



PENNSYLVANIA CHIEFS OF POLICE ASSOCIATION

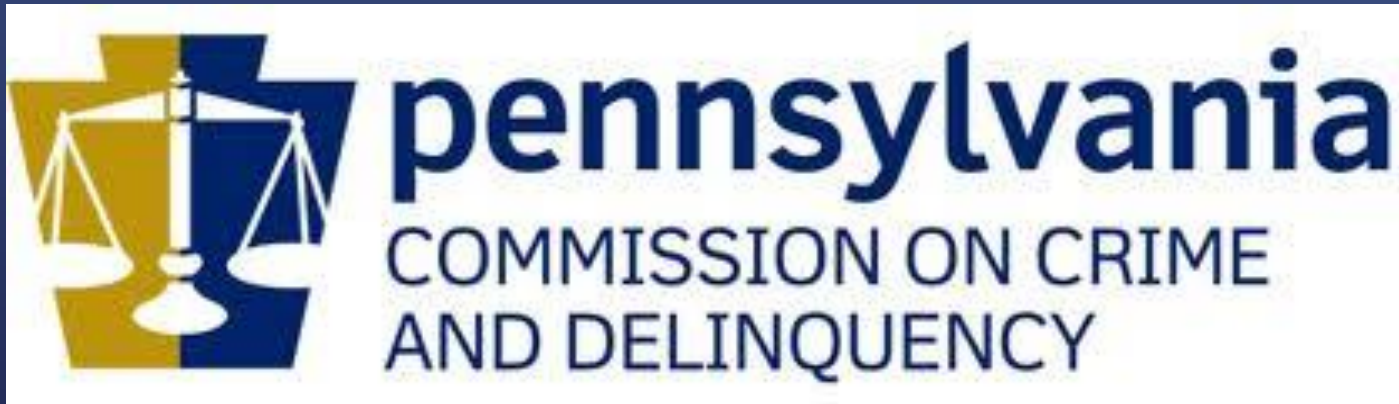
THE PENNSYLVANIA LAW ENFORCEMENT ACCREDITATION PROGRAM

Accreditation Manager
Training (2024)



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

PARTNERSHIP



- 
- Individuals who are:
 - Prospective Accreditation Manager
 - New Accreditation Managers
 - Command Staff and Supervisors

Audience

WHY ARE

YOU HERE



WHAT WILL YOU...

LEARNING

- Importance of Accreditation
- What is Accreditation
- The Role of the Accreditation Manager
- How to create, develop, and prepare for an accreditation assessment

CREATIVITY



WHO AM I?



INSTRUCTOR

- David Madrak
 - Upper Dublin Township Police Department
 - Corporal
 - ✓ Accreditation Manager
 - Pennsylvania Police Accreditation Coalition
 - President
 - Pennsylvania Law Enforcement Accreditation Commission
 - Assessor
 - Instructor
 - Member
 - ✓ Standards Committee
 - ◆ Member

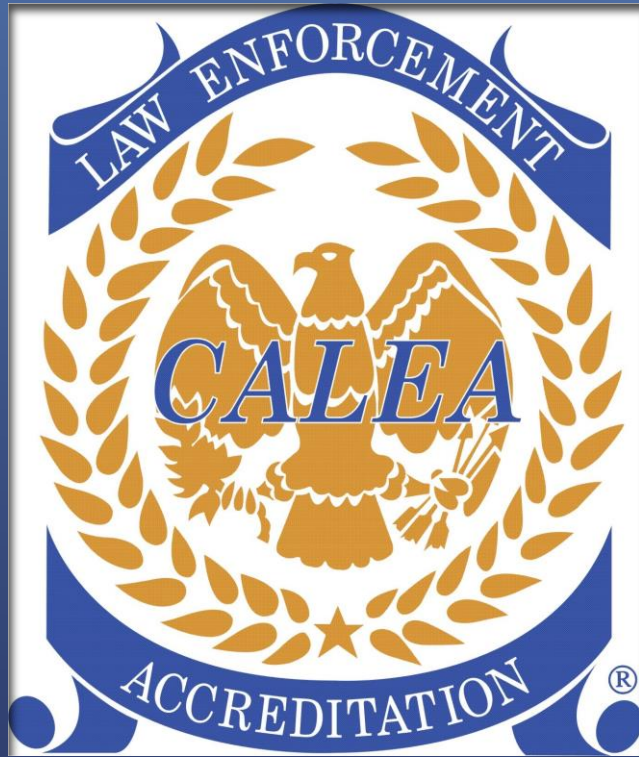
A yellow diamond-shaped sign with a black border and two mounting holes. The sign is tilted and features the text "ARE YOU READY?" in bold, black, sans-serif capital letters. The background is a dramatic, overcast sky with dark, heavy clouds.

**ARE
YOU
READY ?**



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

ACCREDITATION PROGRAM OVERVIEW



- Commission on Law Enforcement Accreditation (CALEA) was established in 1979
- Approximately 36 “State” Accreditation Programs

HISTORY OF LAW ENFORCEMENT ACCREDITATION

PENNSYLVANIA LAW ENFORCEMENT ACCREDITATION PROGRAM





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 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

Ralph (Lee) Benson, Chairperson



Numerous sub-committees

Administrative	Assessment	Standards	Strategic Planning
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**PENNSYLVANIA
LAW
ENFORCEMENT
ACCREDITATION
COMMISSION
(PLEAC)**



- Enrolled Agencies
 - More than 375
- Accredited Agencies
 - 170



AS OF JANUARY 21, 2024



SUCCESS

**LAW ENFORCEMENT
ACCREDITATION PROGRAM**



**LAWS & REGULATIONS → POLICIES →
TRAINING → OPERATION OF THE AGENCY**

HOW DOES THE PROCESS WORK?



What is Accreditation

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

ACCREDITATION



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 middle of the frame. The background is a light gray surface covered with many other white puzzle pieces, some of which are slightly out of focus, creating a sense of a larger, incomplete puzzle.

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 positioned in the center-right of the frame, and the text is overlaid on it.

