

## **Agency On-Site Visit Agenda Sample (Complete on Agency Letterhead)**

NOTE: TOPICS TO BE INCLUDED IN THE INTERVIEWS WILL BE DECIDED UP AFTER THE ASSESSORS HAVE FINISHED THE ELECTRONIC FILE REVIEW. THIS IS JUST FOR A VISUAL.

Members of the Assessment Team will arrive at the Candidate Agency and set up in their assigned area. The Assessors will meet with the agency CEO and Accreditation Manager and any command staff that the agency CEO would like to attend for a short welcome at 8:30 AM. The Accreditation Manager will provide a tour of the agency for Assessment Team.

Interviews will be scheduled from 9:30 – 12:00 and 1:30 – 3:30 in either 30 minutes or hour time slots.

Time	Assessor 1	Assessor 2
9:30 – 10:00	Interview with CEO	Evidence
10:00 – 10:30	Recruitment	Evidence
10:30 – 11:00	HR	Training
11:00 – 11:30	Professional Standards	Communications and 911 Center
11:30 – 12:00	Interview with Public Official	Patrol Officers
12:00 – 1:30	Lunch & report	Lunch & report
1:30 – 2:00	Use of Force	Community/Juvenile Program
2:00 – 2:30	Use of Force	Records/IT
2:30 – 3:00	Agency Partner	Field Training Program
3:00 – 3:30	Administration	Community Partner

Assessment Team will meet from 3:30 – 4:00.

Exit Interview 4:00 – 4:30