

Start-up Tasks for Beginning the Process:



_____ **Complete the Program Application** and return it to the Commission with your agency's fee.

_____ **Contact the Commission for a schedule of upcoming training workshops.** In addition to *Program Orientation and Getting Started*, you are welcome to attend an *Assessor Training* workshop to experience the on-site assessment process from an Assessor's point of view. Commission contact information: 978-834-5180 or donna@masspoliceaccred.net

_____ **Join the Commission's private website** (the *Massachusetts Police Accreditation Network*) commonly referred to as CommunityZero (CZ). This informational and interactive website is a support network for CEO's and Accreditation Managers. It is also the Commission's written directive system for program members. The site's address is <http://mpac.communityzero.com/mpac>

_____ **Begin Networking.** Review the Commission's list of participating agencies and reach out to the accreditation managers of certified and accredited agencies. Visit their agencies, review their accreditation files (compliance documentation) and observe their mock assessments.

_____ **Notify agency personnel** of your application for certification and **solicit agency-wide support, participation and input.**

_____ **Download the Assessment Checklists** on CommunityZero and **read through the standards** for certification; identify the standards that are *not applicable* and **submit Waivers to the Commission.**

_____ **Set up your Accreditation Filing System** (a template for printing the labels is on CZ).

_____ **Prepare an initial, internal status report** on agency compliance and noncompliance to determine where you are: what's done and what has to be done.

_____ **Evaluate your agency's written directive system** and decide whether to keep it or change it.

_____ **Provide introductory training to agency personnel** on the certification process emphasizing *their role* in it.

_____ **Decide which standards to start with and delegate assignments** according to functional areas of responsibility.

_____ Use the *On-site Assessment Compliance Log* and/or some other system to **monitor your progress.**

More information on each of these start-up tasks is provided in the Commission's *Getting Started* Workshop.