**WHO DOES ACCREDITATION
BEGIN WITH?**



EXECUTIVE LEADERSHIP

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

Letter of Intent

THE APPLICATION AND CHIEF EXECUTIVE OFFICER RESPONSIBILITIES

ns 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



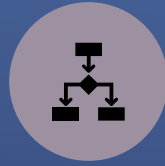
Organized



Dedicated



Innovative



Knowledge of
Agency
Operations



Understand the
role of “politics”
within their agency



Communication
skills

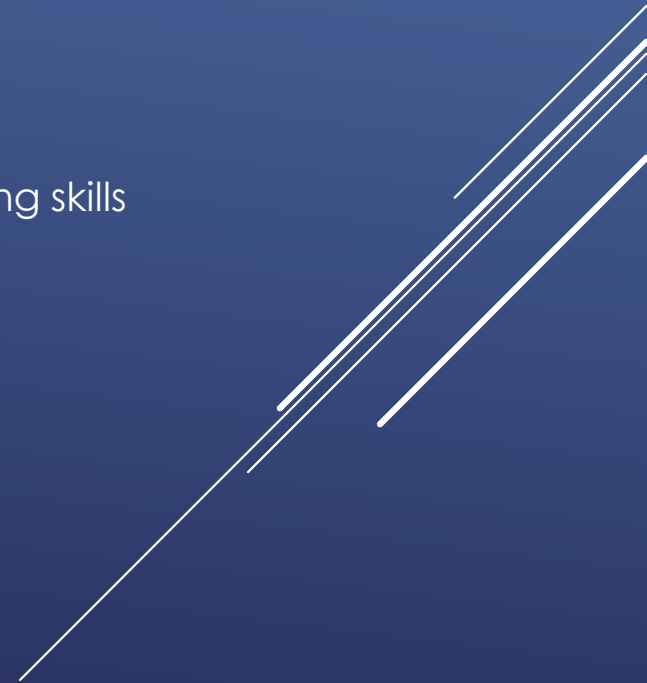


Computer skills



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**



1ST STEP – TRAINING

Congratulations, you are here!





RESPONSIBILITIES OF THE ACCREDITATION MANAGER

RESPONSIBILITIES OF THE ACCREDITATION MANAGER

- As each item relates to accreditation
 - Conducts a “self assessment” of agency
 - Facility
 - Policies and procedures
 - Training

RESPONSIBILITIES OF THE ACCREDITATION MANAGER

- Develops or assists with the development of policies and procedures as they relate to accreditation
- Ensures agency compliance with accreditation standards via Proofs of Compliance

RESPONSIBILITIES OF THE ACCREDITATION MANAGER

- Coordinates and facilitates accreditation assessments
 - Mock
 - On-site

Education Information
Solution Experience
Analysis Learning



Knowledge



AGENCY
assessment

- The Longest phase of the Pennsylvania Law Enforcement Accreditation Program

**SELF-ASSESSMENT OF THE
AGENCY**

SELF- ASSESSMENT OF AGENCY

- Compares agency policy to standards
 - Creation or revision of policies
 - Training of personnel

SELF- ASSESSMENT OF AGENCY

- Proofs of Compliance are gathered
 - Forms
 - Incident or Investigative Reports
 - Observation

SELF- ASSESSMENT OF AGENCY

- Mock Accreditation Assessment
 - Determines readiness for accreditation assessment



Pennsylvania

Chiefs of Police Association

PENNSYLVANIA LAW ENFORCEMENT ACCREDITATION PROGRAM

PENNSYLVANIA LAW ENFORCEMENT COMMISSION

Acknowledgement

Administrative

Standards

Assessor

MANUALS



- Administration Manual
- Standards Manual

FOCUS AREAS



- Outlines the “rules and regulations” of the Pennsylvania Law Enforcement Accreditation Program

ADMINISTRATIVE MANUAL



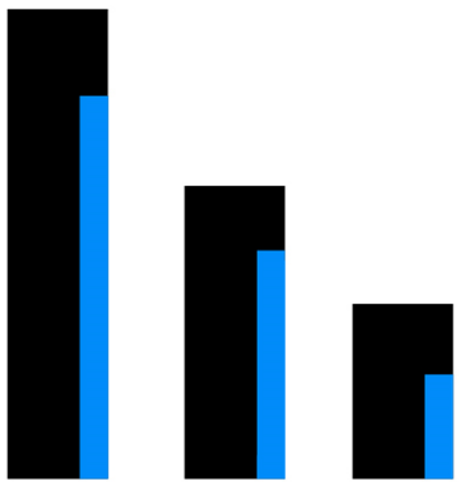
STANDARDS MANUAL



ACCREDITATION STANDARDS

Address high profile
and liability related
issues

**BY
THE
NUMBERS**



Bar	Height (Relative)
1	100%
2	75%
3	50%

ACCREDITATION STANDARDS

- 120 total standards
 - 29 – Organization and Management Role
 - 24 – Law Enforcement Function
 - 37 – Staff Support Responsibility
 - 20 – Pennsylvania Legal Mandate

Standards with no bullets = 58

Standards with 2-13 bullets = 62 = 312 bullets

370 Best Practices

BY THE NUMBERS

A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, located in the lower right quadrant 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

