

**Pennsylvania Chiefs of Police Association
Pennsylvania Law Enforcement Accreditation Commission**

**Regular Commission Meeting
July 16, 2019**

Call to Order

The Regular Commission meeting of the Pennsylvania Law Enforcement Accreditation Commission was called to order on Tuesday, July 16, 2019 at 1:02 p.m. at the Kalahari Resorts and Conventions, Pocono Manor, PA. Chairman Adams presided.

Members Present

Chief Adams, Chief Benson (Retired), Executive Director Blackburn, Chief Bergmann, Chief Cortazzo, Captain Crone, Chief Joseph Daly, Chief William Daly, Richard Hammon, Chief Hiester (Retired), Chief Higgins, Captain Jennings, Chief Kelly, Chief King (Retired), Chief Lesko, Chief MacPherson, Officer Madrak, Chief Moravec, Chief Murphy, Chief Ogden, Chief Rudzinski, Andrea Sullivan, Chief Swartz and Chief Walker.

Chief Cox and Frank Lavery and were absent.

Also present, from the Northampton Township Police Department were Chief of Police Michael Clark, Lieutenant Steven LeCompte, Detective Joseph Rosowski, Township Manager Robert Pellegrino and Assistant Township Manager William Wert. From the Northern Lancaster County Regional Police Department were Chief of Police David Steffen and Sergeant Joshua Kilgore.

Chairman Adams welcomed all to the meeting and asked Commission members to introduce themselves. Everyone stood and recited the Pledge of Allegiance.

Approval of Minutes

Chief J. Daly made a motion to accept the minutes of the March 14, 2019 regular Commission meeting. Chief Swartz seconded the motion. All agreed.

Assessment Reports for Consent Agenda

The following agencies have been put on the Consent Agenda for approval: Point Park University; Upper Allen Township; Upper Uwchlan Township; Lower Salford Township; Fairview Township; Upper Merion Township; Bethlehem Township; Easton City; West Norriton Township; Franconia Township; Swoyersville Borough; Newtown Township (Bucks County); Upper Saucon Township; Warren City; Hanover Township; Middlesex Township and East Lampeter Township. A motion was made by Chief Rudzinski to accept the recommendation for the re-accreditation of these agencies. Chief MacPherson seconded the motion. All agreed. Chief Adams, Chief Benson, Captain Crone, Chief King, Chief Murphy and Chief Ogden abstained. Chief Murphy commented that he has concern with some of the agencies who are on the consent agenda and have 30 to 40 files returned. Chairman Adams said the point will be noted.

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Chairman Adams congratulated all re-accredited agencies.

Assessment Reports

Dallas Township Review – Team Leader/Sergeant Gress reported that the Dallas Township Police Department is a professional police agency that reflects many years of longevity with many officers serving for twenty years or more. Officers are committed to quality service and serve and present well to the community. Department personnel in general seem to have embraced the accreditation program and maintain a commitment to professionalism. Team Leader/Sergeant Gress reported that there was an issue with standard 3.6.1 (e) which was resolved before the assessment team left. However, in reference to the issue with standard 3.6.6 (d) and (e), the assessment team informed Chief Higgins they would not make a recommendation to re-accredit the Dallas Township Police Department and would refer the issue to the Commission for discussion. Captain Crone asked what has been done since the exit interview to resolve the issue with standard 3.6.6 (d) and (e). Chief Higgins explained that they are new users of PowerDMS and are becoming more familiar with it. In addition, he stated that they were not aware that they were doing anything wrong with standard 3.6.6 (d) and (e). He said, after the assessment team left, they conducted an unannounced inspection, and he assured the Commission that this will never happen again. Chairman Adams asked if the inspection report that was created after the on-site was provided to Dick Hammon. Chief Higgins said the inspection report had not been previously sent to Dick Hammon but Chief Higgins had the report in hand for review at today's meeting. Chief Benson asked if the proper procedures were followed. Team Leader/Sergeant Gress said that they were followed. The issue was that the annual audit and an unannounced inspection were done on the same day. A note will be added to the sample assessment in PowerDMS that the annual audit and unannounced inspection(s) are to be done on separate days. Chairman Adams suspended any action until Team Leader/Sergeant Gress was given the chance to review the inspection report that Chief Higgins brought along today.

Northampton Township Review – Chief Rudzinski reported that the Northampton Township Police Department is a professional police department that is dedicated to quality service to its community. Department personnel are interested in maintaining that high quality of service and are dedicated to the accreditation process. The entire agency is committed to the community and to law enforcement. Members of the department have embraced the accreditation process. He commented that this was the cleanest assessment that he has ever been a part of. It was a near perfect on-site. Chief J. Daly said having only 7 files returned is amazing. In his time on the Commission, it is the best he has seen. Chief Rudzinski said it is his pleasure to recommend the Northampton Township Police Department be considered for accreditation. Chief MacPherson said he is honored to make a motion to accept the accreditation of the Northampton Township Police

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Department. Chief Murphy seconded the motion. All agreed. Chief Rudzinski abstained.

