



**AGENCY APPLICATION
AND PARTICIPATION AGREEMENT
MISSOURI POLICE CHIEFS CHARITABLE FOUNDATION
CERTIFICATION PROGRAM**

This Application and Participation Agreement (hereinafter the "Agreement") is entered into between the _____ (hereinafter referred to as the "Agency") and the Missouri Chiefs of Police Charitable Foundation (hereinafter referred to as the "Foundation").

I. APPLICATION

The _____ (name of Agency) hereby applies to participate in the State of Missouri Law Enforcement Certification Program and affirms that it is committed to earning certification in accordance with the requirements set forth by the Foundation. The Agency and the Foundation agree to the provisions and terms set forth in this Agency Application and Participation Agreement, and to be bound by them in the execution of the Agreement.

A. AGENCY

Law Enforcement Agency Name:

Address:

Telephone: (____) _____ Fax: (____) _____

County: _____

Authorized Full-Time Sworn Personnel: _____ Non-Sworn Personnel: _____

Authorized Part-Time Sworn Personnel: _____ Non-Sworn Personnel:

Service Area Population: _____

Form of /type of government: _____

Chief Executive Officer:

Certification Contact
Person: _____

Telephone: _____ Fax: _____

Email: _____

All correspondence should be sent to the Agency at (if different from above):

B. FOUNDATION

The official address of the Association for all matters relating to the Certification Program is:

*Missouri Police Chiefs Charitable Foundation
Attn. MPCCF Law Enforcement Certification Program
1001 Jefferson City, MO 65101
Phone: 573-636-5444 Email: slineback@mopca.com*

II. PARTICIPATION AGREEMENT

The Agency and the Foundation agree as follows:

A. PURPOSE AND LIMITATIONS OF THIS AGREEMENT

1. The purpose of this Agreement is to establish the terms of the relationship between the Agency and the Foundation and to establish their mutual responsibilities in the certification process.
2. It is understood that the Agency is not legally bound to participate in the Certification Program and that any responsibilities or expenses incurred by the Agency pursuant to this Agreement have been assumed voluntarily.
3. It is further understood that the Agency participation in the Certification Program is contingent upon the continued approval of the chief executive officer of the Agency and of the governing body.

B. AGENCY RESPONSIBILITIES

The Agency agrees to:

1. Provide all information requested by the Foundation in good faith and to the best of the Agency's knowledge and honest judgment. Such information should include documents, files, records, and other data required by the Foundation insofar as they may be provided in accordance with laws and regulations of the State of Missouri and of the municipality of which the agency is a part.
2. Cooperate fully with the Foundation assessors during the on-site verification of Agency compliance with program standards. The Agency further agrees to provide all necessary files, records, and facilities requested by the assessors.
3. Pay to the Association a one-time certification application fee of \$500.00 and to pay \$4,500 for the entire certification process.

C. FOUNDATION RESPONSIBILITIES

The Foundation agrees to:

1. Provide all publications, documents, forms, instructions and technical assistance as necessary for the Agency to participate in the certification process.
2. Provide trained assessors to the Agency for the purpose of conducting an on-site assessment of Agency compliance with relevant standards.
3. Review and evaluate all information and findings obtained from the assessment and advise the Agency of the results thereof.
4. Provide formal certification and other necessary materials to the Agency in recognition of the certification status.
5. If certification is not granted, advise the Agency of the reason for denial and the necessary steps to gain certification.

D. LENGTH OF CERTIFICATION

Certification shall be for a period of (3) three years, but certification may be issued pending a one year review of "wet ink" standards. Agencies wishing to be re-certified at the end of this term will be expected to follow a procedure similar to the initial certification process and to comply with all guidelines then in effect at a fee rate of \$4,500 for re-certification.

E. MAINTENANCE OF AGENCY CERTIFICATION STATUS

1. Upon Certification recognition by the Foundation, the Agency shall maintain compliance with all certification program standards.
2. The Agency agrees to submit an annual report attesting to its continued compliance with all applicable standards. The Agency will notify the Foundation in the event that it cannot maintain compliance with any standard or standards.

F. MISCELLANEOUS

1. This agreement shall take effect upon execution by authorized representatives of the Agency and the Foundation.
2. The Agency retains the right to terminate this Agreement for any reason by submitting written notice to the Foundation that the Agency intends to withdraw from the certification process. In this event, all fees and costs paid to the Foundation by the Agency in connection with the certification process are nonrefundable.

3. The Foundation retains the right to terminate this Agreement if it determines that the Agency is not acting in good faith to honor the terms of the Agreement. The Foundation will submit written notice to the Agency Chief Executive Officer if it chooses to exercise this right.
4. This document contains the full agreement of both parties. The parties to this Agreement acknowledge that there are no provisions, terms, or obligations other than those set forth herein.
5. The Missouri Police Chiefs' Charitable Foundation or its designee will act on behalf of and in the name of the Foundation in all matters pursuant to this Agreement.
6. All disputes relative to the Agreement, or any other matters pertaining to certification, will be resolved by the Foundation following a hearing at which Agency representatives will participate.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date and year appearing opposite their respective signatures.

