



The Four-Year Cycle

Four Things to Know

1. Preparation: Accreditation is a continuous process and requires all standard files to remain updated and ready for the annual compliance reviews. Accreditation managers should ensure the CALEA Information Management and Reporting System (CIMRS) is updated with required statistical data and agency information. Agencies must submit Annual Status Reports (ASR) in CIMRS in years 1, 2 and 3. The 4th year ASR is no longer required.

2. Annual Web-Based Assessment: Annual Web-Based Assessments are conducted by CALEA staff, who select a sample of the standard files to review. This is considered part of the broader assessment process and is provided to the Commission in the final report. During the four-year cycle, all files may not be reviewed due to the comprehensiveness of the broader process.



3. Site-Based Assessment: Site-Based Assessment Teams are provided access to the agency's standard files within the PowerDMST[™] platform. However, team members generally do not review files for standards compliance. Rather, they hold public meetings, phone-in sessions, conduct interviews, make observations and collect information from stakeholders to verify the agency's practices complement policies, and achieve intended outcomes. Additionally, Site-Based Assessment

Teams develop areas of focus that are linked to standards which are determined through consultation with the agency and CALEA staff. Accreditation Managers should take direction from Site-Based Assessment Teams in preparing interviews and facility visits to accomplish these objectives.



4. Process Expectations: At the close of the site-based assessment, all files within the PowerDMST[™] accreditation management platform may not have a status set by CALEA staff or the site-based team. However, accreditation managers should look for files with a non-compliant status or files that have notes from the assessment process. All matters reported to the Commission can be found in the CIMRS final report, which is provided to the chief executive officer.

