



# PENNSYLVANIA CHIEFS OF POLICE ASSOCIATION

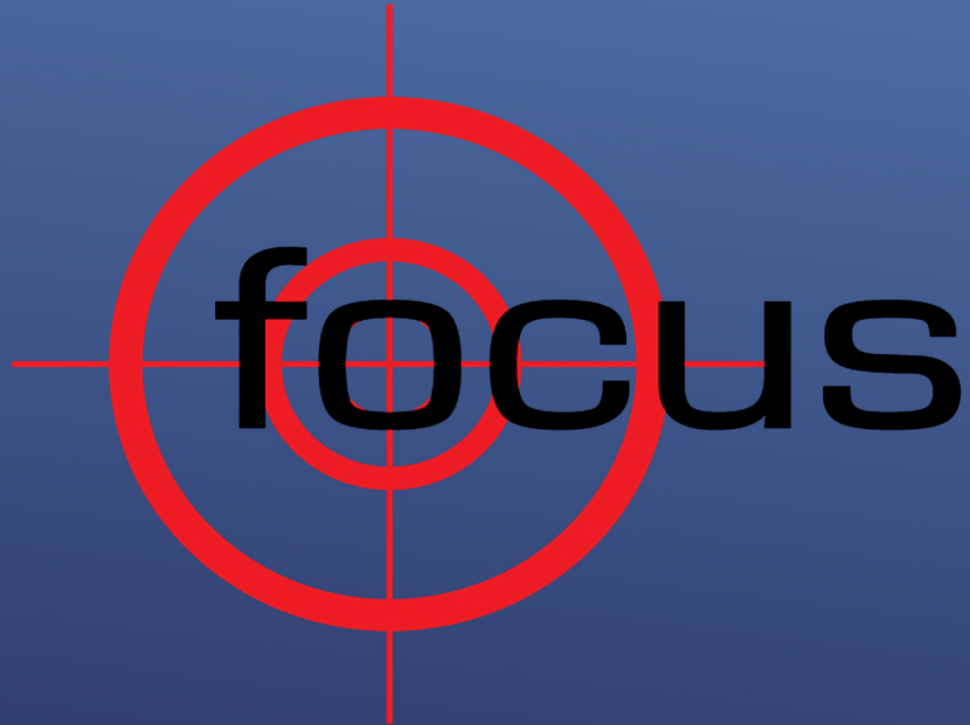
# THE PENNSYLVANIA LAW ENFORCEMENT ACCREDITATION PROGRAM

Accreditation Manager  
Training (2022)



- 
- Individuals who are:
    - Prospective Accreditation Manager
    - New Accreditation Managers
    - Veteran Accreditation Managers

**Audience**



## FOCUS AREAS

- Accreditation
  - What is accreditation?
  - How does my agency become accredited?
  - What does the process to become accredited involve?
  - What should I expect during an accreditation assessment?

**WHO  
ARE WE?**



**INSTRUCTOR**

- Leon Crone
  - Lower Allen Township Police Department
    - Captain
      - ✓ Accreditation Manager
  - Pennsylvania Police Accreditation Coalition
    - Immediate Past President
  - Pennsylvania Law Enforcement Accreditation Commission
    - Assessor
    - Instructor
    - Member
      - ✓ Standards Committee
        - ❖ Member



**INSTRUCTOR**

- David Madrak
  - Upper Dublin Township Police Department
    - Corporal
      - ✓ Accreditation Manager
  - Pennsylvania Police Accreditation Coalition
    - President
    - Mock Coordinator ~ East
  - Pennsylvania Law Enforcement Accreditation Commission
    - Assessor
    - Instructor
    - Member
      - ✓ Standards Committee
        - ❖ Member

**WHY ARE  
YOU HERE?**



# WHAT WILL YOU...

- Importance of accreditation
- The role of the Accreditation Manager
- How to create and development an accreditation assessment
  - Mock accreditation assessment
  - Accreditation assessment (on-site)



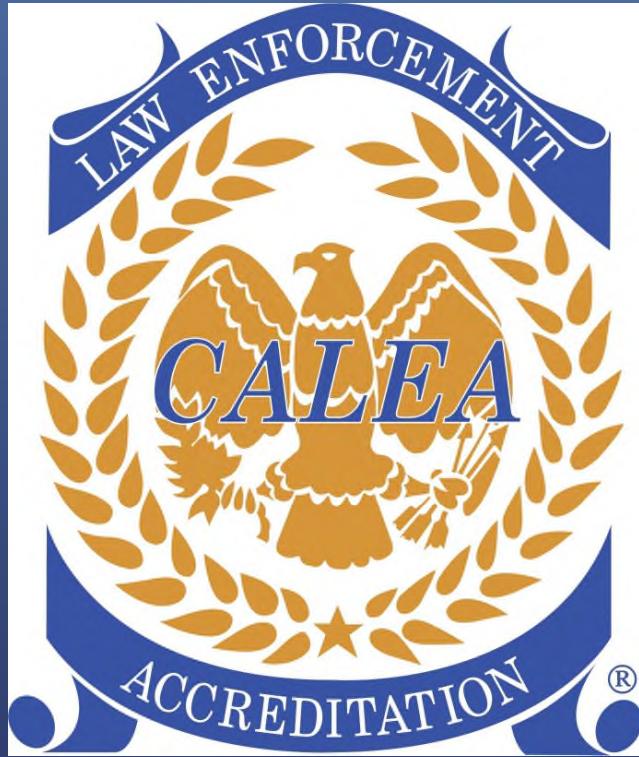
# PENNSYLVANIA LAW ENFORCEMENT ACCREDITATION PROGRAM



- The Pennsylvania Law Enforcement Accreditation Program is partially funded by the Pennsylvania Commission on Crime and Delinquency

**PARTNERSHIP**





- Commission on Law Enforcement Accreditation established in 1979
- Approximately 34 “State” Accreditation Programs

## **HISTORY OF LAW ENFORCEMENT ACCREDITATION**



# H H HISTORY

- In 2000, the Pennsylvania Chiefs of Police Association was awarded funding for the development of a law enforcement accreditation program
  - Task Force established
    - Members from each geographic region with various agency sizes represented
    - Pennsylvania State Police representative
    - Pennsylvania Police Accreditation Coalition (PPAC) representative
    - Accreditation Manager representative
    - Chief of Police from an accredited law enforcement agency
    - “Wild Card” representatives



- Named
- Service provided by the Pennsylvania Chiefs of Police Association (PCPA)
- Specific to the new of law enforcement within the Commonwealth
- Initially 108 standards were created
- Administrative procedures were created

**TASK FORCE**



- ▶ Serves as the authoritative body that determines whether an agency is worthy of accreditation
  - Regularly scheduled meetings since September 2000
- ▶ Consist of members from throughout the Commonwealth
  - Thomas Rudzinski, Chairman
- ▶ Numerous sub-committees
  - Administrative
  - Assessor
  - Standards
  - Strategic Planning

# PENNSYLVANIA LAW ENFORCEMENT ACCREDITATION COMMISSION (PLEAC)

A yellow diamond-shaped sign with a black border and two mounting bolts. The sign is tilted and features the text "ARE YOU READY?" in bold, black, sans-serif capital letters. The background is a dramatic, overcast sky with dark, heavy clouds.

