



# Michigan Accreditation Assessor Application



This form is fillable, type inside the shaded box.

Name \_\_\_\_\_ Title/Rank \_\_\_\_\_

Department/Agency/Retired \_\_\_\_\_

Address \_\_\_\_\_ County \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Home Address \_\_\_\_\_ County \_\_\_\_\_

Home Phone \_\_\_\_\_ Years of Law Enforcement Affiliation \_\_\_\_\_

Is your Agency involved in National Accreditation? \_\_\_\_\_

Have you been a CALEA Assessor or conducted mock assessments? \_\_\_\_\_

Is your Agency in the process of becoming MACP Accredited? \_\_\_\_\_

Agency Size (Sworn LE):  0-10  11-25  26-99  100+

Per policy, applicant must be approved by department/agency Chief Law Enforcement Officer. In the event applicant holds that position, applicant must be sponsored by another Chief Law Enforcement Officer.

Department Chief/Sheriff: \_\_\_\_\_

Sponsoring Chief Law Enforcement Officer: \_\_\_\_\_

Department: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

Applicant Signature

\_\_\_\_\_  
Date: \_\_\_\_\_

Chief/Sponsoring Chief Enforcement Officer Signature

The applicant supports the concept of Law Enforcement Accreditation and agrees to attend the Michigan Law Enforcement Accreditation training program. The applicant also agrees to the assessor responsibilities on the back of this application.

\_\_\_\_\_  
Date: \_\_\_\_\_

Applicant Signature

Please submit signed application with letter of recommendation and resume to:

Neal A. Rossow, Accreditation Program Director, Michigan Association of Chiefs of Police

3474 Alaiedon Parkway, Suite 600 • Okemos, MI 48864

Email to: [info@michiganpolicechiefs.org](mailto:info@michiganpolicechiefs.org) • fax: 517-349-5823

## Assessor Applicant:

Please review the following information before completing and submitting your application.

### ***Assessor Qualifications***

- Applicant shall be a Michigan resident.
- Applicant shall have three years, preferably five, full-time managerial/supervisory experience within a law enforcement agency within the past five years.
- Applicant shall have appropriate experience, as determined by the Commission, with a law enforcement accreditation program.
- Applicant shall have relevant education, training and/or experience as determined by the Commission.
- A minimum of a baccalaureate degree is preferred. May be waived for equivalent work experience and education.
- Applicant shall have recommendation and approval of the Chief Law Enforcement Officer of the applicant's agency or, if not currently employed by a law enforcement agency, the sponsorship and recommendation of a Chief Law Enforcement Officer of a full-time Michigan law enforcement agency affiliated with a law enforcement accreditation process and a member of the Michigan Association of Chiefs of Police.
- Completion of a statement that the applicant supports the concept of law enforcement accreditation and is willing to attend a Michigan Law Enforcement Assessor Training Program.
- Other qualifications as determined by the Michigan Law Enforcement Accreditation Commission.
- Applicant shall be approved by the Michigan Law Enforcement Accreditation Commission to attend assessor training.

### ***Assessor Responsibilities***

- Facilitate and verify agency compliance with all standards.
- Confirm Commission granted standards waivers from compliance, as well as any non-applicable standards related to the agency.
- Communicate and interact professionally with other members of the assessment team and agency personnel.
- Review and inspect agency facilities and equipment, both on and off site.
- Conduct interviews with agency personnel and other applicable citizens and officials.
- Complete any required written critiques, forms or reports.
- Represent the Michigan Law Enforcement Accreditation Commission and the Michigan Association of Chiefs of Police as the Commission's on site ambassador for the Michigan accreditation program.

### ***Assessor Training***

Upon Commission approval of your qualifications, you will be contacted to attend Assessor Training. There is no charge for the training or materials. Travel costs, lodging and meals are your responsibility. The training classes are scheduled for eight hours. A refresher training course is required every 24 months to continue your status as an Accreditation Assessor.

### ***Assessor Reimbursement***

Assessors will be awarded a per diem honorarium with an established maximum determined prior to the assessment date based on the number of days required to complete the assessment process. Assessors are urged to conduct onsite assessments on their own agency's time whenever possible. Assessors' expenses shall be reimbursed in accordance with established guidelines for travel, meals and other necessary expenses.

### ***Questions regarding the program or process may be directed to:***

***Neal A. Rossow***

Accreditation Program Director

Michigan Association of Chiefs of Police

3474 Alaiedon Parkway, Suite 600 • Okemos, Michigan 48864

Phone 810-434-5920 • Fax: 517-349-5823

[nrossow@michiganpolicechiefs.org](mailto:nrossow@michiganpolicechiefs.org) • [info@michiganpolicechiefs.org](mailto:info@michiganpolicechiefs.org)