



# **Request for Recognition as an Authorized Independent Credentialing Body (AICB)**

## **Section I. Applicant Entity Information**

1. Legal name of entity applying for AICB recognition.
2. Address of entity applying for AICB recognition.
3. Name of authorized entity representative.
  - a. Email address.
  - b. Telephone number.
4. Describe the leadership (e.g., executive director, board, commission) and governance (e.g., state agency, 501(c)3, professional association) model of the applicant entity.
5. Describe the eligibility requirements for law enforcement agencies seeking accreditation through the applicant entity.
6. Please describe the accreditation program that the applicant is seeking recognition for.
7. For the applicable accreditation program, does the entity assess law enforcement agencies across several domains of law enforcement work, or is the program specific to limited domains (e.g., evidence room management, training academy, or communications)?
8. For the applicable accreditation program, how many mandatory standards are agencies assessed on?
9. For the applicable accreditation program, how many optional or suggested standards are agencies assessed on?
10. Is there any additional information that should be considered relative to AICB recognition of the applicant entity?

## Section II. National Standards for Credentialing Bodies

*Instructions: Below are the mandatory standards for recognition as an Authorized Independent Credentialing Body (AICB). In the space provided, please include the full text of all mandatory standards assessed by the credentialing body that are responsive to the National Standard shown. Applicants may include additional explanation if they believe it would be beneficial to provide context. Include the standard number from the applicant entity's catalogue of accreditation standards.*

- A. The independent credentialing body must conduct an independent assessment of a law enforcement agency's compliance with applicable mandatory standards as part of the accreditation process and not rely on the agency's self-certification alone. The accreditation entity, at a minimum, must review an agency's policies to ensure they meet the mandatory standards.
- B. The independent credentialing body must require an accredited law enforcement agency to successfully renew its accreditation status not less than every four years.
- C. The independent credentialing body must maintain a publicly available list of law enforcement agencies that are currently accredited by their organization.
- D. The independent credentialing body must require, at a minimum, the following standards for law enforcement agency accreditation. The standards identified below shall be incorporated into standards that are consistent with all applicable laws:
  1. The agency demonstrates a strategy for recruitment and hiring that prioritizes hiring personnel who are representative of the communities they are sworn to serve.
  2. The agency has a written directive that describes all elements and activities of the selection, hiring, and vetting processes for all officers. One of these activities requires the background investigation of each candidate for officer positions conducted prior to appointment and includes:
    - a. Verification of qualifying credentials;
    - b. Criminal history report;
    - c. Verification of personal and professional references;
    - d. Education verification;
    - e. Employment history verification;
    - f. A review of relevant national or state decertification records, including the National Decertification Index operated by the International Association of Directors of Law Enforcement Standards and Training (IADLEST);

- g. A review of the National Law Enforcement Accountability Database (NLEAD) (when made accessible to non-federal law enforcement agencies); and
  - h. Consistent with the First Amendment and all applicable laws, a check of publicly available Internet and information-sharing sites to identify activity that promotes or supports unlawful violence or unlawful bias against persons based on race, ethnicity, national origin, religion, gender, gender identity, sexual orientation, or disability.
- 3. The agency requires the performance evaluation of all officers and supervisors to be conducted and documented at least annually, including (among other factors):
  - a. For officers, an assessment of adherence to agency policies; and
  - b. For supervisors, an assessment of effectiveness in addressing misconduct by officers they supervise.
- 4. The agency has a career development strategy for officers that encourages mentorship, promotes retention, and provides leadership development opportunities.
- 5. The agency encourages officer wellness through policies and procedures. This includes support for officers experiencing substance use disorders, mental health issues, or trauma from their duties, as well as suicide prevention.
- 6. The agency has a written directive stating that officers should employ de-escalation techniques when possible but may use force that is objectively reasonable to accomplish lawful objectives.
- 7. If the use of deadly force is authorized by law, the agency has a written directive that officers may use deadly force only when the officer has an objectively reasonable belief that the subject of such force poses an imminent danger of death or serious physical injury to the officer or to another person. The written directive shall include language that:
  - a. Prohibits the use of chokeholds and carotid (or vascular neck) restraints except where the use of deadly force is authorized by law;
  - b. Prohibits the use of deadly force to prevent the escape of a fleeing suspect unless the suspect poses an imminent danger of death or serious physical injury to the officer or another person;
  - c. Prohibits the discharge of firearms from a moving vehicle except in exigent circumstances. In these situations, an officer must have articulable reason for this use of deadly force;

