

**THE ACCREDITATION/RECOGNITION PROGRAM FOR LAW ENFORCEMENT  
ACCREDITATION/RECOGNITION AGREEMENT**

This Agreement is entered into between the Jonesboro Police Department  
(full name of agency)  
with principal offices at 410 W. Washington

Jonesboro, Arkansas Zip 72401 telephone number (670) 935-5551  
hereafter referred to as the "Agency," and the Commission on Accreditation for Law Enforcement Agencies, Inc., a Maryland Corporation, with principal offices at 10302 Eaton Place, Suite 100, Fairfax, Virginia 22030-2215, telephone number (800) 368-3757, hereafter referred to as the "Commission."

**WITNESSETH**

The Agency and the Commission, for and in consideration of the mutual covenants set forth in this Agreement and the compensation to be paid to the Commission as hereafter specified, covenant and agree to be bound by the provisions, terms, and covenants contained herein, WHEREFORE, each party covenants and agrees as follows:

**1. PURPOSE OF THIS AGREEMENT:**

- 1.1 The purpose of this Agreement is to establish the relationships between, and set the responsibilities of, the parties of the Agreement (a) by the Commission's assessing the Agency's compliance with applicable standards established by the Commission in order for the Commission to determine if the Agency is eligible for designation as accredited/recognized, and (b) by the Agency's maintaining compliance with those standards by which they were accredited/recognized. For the Agency seeking recognition through an Allied Program, the responsibilities of this Agreement designated for the "Commission" shall be shared by CALEA and the state/provincial organization.

**2. AGENCY'S RESPONSIBILITIES:** The Agency agrees to:

- 2.1 Provide all information, documents, files, records, and other data as required by the Commission so far as the same may be provided in accordance with laws, regulations, and ordinances of the state, county, locality, or municipality in which the agency is located.
- 2.2 Fully and accurately respond to all communications from the Commission within ten (10) business days from the receipt thereof.

**3. COMMISSION'S RESPONSIBILITIES:** The Commission agrees to:

- 3.1 Provide necessary documentation, forms, and instructions regarding the accreditation/recognition process.
- 3.2 Provide Assessors for the purpose of conducting an on-site assessment of the Agency's compliance with applicable standards.
- 3.3 Promptly analyze compliance data and advise the Agency of the results of the on-site assessment and the need for additional information, if any.

**AUGUST 2004**

- 3.4 Conduct a hearing and certify the Agency as accredited/recognized if the relevant standards are complied with.
- 3.5 If the Agency is accredited/recognized (a) provide a certificate, and (b) make available indicia of accreditation/recognition.
- 3.6 If the Agency is not accredited/recognized following an examination of compliance with applicable standards, provide the Agency with reasons for the Commission's decision.

#### **4. TIME PERIOD COVERED BY THIS AGREEMENT:**

- 4.1 This Agreement shall take effect when the Agency's Chief Executive Officer, or authorized representative, and the Executive Director of the Commission, acting on its behalf, sign the Agreement. This Agreement shall be effective upon signing by the second party, the "Effective Date."
- 4.2 The terms and covenants of this Agreement shall terminate in the following circumstances:
  - (a) Upon expiration of the 36<sup>th</sup> month for accreditation or 24<sup>th</sup> month for recognition following the effective date of this Agreement unless a successful on-site assessment is completed within that period of time or the non-payment of an annual contract extension fee for additional time; or
  - (b) Upon written notice by the Agency that it withdraws from the accreditation/recognition process; or
  - (c) Upon termination pursuant to Section 5.2 or 6.1 hereof; or
  - (d) Upon expiration or revocation of the Agency's accredited/recognized status; or
  - (e) Notwithstanding any other provisions herein, at the option of either the Agency or the Commission, upon at least sixty (60) days prior notice by such party to the other specifying the date of termination.
- 4.3 The Commission may, at its discretion, upon request by the Agency, extend this Agreement in accordance with the terms and provisions of the Accreditation Process Book. (4.3 shall not apply to the Agency seeking Recognition through an Allied Program.)

