



Advancing Public Safety

Suggested Timeline

0 – 2 Months

- Agency requests information
- ILEAC sends information and application to the agency
- Agency returns application and processing fee to ILEAC
- ILEAC sends letter of agreement and invoice to agency
- Agency returns signed agreement and payment to ILEAC
- The agency has 24 months from the contract date to complete self-assessment & receive an on-site assessment
 - If this is not accomplished within the 2-year window, an extension of 6 or 12 months may be granted
- Agency selects Accreditation Manager and announces participation in program to agency members/community
- Agency should establish a budget for the process
- Accreditation Manager should attend accreditation manager training as soon as possible after announcement
- Current Accreditation Managers will contact the agency to provide insight, mentor new Accreditation Manager

2 – 18 Months

- Accreditation Manager establishes agency self-assessment plan
 - Assessment of current policies
 - Establishment
 - Creation or refinement of directives including training and implementation
 - Collection of compliance materials, etc.

18 – 20 Months

- Agency conducts a “mock assessment” using knowledgeable participants to participate in the audit
- Agency reviews the mock assessment results and makes amendments and refinements where appropriate
- Agency contacts ILEAC and requests a formal on-site assessment

21 Months

- On-site assessment date is established
- ILEAC makes arrangements for two (2) state assessors to conduct the on-site assessment
 - One assessor must be a specially trained “Lead Assessor” who will be responsible for the completion of the final report that is submitted to ILEAC Commissioners
- ILEAC notifies the agency of the assessor selection
- ILEAC formulates logistical arrangements for on-site assessment

22 – 23 Months

- Once assessment date is set, agency will send drive with all files to ILEAC office 1 week prior to assessment
- Assessor will review files before assessment date
- ILEAC Assessors conduct on-site assessment over a one-day period
 - File examination
 - Personnel interviews
 - Observations etc.
- ILEAC Assessors conduct an exit interview on the last day of the on-site, indicating to the Agency CEO the recommendation they will be making to the ILEAC in the final report
- ILEAC Lead Assessor completes the final report and submits to ILEAC Staff for review
- ILEAC Staff approves or rejects the final report based on completeness, grammar, etc.
 - Rejected reports are returned to the Lead Assessor for revisions
 - Approved reports are submitted to the ILEAC Accreditation Approval Committee and then the full ILEAC Board of Commissioners
- The ILEAC Board of Commissioners examine the submitted agency final reports for a determination of acceptance or rejection of the report and the on-site recommendation

24 Months

- ILEAC Staff notifies agency of the Board of Commissioners decision
- Awards are formally made
- File maintenance begins in preparation for reaccreditation process