

Standards Titles

CALEA[®] Standards for Public Safety Training Academies

Below is a comprehensive list of the titles of all 159 Standards that constitute the **CALEA[®] Public Safety Training Academy Accreditation Program**.

1 Credentialing

1.1 Credentialing

- 1.1.1 Credentialing Program Documentation
- 1.1.2 Instructors Certification
- 1.1.3 Timely Filing of Information
- 1.1.4 Criminal History Records Check

2 Organization

2.1 Organizational Structure

- 2.1.1 Organizational Structure
- 2.1.2 Organizational Chart
- 2.1.3 Direct Authority, Component
- 2.1.4 Supervisory Accountability
- 2.1.5 Responsibility Commensurate with Authority
- 2.1.6 Position Management System

2.2 General Management and Administration

- 2.2.1 Training Academy/Client Agency Relationship
- 2.2.2 Risk Management Program
- 2.2.3 Equipment Use Expectations
- 2.2.4 Administrative Reporting Program
- 2.2.5 Accreditation Maintenance
- 2.2.6 Public Information Procedures
- 2.2.7 Public Health Authority

2.3 Organizational Integrity

- 2.3.1 Complaint Investigation
- 2.3.2 Complaint Notification Process
- 2.3.3 Notification of Allegations/Rights
- 2.3.4 Relieved from Duty

- 2.3.5 Records, Maintenance and Security
- 2.3.6 Administrative Review of Complaints

3 Direction and Authority

3.1 Role, Value, and Authority

- 3.1.1 Documents to Establish Academy
- 3.1.2 CEO Authority and Responsibility
- 3.1.3 Mission Statement
- 3.1.4 Code/Cannon of Ethics
- 3.1.5 Executive Protocol
- 3.1.6 Written Directive System
- 3.1.7 Dissemination and Storage

3.2 Fiscal Management and Academy Property

- 3.2.1 CEO Authority and Responsibility
- 3.2.2 Budget Process and Responsibility Described
- 3.2.3 Requisition and Purchasing Procedures
- 3.2.4 Accounting System
- 3.2.5 Revenue Fund/Accounts Maintenance
- 3.2.6 Audit of Fiscal Activities
- 3.2.7 Inventory and Control
- 3.2.8 Property Issue Procedures

3.3 Academy Performance Measurement

3.3.1 Performance Measurement Program

4 Human Resources

4.1 Classification and Delineation of Duties and Responsibilities

- 4.1.1 Classification Plan
- 4.1.2 Job Description Maintenance and Availability

4.2 Compensation

- 4.2.1 Salary Program
- 4.2.2 Leave Program
- 4.2.3 Benefits Program
- 4.2.4 Employee Assistance Program
- 4.2.5 Fitness for Duty Testing
- 4.2.6 Outside Employment

4.3 Collective Bargaining and Contract Management

4.3.1 Academy Role in Collective Bargaining Process

4.3.2 Ratification Responsibilities

4.4 Performance Evaluation

4.4.1 Performance Evaluation System

4.4.2 Annual Evaluation

4.4.3 Employee Discussion

4.4.4 Unsatisfactory Performance

4.4.5 Performance Evaluation Report

4.4.6 Performance Evaluation Report Comments

4.4.7 Evaluation of Probationary Academy Employees

4.4.8 Recognizing/Rewarding Good Performance

4.4.9 Early Intervention System

4.5 Grievance Procedures

4.5.1 Grievance Procedures

4.5.2 Coordination/Control of Records

4.5.3 Analysis of Grievances

4.6 Disciplinary Procedures

4.6.1 Code of Conduct

4.6.2 Sexual/Unlawful Harassment

4.6.3 Disciplinary System

4.6.4 Role and Authority of Supervisors

4.6.5 Appeal Procedures

4.6.6 Dismissal Procedures

4.6.7 Maintenance/Security of Records

4.7 Professional Development

4.7.1 Continued Training

4.7.2 Specialized Training Assignments

4.7.3 Attendance Requirements and Reimbursement Information

4.7.4 Accreditation Process Information

4.7.5 Accreditation Manager Training

4.8 Contracted Services

4.8.1 Written Agreement with Contract Personnel

4.8.2 Written Agreement with Client Agencies

5 Recruitment, Selection, Employment, and Promotion

5.1 Recruitment

- 5.1.1 Recruitment Plan
- 5.1.2 Equal Employment Opportunity Policy
- 5.1.3 Job/Recruitment Announcements
- 5.1.4 Maintaining Applicant Contact