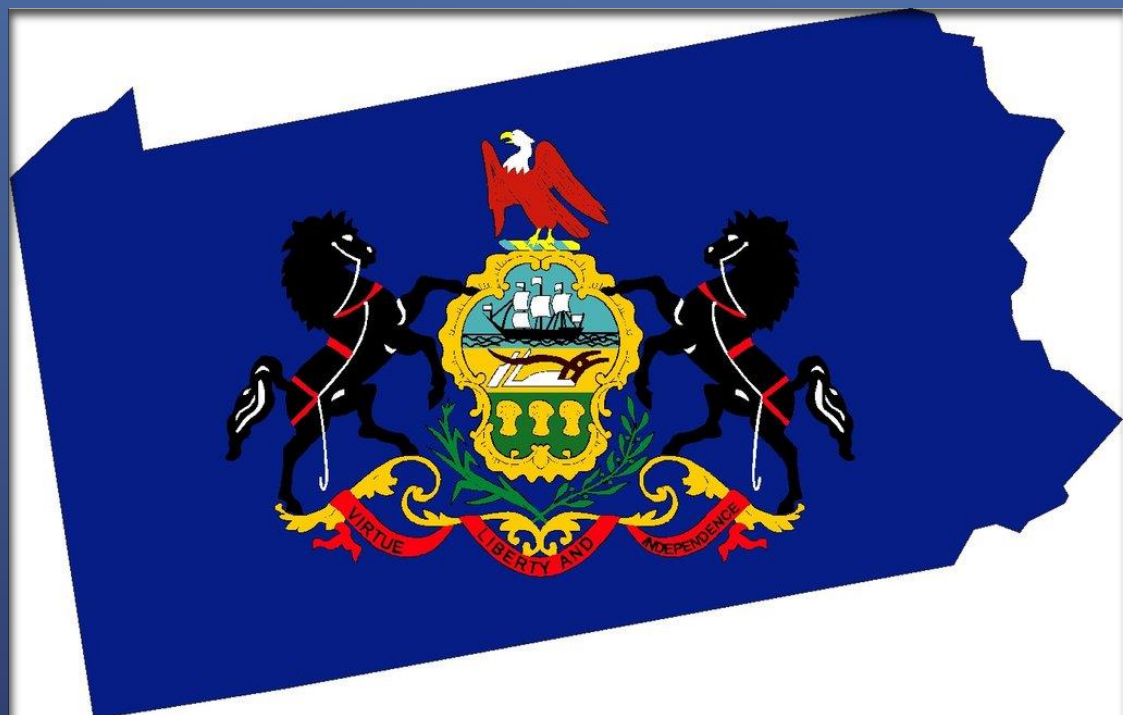
 Communications

 Records

 Property & Evidence Control

 Health & Wellness

STAFF SUPPORT



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

LEGAL MANDATES



1st Number = Chapter



2nd Number = Section



3rd Number = Standard
within Chapter

NUMBERING SYSTEM



Standard Statement

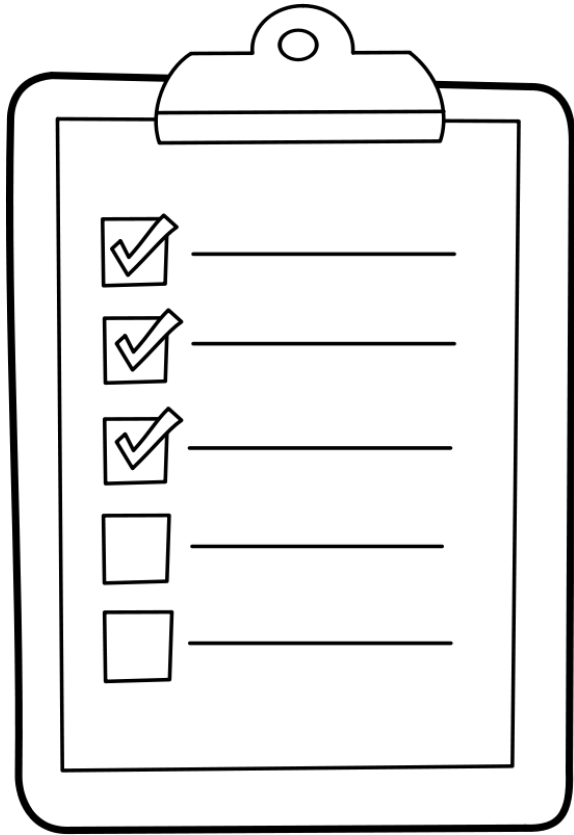
Binding



Narrative Statement

Advisory

STANDARD COMPONENTS



- Require proofs of compliance, unless circumstances dictate otherwise

BULLETS & SUB-BULLETS

DISCLAIMER

STANDARD REVISIONS FORTHCOMING

➤ 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

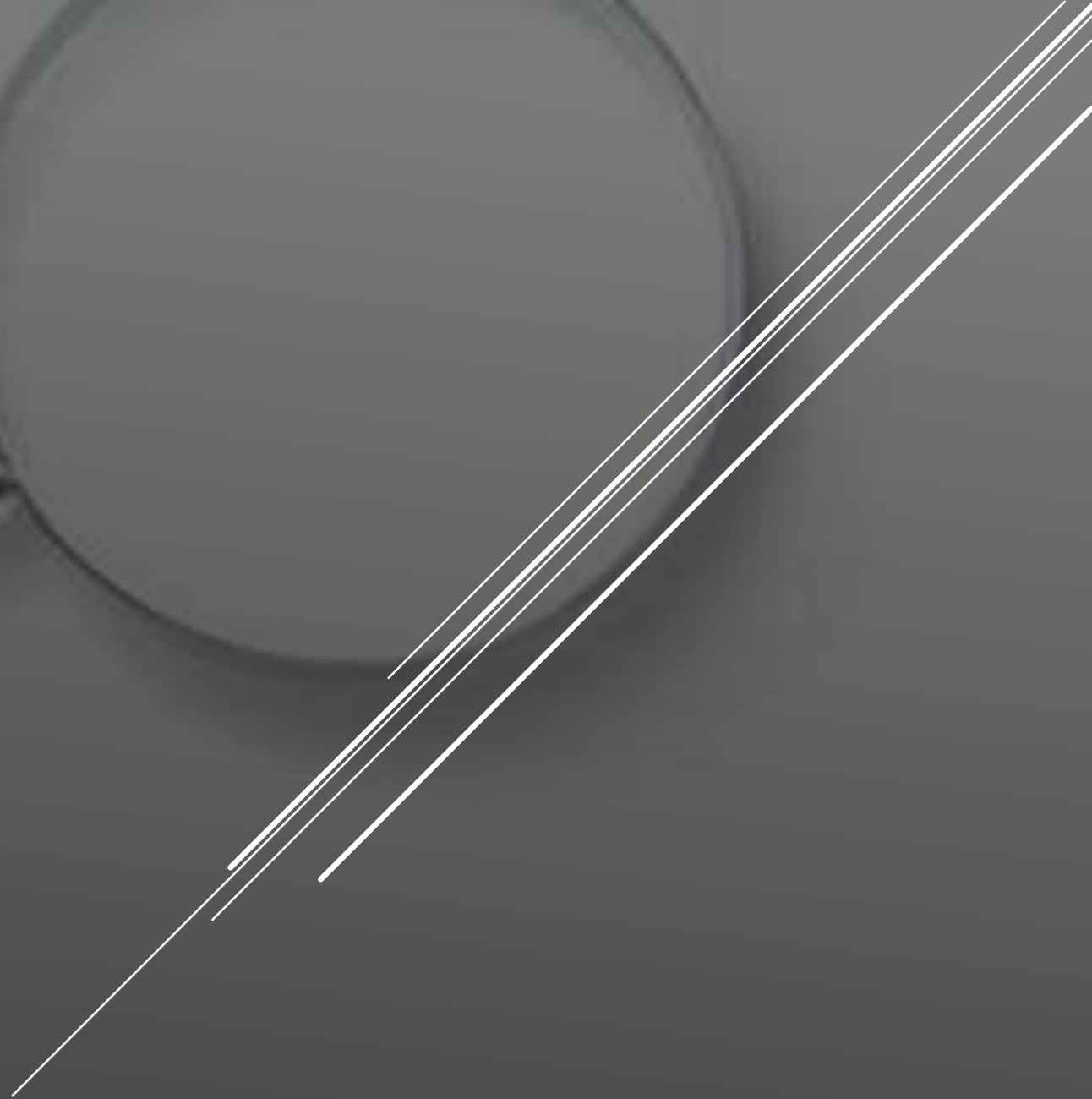
➤ Standard Narrative:

- 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





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



SUCCESS

HELPFUL TIPS



Agency visits

Own

Others



Awareness

Files

Facilities



Tracking

Actions

Activities



Training



Innovation

ORGANIZATION OF FILES



**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

WRITTEN DIRECTIVES

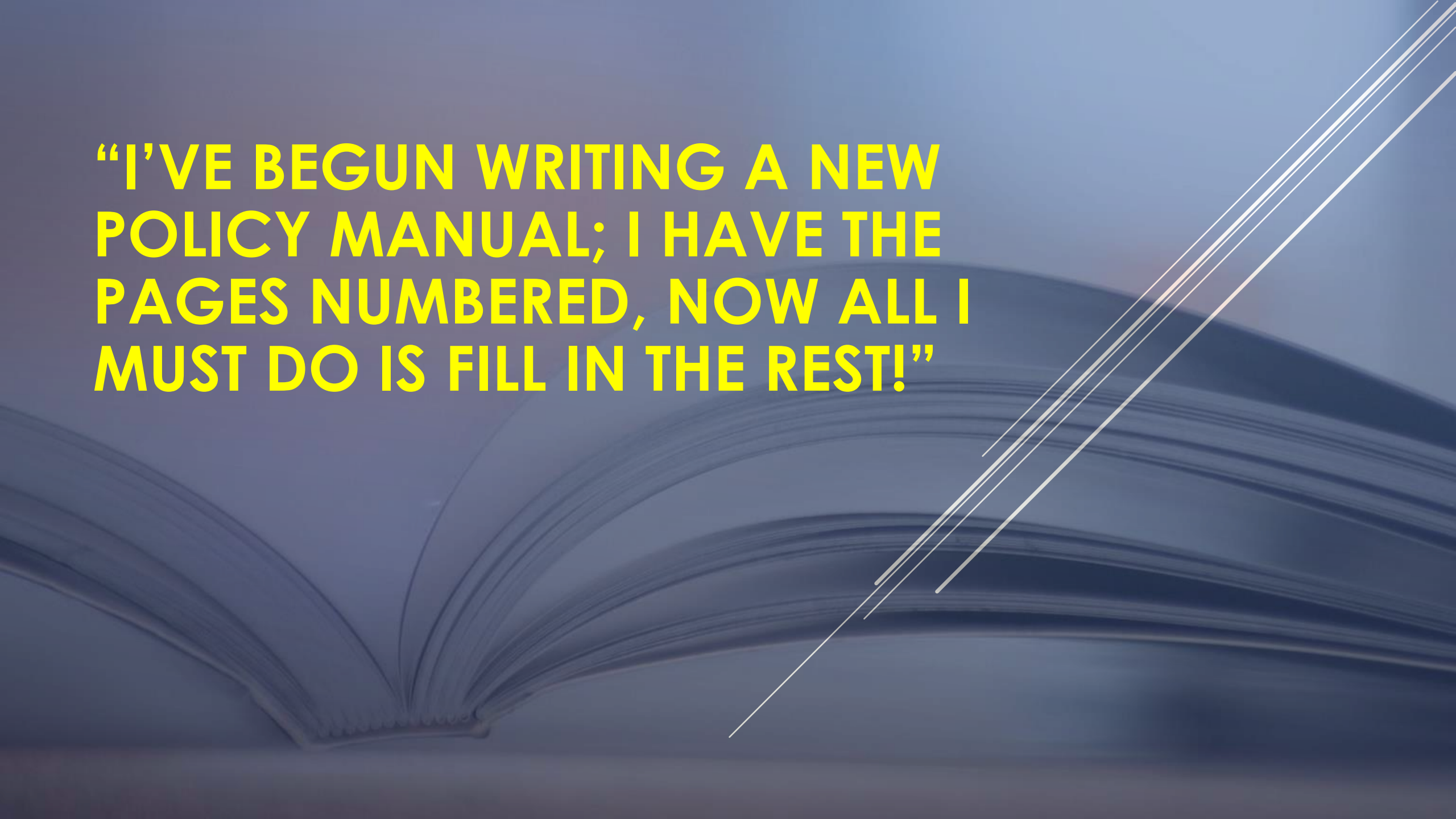
Need to “match” or “mirror” the standard