**ARE  
YOU  
READY ?**





- Established standard of performance, acknowledged business practices and professionally recognized organizational principles that are mandated as necessary for a particular profession or organization.

**WHAT IS ACCREDITATION?**



**SUCCESS**

**Law Enforcement  
Accreditation Program**



**WHAT ADVANTAGES DOES ACCREDITATION PROVIDE TO MY AGENCY?**

---

Credible framework for evaluation of policy and procedure

---

Highlight agency capability and competency

---

Improved management procedures

---

Increased employee morale

---

Enhanced planning and innovation

---



**ADVANTAGE**

The image features the word "ADVANTAGE" in a bold, sans-serif font. Each letter is a red, three-dimensional puzzle piece with a white shadow underneath, giving it a sense of depth. The pieces are arranged in a slightly curved line across the frame. The background is a soft-focus field of white puzzle pieces, some of which are partially visible and overlap, creating a textured, geometric environment. The lighting is bright and even, highlighting the smooth surfaces of the red pieces.

---

Encourages problem solving

---

Improves law enforcement and community relations

---

Reduces agency risk and lawsuit exposure

---

Potential liability insurance savings

---

Agency accountability

---

Solid foundation for an agency to build upon



A 3D rendering of a puzzle with one red piece standing out among many grey pieces. The red piece is in the center, and the grey pieces are arranged around it, creating a sense of depth and focus. The lighting is soft, highlighting the texture of the puzzle pieces.

**WHO DOES ACCREDITATION  
BEGIN WITH?**



- Chief of Police
  - Deputy Chief of Police, Captains, Lieutenants
- Municipal administrators
  - Council, Commissioners, Supervisors
  - Manager

## EXECUTIVE LEADERSHIP





- Who would want this?
- What is it?
- Why is it important?
- Where can I find help?
- When is my agency going to become accredited?

# ACCREDITATION PROGRAM OVERVIEW

Letter of Intent

# THE APPLICATION AND CHIEF EXECUTIVE OFFICER RESPONSIBILITIES

ms your and our financial inte  
we spoke about last m  
ed enforceable



- Enrollment
  - Active PCPA Member - \$ 250.00
  - Non-Member - \$500.00
- Annually (once accredited)
  - Active PCPA Member - \$ 1,000.00
  - Non-Member - \$1,250.00

**WHAT IS THE COST?**

**NOTIFICATION TO AGENCY PERSONNEL -  
“WE’RE GOING FOR IT!”**

***SPECIAL  
ANNOUNCEMENT!***

- 
- The Chief Executive Officer and Accreditation Manager are ultimately responsible for the administration of the agency's accreditation program
    - Every agency is required to have a designated Accreditation Manager
      - "New" Accreditation Manager Training Program
  - Role of Consultants

## **AGENCY ADMINISTRATION**

# CANDIDATE SELECTION



**WHO WILL BE MY AGENCY'S  
ACCREDITATION MANAGER?**



Interested



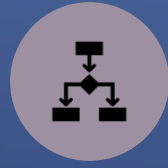
Organized



Dedicated



Innovative



Knowledge of  
Agency  
Operations



Understand the  
role of “politics”  
within their agency



Communication  
skills



Computer skills



Writing skills

# WHAT MAKES A GOOD ACCREDITATION MANAGER?



---

NOMINATION VS. SELECTION

---

VOLUNTEER VS. VOLUNTOLD

---

SWORN VS. NON-SWORN

---

RANK VS. NO RANK

**CONSIDERATIONS WHEN SELECTING AN  
ACCREDITATION MANAGER**







# ACCREDITATION MANAGER

# 1<sup>ST</sup> STEP – TRAINING

Congratulations, you are here!



# RESPONSIBILITIES OF THE ACCREDITATION MANAGER

- As each item relates to accreditation
  - Conducts a “self assessment” of agency
    - Facility
    - Policies and procedures
    - Training
  - Develops or assists with the development of policies and procedures as they relate to accreditation
  - Ensures agency compliance to accreditation standards via Proofs of Compliance
  - Coordinates and facilitates accreditation assessments
    - Mock
    - On-site

Acknowledgement

Administrative

Standards

Assessor

**MANUALS**





# STANDARDS MANUAL



## ACCREDITATION STANDARDS

Address high profile  
and liability related  
issues

# ACCREDITATION STANDARDS

- 125 total standards
  - 30 – Organization and Management Role
  - 38 – Law Enforcement Function
  - 37 – Staff Support Responsibility
  - 20 – Pennsylvania Legal Mandate



---

Standards with no bullets = 58

---

Standards with 2-13 bullets = 67 = 312 bullets

---

370 “Items”

**BY THE NUMBERS**

A series of white diagonal lines of varying lengths and thicknesses, starting from the right edge and extending towards the center of the slide.



