

AGENCY ON-SITE RESPONSIBILITIES

Agencies must complete the on-site assessment within three (3) years of signing the Memorandum of Understanding.

- On-site assessments will normally be conducted over a two (2) day period.
- On-site assessment teams will consist of two (2) assessors, one of which will act as the Team Leader. The size and jurisdictional boundaries of the candidate agency may necessitate the assignment of an additional assessor or addition of one day to the on-site schedule, as agreed by the candidate agency and the assessment team.
- On-site assessors will not be scheduled for the assessment of an agency located within their home county or an adjacent county.
- **Mail-off files are required 30 days prior to the scheduled on-site. See below for list of required mail off files.**
- **On-site assessments must be scheduled at least 60 days after a scheduled mock. Any exceptions must have prior approval from SCLEA Council.**

MAIL OFF CHAPTER LISTING FOR MOCK AND ON-SITE ASSESSMENTS

Chapter 1 - Law Enforcement Role and Authority
Chapter 2 - Agency Jurisdiction and Mutual Aid
Chapter 3 - Direction and Organization
Chapter 4 - Distribution and Allocation of Personnel and Personnel Alternatives
Chapter 5 - General Management
Chapter 6 - Recruitment, Selection and Promotion
Chapter 7 - Compensation, Benefits and Conditions of Work
Chapter 9 - Bias Based Profiling
Chapter 10 - Mental Illness
Chapter 17 - Juvenile Operations
Chapter 18 - Missing Persons
Chapter 23 - Legal Process