5.2 Selection

- 5.2.1 Selection Process Described
- 5.2.2 Applicant Information
- 5.2.3 Notification of Ineligibility
- 5.2.4 Disposition of Records
- 5.2.5 Selection Material Security
- 5.2.6 Background Investigation
- 5.2.7 Background Information Retention
- 5.2.8 Medical Examination

5.3 Employment

- 5.3.1 New Hire Information
- 5.3.2 Probationary Period

5.4 Promotion

- 5.4.1 Academy Role in Promotion Process
- 5.4.2 Promotion Process Described
- 5.4.3 Job Relatedness
- 5.4.4 Promotion Process Announcements
- 5.4.5 Eligibility Lists
- 5.4.6 Promotional Probation Period
- 5.4.7 Job Related Training

6 Instructional Systems

6.1 Instructional Systems

6.1.1 Instructional System Described

6.2 Training Analysis of Needs

- 6.2.1 Task Analysis
- 6.2.2 Needs Assessment

6.3 Instructional Design

6.3.1 Training Course Procedures

6.4 Development of Content and Materials

6.4.1 Training Course Lesson Plans

6.4.2 Training Course Review Schedule

6.4.3 Practical Exercises/Scenario Based Training

6.5 Training Delivery

6.5.1 Instructor Training Materials

6.5.2 Regulation of Instructor Training Aids

6.5.3 Pilot Test

6.5.4 Adult Learning Techniques

6.6 Training Evaluation

6.6.1 Training Course Evaluations

6.6.2 Measurement of Student Learning/Skill

6.6.3 Measuring Changes

6.6.4 Measuring Effectiveness

6.6.5 Information Incorporation into Training Courses

7 Training Administration

7.1 Administration

7.1.1 Surveys

7.1.2 Training Data Collection/Submission

7.1.3 Training Course/Training Event Lists

7.1.4 Access Policy

7.1.5 Training Committee

7.1.6 Dissemination of Information

7.1.7 Copyright/Plagiarism

7.1.8 Relationship with Accredited University/College

7.2 Records

7.2.1 Privacy and Security

7.2.2 Training Course/Training Event Records

7.2.3 Training Course Completion Documentation

7.2.4 Records Retention Schedule

7.2.5 Update Records of Academy Employees

7.2.6 Unsuccessful Training Course/Event Completion Notification

7.3 Computer Systems

- 7.3.1 Software/Hardware Licensed
- 7.3.2 Computer Viruses
- 7.3.3 Manipulation of Files Policy
- 7.3.4 Computer Use, Policy and Procedures
- 7.3.5 Records Inspection and Security System
- 7.3.6 Computer Backup Procedures
- 7.3.7 Password Access
- 7.3.8 Password Changes
- 7.3.9 Electronic Data Storage

7.4 Facilities and Equipment

- 7.4.1 Security Concerns/Measures Policy
- 7.4.2 Criminal Justice Information System/Database Access
- 7.4.3 Needs Assessment
- 7.4.4 High-Risk Training
- 7.4.5 Learning Resource Center
- 7.4.6 Distance/Distributed Educational Resource Access
- 7.4.7 Equipment Plan

8 Instructors

8.1 Instructors

- 8.1.1 Instructor Criteria
- 8.1.2 Procedures for Evaluating/Verifying Instructor Qualifications
- 8.1.3 Instructor Training
- 8.1.4 Instructional Guidelines
- 8.1.5 Monitoring and Evaluation of Instructors
- 8.1.6 Instructor Performance Evaluation Guidelines
- 8.1.7 Instructor Certification/Status Training
- 8.1.8 Instructor Responsibilities

9 Students

9.1 Student Welfare

- 9.1.1 Overnight Stay Information/Orientation
- 9.1.2 Commuter Student Orientation
- 9.1.3 Person Responsible for Student Welfare
- 9.1.4 Student Training Information
- 9.1.5 Adverse Weather Condition Policy
- 9.1.6 Safety Officer

9.1.7 Safety Officer Policies/Procedures

9.2 Student Responsibility

9.2.1 Student Code of Conduct

9.2.2 Student Removal Procedures