Name _____

Signature _____

Date _____





**“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?**

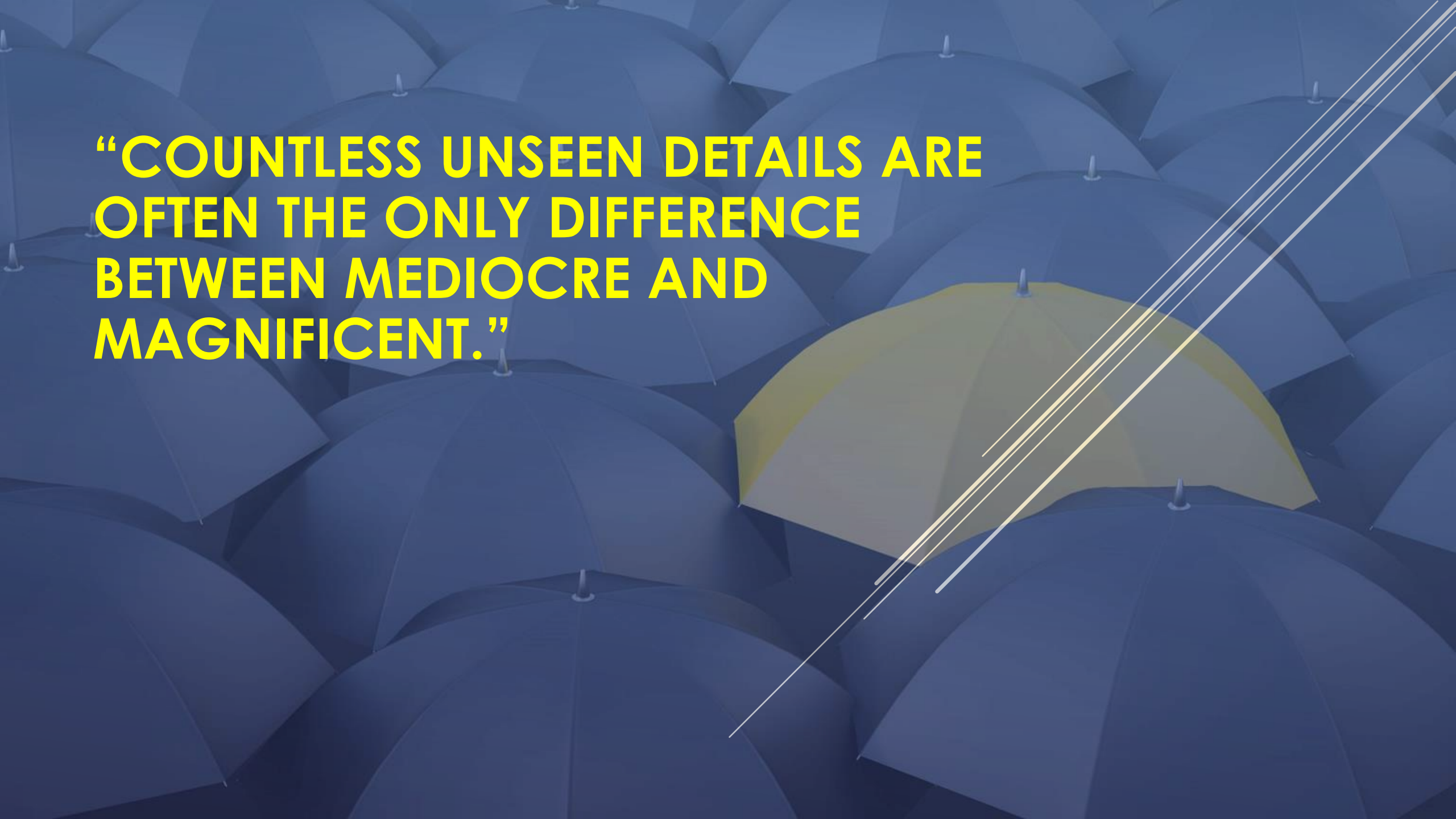
- ▶ Sample Assessment
 - Power DMS – Pennsylvania Chiefs of Police Association
 - <https://powerdms.com/ui/login.aspx?formsauth=true>
 - After enrollment in the Accreditation Program
- ▶ Accredited agencies
- ▶ Agency's insurance provider
- ▶ Professional services (Consultants)

RESOURCES





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

A field of blue umbrellas with one yellow umbrella standing out. The background is a dense field of blue umbrellas, with one yellow umbrella in the center-right. The text is overlaid on the left side of the image.

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

➤ Standard

- Policy

- ✓ Proofs of Compliance

- ▶ Must demonstrate compliance with the standard, unless agency policy is more restrictive, in which case the policy requirement must be proved

WHAT DOES MY AGENCY HAVE TO PROVE?



➤ Compliance needs to be demonstrated through:

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

PROVING COMPLIANCE

Certificates

Emails

Forms

Interviews
(Limited Basis)

Incident &
Investigative
Reports

Lesson Plans

Memorandums
(Memo-to-File)

Observation

Video

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

A logo featuring the text "100% GUARANTEE*" in a bold, blue, sans-serif font. The text is centered within a white, rounded rectangular shape that has a grey, swoosh-like border. The background of the entire slide is a solid blue color.