Organization and Management Role ~ Chapter 1



Law Enforcement Functions ~ Chapter 2



Staff Support Responsibilities ~ Chapter 3



Legal Mandates ~ Chapter 4

# ACCREDITATION STANDARDS

 Agency role and responsibilities

 Authority

 Direction

 Planning

 Personnel issues

 Training

# ORGANIZATION AND MANAGEMENT



**Patrol**



**Traffic**



**Legal  
Process**



**Court  
Security**  
Sheriff's Office



**Campus  
Security**  
College and  
University Police  
Departments



**Eyewitness  
Identification**

# LAW ENFORCEMENT FUNCTION

 Cells

 Temporary Holding

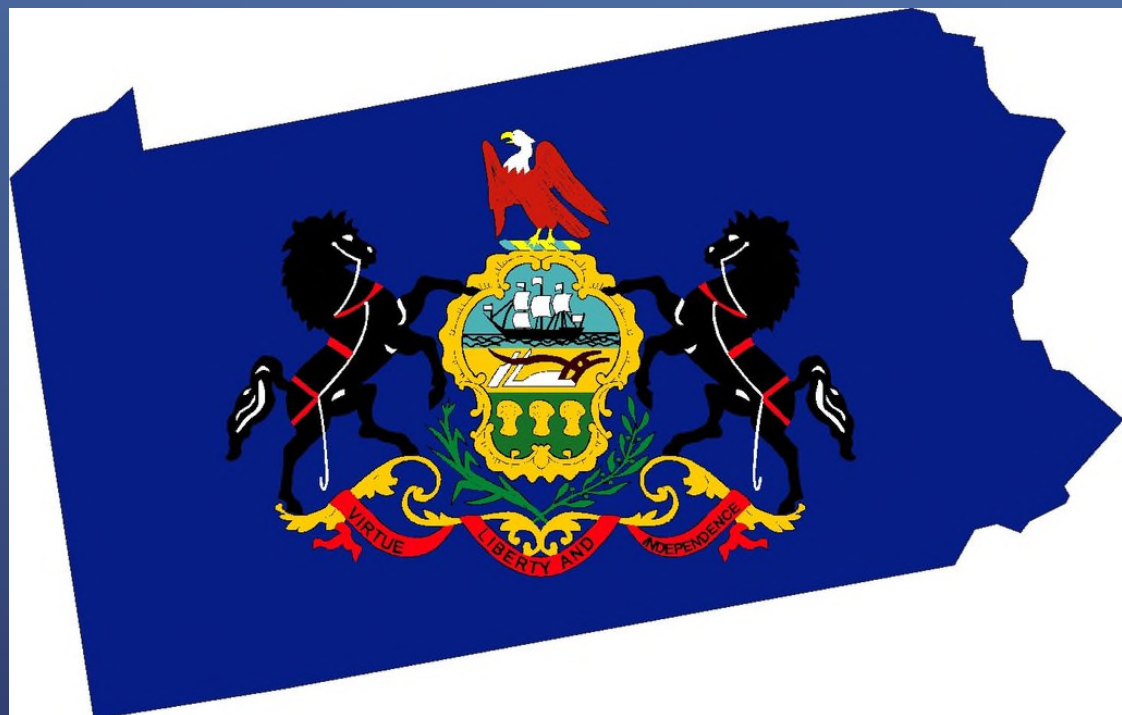
 Communications

 Records

 Property & Evidence Control

 Health & Wellness

# STAFF SUPPORT



- Crashes
- Pursuits
- Crime Victims
- Missing Persons
- Juveniles
- Megan's Law
- Training
- Domestic Violence
- Etc.

## LEGAL MANDATES



1<sup>st</sup> Number = Section



2<sup>nd</sup> Number = Chapter  
within Section



3<sup>rd</sup> Number = Standard  
within Chapter

# NUMBERING SYSTEM



## Standard Statement

Binding

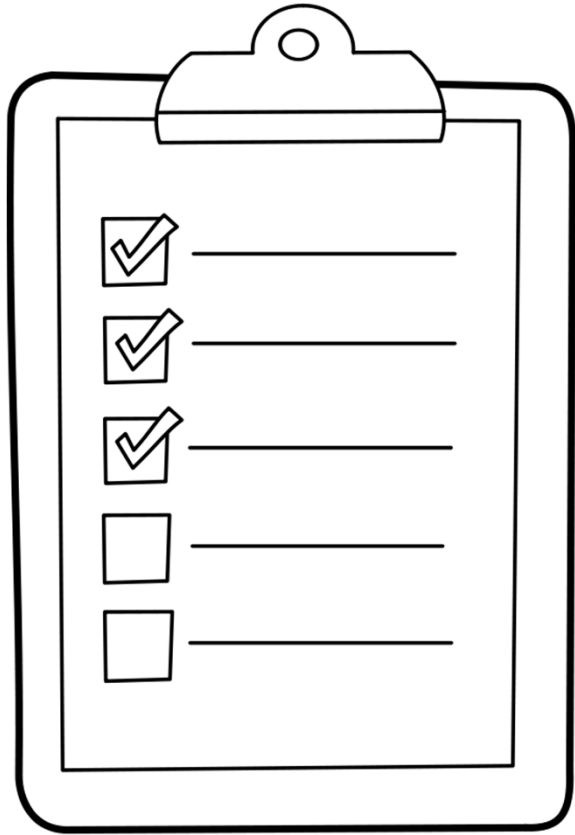


## Narrative Statement

Advisory

**STANDARD COMPONENTS**





- Require proofs of compliance, unless circumstances dictate otherwise

## **BULLETS & SUB-BULLETS**

➤ Standard Statement:

- 1.2.2 A written directive governing procedures for assuring compliance with all applicable constitutional requirements for in-custody situations, including, but not limited to:
  - a. Interrogations
  - b. Access to counsel
  - c. Search and seizure

## STANDARD COMPONENTS

➤ Standard Narrative:

- Interrogations include interviews, questioning, or any other term used to describe in-custody verbal examinations requiring constitutional rights. These constitutional requirements, federal and state, are vital to the role and function of law enforcement in a free society. By complying with these constitutional requirements, law enforcement officers and law enforcement agencies ensure fair, legal, and equitable treatment of all people.

## STANDARD COMPONENTS

➤ Standard Statement:

- 1.3.3 A written directive regarding the use by agency personnel of:
  - a. warning shots;
  - b. shooting at a moving vehicle; and
  - c. shooting from a moving vehicle.

## STANDARD COMPONENTS

➤ Standard Narrative:

- If firearm “warning” shots are permitted by the agency, then it is necessary for the agency to define under what circumstances. Otherwise, the directive should prohibit the discharge of “warning” shots by agency personnel.

**STANDARD COMPONENTS – “IF”**

➤ Standard Statement:

- 2.7.8 A written directive which:
  - a. establishes the process for providing involuntary examinations to suspected mentally ill persons;
  - b. ensures initial training is provided to recognize and respond to suspected mentally ill persons;
  - c. mandates annual update training in a manner determined by the agency and to include training provided through the course of legal mandate and/or MPOETC regulation, if available; and
  - d. if applicable, training on mental health statutes or Department policy changes must be provided within 90 days or as required by statute.

## STANDARD COMPONENTS

➤ Standard Narrative:

- The increasing litigation resulting from encounters by law enforcement with the mentally ill requires agencies to ensure policies, procedures, and training is compliant with current statutes.

## **STANDARD COMPONENTS**

➤ Standard Statement:

- 3.1.3 A written directive requiring the cell area to have an automatic fire alarm, smoke detection system, fire fighting equipment approved by local fire officials, and a written plan prescribing fire prevention practices and procedures to include:
  - a. a daily visual inspection of the automatic fire detection devices and alarm systems;
  - b. a weekly documented visual inspection of the fire fighting equipment;
  - c. an annual documented testing of fire fighting equipment; and
  - d. required documented testing of the automatic fire detection devices and alarm systems, annually, or in accordance with the law and local fire code regulations.

## STANDARD COMPONENTS



➤ Standard Narrative:

- The cell area must have an automatic fire, and smoke detection system. Appropriate fire suppression equipment must also be available in the cell area in case of fire.
- A written plan is required which prescribes necessary emergency procedures and fire prevention practices.
- All fire prevention and fire suppression equipment needs to be inspected as required by local and state fire regulations. Drills should also be conducted to ensure that the procedures are adequate and that agency personnel are prepared to respond and handle any fire emergency that may occur in the cell area.

