

**New Mexico Law Enforcement
Professional Standards Council (NMLEPSC)**

ACCREDITATION PROCESS OVERVIEW		
STAGE	ACTION	ACTION DATE
PRE-APPLICATION	Agency sends Letter of Interest to NMLEPSC. NMLEPSC provides Accreditation Standards, Accreditation Program Overview, Flow Chart of Accreditation Process and Fee Schedule.	
APPLICATION	Agency requests application to enroll. NMLEPSC sends Application, invoice for application fee, Participation Agreement, Memorandum of Understanding, and Agency Profile Questionnaire. Fee must be remitted with application.	
STANDARD FILES BY AGENCY	After receipt of completed Application packet and application fee, and upon acceptance into the Program, NMLEPSC supplies a login to Power DMS (Administrator of Management Software System used to create standards, files and proofs.)	
AGENCY ACTIONS TO CONFORM TO STANDARDS (NMLEPSC TECHNICAL ASSISTANCE IS MADE AVAILABLE UPON REQUEST WITHOUT CHARGE)	CLEO develops program support within agency, designates Program Manager to evaluate Standards, assemble Standard File Folders and bring policy and procedures into conformance to Standards. CLEO may request technical assistance from NMLEPSC or coordinate with other participating agencies for assistance in policy development and implementation process.	
AGENCY MAKES FINAL REVIEW & ASKS NMLEPSC TO REVIEW ITS FILES	Agency completes self-assessment final review. Agency makes any necessary corrections and decides when it is ready for On-Site Assessment.	
ON-SITE ASSESSMENT PROCEDURE	Agency requests On-Site Assessment by letter to NMLEPSC. NMLEPSC selects assessors with CLEO's approval. Assessment Team Leader & CLEO coordinate schedule for On-Site visit.	
RESULTS OF ASSESSMENT	All Standards in compliance or all deficiencies corrected during assessment. (Or)	
REASSESSMENT OF DEFICIENCIES	Deficiencies not corrected during assessment, NMLEPSC sets timetable for correction and re-assessment action. (Then)	
FINAL REPORT	Team Leader advises NMLEPSC of results of assessment and sends Final Report to NMLEPSC. (Then)	
ACCREDITATION GRANTED/DENIED	NMLEPSC grants or denies accreditation. If approved, accreditation is granted for three (3) years. (Or) If denied, Agency may request final decision review based on new or additional information.	
MAINTENANCE OF ACCREDITED STATUS	Agency actively monitors accreditation file to ensure continuous compliance. *Yearly report due on or before December 31st.	