100%
GUARANTEE*

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



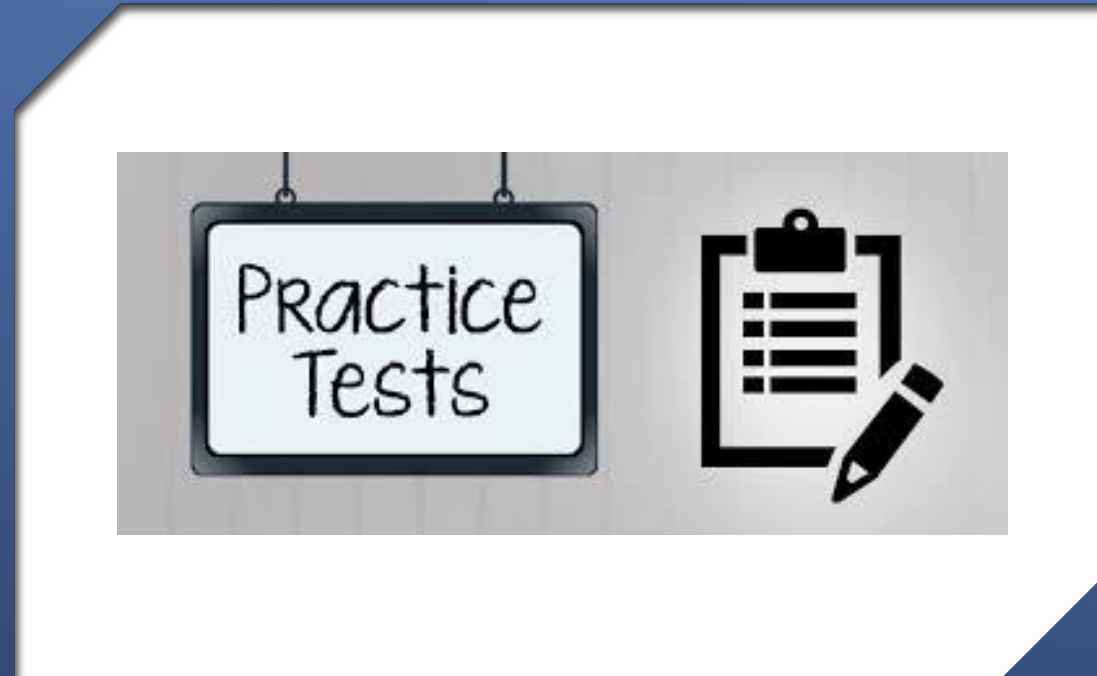
**AN ESTEEMED
ORGANIZATION**

➤ Membership

- Executive Board
 - David Madrak, President
 - Ryan Cywinski, Vice President
 - Michael Piacentino, Treasurer
 - David Kostiak, Recording Secretary
- Dues
 - Discounts available
- Website
 - www.papac.org
- Monthly Meetings
 - Schedule
 - Minutes

A PROFESSIONAL ORGANIZATION

WHAT IS PPAC?



MOCK ACCREDITATION ASSESSMENT

“Informal Assessment”

- Arranged at agency discretion; however, preference is through the 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