## STANDARD COMPONENTS

➤ Standard Statement:

- 4.2.2 A written directive describing the circumstances warranting the use of special stopping techniques which specifies the procedures for correct implementation:
  - a. immobilization devices;
  - b. stopping techniques; and
  - c. initial training and in-house refresher training at least once every three years.

## STANDARD COMPONENTS

➤ Standard Narrative:

- All such methods should only be used with the utmost level of care and caution. Their use may constitute the use of deadly force in the apprehension of the violator based on recent court decisions.

## STANDARD COMPONENTS

APPLICABLE  
TO AGENCY  
ONLY *IF*...

CONDITIONAL

**“IF” STANDARDS**

➤ Standard Statement:

- 1.10.6 A written directive requiring that if the agency has a tactical team or members are assigned to and part of a multi-jurisdictional tactical team, negotiators, animal teams, or specialized vehicles, all personnel assigned to those functions:
  - a. participate in entry level basic training prior to assuming those duties;
  - b. tactical teams, including assigned negotiators, and canine or mounted teams must train, at a minimum, quarterly; and
  - c. in-service training, in a manner determined by the agency, is conducted at least once during the accreditation period for all other personnel assigned to specialized vehicles.

## “IF” STANDARD COMPONENTS

➤ Standard Narrative:

- Animals include dogs, horses, etc., and specialized vehicles include, but are not limited to bicycles, motorcycles, boats, mobile command units, etc. in which the use requires additional training beyond that of other police officers or incurs additional liability.
- It is necessary that specialized training is held at regular intervals and that the training is always documented. Those training records should be retained by the agency due to potential liability that may occur as a result of the actions taken by the team or its members.
- If the agency has a tactical team that regularly participates with another tactical team, inter-agency training is encouraged.

## **“IF” STANDARD COMPONENTS**

**OBSERVATION**



# SELF ASSESSMENT OF AGENCY

- Longest phase of Accreditation Program
  - Compares agency policy to standards
    - Creation or revision of policies
    - Training of personnel
  - Proofs of Compliance are gathered
    - Forms
    - Incident or Investigative Reports
    - Observation
  - Mock Accreditation Assessment
    - Determines readiness for accreditation assessment





**WHAT SHOULD THE  
FORMAT OF A  
POLICY LOOK LIKE?**



Header



Statements

Policy  
Purpose



Procedures

**OUTLINE**

Name of Agency

Name & Number of Policy

- 1.2.5 – Strip & Body Cavity Searches

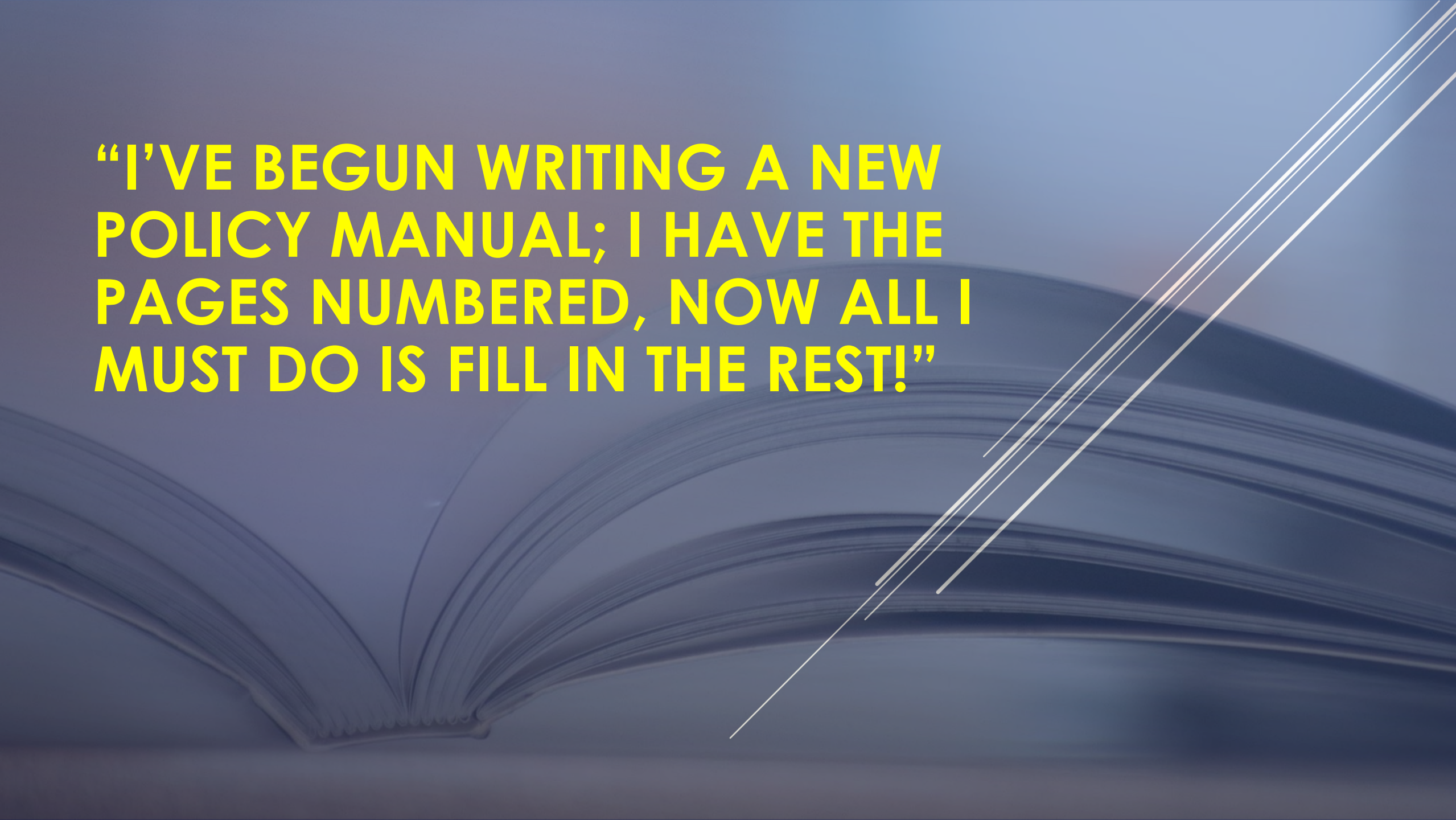
Effective Date

Review or Revision Date

Chief Executive Officer's Name

- Electronic Signature is acceptable

## HEADER – REQUIRED COMPONENTS



**“I’VE BEGUN WRITING A NEW  
POLICY MANUAL; I HAVE THE  
PAGES NUMBERED, NOW ALL I  
MUST DO IS FILL IN THE REST!”**



**WHERE CAN I  
LOCATE A  
"GOOD" POLICY  
OR PROOF OF  
COMPLIANCE?**

- ▶ Sample Assessment
  - Power DMS – Pennsylvania Chiefs of Police Association
    - <https://powerdms.com/ui/login.aspx?formsauth=true>
    - After enrollment in the Accreditation Program
- ▶ Accredited agencies
- ▶ Agency's insurance provider
- ▶ Professional services

