards verified on site or overruled by the Team Leader on site.
    - Standards where the agency was above standard or deserved recognition.

TOTAL FILES SENT OUT FOR REPAIR

File Maintenance	Standard Number	
Files Returned Multiple Times	Standard Number	

TOTAL STANDARDS FOUND TO BE COMPLIANCE/ WRITTEN DIRECTIVE CHANGE

Standards found to be in – Compliance/ Written Directive Change	Standard Number	

TOTAL STANDARDS FOUND TO BE IN NON-COMPLIANCE

Standards found to be in non-Compliance	Standard Number	

TOTAL STANDARDS DESIGNATED/ VERIFIED AS NOT APPLICABLE

N/A	Standard Number	

AGENCY TOTALS

Standards found to be in compliance	
Standards found to be compliant/written directive change	
Standards found to be in non-compliance	
Standards marked as N/A	
TOTAL NUMBER OF STANDARDS	

EXIT INTERVIEW

In this section, discuss the exit interview that occurred at the conclusion of the on-site. At a minimum, include the following:

- Members of the agency attending the exit interview
- Any topics (positive and negative) discussed during the interview
- Any comments/concerns made by the agency on the process or application of the standards

SIGNATURE

_____

Signature of Team Leader

- ☐ **Chapter Summaries (attached)**
- ☐ **Assessor Worksheets Attached (required)**

- ☐ **Critiques Issued**