



## **International Association for Property and Evidence (IAPE) Required Guidelines for IAPE Property and Evidence Room Accreditation©**

The purpose of this document is to provide required guidelines for agencies applying for, achieving and maintaining IAPE Property and Evidence Room Accreditation©.

### **Application for IAPE Property and Evidence Room Accreditation©**

IAPE Property and Evidence Room Accreditation© is available for all law enforcement agencies who have responsibility for property and evidence received and maintained in the normal scope of their operation.

### **Requirements to Apply for IAPE Property and Evidence Room Accreditation©**

1. The agency must have at least one member in their organization that has attended an IAPE Property and Evidence Management Course© within the last three (3) years, either in-person or through the IAPE On-line class available through the IAPE website ([www.iape.org](http://www.iape.org))
2. The agency must agree to follow the processes for IAPE Property and Evidence Room Accreditation© as outlined in this document and other correspondence from the IAPE Property and Evidence Room Accreditation Program Manager and Team Leader©
3. The agency must make application and agree to reimburse the fees articulated for IAPE Property and Evidence Room Accreditation©
4. The agency must have incorporated and utilized the IAPE Professional Standards© appropriate for their agency

Upon receipt of an agency's completed IAPE Property and Evidence Room Accreditation Program© Application, and the \$500.00 fee to begin the IAPE Property and Evidence Room Accreditation Program©, an agency will receive the IAPE Property and Evidence Room Accreditation Pre-Assessment© in electronic format. There will be clear instructions for completing all of the questionnaires.

An agency is responsible for fully compensating for all work leading to IAPE Property and Evidence Room Accreditation©, *whether or not IAPE Property and Evidence Room Accreditation© is achieved by the Applicant Agency©.*

### **IAPE Property and Evidence Room Accreditation© Status**

Once granted, IAPE Property and Evidence Room Accreditation© is awarded for three years, during which time the agency must maintain the level of standards compliance achieved during the audit.

The IAPE Board of Directors will have final decision-making authority relating to IAPE Property

and Evidence Room Accreditation©. A minimum of three (3) Board Directors are required to make decisions relating to IAPE Property and Evidence Room Accreditation© on behalf of the entire IAPE Board of Directors.

### **Required IAPE Property and Evidence Room Accreditation Annual Agency Review©**

During the three-year accreditation period, the IAPE Property and Evidence Room Accredited Agency© is required to submit to IAPE an annual report titled the IAPE Property and Evidence Room Accreditation Annual Agency Review© to verify their approved standards of operation. This report is due on the anniversary date when accreditation was initially issued for that three (3) year period. The IAPE Property and Evidence Room Accreditation Program Manager© will notify and email the IAPE Property and Evidence Room Accreditation Annual Agency Review© to the Agency Accreditation Manager© at least forty-five (45) days before it is due. The report must be returned electronically to the IAPE Property and Evidence Room Accreditation Program Manager© upon completion. Failure to return a completed IAPE Property and Evidence Room Accreditation Report© to the IAPE Property and Evidence Room Accreditation Program Manager© within thirty (30) days after its due date may be grounds for revocation of IAPE Property and Evidence Room Accreditation©.

### **Annual Compliance with Current IAPE Professional Standards©**

The IAPE Property and Evidence Room Accredited Agency© shall annually review their current policies, procedures and operations with current IAPE Professional Standards©. This agency self-reporting shall be completed on the IAPE Property and Evidence Room Accreditation Annual Agency Review© and signed by the manager/director of the agency's Property Unit and the chief executive officer/chief/sheriff of the agency or his/her designee.

This report must outline any changes in compliance with IAPE Professional Standards© since achieving accreditation, listing on a standard-by-standard basis, any standard that the agency has fallen out of compliance with.

The agency's report must outline any events and occurrences at the agency during the preceding year that impact, or may impact, compliance with IAPE Professional Standards©, agency operation, or the quality of property and evidence services provided by the agency. This includes:

1. Agency known incidents where the integrity of the agency's Property Unit was, or may have been, compromised due to criminal or civil actions contrary to IAPE Professional Standards©
2. Changes in the physical facilities involving the Property Unit that have, or could have, compromised the standards that justified the agency's IAPE Property and Evidence Room Accreditation©
3. Significant changes in the operation of the Property Unit that compromises its security, safety, and efficiency inconsistent with IAPE Professional Standards©

Finally, the IAPE Board of Directors may request that the agency respond to public criticism, notoriety, or patterns of complaint about agency activity that suggests failure to maintain compliance with IAPE Professional Standards©. IAPE reserves the right to conduct on-site

monitoring visits for any IAPE Property and Evidence Room Accredited Agency©, with that agency's representatives, to verify continued compliance.