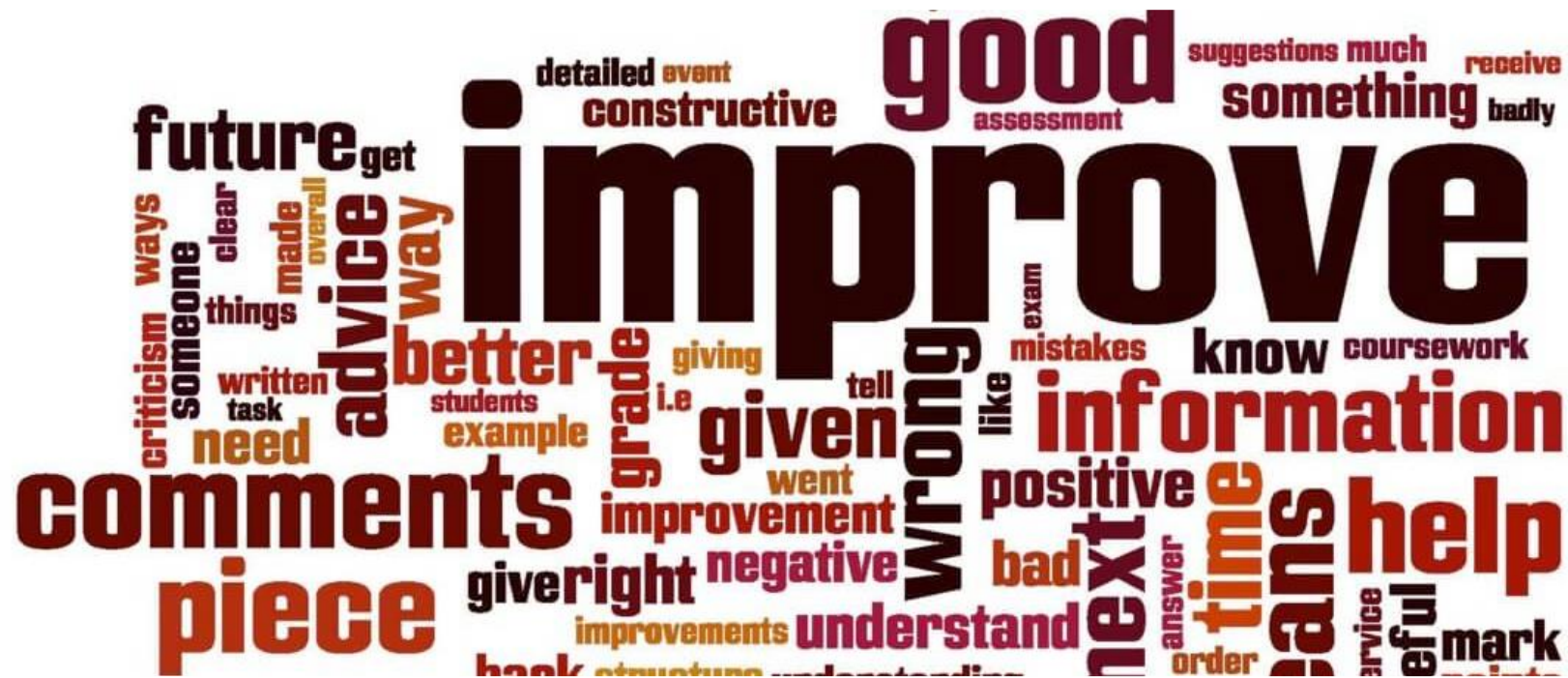
Change in the
Accreditation
Manager

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

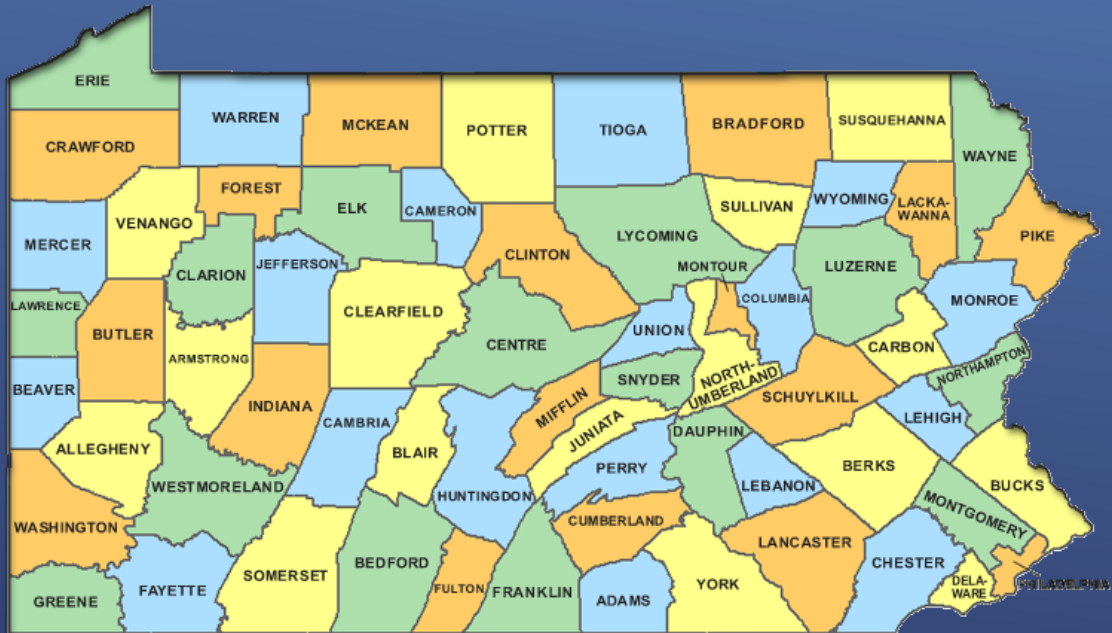
**WHEN IS A MOCK ASSESSMENT
REQUIRED?**



WHO CONDUCTS AN AGENCY'S MOCK ACCREDITATION ASSESSMENT?

PEOPLE
LIKE
YOU

ASSESSORS!



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

- Northeast
- Southeast
- Central
- West

WHERE ARE THE MOCK ASSESSORS FROM?



➤ Registration

- Complete the form on the website

- www.papac.org

**HOW DO I SCHEDULE
A MOCK?**



- Contact a Mock Coordinator
 - Southeast Region
 - David Madrak, Corporal @ Upper Dublin Township Police Department
 - ✓ 215-646-2101 or david.madrak@udpd.us
 - Northeast Region
 - Ryan Cywinski, Sergeant @ Hanover Township Police Department
 - ✓ 570-825-1254 or rcywinski@hanovertwppd.org

**QUESTIONS CONCERNING
A MOCK?**



- Contact a Mock Coordinator
 - Central Region
 - Jill Sauermelch, Accreditation Manager, @ Lower Providence Township Police Department
 - ✓ 610-539-5901 or jsauermelch@lowerprovidence.org
 - Western Region
 - Jason Hendershot, Chief of Police @ Clarion University Police Department
 - ✓ 412-268-6232 or jhendershot@clarion.edu

**QUESTIONS CONCERNING
A MOCK?**

➤ Minimal

- Meals
 - Breakfast (if on-site)
 - Lunch (if on-site)
- 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

- Feel free to ask if a mock accreditation assessment took place; however, the agency determines on their own if they will have a mock accreditation assessment
- If a mock accreditation assessment did take place, do not seek additional information
- Remember a mock accreditation assessment is strongly recommended for every agency, but not required

OUTCOME OF MOCK ACCREDITATION ASSESSMENT



ACCREDITATION ASSESSMENT PROCEDURES

A wide, straight asphalt road stretches towards a bright horizon under a clear sky. A large white arrow is painted on the road, pointing directly towards the horizon. The sun is low on the horizon, creating a strong glow and lens flare effect. The overall scene is one of forward motion and hope.

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 Sara Feaser @ Pennsylvania Chiefs of Police Association
 - May schedule before the mock accreditation assessment; however, if this is the case, you may have waited too long to schedule the mock!
 - Both the Chief of Police and the 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

➤ 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



Gesture

Coffee Cup
Patch
Pen



Meals

Optional (not required), but strongly encouraged; presents an opportunity to network with other law enforcement professionals

PROFESSIONAL ETHICS



LEIS

GO

TIME!



Initial Accreditation Assessment = 2 days



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

DURATION OF ON-SITE



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

➤ Initial & Re-accreditation Assessments

- Select files will be accessed before arrival at the agency (reference the Administrative Manual for more information)

FILE REVIEW



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
 - Storage
 - Impound
- Temporary Holding

➤ Static Display

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

OBSERVATIONS





- Focus on compliance and corroborate what was found in the file review
- Attempt to determine if the officer assigned understands some of the high liability core critical tasks that there are standards on
 - Ride-along report should reflect same; biography of the officer assigned is not necessary

RIDE-ALONG

Audience

Determined by the Chief Executive Officer

Each assessor discusses points of interest or concerns

Team Leader discusses adjustments or recommendations

Will not confirm “Pass/Fail”

“EXIT” INTERVIEW





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

FILES

REVIEW

A wooden stamp with a handle and a rectangular base. The word "REVIEW" is embossed in a bold, serif font on the top surface of the base. The stamp is resting on a stack of papers, with the top sheet being a spreadsheet or ledger with a grid and some numbers visible. The background is slightly blurred, showing more of the stack of papers.



