FINAL ASSESSMENT REPORT
THE ASSESSMENT REPORT

- The term Final Report is being replaced by the term Assessment Report.
- Full implementation of the new Assessment Report began for all 2008 Assessments.
- The Assessment Report is the on-site.
- What is not included is lost.
- Establishes future areas for improvement, records deficiencies and most importantly identifies areas of distinction.
- A marginal report reduces NJSACOP and CALEA’s value to the relevant community.
- An excellent report permits the agency NJSACOP and CALEA to make decisions with complete information.
- The Assessment Report represents the professional competence of the Team Leader NJSACOP and CALEA.
ASSESSMENT REPORT

- Care is needed by Team Leaders to ensure the assessors understand the NJSACOP and CALEA's reporting expectations and that material is developed to topics.
- Team Leaders need to review assessor's written work product early and often. Be alert for fluff phrases, excessive wordiness, rambling statements or significant reporting on individual standards with little report value (the old way).
- Many Team Leaders are excellent writers with outstanding professional knowledge and can write very detailed, accurate and long Final Reports. Reports are expected not to exceed 15-17 pages.
NEW ASSESSMENT REPORT IS A MAJOR SHIFT IN ASSESSMENT THINKING, REVIEWING, AND REPORTING

- The Assessment Report represents a new 'free style' of reporting information and for some this may be a dramatic change and some assessors may have a difficult time with less structured reporting.
- Focus is on information needed by Commissioners for making Accreditation decisions.
- Base line performance data (bench marks) is obtained to serve law enforcement.
- The center of attention is on major issues. (Final Reports tended to be composed by a standard statement).
- There is reduced reporting of non-essential administrative, assessment, and agency background material.
NJSACOP AND CALEA PHILOSOPHY

- Accountability
- Responsibility
- Providing reasonable assistance.
- Using the Assessment Report to present conclusions.
- Consistency
ESSENTIAL SERVICES G
THE MAJOR REPORTING AREA

- A balance reporting of general items concerning standards and agency practices is expected but the major focus is on performance in twelve performance areas.
PERFORMANCE AREAS

- Biased Based Policing
- Use of Force
- Personnel Structure and Personnel Process
- Grievance
- Disciplinary
- Recruitment, Selection and Training
- Promotions
- Crime Statistics and Calls for Service
- Vehicle Pursuits
- Critical Incidents
- Internal Affairs Complaints
- Evidence and Property
Assessors may develop other areas based on the situation at the agency, particularly when issues, either negative or positive, are noteworthy. Community concerns should be considered and reviewed.

Where tables are inserted in the assessment report and the agency collects the information, enter the data.

If the data is required by CALEA standards the agency must produce it.

If the agency does not collect the information delete the table and report on the circumstances.
EXPECTATION

- A high quality report written by a public safety executive suitable for wide dissemination.
- Considered an Open Public Record.
QUALITY CONTROL ISSUES

- Cutting and pasting from past reports leads to a poor report and creditability problems.
- Agencies, the NJSACOP and CALEA expect accuracy and correctness.
- Balance the report between positives and any negatives as appropriate.
- High quality report concerns: spelling, punctuation, style, consistent, hanging phrases, redundancies, and acronyms.
TIPS

- Early in the assessment discuss with the agency CEO any issues the CEO would like to see highlighted in the report (comply as professionally appropriate).
- Start your report by numbering Page 3. "G. Essential Services”.
- Make the next entry Page 15 "M. Summary".
“The assessment team advised Chief Smith and staff that the final decision regarding Accreditation and Recognition through Alliance rests with the New Jersey State Association of Chiefs of Police Commission and CALEA. The Anywhere Police Department is in compliance with all applicable standards and it is the recommendation of the assessment team that the agency receive Accreditation at the next New Jersey State Association of Chiefs of Police Commission meeting.”
THE MOST COMMON MISTAKES IN ON-SITE REPORTS

- Numbers ten and below are to be spelled out. Putting the number in parentheses (10) after the spelled out number is acceptable as long as it is consistent throughout the report.

- Never start a sentence with a bare number, ie; 5 people spoke at ... It should read Five (5) people spoke at .... or Five people spoke ....

- Acronyms must be spelled out and then put in parentheses, Computer Aided Dispatch (CAD), the first time it is used. From then on you can use the acronym by itself.
In this section we need three things. (1) the standard statement and appropriate bullet, if any, (2) the problem or issue and (3) the repair or change needed to achieve compliance. You must state the problem (2) and not "the directive didn't meet the standard". What was missing or incorrect? Changes made in directives or documents created must be explained (3). Putting in the report the agency changed the directive, adding language, to comply with the standard" doesn't explain the deficiency and the correction. We want specifics in these instances and not general statements.

- **Standard**
- **Problem**
- **Fix**
FILE MAINTENANCE

Addendum C

- The list attached to the report MUST include the standard number, standard descriptor, problem and the fix. The problem must be stated such as: 33.5.1 Annual Training; The written documentation in the file concerning annual agency in-service training did not address legal updates. Fix: The agency added the existing lesson plan and random training records that demonstrated the agency complied with the requirements on annual legal update training.
FILE MAINTENANCE

- Standard
- Problem
- Fix
- Don't simply write: "The agency placed the required document in the file" or "Document added to file".
REPORT CONSTRUCTION

- Follow the example (Bergen County Prosecutor Office and Hamilton Township, Atlantic County, Police Department).
- Proofread your report or better yet have someone else read the report to make sure it makes sense.
- Punctuation.
- Text shall be left justified **ONLY**.
- Use of **Bold** type only for report section titles.
- Use italics for the standard statement and titles of books and periodicals such as *The Daily Planet* newspaper *Law and Order* magazine. Do not underline or use quotation marks.
- Be consistent!
QUESTIONS AND DISCUSSION