## **Determination of Agency Probationary Status and Revocation of IAPE Property and Evidence Room Accreditation©**

Probationary status is invoked when the IAPE Board of Directors determines that an IAPE Property and Evidence Room Accredited Agency© has a significant decrease in IAPE Professional Standards© compliance from the previous IAPE Property and Evidence Room Accreditation Report©. While an award of accreditation is still in effect, the agency must correct their deficiencies within 90 days\* upon receiving notice of deficiency, and a monitoring visit completed as soon as possible by an assigned IAPE Property and Evidence Room Accreditation Team Leader©. The IAPE Property and Evidence Room Accreditation Report©, drafted from information obtained during this visit will be presented to the IAPE Board of Directors for their review and status update. The cost for a monitoring visit is the responsibility of the IAPE Property and Evidence Room Accredited Agency©. When the IAPE Property and Evidence Room Accredited Agency© corrects the deficiencies within the probationary status period and the acceptable corrections verified, the IAPE Property and Evidence Room Accredited Agency© resumes its status as an IAPE Property and Evidence Room Accredited Agency©. An agency that does not satisfactorily correct the deficiencies as required is subject to removal from IAPE Property and Evidence Room Accreditation©. \*NOTE: The 90 days timeframe may extended due to extenuating circumstances only with approval by the IAPE Board of Directors.

IAPE Property and Evidence Room Accreditation© may be revoked for the following reasons:

1. Failure on the part of the agency to maintain continuous compliance with the IAPE Property and Evidence Room Professional Standards© at levels sufficient for accreditation
2. Intentional misrepresentation of facts, lack of good faith, or lack of deliberate speed or a concerted effort to progress in the accreditation process, including the implementation of plans of action
3. Failure to notify IAPE of significant incidents in their IAPE Accreditation Annual Agency Review© that could lead to accreditation probation or suspension

## **Denial and Revocation of IAPE Property and Evidence Room Accreditation©**

### **Denial of IAPE Property and Evidence Room Accreditation©**

Denial of IAPE Property and Evidence Room Accreditation© may occur due to insufficient standards compliance, inadequate plans of action, or failure to meet other requirements as determined by the IAPE Property and Evidence Room Accreditation Team Leader©.

### **Revocation of IAPE Property and Evidence Room Accreditation©**

Revocation of accreditation removes the agency from status as an IAPE Property and Evidence Room Accredited Agency© (in the case of reaccreditation) and withdraws the agency from the IAPE Property and Evidence Room Accreditation Program©. If an agency's accreditation is revoked, it is withdrawn from the accreditation process and is not eligible to re-apply as an Applicant Agency© for accreditation status for a minimum of three (3) months from the date the denial was issued.

## **IAPE Property and Evidence Room Accreditation On-Site Review**

On-site visits may be conducted after the agency has achieved IAPE Property and Evidence Room Accreditation, with advance notice to the agency, if IAPE Property and Evidence Room Accreditation is in jeopardy for any of the reasons noted below. All reasonable efforts will be made to monitor an IAPE Property and Evidence Room Accredited Agency by other means to reduce additional costs to the agency. The determination for requiring an additional on-site visit is based on:

1. The need to verify compliance levels, findings, and recommendations made by the IAPE Board of Directors for agencies requesting accreditation after denial or revocation
2. Incidents or events reported by the agency in its IAPE Property and Evidence Room Accreditation Annual Review
3. Problems indicated by adverse media reports, correspondence received by IAPE that indicates the agency may not be in compliance with IAPE Property and Evidence Room Professional Standards, or known special investigations involving the Property Unit or its operation

The length of an on-site visit may vary depending on the number of standards or special issues that must be addressed during the visit. The visits are conducted similar to the original IAPE Property and Evidence Room Accreditation On-site Review, but on a reduced scale. Monitoring visits are charged to the agency on a daily rate basis\*\* plus travel expenses for the IAPE Property and Evidence Room Accreditation Team Leader.