- d. Prohibits the discharge of firearms at a moving vehicle unless:
    - 1. A person in the vehicle is threatening the officer or another person with deadly force by means other than the vehicle; or
    - 2. The vehicle is operated in a manner that threatens to cause death or serious physical injury to the officer or others, and no other objectively reasonable means of defense appear to exist, which includes moving out of the path of the vehicle.
  - e. Requires that a verbal warning to submit to the authority of the officer shall be given prior to the use of deadly force, if feasible and if to do so would not increase the danger to the officer or others;
  - f. Recognizes the inherent dangerousness of warning shots, defined as the discharge of a firearm for the purpose of compelling compliance from an individual, but not intended to cause physical injury. If warning shots are permitted, they must have a defined target and not be fired straight up in the air, and shall not be fired unless:
    - 1. The use of deadly force is justified;
    - 2. The warning shot will not pose a substantial risk of injury or death to the officer or others; and
    - 3. The officer reasonably believes that the warning shot will reduce the possibility that deadly force will have to be used.
  - g. Prohibits the use of deadly force against persons whose actions are a threat solely to themselves or property unless an individual poses an imminent danger of death or serious physical injury to the officer or others in close proximity.
8. An agency has a written directive that establishes the affirmative duty to take reasonable steps to intervene, i.e., to prevent or stop, as appropriate, any officer from engaging in excessive force or any other use of force that violates the Constitution, other laws, or agency policy on the reasonable use of force.
9. An agency has a written directive that establishes the affirmative duty to take reasonable steps to request and/or render medical aid, as appropriate, where needed.

10. The agency has a written directive that requires officers to receive in-service training, at least annually, on the agency's use of force policies, including legal updates and the affirmative duties to intervene and request and/or render medical aid. This includes training on Standards 6–9 above.
11. The agency has a written directive implementing an early intervention system or other risk management tools that, at a minimum, enable supervisors to identify problematic conduct and conduct appropriate interventions to help prevent avoidable uses of force.
12. The agency has a written directive that establishes mechanisms for holding their officers accountable for violating policies related to use of force, which includes timely and consistent discipline if warranted and appropriate due process protections for officers.
13. The agency has a written directive for officers to complete training annually on implicit bias and avoiding improper profiling based on the actual or perceived race, ethnicity, national origin, limited English proficiency, religion, gender, gender identity, sexual orientation, or disability of individuals.
14. The agency has a written directive establishing effective procedures for receiving, investigating, and responding meaningfully to complaints alleging improper profiling or bias by law enforcement officers.
15. The agency has a written directive that outlines the maintenance of records and safe execution of announced entries and limits the use of unannounced entries, often referred to as “no-knock entries,” to those obtained through judicial authorization or if exigent circumstances arise at the scene such that knocking and announcing the officers' presence would create an imminent threat of physical violence to the officer and/or another person.

16. The agency has written directives on the collection of data regarding officer suicides, officer misconduct, use of force, officers killed and assaulted, crime incidents and deaths in custody. In addition, the agency is submitting or actively working towards their ability to submit data to the following data collection efforts:
  - a. FBI's Law Enforcement Suicide Data Collection;
  - b. National Law Enforcement Accountability Database (when operational);
  - c. FBI's National Use of Force Data Collection;
  - d. FBI's Law Enforcement Officers Killed and Assaulted Data Collection;
  - e. FBI's National Incident-Based Reporting System, including hate crime data; and
  - f. Office of Justice Program's Deaths in Custody Reporting Act Data Collection (through the relevant State Administrative Agency).
  
17. The agency has written procedures for strip and body cavity searches. The procedures should address the:
  - a. Authority for conducting strip and body cavity searches with and without a warrant;
  - b. Provisions for privacy and search by gender or gender identity and gender expression;
  - c. Provisions for circumstances involving juveniles; and
  - d. Reporting requirements.
  
18. The agency has a written directive that establishes continuous security measures and procedures for receiving all in-custody and evidentiary property obtained by employees into agency control.
  
19. An agency, which has in-car and/or body-worn cameras, has a written directive that includes, at a minimum, the following:
  - a. Requirements and restrictions for activation and deactivation of the device;
  - b. Data storage and retention requirements; and
  - c. Requirements for recorded video access and review.

### **Section III. Certification and Authorized Signature**

I certify to the U.S. Department of Justice (DOJ), under penalty of perjury, on behalf of myself and the applicant entity the following: (1) I have the authority to submit this request for AICB recognition and the information provided is true and correct to the best of my knowledge; (2) I understand that the information will be relied upon as material representations by DOJ; and (3) I acknowledge that any materially false, fictitious, or fraudulent statements in connection with this certification or request may be subject to criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), civil penalties and administrative remedies under the federal False Claims Act (including under 31 U.S.C. §§ 3729-3730 and/or §§ 3801-3812), and any other remedies available by law.

Signature

Date

Name

Title