## RESOURCES



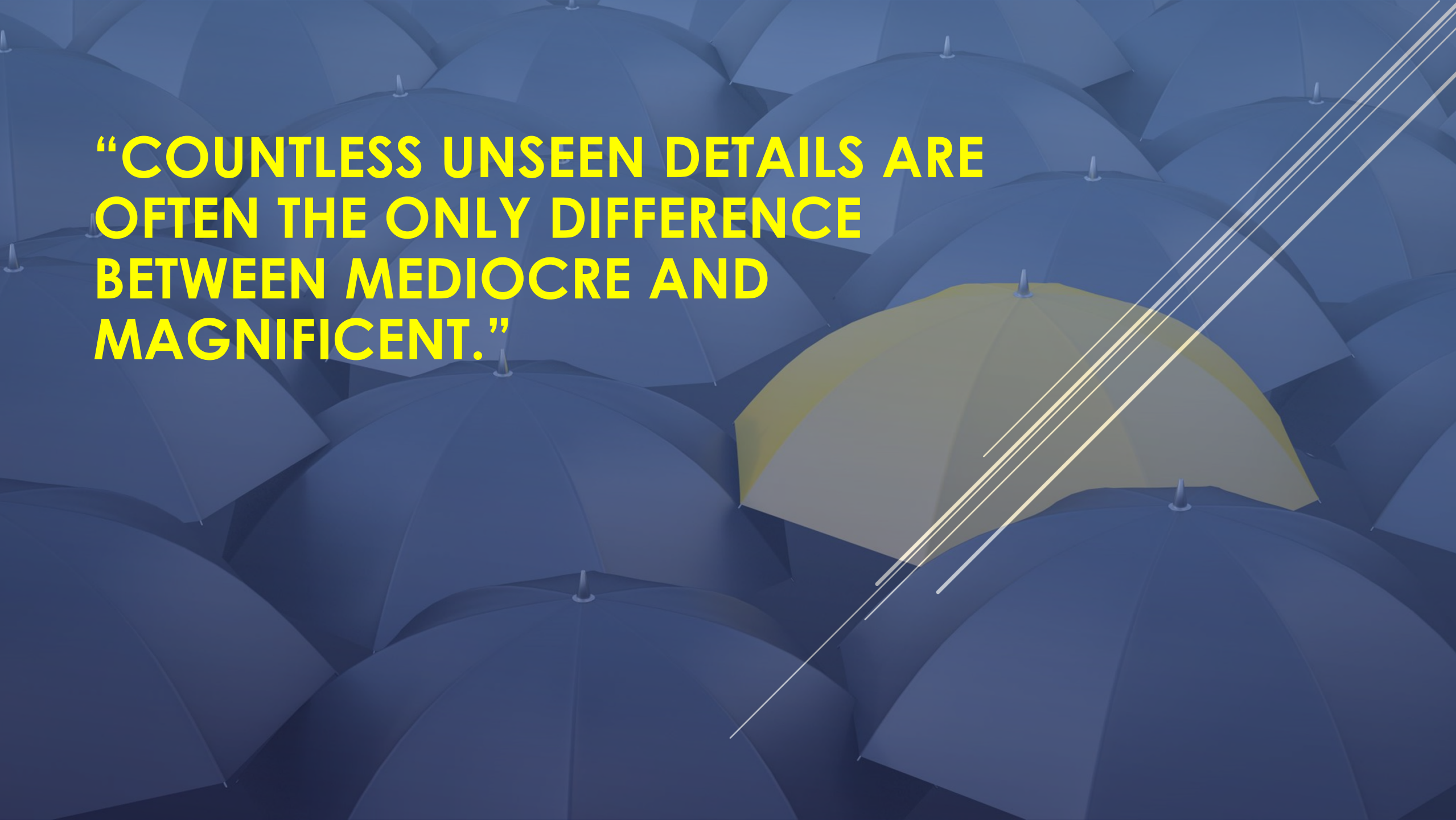


**DO YOUR AGENCY'S  
POLICIES OR PROOFS  
OF COMPLIANCE  
"MEET THE MARK"?**



**PROOFS OF COMPLIANCE NEED TO BE  
ADEQUATE TO SATISFY THE ASSESSOR**



A field of blue umbrellas with one yellow umbrella and light rays.

**“COUNTLESS UNSEEN DETAILS ARE  
OFTEN THE ONLY DIFFERENCE  
BETWEEN MEDIOCRE AND  
MAGNIFICENT.”**



➤ Compliance needs to be demonstrated through:

- Written Directive
  - Policy = Standard (to include bullets)
- Written Documentation
  - Form, Incident or Investigative Report, Observation

**PROVING COMPLIANCE**

# WRITTEN DIRECTIVES

- Need to “match” or “mirror” the standard

Certificates

Emails

Forms

Interviews  
(Limited Basis)

Incident &  
Investigative  
Reports

Lesson Plans

Memorandums  
(Memo-to-File)

Observation

Video

**WRITTEN DOCUMENTATION (AKA –  
PROOFS OF COMPLIANCE)**



## OBSERVATION (O)

- Select standards
  - Tour
    - Checklist
  - Recommend that photographs are placed into “observational” files

## ➤ Facility Tour

- Cells (If Applicable)
- Communications Center (If Applicable)
- Evidence
  - Temporary
  - Storage
  - Impound
- Temporary Holding

## ➤ Static Display

- Lethal and Less Lethal Weapons
- Specialty Units
  - Equipment
  - K-9
  - Mounted
- Specialty Vehicles
  - ATV
  - Bicycles
  - Boat
  - Motorcycles

# OBSERVATIONS

## ➤ Memorandums

- Commonly utilized to demonstrate that none or only one (1) Proof of Compliance is present.
  - No police officers were hired during the accreditation year
  - Only one (1) police officer was hired during the accreditation year
- May also be used for clarification when Proofs of Compliance require some additional explanation

**MEMO-TO-FILE (MTF)**



- Chief of Police
- Evidence Custodians
- Internal Affairs
- Trainers
  - Defensive Tactics
  - Firearms
  - Less Lethal Weapons

# INTERVIEWS





- Not Applicable if service or function is not available; however not simply because they “don’t do something”
  - Cells Areas = N/A
  - Sexual Assault Investigation = Policy required with regards to response until turned-over-to another agency

**NOT APPLICABLE (N/A)**

# WAIVER FROM COMPLIANCE

- Request for Waiver submitted to Accreditation Program Coordinator prior to assessment
- Waiver available for two (2) different reasons:
  - Compliance must be IMPOSSIBLE:
    - Conflict with Collective Bargaining Agreement or local ordinance
  - New standard within six (6) months of scheduled accreditation assessment