Chief Clark thanked the Commission for giving them the opportunity to become a better police department. He said it was a joint effort that took a number of years and they are thankful. Lieutenant LeCompte said everyone on the police staff was given an opportunity to learn something. He said it is an educational process. He tipped his hat to Detective Joe Rosowski for working on this for years. Detective Rosowski said the training is critical. Chief Clark also thanked the Township Manager for the financial support. Township representatives said the community loves their police department and thanks all for their support, particularly Detective Rosowski. Chief Clark also thanks their wives for their support.

Chairman Adams congratulated them on their accomplishment.

Northern Lancaster County Regional Review –In the absence of Lieutenant Rudisill, Sergeant Ross reported that the Northern Lancaster County Regional Police Department is a professional, full service law enforcement agency. The Department is a proactive agency that emphasizes a community policing philosophy. In addition to providing traditional police services, Chief Steffen has implemented programs that encompass both crime prevention and community policing characteristics. All department personnel follow through with the necessary objectives to maintain a high level of service and are obviously dedicated to the accreditation process. The department is well disciplined, well trained, well organized and well directed. It is with pleasure, honor and without hesitation that the assessment team highly recommends that the Northern Lancaster County Regional Police Department be considered for initial accredited status. Chief Rudzinski made a motion to accept the accreditation of the Northern Lancaster County Regional Police Department; seconded by Chief Swartz. All agreed.

Chief Steffen said his journey has be a long one. He has a wonderful team and values Sergeant Kilgore. Chief Steffen said he is very grateful. Chief Steffen commended the assessment team and said they are all better for going through the process. Sergeant Kilgore said he is proud and is thankful for all of the help he received. He said he is honored and appreciative. Sergeant Ross said he valued this experience and he commended the mock team. He said he took some of Chief Steffen's ideas back to his agency.

Chairman Adams congratulated them on their accomplishment and for regionalizing their agency.

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Dallas Township Review (resumed) – Team Leader/Sergeant Gress reported that he is satisfied with the inspection report from Chief Higgins and the actions taken by the Dallas Township Police Department. Chief Walker said he is confident that this will never happen again. Chief Kelly commented that this is a perfect example of why the accreditation process is important and why it works. Chief J. Daly said he is much more clear on the issue. A motion to accept the re-accreditation of the Dallas Township Police Department was made by Chief Walker; seconded by Chief Hiester. All agreed. Chief Higgins abstained.

Chief Higgins thanked the Commission and said accreditation works, and he welcomes other agencies to come into his agency to review it.

Chairman Adams congratulated them on their accomplishment.

Committee Reports

Assessor Committee – Chief W. Daly reported that the committee is currently working on a new assessor application.

Standards Committee – Chief King reported that additional notes have been added to the sample assessment in PowerDMS for standard 4.2.2. He also reported that in reference to Act 79 regarding relinquishing of firearms during PFA's, the committee will review and come back with a recommendation at the next Commission meeting.

Administrative Committee – Chief Murphy presented the minutes from the Administrative Committee meeting that was held on June 6, 2019 in regard to the PLEAC record retention policy. (Attachment 1).

Strategic Planning Committee – Chief Kelly reviewed the minutes from the Strategic Planning Committee meetings that were held on April 23, 2019 and June 18, 2019. (Attachment 2). The following was discussed: Request to retain more PLEAC income to have additional funds to provide more incentives to accredited agencies, especially newly-accredited agencies. (Model Policy Development, "comped" attendance at PCPA Banquet for newly-accredited agency representatives, etc.); Articles/Advertisements in PCPA Bulletin; Re-establish and promote endorsement quotes from Chief of accredited agencies, statewide leaders (Attorney General, etc.), defenses attorneys, etc.; Increase benefits (Insurance companies, PCPA offer a small discount to member in some way, etc.); Tie in with PCPA Executive Certification Program; and a Two Tier Certification (One time with fewer standards) as "stepping stone" to proceed to the full accreditation was considered but not recommended at this time.

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Ad Hoc Committee – Chairman Adams reviewed the minutes from the Ad Hoc Committee meeting that was held on June 18, 2019 in regard to the Pennsylvania Office of Attorney General. There were several positive comments from Commission members. (Attachment 3).

Chief J. Daly made a motion to accept the Committee reports; Chief Ogden seconded the motion. All agreed.

Coordinator's Report

Dick Hammon reported that PLEAC conference was well attended and the best yet. All comments received through a Survey Monkey poll were positive. Income generated from the conference was \$7,500.00.

