



**CHEVY CHASE  
VILLAGE  
POLICE  
DEPARTMENT**

*Police Chief: John Fitzgerald*

**GENERAL ORDER: 3-13 POLICY COMPLIANCE AND AUDIT**

DATE: 4/17/2015    Pages: 2    ◇ New ◇ Amended ◆ Revised 3-13

**I. PURPOSE**

The Chevy Chase Village Police Department (CCVPD) was initially accredited by the Commission on Accreditation for Law Enforcement Agencies (CALEA) in 1998, and it was re-accredited every three years after that in 2001, 2004, 2007, 2010 and 2013. The most recent two re-accreditations have been awarded with excellence.

The CCVPD is a progressive, professional organization, however, in recent years, our relationship with CALEA has been of very little value to our agency. While the Police Department has implemented several new policies and initiatives in the most recent three years, none of them have come from CALEA. Additionally, the Chief of Police is a member of several professional organizations<sup>1</sup>, and his association with them enables the Department to stay abreast of and learn about case law, new statutory law, emerging technology, smart policies, best practices, risk management techniques, and the like. In contrast, CALEA has been an exercise that has not been helpful to us.

We have decided to end our contract with CALEA and replace it with a Policy Compliance and Audit (PCA) function. By creating the PCA function, it is our intent to establish a process of constant self-review without CALEA that will help us to remain the progressive and highly professional organization that we are today.

**II. POLICY**

Through the PCA function, we will not only continue to do the internal periodic inspections and analyses that were required under CALEA, but we will focus on auditing areas that will be more helpful to our operation than CALEA was. The PCA function is a wide-ranging quality control function that will assure our adherence to our policies, and enable the Department to make adjustments/corrections as needed.

**III. PROCEDURES**

**A. Responsibility**

The PCA function will be the primary responsibility of the Public Safety Coordinator (PSC). In performing the PCA function, the PSC will:

1. Continually review our policies and procedures as well as our compliance with them;
2. Regularly report findings to the Chief and recommend strategies to remediate any compliance failures; and
3. Establish and maintain a list of the types of analytical reports that we will continue to do in order to maintain the professional practice of self-review that meets or exceeds that required by CALEA.

**B. Periodic Reports**

The PSC shall calendar the below periodic reports and shall alert the command staff when they are due so that the reports may be completed in a timely way.

Description	Action	Frequency
Use of force incidents	Review and analysis	Annual
Use of force policy	Review	Annual
Pursuit policy	Review	Annual
Personnel early warning system	Review and analysis	Annual
IA investigation summary	Report	Annual
Constitutional (bias-free) policing	Review and analysis	Annual
Goals and Objectives Directive	Review	Annual

**C. Policy Review**

1. The PSC will review all general orders, and the Department's compliance with them, as a continual process. The PSC must review each general order at least once every two-year period.
2. At the end of each calendar year, the PSC will provide a report to the Chief listing those gen-

eral orders that have been reviewed during the year, and which general orders must be re-viewed in the coming year in order to comply with the 2-year cycle.

**D. CODY Records Management System (RMS) Audit**

1. On a daily basis, the PSC shall review RMS entries made by dispatchers and police officers to ensure compliance with report writing, data entry and other policies.
2. The PSC shall report non-compliance to the Chief and shall recommend strategies to remediate any non-compliance.

**E. Telephone and Radio Voice Recording System (VRS) Audit**

1. At least once per week, the PSC shall review a random sample of incoming calls, outgoing calls, and police radio traffic on the VRS to ensure compliance with applicable policies.
2. The PSC shall report non-compliance to the Chief and shall recommend strategies to remediate any non-compliance.

**F. Monthly Report**

In a separate section of the PSC's monthly report to the Chief, the PSC shall list or otherwise describe any PCA tasks completed in that month.

**G. Record Keeping**

1. The PSC shall maintain a searchable record of all PCA tasks to include the type of work done, any relevant number (general order number etc.), a brief description of the work and the date the work was done.
2. The PSC shall maintain copies of all periodic reports/analyses.
3. The PSC shall maintain current and former versions of all general orders.

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<sup>1</sup> The Maryland Legal Advisors Group, the International Association of Chiefs of Police, the Police Executive Research Forum, the Maryland Chiefs of Police Association, the Maryland Association of Police Planners, and the Montgomery County Criminal Justice Coordinating Commission.

This directive voids the previous version dated 5/13/2009