## Cells vs. Temporary Holding

## Communications Center

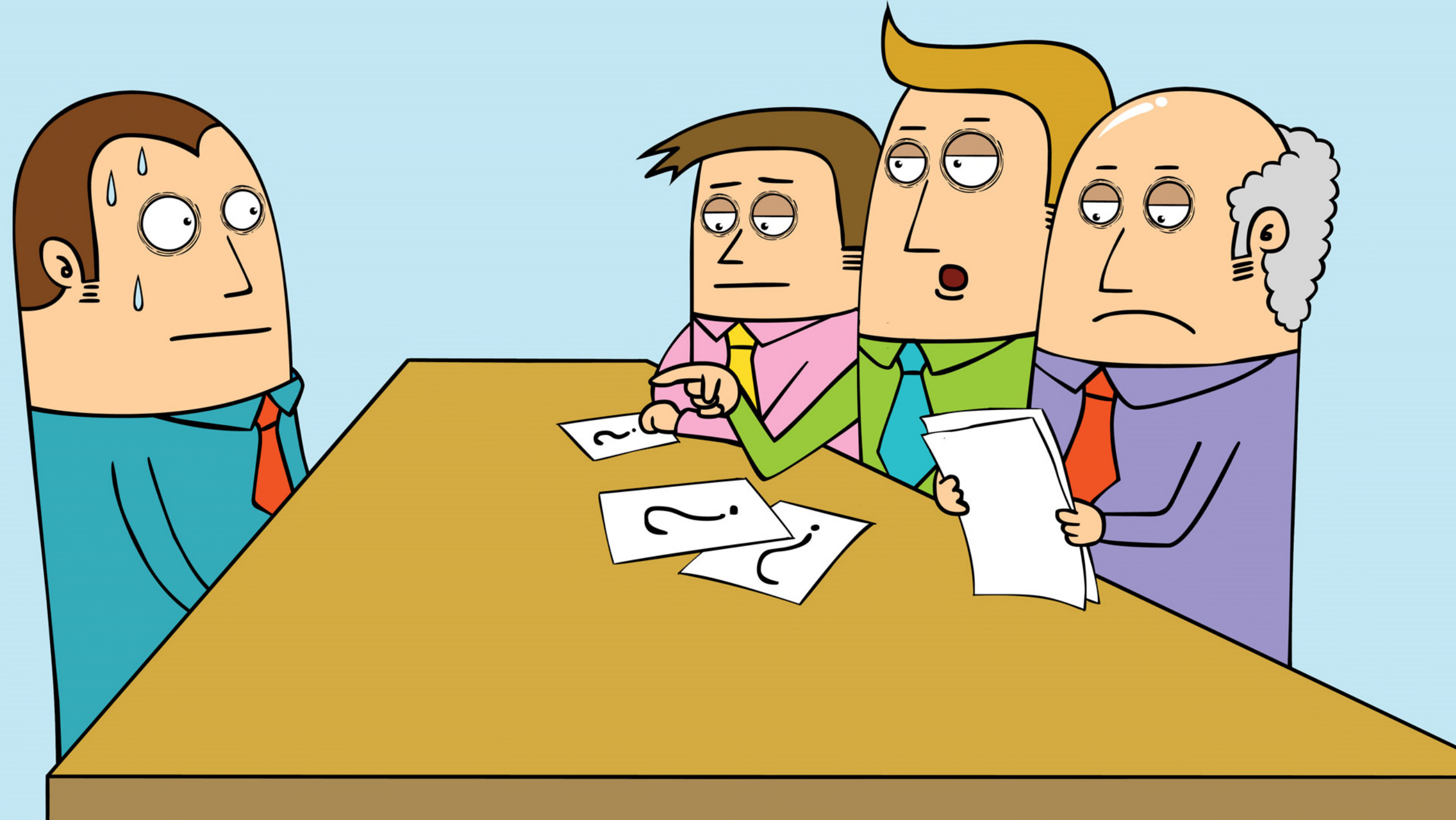
- "Letter of Compliance" from Emergency Communications Center

## Evidence

- Temporary Evidence
  - Bicycles
  - "Found Property"

# 'Conclusive' Evidence







**SUCCESS**

**HELPFUL TIPS**



Agency visits

Own

Others



Awareness

Files

Facilities



Tracking

Actions

Activities



Training



Innovation

## ORGANIZATION OF FILES



➤ Make it easy to:

- Follow
- Read
- Understand
- Find information
- Reasonable



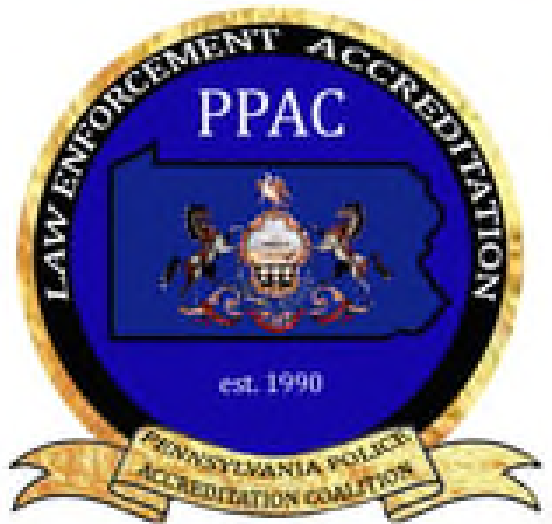
# YEARLY REVIEW

- Standards and their subsequent requirements are reviewed, revised, and in some cases reinterpreted for clarification on a yearly basis, though sometimes more often.
  - How do you find out?
    - Pennsylvania Police Accreditation Coalition
    - PA Chiefs Power DMS Sample Assessment



# PENNSYLVANIA POLICE ACCREDITATION COALITION

**AN ESTEEMED ORGANIZATION**



- Membership
  - Executive Board
    - David Madrak, President
    - Ryan Cywinski, Vice President
    - Michael Piacentino, Treasurer
    - David Kostiak, Recording Secretary
  - Dues
    - Discounts available
  - Website
    - [www.papac.org](http://www.papac.org)
  - Monthly Meetings
    - Schedule
    - Minutes

## WHAT IS PPAC?



# MOCK ACCREDITATION ASSESSMENT

## “Informal Assessment”

- Arranged at agency discretion through Pennsylvania Police Accreditation Coalition (PPAC)
- Cost
  - Paid for via membership dues to PPAC
  - Invoiced if not a PPAC member
- “Find what is wrong”

**WHAT IS A “MOCK”?**

Initial Accreditation  
evaluation

Change in the  
Accreditation  
Manager

New Chief Executive  
Officer for the agency

Any period in which  
the agency request a  
6-month extension

Any period in which  
the agency moved to  
a new facility or made  
substantial changes  
to the existing facility

