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| <p>RABUN COUNTY SHERIFF'S OFFICE</p>  <p>General Order Number: 10.01</p> | <p>Date of Issue</p> <p>02/23/2016</p> | <p>Effective Date</p> <p>02/23/2016</p> | <p>Revision Date</p> |
| <p>Subject: ACCREDITATION-CERTIFICATION</p> | <p>Amends:</p> | <p>Rescinds:</p> | |
| <p>Index as: Certification</p> | <p>CALEA Standards:</p> <p>State Certification Standards: 2.9</p> | | |

Special Instructions:

PURPOSE

To establish the functions and responsibilities of the Office of Professional Standards of the Rabun County Sheriff's Office.

STATEMENT OF POLICY

It shall be the policy of the Rabun County Sheriff's Office to achieve and maintain certification status as established by the Georgia Police Accreditation Coalition, Inc.

I. CERTIFICATION

1. The Rabun County Sheriff's Office is involved in the certification program as established by (GACP) Georgia Association of Chiefs of Police.
2. The Certification Manager assigned to the Office of Professional Standards will achieve and maintain compliance and proofs thereof for the standards as established by GACP.
3. The Certification Manager will attend at least one GPAC conference yearly.

II. RESPONSIBILITIES

Certification Manager:

1. To assure that all contracts are current with Georgia Association of Chiefs of Police (GACP)
2. Complete annual compliance reports
3. Successfully complete on On-Site Assessment
4. Submit all waiver requests as needed
5. Submit an annual pursuit report to Georgia Association of Chiefs of Police (GACP)

III. PERSONNEL MANAGEMENT

The Office of Professional Standards shall manage the personnel functions of the Sheriff's Office to include, but not limited to:

1. Coordinating and implementing the Sheriff's Office promotional process to include, but not limited to: interviews, testing, and review boards, as per established policies and procedures.
2. Presenting suitable candidates for promotion to the Sheriff or his designee for final promotional interviews and promotional decisions.

IV. PLANNING AND RESEARCH

1. The Certification Manager shall have responsibility for the research and development of Sheriff's Office policy and procedure, which complies with the standards established by the Georgia Police Accreditation Commission.
2. Researches policies and procedures to ensure they are consistent with recognized professional law enforcement practices.
3. Serves as a resource for other Sheriff's Office components in areas of policy and procedure development.
4. Disseminates and ensures receipt of approved Sheriff's Office directives by Sheriff's Office members.
5. Coordinates the development and implementation of agency forms and maintains a master file of approved forms.
6. Maintains a master tracking system of all approved written directives.



By Order of the Sheriff: **Chad K. Nichols**
Sheriff, Rabun County