

**ATLANTIC COUNTY MUNICIPAL
JOINT INSURANCE FUND
Administrative Policies & Procedures**

Date Adopted: 8/19/2009

POLICY: Police Accreditation Assistance

PURPOSE: Establishing a Procedure for Reimbursing Member Police Agencies for the Hiring of Interns or Retired Police Officers or a Consulting Firm used exclusively to assist in the Accreditation Process

The Atlantic Municipal Joint Insurance Fund (ACMJIF) Recognizes that police agencies that are accredited have better liability and workers compensation claims experience due to positive impact that the program has on our ability to defend claims.

In recognition of the positive impact this program has on our claims experience, the Fund has previously adopted procedures wherein member agencies can apply for reimbursement of 50% of the accreditation fee, a \$1,000 grant from the MEL, and a 5% MEL liability discount.

Because many police agencies do not have adequate resources to dedicate to the accreditation process, and due to the fact that a large portion of the work is administrative in nature, the JIF has authorized this program to reimburse qualifying agencies for the cost of a college intern, retired police officer, or the hiring of a consulting firm to assist in the administrative work of maintaining accreditation records and developing policies for review and modification by the chief or his/her designee.

QUALIFYING PROGRAM PARTICIPANT:

1. PARTICIPATING INTERN:

In order to qualify under the program, an intern must:

- a. Be enrolled in an accredited 2 or 4-year institution of higher learning.
- b. Follow a course of study that will lead to a career in law enforcement or related activities.
- c. Complete an application for the program and be approved by the Chief of Police.
- d. Upon completion, agree to submit a report to the JIF on his/her experience with the program, including an evaluation of his/her contributions to the accreditation process.

2. PARTICIPATING RETIRED POLICE OFFICER:

In order to qualify under the program, a retired police officer must:

- a. Have retired from a New Jersey Police Agency in good standing.
- b. Have administrative experience with a New Jersey Police Agency
- c. Complete an application for the program and be approved by the Chief of Police

3. PARTICIPATING CONSULTING FIRMS:

In order to qualify under the program, a Consulting Firm must:

- a. Have documented experience in assisting Police Agencies in completing the Accreditation Process
- b. Be licensed to do business in the State of New Jersey

REIMBURSEMENT:

1. PARTICIPATING INTERNS OR RETIRED POLICE OFFICERS:

Members will be eligible to receive reimbursement of up to \$10 per hour for up to 100 hours of assistance paid to participants under the program:

- a. The participant must be hired as either a full-time or part-time employee of the municipality.
- b. The municipality will be responsible for all additional costs incurred as a result of hiring the participant including but not limited to:
 - A. Payroll taxes
 - B. Supplies and equipment as well as work space.

NOTE: The JIF will cover the participant for liability and workers compensation at no additional cost.

2. PARTICIPATING CONSULTING FIRMS:

Members will be eligible to receive reimbursement of up to \$10 per hour for up to 100 hours (\$1,000 Total) of assistance paid to participants under the program:

- a. The Consulting Firm must be appointed by Resolution of the member municipality's Governing Body.
- b. The municipality will be responsible for all additional costs incurred as a result of hiring the participating consulting firm

3. GENERAL GUIDELINES:

- a. The municipality must submit vouchers with sufficient documentation to substantiate the expense has been incurred under the program.
- b. Vouchers may be submitted on a monthly basis or at the conclusion of the program.