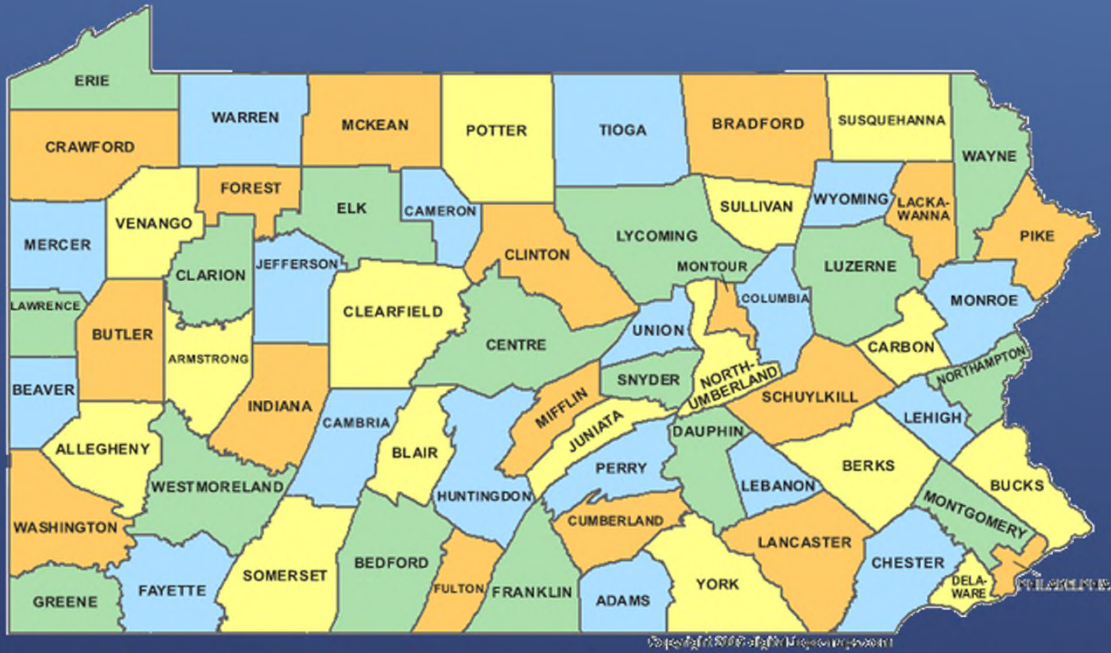
**WHEN IS A MOCK ASSESSMENT  
REQUIRED?**



PEOPLE  
LIKE  
YOU

**WE'LL EVENTUALLY...**





➤ Three (3) or four (4) current or former accreditation managers from local police departments

- East
- Central
- West

# WHERE ARE THE MOCK ASSESSORS FROM?



➤ Registration

- Complete the form on the website

- [www.papac.org](http://www.papac.org)

**HOW DO I SCHEDULE  
A MOCK?**



- Contact a Mock Coordinator
  - Eastern Region
    - David Madrak, Corporal @ Upper Dublin Township Police Department
      - ✓ 215-646-2101 or [david.madrak@udpd.us](mailto:david.madrak@udpd.us)
  - Central Region
    - Ryan Cywinski, Sergeant @ Hanover Township Police Department
      - ✓ 570-825-1254 or [rcywinski@hanovertwppd.org](mailto:rcywinski@hanovertwppd.org)
  - Western Region
    - Jason Hendershot, Chief of Police @ Clarion University Police Department
      - ✓ 412-268-6232 or [jhendershot@clarion.edu](mailto:jhendershot@clarion.edu)

**QUESTIONS CONCERNING  
A MOCK?**

➤ Minimal

- Meals
  - Breakfast
  - Lunch
- Transportation
  - Extreme circumstance
- Hotel
  - Extreme circumstance



LOW  
COST

**WHAT IS THE COST OF A MOCK?**



Agency's Point-of-Contact & Mock Accreditation Team Leader



Team Leader will complete a report (i.e. email, letter, and/or Power DMS report or paper file worksheets) and provide this to the agency's Point-of-Contact and the Pennsylvania Chiefs of Police Association (PCPA) staff

## MOCK COORDINATION & REPORTING



# ACCREDITATION ASSESSMENT PROCEDURES

**WHAT IS YOUR PLAN?**



**SUCCESS**



- Accreditation Assessment
  - Average of one (1) or two (2) day(s)
  - Success oriented
- Accreditation Team
  - Two (2) or more Pennsylvania Chiefs of Police Association trained accreditation assessors
    - Selected from outside of local geographical area


# ACCREDITATION ASSESSMENT





- Contact the Andrea Sullivan @ Pennsylvania Chiefs of Police Association
  - May schedule prior to the mock accreditation assessment; however, if this is the case, you may have waited too long to schedule mock!
  - Both the Chief of Police and Accreditation Manager must be available

**HOW DO I SCHEDULE AN ACCREDITATION ASSESSMENT (ON-SITE)?**

- 
- ▶ 60 days prior to on-site in order to ensure time is available to correct any issues that arise from the mock accreditation assessment. In no case would anything less than 30 days be recommended.

## **SCHEDULING YOUR AGENCY'S ACCREDITATION ASSESSMENT**



HELP  
Needed!

**HOW WILL  
WE EVER DO  
THIS?**

# CONTACT & PLANNING

- Accreditation Manager
  - Contact and discuss with the Team Leader:
    - ✓ Arrival date and time
    - ✓ Daily begin and end times of assessment
    - ✓ Food
    - ✓ Tour of Facility
    - ✓ Static Display
    - ✓ Ride-Along
    - ✓ Interview of the Chief Executive Officer
    - ✓ “Exit” interview
    - ✓ Departure



## Gesture

Coffee Cup

Patch

Pen



## Meals

Dinner with the Chief Executive Officer and other members of the Command Staff as well as Accreditation Manager

# PROFESSIONAL ETHICS

➤ Staff

- Spotlight agency “stars”
  - Keep them involved and updated accordingly
- Recommend that agency “nay-sayers” are not involved

**PREPARE EMPLOYEES**





- ▶ Sleep and be well rested
- ▶ Be prepared
- ▶ Consistency in appearance
- ▶ Professionalism

## **DEMEANOR & BEARING OF SELF AND AGENCY PERSONNEL**

# ASSESSOR WORKSPACE

- Room
  - Private
  - Telephone
  - Electrical outlets
  - Extension cords
  - Internet access
  - Supplies
    - Paper
    - Pens



# ASSESSOR WORKSPACE

## ➤ Resources

- Annual Report
- Organizational Chart
- Crimes Code
- Collective Bargaining Agreement





- ▶ Reasonable access to the accreditation manager

**ASSESSOR WORKSPACE**

**MMM... DONUTS!**



**HOSPITALITY**



LET'S

GO

TIME!