Travel fees include:

1. Transportation costs to and from the agency involved in the IAPE Property and Evidence Room Accreditation On-Site Review
2. Hotel accommodations while on-site

\*\*Note: "Daily rate basis" is based on a reasonable, hourly fee for one (1) IAPE Property and Evidence Room Accreditation Team Leader while on-site only. This fee can be discussed with the IAPE Property and Evidence Room Accreditation Program Manager in advance of the IAPE Property and Evidence Room Accreditation On-site Review.

Following the on-site visit, the IAPE Property and Evidence Room Accreditation Team Leader will prepare a report that addresses his/her findings. The report will include:

1. A list of standards reviewed
2. An explanation of non-compliance findings
3. A review of observations
4. Interviews with agency staff
5. Discussion of any issues believed to be relevant to the agency's accreditation

The report will be forwarded to the IAPE Board of Directors. The agency will receive a copy of the final report from the IAPE Property and Evidence Room Accreditation Team Leader within 90 days of the on-site visit.

## **IAPE Property and Evidence Room Accreditation® Appeal Process**

The IAPE Property and Evidence Room Accreditation® process includes an appeal procedure to ensure the equity, fairness, and reliability of its decisions, particularly those that constitute either denial or removal from the IAPE Property and Evidence Room Accreditation Program®. An agency may submit an appeal for denial of IAPE Property and Evidence Room Accreditation® or removal from the IAPE Property and Evidence Room Accreditation Program®. The reasons for reconsideration are based on grounds that the decision was:

1. Arbitrary, capricious, or otherwise in substantial disregard of the criteria and/or procedures promulgated by the IAPE Board of Directors based on incorrect facts or an incorrect interpretation of facts
2. Unsupported by substantial evidence
3. Based on information that is no longer accurate
4. A combination of the above listed actions or failures to act

The reasonableness of the standards, criteria, and/or procedures for the process may not serve as the bases for reconsideration. The procedures for reconsideration are:

1. The agency submits a written request for reconsideration to the IAPE Property and Evidence Room Accreditation Program Manager® within 30 days of the adverse decision stating the basis for the request.
2. The IAPE Board of Directors, prior to its next meeting, reviews the request and determines whether or not the agency's request presents sufficient evidence to warrant a reconsideration hearing. The agency is notified in writing of the decision of the IAPE Board of Directors.
3. Pending completion of the reconsideration process, the agency maintains its prior status. Until a final decision has been reached, all public statements concerning the agency's accredited status are withheld.
4. Following completion of the reconsideration process, any change in the status of an agency is reflected in the next regularly published list of agencies current awarded IAPE Property and Evidence Room Accreditation®.

Agencies may not appeal the final decision of the IAPE Board of Directors.

### **Responsibilities of Those Involved in the IAPE Property and Evidence Room Accreditation Program®**

#### **Executive Director of IAPE**

The Executive Director of IAPE may provide input to the IAPE Board of Directors relating to the approval, denial, suspension and revocation of IAPE Property and Evidence Room Accreditation®.

#### **IAPE Board of Directors**

The IAPE Board of Directors will have decision-making authority relating to IAPE Property and Evidence Room Accreditation® in the following areas:

1. Review, and approve or amend the decision of the IAPE Property and Evidence Room Accreditation Team Leader® for initial IAPE Property and Evidence Room Accreditation®

2. Determine when an IAPE Property and Evidence Room Accredited Agency© is placed on or removed from probationary status
3. Remove an IAPE Property and Evidence Room Accredited Agency© from IAPE Property and Evidence Room Accreditation© status

**IAPE Property and Evidence Room Accreditation Team Leader©**

The IAPE Property and Evidence Room Accreditation Team Leader© will have decision-making authority relating to IAPE Property and Evidence Room Accreditation© in the following areas:

1. Extension of the application timeframe for the Applicant Agency©
2. The IAPE Property and Evidence Room Accreditation Team Leader© has the decision-making authority to set a mutually agreeable date suitable for him/her and the Applicant Agency© to complete the IAPE Property and Evidence Room Accreditation Pre-Assessment© and IAPE Property and Evidence Room Accreditation On-site Review©.
3. Recommendation for approval or denial of IAPE Property and Evidence Room Accreditation© for an agency in which he/she is the IAPE Property and Evidence Room Accreditation Team Leader©.

Sincerely,

Stephen R. Campbell

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