Missouri Police Chiefs Charitable Foundation:

(Signed first name, last name.)	(Date)
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(Printed first name, last name.)	(Title)
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Agency Chief Executive Officer:

(Signed first name, last name.)	(Date)
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(Printed first name, last name.)	(Title)
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AGENCY PROCESS & PREPARATIONS FOR STATE CERTIFICATION PROGRAM

Agency Responsibilities

1. Participation in the Certification Process

- Contact Law Enforcement Agency Certification Program Director to obtain application to participate in the certification program.

*Missouri Police Chiefs' Foundation
1001 East High Street
Jefferson City, MO 65101
Phone: (573) 636-5444
Fax: (573) 636-6634
Email: slineback@mopca.com*

- Complete all forms and return with certification registration un-refundable fee of \$500 to the Missouri Police Chiefs Charitable Foundation at the above contact location.
- You will receive a Confirmation or Denial letter from the Program Director accepting, denying, or communication depicting a determination of acceptance and position on a list or accepted agencies for the certification program. If a confirmation form is sent to the agency and the agency seeks to continue with the process, they shall send the Confirmation Letter to the Missouri Police Chiefs Charitable Foundation with the certification process fee of \$4,500.00 or a request for a payment plan for the \$4,500 program fee.
- Upon the notification of acceptance the agency shall within 30 days return the confirmation letter and certification process fee/agreed upon payment plan or they will forfeit their status and will have to reapply (note the \$500 application fee will be forfeited and another \$500 fee will have to be paid upon reapplication.)
- Upon receipt of the confirmation letter from the Missouri Police Chiefs Charitable Foundation accepted agency for certification, the Program Director will contact the agency and provide the following certification process documents:
 1. One Certification CD (Computer program to assist with certification process.)
 2. One Set of File Labels
 3. One Set of sample Standard Operating Procedures.
 4. One Certification Standards Manual that may be electronic format.
 5. Discuss and arrange Certification managers training.
- Attend the Certification Manager's Course.

- Request all waivers for review by Certification Committee to be approved prior to 60 days before the on-site; appear before Certification Committee if necessary.
- Begin building files.

2. File Review

- Conduct a complete file review and ensure all files are complete with all required and necessary standards and proofs of compliance.
- Make arrangements to have an experienced certification manager of a certified agency or state assessor to perform a preliminary assessment of all files.
- The Program Director can also offer file review assistance.

3. Conduct a Final Review of All Certification Files to Ensure That:

- Files and folders are clean and neat.
- Folders are in proper numbering order.
- C forms are completed and in proper folders.
- Documents in each folder are in proper order.
- Color-coding is neat, consistent throughout, and only necessary areas are colored.
- Alpha (A B C) divider sheets with support documentation are used for bullets and are in order.
- Each file contains all identified documentation listed on *the Certification Status Report Form (CSRF)*.
- All waivers that have been granted and documentation received should be placed in the appropriate folders.

4. Contact the Program Director for assistance and scheduling

- Schedule dates for an on-site with the Program Director.
- Ask questions/get information from the Program Director or his designee.
- The Program Director will schedule the assessment.
- Send a letter to the Program Director requesting an on-site.

5. MPCCF contacts Certification Leader & Agency Contact for On-Site

- Discuss individual assessor needs and follow-up phone contacts.
- Discuss lodging, food, travel expenses.
- Set arrival date, time and location.
- Provide travel information.
- Discuss refreshment needs for assessors during the on-site.
- Discuss set up of workroom (tables, layout, location of files, pens, chalk board/dry easel/flip chart, SOP manuals, sticky notes, highlighter, paper, trays, trash can, etc.)
- Discuss location of workroom (security, privacy, and ect.)
- Agency base information for reports.

6. MPCCF contacts assessors prior to on-site

- To provide information regarding the onsite (hotel lodging, food, directions, location of the on-site, time to meet first day of assessment)
- Identify any special needs assessor may have.
- Answer any questions.

Pre- On-Site Preparations

1. Pre- On-Site Preparations (Program Director & Agency finalizing for on-site).

- Make arrangements at hotel for lodging.
- Make arrangements with departmental contacts and other individuals/locations who will be or might be interviewed by an assessor (personnel director, chief, sheriff, deputy sheriffs, staff personnel, captains, specialized unit supervisors, etc.)
- Know which personnel will be available during the on-site.
- Schedule meeting with Chief/Sheriff/Director and assessors first morning of on-site if possible (If unavailable, next level of supervision)
- Select agency member(s) to assist with the on-site, make sure they are as informed as possible.
- Meet with agency Chief/Sheriff/Director and review pending on-site and their role.
- Prepare resource list of materials that will be available for viewing by assessors.

