



Advancing Public Safety

INDIANA LAW ENFORCEMENT ACCREDITATION COMMISSION (ILEAC) POLICIES

NAME

Section 1.

The name of the commission is the Indiana Law Enforcement Accreditation Commission (hereafter referred to as ILEAC.) ILEAC is under the direction of the Indiana Association of Chiefs of Police Foundation, Inc. (hereafter referred to as IACPF.) The address for ILEAC is 10293 North Meridian Street, Suite 175, Indianapolis, Indiana 46290.

MISSION

Section 1.

The mission of ILEAC is to establish a set of standards within which Indiana law enforcement agencies will be able to demonstrate their commitment to providing a standard of excellence dedicating and delivering services to the citizens of their respective jurisdictions; therefore advancing the professionalism of all law enforcement.

COMMISSION GOVERNANCE

Section 1.

ILEAC shall be governed by a Board of Commissioners.

Membership in the ILEAC Board of Commissioners shall be from sectors of law enforcement, public, academia, corporate and/or federal.

Section 2.

Exclusion from meetings. ILEAC reserves to itself, the power to exclude from any meetings any member who conducts himself/herself in any manner that interferes with decorum and business of the meeting.

OFFICERS

Section 1.

Requirements. An officer of ILEAC shall be an active member of the Board of Commissioners at the time of his/her election.

Section 2.

Offices. Officers of ILEAC shall consist of the following: Chair, Two (2) Vice Chairs, Secretary, Treasurer and Immediate Past Chair, all of whom shall hold their respective office for the term elected or until their successor shall have been elected or appointed.

Section 3.

Chair. The Chair shall act as Chairperson of the Board of Commissioners and shall preside at all meetings of the Board. He/She shall appoint and be responsible for such standing and special committees as are authorized by ILEAC. He/She shall perform other duties as required by the Board of Commissioners. In case of a vacancy in the office of Chair, the Board of Commissioners shall hold an election from amongst the two Vice Chairs.

Section 4.

Vice Chair(s). It shall be the duty of the Vice Chair(s) to perform all of the duties delegated by the Chair or Board of Commissioners.

Section 5.

Secretary. It shall be the duty of the Secretary to receive and acknowledge all communications of ILEAC addressed to him/her, or that may be submitted by the officers, Board of Commissioners and others and perform such duties that may be assigned from time to time by the Chair and/or Board of Commissioners. He/She shall act as Corporate Secretary of ILEAC and the Board of Commissioners. The Secretary shall make and keep a report of all proceedings, including all records of Commission members. These records shall be kept at the ILEAC offices.

Section 6.

Treasurer. The Treasurer shall be the Chief Financial Officer of ILEAC, receiving all monies directed and belonging to ILEAC. He/She shall exercise authority in financial matters and shall be responsible for the custody of all funds and securities belonging to ILEAC and may determine the manner of deposit and safeguarding of all funds and securities on approval of the Board of Commissioners. The Treasurer shall disburse funds only in accordance with the provisions established by the Board of Commissioners. The Treasurer shall give a full financial report of all receipts and disbursements to ILEAC and the Board of Commissioners. He/She shall perform such other duties as may be required of him/her by ILEAC or of his/her office. The Treasurer shall have no voting power or privileges.

Section 7.

Ex-Officio Member. The Ex-Officio shall be the President of IACPF and shall have no voting power or privileges.

Section 8.

Vacancy. In the case of a vacancy in the office of Vice Chair(s), Secretary or Treasurer, the Chair shall fill the vacancy with the approval of the Board of Commissioners. Any Commissioner member who is not in attendance for three (3) consecutive meetings shall be deemed removed from the ILEAC Board of Commissioners.

BOARD OF COMMISSIONERS

Any ILEAC Commissioner who shall cease to hold the position which qualified him/her for such appointment to the ILEAC Board of Commissioners, shall cease as an ILEAC Commissioner, however, representatives that retire during their term may complete that term, but cannot be reappointed. Vacancies on the ILEAC Board of Commissioners will be filled from the same sector (mayor in, mayor out: sheriff in, sheriff out).

Section 1.

Board of Commissioners. There shall be a Board of Commissioners consisting of the Offices of Chair, Two (2) Vice Chair(s), Secretary, Treasurer and Immediate Past Chair and as many Commissioners as the Board deems necessary.

Section 2.

Duties. The Board of Commissioners shall be the governing body of ILEAC and shall have authority to take all appropriate measures and to perform all duties required to accomplish the objective of ILEAC. The Board of Commissioners shall, by issuing rules, establish a formal procedure for the conduct of the business affairs. The ILEAC Board of Commissioners shall identify rules and regulations establishing an accreditation program that encourages and provides law enforcement agencies with a voluntary opportunity to demonstrate that they meet the standards developed, established and approved by ILEAC.

ILEAC shall only consider applications for accreditation that have been submitted by the CEO of an eligible department with approval of the local governing body or if there is no local governing body, then the Chief Elected Officer.

The Board of Commissioners shall have authority over all purchases and contracts entered into by ILEAC and the employment and compensation of any persons employed by ILEAC. Such rules shall be published and distributed to all active members.

The Chair shall appoint two Commissioners to serve on the IACPF Board of Directors.

Section 3.

Finance Committee. There shall be a Finance Committee responsible for reporting to the Board of Commissioners on all financial and budgetary matters. The Finance Committee shall consist of the Treasurer, a staff member from (and appointed by) the Indiana Sheriffs' Association, a Police Chief appointed by IACPF, a duly elected Sheriff appointed by the Indiana Sheriffs' Association, as well as a person appointed by the Chair and confirmed by the Board of Commissioners.