- 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

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



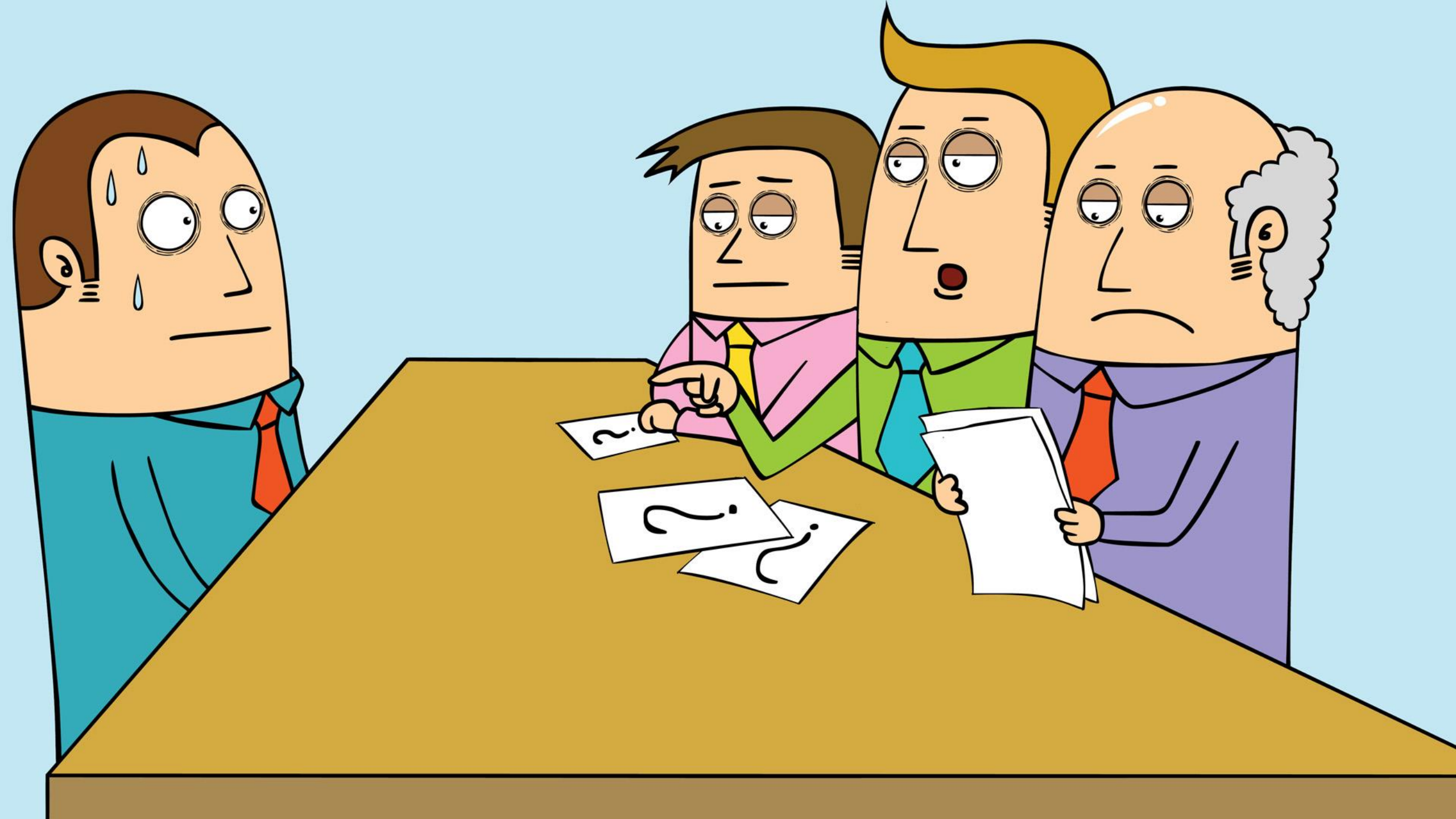
CONFLICT RESOLUTION

- 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



'Conclusive' Evidence







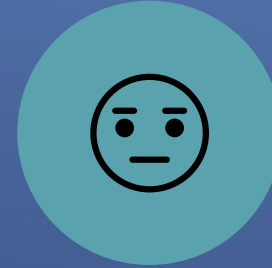
ACCREDITATION



PROVISIONAL
ACCREDITATION

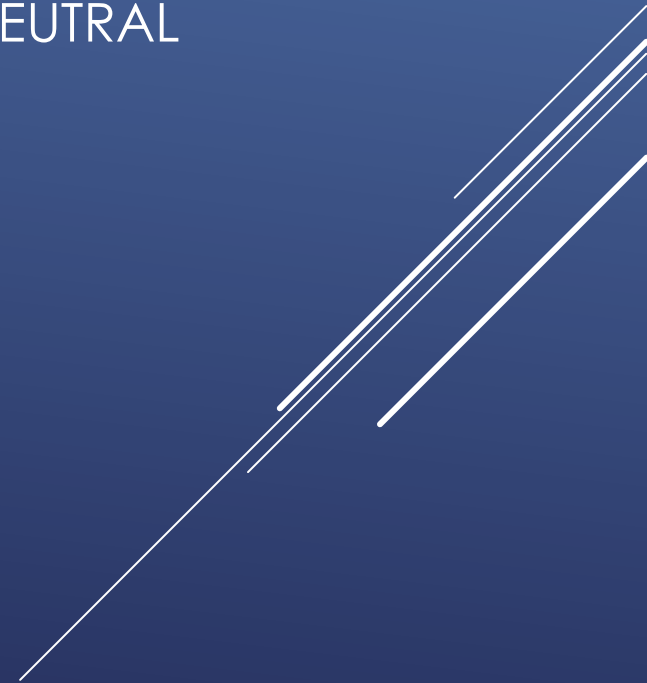


NO



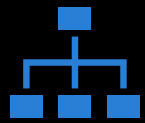
NEUTRAL

POSSIBILITIES





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





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



Cells vs. Temporary Holding

Property & Evidence Control

- Temporary Evidence
 - Bicycles
 - "Found Property"



➤ Make it reasonable to:

- Follow
- Read
- Understand
- Find information



COMMON SENSE

YEARLY REVIEW

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

- 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 lines extending from the bottom right towards the top right of the slide.



**WHAT RESOURCES
ARE AVAILABLE
TO HELP GUIDE ME
THROUGH THIS
PROCESS?**



PowerDMS™

Redefining Document Management

SAMPLE ASSESSMENT



Created by
PLEAC

Questions
Recommendations



Purpose

Assist
• Accreditation
Managers
• Assessors



“Living”
documents

Continuously
updated

SAMPLE ASSESSMENT



**Contact Sara Feaser at the Pennsylvania
Chiefs of Police Association**

Must be enrolled in the accreditation program or an
accredited agency



www.powerdms.com

Site Key
Username
Password

ACCESS TO THE SAMPLE ASSESSMENT



Proofs of Compliance



Notes

How proofs are to be shown
Address specific issues

**WHAT DOES THE SAMPLE ASSESSMENT
TYPICALLY CONSIST OF?**



RESOURCE GUIDE

Formerly known as the Best Practices Guide

SUCCESS



ACTION

GOAL

VISION

FINAL THOUGHT





- James Adams
 - Accreditation Program Coordinator
 - jadams@pachiefs.org
- Sara Feaser
 - Accreditation Administrative Assistant
 - sfeaser@pachiefs.org
- www.pachiefs.org

WHO TO CONTACT

QUALIFIED



ANY
QUESTIONS?

