

# Truro Police Department

## ACCREDITATION MAINTENANCE

*Policy Number: ADM-1.01*  
*REFERENCE:*

*Effective Date: June 1, 2000*  
*Revised Date: Aug 12, 2003*

*Accreditation Standards: 13.1.3*  
*Mass. Gen. Law*  
*Other:*

---

**POLICY:** It shall be the policy of the Truro Police Department to maintain Massachusetts Accreditation and related activities. This policy, used in conjunction with others, will outline the department's system for maintaining its accreditation, and assuring that all applicable standards are accomplished.

**PROCEDURE:**

1. Copies of all mandatory reports required by Massachusetts's accreditation standards, updated policies, contracts, administrative reports, and operational and/or strategic reports, should be forwarded to the Accreditation Manager for filing.
2. The Accreditation Manager shall be responsible for making appropriate updates, as required, and that all accreditation standards are complied with.
3. The MAST program, an "accreditation calendar, Microsoft Outlook, or some other system will be utilized when possible, to ensure that standards requiring periodic review are being complied with. This activity is a continual process.  
*(Revised August 12, 2003)*
4. The Accreditation Manager will issue a memo to personnel assigned to particular tasks for the purposes of obtaining copies of the annual reports, copies of reports, and data needed to maintain standards.
5. Annual reports, cumulated monthly reviews, analyses, and related data mandated by accreditation standards will normally be due within 14 days of the end of the fiscal year.