



## **TENNESSEE LAW ENFORCEMENT ACCREDITATION PROGRAM**

### **BENCHMARK REPORT**

#### **FOR TLEA AGENCIES**

The benchmark report is to be submitted to the Tennessee Law Enforcement Accreditation Program every three months (four times per year) during the first year of the self-assessment phase of the accreditation process. An annual report should be submitted at the end of the second and third year.

Agencies not completing the accreditation process in three years (36 months), must request an extension.

The suggested benchmarks should help the agency stay on track in the self-assessment process, but the agency may certainly accelerate the process. Benchmark reports may be submitted on the enclosed Benchmark Report Form.

#### **INITIAL BENCHMARK REPORT** (THREE MONTHS FROM NOTIFICATION OF ACCEPTANCE INTO TENNESSEE LAW ENFORCEMENT ACCREDITATION PROGRAM)

##### Required Benchmarks:

- Appoint an Accreditation Manager, notify Accreditation Program manager.

##### Suggested Benchmarks:

- Review all standards of the Tennessee Law Enforcement Accreditation Program.
- Review all existing departmental written directives, policies, procedures, or general orders.

#### **SECOND BENCHMARK REPORT** (SIX MONTHS FROM NOTIFICATION OF ACCEPTANCE INTO TENNESSEE LAW ENFORCEMENT ACCREDITATION PROGRAM)

##### Required Benchmarks:

- Accreditation Manager completed training for accreditation managers.

#### **THIRD BENCHMARK REPORT** (NINE MONTHS FROM NOTIFICATION OF ACCEPTANCE INTO TENNESSEE LAW ENFORCEMENT ACCREDITATION PROGRAM)

Required Benchmarks:

- Complete all written directives and build files with available proofs for the following standards and have the files reviewed by a mentor.
  - 2.3 Legal Requirements for Arrest With a Warrant
  - 2.3-A Legal Requirements for Arrest Without a Warrant
  - 2.4 Use of Force
  - 2.4-A Use of Force/Issued Weapons
  - 2.4-B Warning Shots
  - 2.4-C Use of Force/Rendering Aid
  - 2.4-D Use of Force/Training in Policy
  - 2.4-E Weapons/Proficiency Training
  - 2.4-F Lethal Weapons/In-Service Training
  - 2.4-G Less Lethal Weapons/In-Service Training
  - 2.4-H Use of Force/Removal From Line Duty Assignment
  - 2.4-I Use of Force/Reporting Requirements
  - 2.4-J Use of Force/Reporting/Administrative Review
  - 2.4-K Use of Force/Reporting/Annual Analysis
  - 2.7 Search and Seizure
  - 2.11 Off-Duty Authority
  - 4.5 Mutual Aid and Emergency Assistance
  - 10.9 Pursuit of A Motor Vehicle
  - 10.9-A Forcible Stopping
  - 10.10 Response to Incidents

**FOURTH BENCHMARK REPORT (YEAR ONE–18 MONTHS FROM NOTIFICATION OF ACCEPTANCE INTO TENNESSEE LAW ENFORCEMENT ACCREDITATION PROGRAM)**

Required Benchmarks:

- Completion of all written directives.

Suggested Benchmarks:

- If written directives are not completed, the agency may be called before a panel for a status update and review.

**FIFTH BENCHMARK REPORT (YEAR TWO- 30 MONTHS FROM NOTIFICATION OF ACCEPTANCE INTO TENNESSEE LAW ENFORCEMENT ACCREDITATION PROGRAM)**

Required Benchmarks:

- Review all completed files with your mentor.
- Schedule file review and official on-site with TLEA Program Manager.

**SIXTH BENCHMARK REPORT (YEAR THREE- 36 MONTHS FROM NOTIFICATION OF ACCEPTANCE INTO TENNESSEE LAW ENFORCEMENT ACCREDITATION PROGRAM)**

Suggested Benchmarks

- On-site visit completed.
- All required revisions completed.
- Request for an extension, if needed.

- Accreditation Manager should attend Accreditation Manager training every three years.

**FOR RE-ACCREDITATION**: Six months prior to the end of the second 3 year cycle, the agency will notify the TLEA Program Manager by letter that an on-site visit date is ready to be scheduled.