



VILLAGE OF DOBBS FERRY BOARD OF TRUSTEES AGENDA

MEETING DATE: MAY 11, 2021
AGENDA ITEM SECTION: MATTERS REQUIRING ACTION
AGENDA ITEM NO. : 2
AGENDA ITEM: DISCUSSION OF COMMISSION ON ACCREDITATION FOR LAW ENFORCEMENT AGENCIES (CALEA) AND APPOINTMENT OF A POLICE LIEUTENANT
ITEM BACKUP DOCUMENTATION: <ol style="list-style-type: none">1. MEMORANDUM DATED MAY 6, 2021 FROM CHIEF OF POLICE MANUEL GUEVARA TO MAYOR ROSSILLO, THE BOARD OF TRUSTEES, MR. RICHARD LEINS/INTERIM VILLAGE ADMINISTRATOR AND MS. ELIZABETH DREAPER/VILLAGE CLERK

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POLICE DEPARTMENT
VILLAGE OF DOBBS FERRY
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MANUEL R. GUEVARA
Chief of Police

To: Mayor Vincent Rossillo and Board of Trustees
Richard Leins, Interim Village Administrator
Liz Dreaper, Village Clerk

From: Manuel R. Guevara, Chief of Police

Subject: Authorize the Chief of Police to enter into an agreement with the Commission on Accreditation for Law Enforcement Agencies (CALEA)

Date: May 6, 2021

Upon conclusion of the New York State Police Reform and Reinvention Collaborative, per Executive Order 203, one of the recommendations coming from the Dobbs Ferry Police Reform Committee, was the pursuit of an additional accrediting body.

Although the Dobbs Ferry Police Department has been accredited via NY State's Division of Criminal Justice Services since 1994; a secondary layer of accreditation is being sought to enhance the departments' rules and regulations.

The Commission on Accreditation for Law Enforcement Agencies (CALEA) was created in 1979 through the efforts of law enforcement's four major executive associations:

International Association of Chiefs of Police (IACP)

National Organization of Black Law Enforcement Executives (NOBLE)

National Sheriff's Association (NSA)

Police Executive Research Forum (PERF)

CALEA offers two levels of accreditation. ***The Tier 1, Law Enforcement Accreditation*** is composed of **181 standards**. According to the CALEA website, "The Law Enforcement Accreditation process focuses on standards that provide best practices related to life, health, and safety procedures for the agency. These standards are considered foundational for contemporary law enforcement agencies. The program provides the framework for addressing high risk issues within a

contemporary environment, and ensures officers are prepared to meet basic community service expectations and prepared to manage critical events.(1)”

Tier 2 is the Advanced Law Enforcement Accreditation. This program is composed of 459 standards. According to the CALEA website, “The Advanced Law Enforcement Program is specifically designed for elite organizations striving to demonstrate professional excellence within a comprehensive range of operational and administrative functional responsibilities.”

“Agencies participating in this program are prepared for the management of life, health and safety issues, ensuring issues ranging from community engagement to sound personnel practices are addressed.

“Advanced Law Enforcement Accreditation results in a highly performing organization with the capacity to address any operational or administrative challenges, and serve as an industry leader. (1)”

Achieving either tier of this accreditation program will be no small feat, but it will demonstrate the Dobbs Ferry Police Department’s commitment to continuous improvement and development in police services to the residents of Dobb Ferry.

With this in mind, I request approval to complete and submit an Enrollment Package Request to CALEA with the one-time application fee of \$11,450. This will enable your Police Department to begin the Self-Assessment process to become nationally accredited.

CALEA allows a period of up to three years to achieve compliance with the program. Upon completion of this step, the Dobbs Ferry Police Department would request that this agency be assessed by CALEA assessors. It is at this point that the one time on-site assessment fee would be charged to this municipality. That fee is approximately \$5,500.

Upon being awarded with accreditation, the annual fee going forward would be approximately \$4,600 per year.