#### **5. MODIFICATION:**

- 5.1 There shall be no modifications of this Agreement except in writing, signed by both parties, and executed with the same formalities as this document.
- 5.2 The Agency recognizes and acknowledges that it will be necessary for the Commission to make reasonable modifications and amendments to this Agreement, fees and other related documents, including but not limited to the accreditation/recognition standards and procedures thereto and hereby agrees to endorse all modifications and amendments which the Agency deems reasonable. In the event the Agency deems such modifications or amendments unreasonable, the Commission reserves the right to terminate this Agreement after due consideration thereof by giving notice by registered or certified mail, return receipt requested, that in the event the Agency refuses to accept and execute such modifications or amendments, then and in such event, this Agreement will be terminated.

#### **6. TIME AND MANNER OF PAYMENT:**

- 6.1 The Agency may elect one of five options for payment of the initial accreditation/recognition fee, which is not refundable. The initial accreditation/recognition fee for Options 1, 2, 3, and 4 includes the cost of one CALEA Accreditation Compliance Express (CACE) Software Program and two-year update service. The CACE software will ship after this Agreement is executed.

Each option is contained on a separate invoice and describes the options available for initial entry into the accreditation/recognition program. The invoice option selected is attached hereto as an appendix to the Agreement. All accreditation/recognition fees must be paid in full prior to requesting on-site assessment. The Commission reserves the right to terminate this Agreement if an installment payment is delinquent by more than sixty days.

**6.1 (a) Option 1 - Accreditation - Single Payment (Excluding On-Site Assessment Charge)**

\_\_\_\_\_ Our agency elects option 1 and has attached Invoice 1 to this agreement. The amount of \$ \_\_\_\_\_ is herein remitted to the Commission.

**6.1 (b) Option 2 - Accreditation - Two Installments (Excluding On-Site Assessment Charge)**

\_\_\_\_\_ Our agency elects option 2 and has attached Invoice 2 to this agreement. The amount of \$ \_\_\_\_\_ is herein remitted to the Commission.

**6.1 (c) Option 3 - Accreditation - Three Installments (Estimated On-Site Assessment Charges Included)**

\_\_\_\_\_ Our agency elects option 3 and has attached Invoice 3 to this agreement. The amount of \$ \_\_\_\_\_ is herein remitted to the Commission.

**6.1 (d) Option 4 - Recognition (Excluding On-Site Assessment Charges)**

\_\_\_\_\_ Our agency elects option 4 and has attached Invoice 4 to this agreement. The amount of \$ \_\_\_\_\_ is herein remitted to the Commission.

**6.1 (e) Option 5 - Recognition Through Allied Programs (Excluding On-Site Assessment Charges)**

\_\_\_\_\_ Our agency elects option 5 and has attached Invoice 5 to this agreement. The amount of \$ \_\_\_\_\_ is herein remitted to the Commission.

6.2 If the Agency is determined ineligible to apply for participation in the accreditation/recognition program, a full refund of all sums paid will be returned to the Agency, less the application fees.

**7. THE COMMISSION AS AN INDEPENDENT CONTRACTOR:**

7.1 In all matters pertaining to this Agreement, the Commission shall be acting as an independent contractor and neither the Commission nor any officer, employee, or agent of the Commission will be deemed an employee of the Agency. The selection and designation of the personnel of the Commission in performance of its responsibilities under this Agreement shall be made by the Commission.

7.2 In all matters pertaining to this Agreement and the relationship between the parties thereto, the Executive Director of the Commission will act in the name of the Commission.

**8. AUTHORITY:**

8.1 The person signing on behalf of the Agency hereby represents and warrants that he or she has the power and authority to execute this Agreement and to bind said Agency to all terms and covenants contained herein including, but not limited to, the provisions of this Section 8.

**9. INTEGRATION:**

9.1 This instrument embodies the whole Agreement of the parties. The parties warrant that there are no promises, terms, conditions, or obligations other than those contained herein. This Agreement shall supersede all previous communications, representations, or agreements, either verbal or written, between the parties hereto.

**10. SEVERABILITY:**

10.1 If any provision of this Agreement or the application of such provision to any person or circumstance shall be held invalid, the remainder of this Agreement and the application of such provisions to persons or circumstances other than those to which it is held invalid shall not be affected thereby.

**11. WARRANTY NOT INTENDED OR IMPLIED:**

11.1 It is understood that the Commission's award of accreditation/recognition does not constitute a warranty, express or implied, of total or continued compliance by the Agency with all applicable standards of accreditation/recognition and, further, that it is not a substitute for the Agency's ongoing and in-depth monitoring and evaluation of its activities and the quality of its services.