MEETINGS

The Board of Commissioners shall meet three (3) times per year in April, August, and November or any other time when the Chair calls such a meeting to discuss the business of ILEAC, review the organizational and functional structure and other day-to-day business oversight issues. In addition, following the assessment made by certified assessors and a

written report, you will be asked to participate either via email or conference call to review the report and approve or reject the submitted report.

All such meetings shall be held within the State of Indiana.

An email notice of each regular meeting shall be sent to each Commissioner at least 20 days prior to the date thereof. Such notice shall contain the date, time and place of the meeting and a tentative agenda.

A quorum to conduct the business of the ILEAC Board of Commissioners will consist of the majority of those present. However, under no circumstances shall a quorum be less than eleven (11) Commissioners or a majority of the Commissioners, whichever is less.

The meetings of ILEAC shall be open to the general public, except executive sessions. A member of the general public may address the ILEAC Board of Commissioners, upon written request setting forth concisely the subject matter to be presented, being received by the office of Secretary of the ILEAC Board of Commissioners.

The expense of holding such Board meetings shall be paid from the treasury of ILEAC unless the Board of Commissioners, previous to the holding of such meetings, votes not to pay for such meetings.

Proxies or substitutes shall not be permitted for voting purposes of to establish a quorum at meetings.

ORDER OF BUSINESS

1. Call to Order
2. Approval of Minutes
3. Chair Comments
4. Communications
5. ILEAC Program Director's Comments
6. Committee Reports
7. Old Business
8. New Business
9. Date of Next Meeting
10. Adjournment

MINUTES

Meeting Minutes. Minutes of all ILEAC Board of Commissioner meetings shall be prepared by the office of Secretary or by such members of Staff as designated by the Chair. A copy of the minutes shall be sent via email to each ILEAC Board of Commissioner prior to the next regularly scheduled meeting.

ELECTIONS

Section 1.

Requirements. The election of the Board of Commissioners shall be held at the annual meeting of the Commissioners.

Only active members of ILEAC may vote. All nominations shall be voted on by secret ballot unless there is only one candidate for the office being considered. Active Commissioners may vote for all officers. The candidate for the respective office receiving the majority of votes cast, shall be declared elected and shall hold office for the term elected or until his successor has been elected. In the case no candidate receives a majority of the votes cast on the first ballot, the second ballot shall be taken between the two candidates receiving the most votes on the first ballot.

- All Officers shall be elected to serve a two (2) year term.
- Commissioners shall be elected to serve a three (3) year term and may serve a maximum of two (2) terms.
- All Officers and Commissioners shall take office immediately upon certification of election or appointment.

Section 2.

Nominations and the Nominating Committee. The Chair shall annually appoint a Nominating Committee whose task it shall be to accept nominations for available positions on the Board of Commissioners and to prepare a slate of such nominees to be presented to the members for their approval. The Nominating Committee shall select for the slate at least one nominee for each vacant officer position. The Nominating Committee shall determine nominees for Commissioner positions as follows. By November 1 of each year preceding an election at the April meeting, each represented category of members for which a Commissioner position is vacant shall have submitted at least one nominee by the Nominating Committee and the nominee must be an active member.

GOALS

The goals of ILEAC are:

- To provide professional standards for the performance of law enforcement responsibilities.
- To insure excellence through the establishment of a systematic and recognized accreditation program.
- To increase the effectiveness and efficiency of law enforcement throughout Indiana with a recognized accreditation program.
- To promote cooperation and coordination through accreditation within all law enforcement.
- To promote public confidence within law enforcement agencies.

AMENDMENTS

Section 1.

At any meeting, ILEAC shall have full power to alter, amend or revise the policies and procedures of the ILEAC Commission by a two-thirds vote of the members of ILEAC present and entitled to vote.

RESOLUTIONS

Section 1.

Every resolution shall be in writing and presented to the Chair of the Board for consideration at the next meeting. If a Commissioner is unable to attend a meeting, the Commissioner may send comments in writing or via an email stating his/her position for inclusion in the meeting minutes; however, should the issue require a vote, only Commissioners in attendance at the meeting shall vote, except in cases where a unanimous written consent is obtained.

RULES OF ORDER

Section 1.

When any question comes before the meeting not specifically provided for by the policies of ILEAC or rules adopted by the Board of Commissioners, the presiding officer shall be governed in his decision by the rules as outlined in "Roberts Rules of Order."

REMOVAL FROM OFFICE

Section 1.

The Chair upon his/her own motion or the motion of any member of the Board of Commissioners may bring a vote before that Board to remove and replace a member of the Board who has failed to fulfill the obligations of the office to which he/she was elected. Such removal from office shall require a two-thirds vote of the Board of Commissioners to pass. Replacement for the vacated office shall follow the procedures set forth in the ILEAC policies and procedures.

In lieu of removal from office, the Chair does have the discretionary power to impose a censure upon a member of the Board of Commissioners who is not fulfilling the obligations of his/her office.

CESSATION OF PROPERTY INTEREST ON TERMINATION OF MEMBERSHIP

The legal and equitable title of all properties shall remain in ILEAC. Such properties shall be returned to ILEAC in the event of death, resignation, suspension or expulsion of a member.

STANDING COMMITTEES

Committee members shall be appointed by the Chair and shall serve for the period of one year or until a successor to such committees are appointed:

BOARD OF COMMISSIONERS COMMITTEES

Accreditation Approval (3 teams of 3)

Appeals (1 team of 5)
Finance
Governance: Policies & Resolutions
Nominating
Training Committee: Assessment & Accreditation Manager

Neither Committee Chair nor members of the Committees may incur financial liabilities in ILEAC's name unless specifically authorized by the Board of Commissioners. All committees shall prepare a written report covering their activities during the year for presentation at a meeting of ILEAC.