Initial Accreditation Assessment = 2 days



Re-Accreditation Assessments = 1 or 2 Day(s)

**DURATION OF ON-SITE**

## ➤ Initial Accreditation Assessments

- Completed on-site regardless of whether the agency is utilizing PowerDMS or paper files
  - The only files permitted to be accessed and completed prior to arrival at agency are the “Mail-in-Files”
    - Reference pages 16 and 18 in the Administrative Manual

**FILE REVIEW**



Facility Tour



Static Display



Interviews



File Review

Paper  
Power DMS

# COMPLIANCE VERIFICATION

- Escort to agency
- Introductions to Stakeholders
- Facility Tour
- Static Display
- Interviews
- File Review
- Ride-Along



**DAY 1 AND/OR 2**





# TOUR SHEET

- Customized specific to your agency
- Organized to the layout of your agency's facility

## ➤ Facility Tour

- Cells (If Applicable)
- Communications Center (If Applicable)
- Evidence
  - Temporary
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## ➤ Static Display

- Lethal and Less Lethal Weapons
- Specialty Units
  - Equipment
  - K-9
  - Mounted
- Specialty Vehicles
  - ATV
  - Bicycles
  - Boat
  - Motorcycles

# OBSERVATIONS





**ASSESSORS**



- Team Leader will assign chapter(s) to assess
- Possession of a laptop
- Review
  - Agency Profile
  - Website
  - Annual Report (if provided)

**PRIOR TO ARRIVAL @ AGENCY**

# REMEMBER

- The focus is on meeting the Standard, NOT liking their written directive / policy
- Suggestions can be made for improvement but if directive meets the standard, can only suggest

The logo for PowerDMS features the word "Power" in a dark blue font, with the letter "o" replaced by a blue power button symbol. The word "DMS" is in a lighter blue font. A small trademark symbol (TM) is located at the top right of the "S".

**PowerDMS™**

**Redefining Document Management**

- If file is not immediately compliant, reason(s) documented with a Simple Note in PowerDMS or on Assessor worksheet; upon corrections being made, note is updated, NOT DELETED

**SIMPLE NOTE**



# CONFLICT RESOLUTION

- Early resolution is imperative
  - Team Leader -> Accreditation Manager
  - Team Leader -> Chief Executive Officer
  - Team Leader -> Accreditation Coordinator for PCPA



- The Team Leader must be notified of any issue that could lead to a Non-Compliant file
  - All assessors must reach a consensus on determining if a standard will be deemed non-compliant
- If an Accreditation Manager does not agree with an assessor, the issue should be turned-over-to the Team Leader, if not already involved



## ISSUES



Success oriented but not a “rubber stamp.”



Assessors should attempt to work with an agency, but it is the responsibility of the agency to do the work, not the assessor.



Is a cooperative effort between the agency and assessors to work together toward the goal of achieving accredited status for the agency





ACCREDITATION



PROVISIONAL  
ACCREDITATION

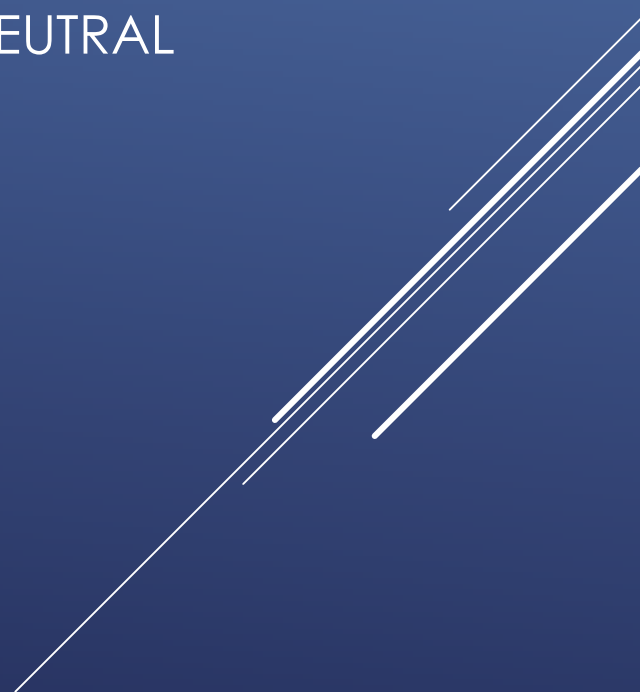


NO



NEUTRAL

# RECOMMENDATIONS





## ASSESSMENT & COMPLIANCE

- Responsibility of the Team Leader
- Focus of Assessment Team Report
  - Brief history of agency is permissible
- Submitted to Accreditation Program Coordinator within 15 days of the accreditation assessment



Current  
Certificate

Date listed



Initial  
Accreditation  
Assessment

Date of last  
day of on-  
site

**AWARD DATE**



# ACCREDITATION REQUIREMENTS

- Valid for 36-months
  - Awarded by the Pennsylvania Chiefs of Police Association
  - Re-assessment required to maintain status
- Annual Compliance Survey

# ANNUAL COMPLIANCE SURVEY

- Required in order to maintain accredited status
- Calendar reminder; it is not the responsibility of PCPA to notify you of its due date
- Within 30 days of anniversary date, no earlier

F.Y.I.

Things worth knowing



- Effective January 1, 2024, PLEAC assessments will be completed using the PowerDMS format only
  - Paper files will be supported until December 31, 2023, however if you are just now enrolling, we urge you to consider using PowerDMS to maintain your files
  - For PLEAC assessments, both paper file and PowerDMS formats will be accepted until December 31, 2023

**IS MY AGENCY  
REQUIRED TO USE  
POWER DMS?**

Decorative white lines consisting of several parallel diagonal strokes in the bottom right corner of the slide.

**PowerDMS<sup>®</sup>**

## **RESOURCES GUIDE**

Formerly known as the Best Practices Guide



**PowerDMS™**

Redefining Document Management

# SAMPLE ASSESSMENT

A yellow rectangular sign with a white border and a black diagonal hazard pattern. The sign features the text "WORK IN PROGRESS" in a bold, black, sans-serif font, arranged in two lines. The sign is set against a dark blue background.

**WORK IN  
PROGRESS**

**SAMPLE ASSESSMENT**

A decorative graphic consisting of several parallel white lines of varying lengths, slanted downwards from left to right, set against a dark blue background.

**FINAL THOUGHT**





- James Adams
  - Accreditation Program Coordinator
    - [jadams@pachiefs.org](mailto:jadams@pachiefs.org)
- Andrea Sullivan
  - Accreditation Administrative Assistant
    - [asullivan@pachiefs.org](mailto:asullivan@pachiefs.org)
- [www.pachiefs.org](http://www.pachiefs.org)

**WHO TO CONTACT**

**QUALIFIED**



**QUESTIONS**