**12. WAIVER:**

12.1 Any waiver by the Commission or any breach of this Agreement by the Agency shall relate only to that particular breach and shall not amount to a general waiver.

**13. NOTICE:**

13.1 Any notice between the parties shall be in writing and sent postage prepaid, to the addresses as specified in the preamble of this Agreement or to such other address as either party may specify in writing in accordance with this section.

**14. HEADINGS:**

14.1 The headings of this Agreement shall not be deemed part of it and shall not in any way affect its construction.

**15. CONSENT TO BE BOUND:**

15.1 The Agency has read the following documents and agrees to be bound by the terms and conditions of them, as amended from time to time, during the term of this Agreement:

- (a) *The Standards for Law Enforcement Agencies, Inc.*, as amended from time to time;
- (b) *Accreditation Process Book*, as amended from time to time; and
- (c) *Self-assessment Manual*, as amended from time to time.

(15.1 shall not apply to the Agency seeking Recognition through an Allied Program.)

15.2 The Agency accepts the Commission's decisions as the final authority on all matters relating to the Commission's standards and accreditation and recognition programs.

**16. APPROPRIATE COPYRIGHT USE OF COMMISSION MATERIALS**

16.1 CALEA *Standards for Law Enforcement Agencies ("Standards")* and related materials are protected by U.S. and International Copyright Laws. This publication may not be copied, reproduced, changed, altered, distributed, used in the creation of derivative works, stored in a retrieval system, or transmitted in any form, or by any means – electronic, mechanical, photocopying, recording or otherwise – without the express written permission of CALEA.

Through its Alliance Program, which is available to state, provincial and other law enforcement groups, CALEA contractually licenses the use of the CALEA Standards to licensees for use in their credentialing services subject to all applicable copyright laws. Pursuant to that license, CALEA authorizes its licensees to make one (1) copy of individual standards – not the *Standards* in their entirety – for the purpose of creating the accreditation files contemplated by the Alliance Program. Contact CALEA at 800-368-3757 or visit its website at [www.calea.org](http://www.calea.org) to learn more about the Alliance Program.

Groups who are not licensed through the Alliance Program may purchase the CALEA *Standards* directly from CALEA and use them subject to all applicable copyright laws.

**17. APPROPRIATE TRADEMARK USE OF COMMISSION MATERIALS**

17.1 The following trademarks are registered or common law trademarks of CALEA in the United States (and in other countries): ACCREDITATION WORKS; ALLIANCE PROGRAM; CALEA; CALEA and Design; CALEA RECOGNITION; CALEA UPDATE; LAW ENFORCEMENT ACCREDITATION and Design; LAW ENFORCEMENT CERTIFICATION and Design; PUBLIC SAFETY COMMUNICATIONS and Design; LAW ENFORCEMENT RECOGNITION THE COMMISSION ON ACCREDITATION FOR LAW ENFORCEMENT AGENCIES and Design; PUBLIC SAFETY COMMUNICATIONS ACCREDITATION and Design; PUBLIC SAFETY TRAINING ACADEMY ACCREDITATION THE COMMISSION ON ACCREDITATION FOR LAW ENFORCEMENT AGENCIES and Design; and COMMISSION ON ACCREDITATION OF LAW ENFORCEMENT AGENCIES; SEPTEMBER 11<sup>th</sup> 2001 "WE REMEMBER" and Design.

CALEA's trademarks and trade dress may not be used in connection with any product or service that is not CALEA's in any manner that is likely to cause confusion among customers, or in any manner that disparages or discredits CALEA or that otherwise dilutes any of CALEA's trademarks.

IN WITNESS WHEREOF, The Agency has caused this Agreement to be executed on

\_\_\_\_\_, 20 \_\_\_\_\_.

Witness:

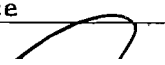
By \_\_\_\_\_

By \_\_\_\_\_

Michael Yates

(typed name)

Chief of Police

(title)\* 

IN WITNESS WHEREOF, the Commission has caused this Agreement to be executed by the Executive Director of the Commission, acting on its behalf, on \_\_\_\_\_, 20 \_\_\_\_\_.

Witness:

The Commission on Accreditation for Law Enforcement Agencies, Inc.

By \_\_\_\_\_

By \_\_\_\_\_  
Executive Director

\*Title of the Agency's Chief Executive Officer.

\*\*Title of the appropriate civil authority in the event such signature is required to effect this Agreement. If not required, please so note in this signature block.