2. Preparations for Off Site Inspections

- Communications, precincts, courts; firing range, holding facilities, impound areas, property/evidence storage areas, special units or projects.
- Make necessary arrangements prior to the on-site for a visit during the on-site.

3. Suggestions for Room Set-Up

- One – table per assessor (discuss with the Team Leader)
- Files in room with assessors in file cabinet, boxes, crates, etc (unless electronic format.
- Room should be in an area with few distractions.
- Keep assessor room closed while assessors are at work.
- Table with resource materials on it (for materials/books, etc. that are referenced in the files but the material is too big to go in file – normally large volume items).
- List of resource materials for each assessor to reference.
- In/out trays for folders being returned to certification manager for additional work.

State Certification On-Site

1. Role of Agency Personnel Assigned To the On-Site Team

- Assist with final review of certification files.
- Ensure files are complete, proper color coding was used, alpha cover sheets for bullets, sufficient documentation in file, policy, report samples, charts, maps, brochures, etc., CSR form is complete and accurate.
- Assist assessors to off site locations to be observed or visited.

- Assist with introducing assessors to individuals they will meet and interview.
- Answer questions secure additional documentation; make copies, run errands, etc.
- Retrieve folders placed in tray for additional work, work on file to complete file as requested by assessor or discuss comments with assessor if disagree with comments.
- Secure lunch on days when assessors eat inside.

2. On-Site Orientation

- Participate in orientation.
- Review on-site assessment procedures with team leader and assessors and their role during the onsite.
- Identify process for review and discussion of problem files, team leader has final authority.
- Review procedures for file return for additional work, time frame for return to assessors and process to follow if problem arises regarding returned file.

3. On-Site Assessment

- Schedule meeting with agency head and certification manager (and any others the CEO invites to meeting) prior to beginning on-site if possible to review on-site assessment process. Formal introductions are made at this time. If agency head is unavailable, meet with next supervisor in line and certification manager.
- Conduct a tour of agency, overview of operations of agency.
- Work sessions each day, assessors will determine how early they come in and how late they will need to stay each day.
- Remember, ALL files MUST be reviewed and approved prior to end of assessment for mock on-site to become a successful final on-site with recommendations for certification.
- If all files are not completed prior to the end of the assessment, the agency will not be recommended for certification or re-certification.
- Participate in exit interview with assessors, and agency head (if agency head is unavailable, meet with next in line)

4. After the On-Site

- Copies of final report forwarded to the following by the team leader:
 - a. The Program Director
 - c. Agency certification manager or certification contact person
 - d. Agency head
 - e. Other assessors
- Recommendations are made to the Joint Review Committee by the Program Director.
- Agency is notified of Joint Review Committee's decision. If certification is granted, it will be valid for a period of (3) three years, but may require a one year review for wet ink standards. Agency must submit an annual report certifying continuing compliance with standards. If certification is deferred, the Committee will advise the agency what it must do to become certified.
- If certification is granted, awards will be presented at the annual conference or another time mutually agreed upon.



MPCCF STATE CERTIFICATION PROGRAM

ANNUAL COMPLIANCE REPORT FOR CERTIFIED AGENCIES

All law enforcement agencies certified under the MPCCF State Law Enforcement Certification Program are required to file an annual report regarding their continued compliance with certification standards. The MPCCF therefore requests that the agency answer the following questions and return this form on or before the anniversary date of the agency's certification.

AGENCY NAME:

ADDRESS:

Telephone: _____ Fax: _____

Email: _____

DATE OF CERTIFICATION: _____

ANNUAL REPORT DUE: _____

1. What system or mechanism is in place to monitor and insure agency compliance with applicable standards? Also, if additional space is necessary for any answer, use an additional sheet of paper.

2. Has the agency remained in compliance with all applicable standards throughout the preceding 12 months?
Yes No

If no, please provide the following information for each standard that the agency did not consistently implement:

- a. The standard number;
- b. Reason(s) for the noncompliance;
- c. Whether or not the agency currently is in compliance;
- d. The length of time the agency was not in compliance; and
- e. A plan and timetable for re-establishing compliance if the agency has not already done so

3. During the past 12 months, have there been any significant developments that have had or are likely to have a substantial impact on the way in which your agency implements program standards?
Yes No

If yes, please explain:

4. During the past 12 months, has the agency substantially revised the policies and procedures used to implement any of the program standards?
Yes No

If yes, attach a copy of the new policies and procedures.

5. During the past 12 months, has the agency initiated any new services or assumed new responsibilities that fall within the scope of standards, which were previously considered to be not applicable?