To recap, fees for the program are as follows:

- 1) One Time Application fee - \$11,450
- 2) Initial One Time On-Site Assessment Charge – approximately \$5,500
- 3) Annual Continuation Fee (occurs after the agency has received its initial accreditation award) – approximately \$4,600 per year

I have attached copies of CALEA’s Accreditation fee schedule for further information as well as a list of CALEA’s Standards Titles and Benefits List for your perusal.

I thank you for your assistance in this matter.

(1) <https://www.calea.org/law-enforcement>



Law Enforcement Accreditation: Cost

Accreditation Fees

Initial Accreditation fees are the same for both the Law Enforcement Accreditation and Advanced Law Enforcement Accreditation Programs.

There are three payment options available: (1) lump sum/single payment; (2) two installments; or (3) three installments. The following table depicts current initial accreditation fees.

Number of Authorized Full-Time Employees*	Lump- Sum Payment	Two Installment Payments of	Three Installment Payments of
1-24	\$8,475	\$4,355	\$2,900
25-199	\$11,450	\$5,915	\$3,940
200-999	\$16,125	\$8,370	\$5,580
1000-up**	\$19,950	\$10,370	\$6,915

***Authorized full-time employees include sworn and nonsworn personnel. If your agency maintains a jail that houses sentenced prisoners or is a department of public safety that employs fire, emergency medical, or other personnel, please call the Commission for information about whether to include them in the total.**

****Some agencies may require fees beyond those established and the Commission reserves the right to make special adjustments.**

Initial Estimated On-site Assessment Charge

In addition to the initial accreditation fees, agencies will be invoiced separately for the *estimated* on-site costs of the initial assessment. Actual on-site costs are impacted by lodging, airfare, the number of assessors utilized, and other factors specifically related to the assessed agency and the geographical area in which it is located.

Accreditation Agreement Extension and Fees

The initial Law Enforcement Agreement between the agency and CALEA is for 36 months; however most agencies are able to complete self-assessment within a much shorter time. If the agency has not completed self-assessment or scheduled its initial on-site by the end of the 36th month of the initial agreement period, the agency may request an annual extension of the Agreement at a cost of 35% the initial accreditation fee in effect.

Annual Continuation Fees

After an agency receives its initial accreditation award, it enters into a Continuation Agreement and

begins paying annual continuation fees, which include the estimated charge for its next on-site assessment. The following depicts the current estimated Annual Continuation Fees:

Number of Authorized Full-Time Employees*	Annual Continuation Fees (includes estimated on- site charge)
1 - 24	\$3,470
25 - 199	\$4,065
200 - 999	\$5,000
1,000 - up**	\$5,765

Note: Fees are subject to vary per agency.

*Authorized full-time employees include sworn and nonsworn personnel. If your agency maintains a jail that houses sentenced prisoners or is a department of public safety that employs fire, emergency medical, or other personnel, please call the Commission for information about whether to include them in the total.

**Some agencies may require fees beyond those established and the Commission reserves the right to make special adjustments.

Multiple Accreditations

Agencies may participate in multiple accreditation programs and are eligible for a multiple-accreditation discount. Contact CALEA for specific information.



Law Enforcement - Standards Titles

CALEA® Standards for Law Enforcement Agencies

Below is a comprehensive list of standard titles in the Law Enforcement Standards Manual 6th edition. The 181 **bold** standards constitute the tier 1 option, **CALEA® Law Enforcement Accreditation Program**. The tier 2 option, **CALEA® Advanced Law Enforcement Accreditation Program**, is composed of all the 459 standards listed.

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1.1.3 Agency's Role in Criminal Justice Diversion
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1.2.2 Legal Authority to Carry/Use Weapons

**1.2.3 Compliance with Constitutional
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1.2.4 Search and Seizure

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1.2.6 Alternatives to Arrest

1.2.7 Use of Discretion

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4.2.3 Removal from Line of Duty Assignment

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4.2.5 Assault on Sworn Officer Analysis

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4.3.3 Annual/Biennial Proficiency Training

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11.4.3 Accreditation Maintenance

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