Two agencies have dropped out of the accreditation program. They are Dublin Borough Police Department and Lower Swatara Township Police Department. The Plymouth Township Police Department has failed to comply with filing an annual report this year. In 2018, Dick Hammon had a discussion with Chief Lawrence regarding this same issue, and he indicated to Dick at that time that the agency was no longer interested in being accredited by PCPA. Letters regarding this failure to comply were sent to Chief Lawrence and no response was received. Chief Murphy made a motion to decertify the Plymouth Township Police Department. Chief W. Daly seconded the motion. All agreed. A letter will be sent to the Plymouth Township Police Department to notify them of this.

Dick Hammon also reported that letters from Frank Lavery have been sent to the Bucks County Sheriff's Office and the Exeter Township Police Department informing them that they must remove their PLEAC decals from their cars, as well as any other reference to being an accredited agency.

The Bucks County Sheriff's Office has apparently ignored Frank Lavery's letter in that in early July it was still displaying the PLEAC decals on its vehicles. The Commission directed Dick Hammon to contact Frank Lavery to address this issue. A motion was made by Chief Murphy to accept the Coordinator's Report; seconded by Chief Kelly. All agreed.

Old Business

Chairman Adams reported that there is no old business.

New Business

Chairman Adams reported that there is no new business.

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For the Good of the Order

It was brought to the Commission's attention that the Falls Township Police Department is still displaying the PLEAC logo on their website.

Chief Kelly suggested to possibly have a microphone at the Commission meetings so anyone speaking can be heard. Also, he suggested that the meeting should be recorded for use of comments made.

Date of Next Meeting

A Doodle Poll will be sent out to determine the date of the next meeting.

Adjournment

At 3:18 p.m. a motion was made by Chief Murphy to adjourn; seconded by Chief Cortazzo. All agreed.

Respectfully submitted,

Andrea N. Sullivan

Andrea N. Sullivan, Administrative Assistant
Pennsylvania Chiefs of Police Association

Attachments

**Pennsylvania Chiefs of Police Association
Pennsylvania Law Enforcement Accreditation Commission**

**Administrative Committee Meeting
June 6, 2019**

Call to Order

The Administrative Committee meeting of the Pennsylvania Law Enforcement Accreditation Commission was called to order on Thursday, June 6, 2019 at 9:55 a.m. at the Pennsylvania Chiefs of Police Association, Harrisburg, PA. Chairman Murphy presided.

Committee Members Present

Chief Adams, Retired Chief Benson (via phone), Executive Director Joe Blackburn, Dick Hammon, Frank Lavery (via phone), Chief Murphy, Andrea Sullivan and Chief Swartz (via phone).

General Discussion

Dick Hammon began the discussion regarding records retention for all aspects of the accreditation program. This has nothing to do with Right to Know. PowerDMS will be used to maintain all files from here on out and decisions need to be made as to what must be saved, how long it should be saved, etc. After much discussion it was decided that the following will be kept:

- Accredited Agencies' Records
 - All assessment reports
 - All documentation for the current cycle
 - All documentation for the previous cycle
- Agencies No Longer Accredited
 - All assessment reports
 - All documentation which explains why the agency is no longer accredited
- Assessor Files
 - Application
 - Resume
 - Test
 - Dates of re-certification
 - All on-sites completed
 - Proof of participating in one mock assessment
- All Minutes
 - Commission
 - Committees

All other records will be destroyed or archived.

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Adjournment

At 10:55 a.m., a motion was made by Chief Murphy to adjourn; seconded by Retired Chief Benson.

Respectfully submitted,

Andrea N. Sullivan

Andrea N. Sullivan, Administrative Assistant
Pennsylvania Chiefs of Police Association

**Pennsylvania Chiefs of Police Association
Pennsylvania Law Enforcement Accreditation Commission**

**Strategic Planning Committee Meeting
April 23, 2019**

Call to Order

The Strategic Planning Committee meeting of the Pennsylvania Law Enforcement Accreditation Commission was called to order on Tuesday, April 23, 2019 at 10:32 a.m. at the Pennsylvania Chiefs of Police Association, Harrisburg, PA. Chairman William Kelly presided via phone.

Members Present

Chief James Adams, Chief David Hiester, Chief William Kelly (via phone), Chief Michael Moravec (via phone).

Others present were Executive Director Joe Blackburn, Dick Hammon and Andrea Sullivan.

Chief Hiester made a motion to accept the minutes from the March 12, 2019 meeting; seconded by Chief Adams. All agreed.

Chairman Kelly began the discussion regarding promoting the accreditation program. Chief Adams suggested updating the PCPA website so that the Accreditation information is easier to find. Chairman Kelly suggested having at least a full page dedicated to Accreditation in the quarterly bulletin which would include a quote from an accredited Chief. There would be virtually no cost to following through with either of these suggestions. Dick Hammon and Joe Blackburn will look at creating the page for the PCPA quarterly bulletin for newly accredited agencies which would include photos and quotes.

Chief Adams suggested holding the recognition banquet for accredited agencies at the PLEAC Conference instead of the PCPA Annual Conference. Dick Hammon said that, aside from the added expense, most Chiefs are not present at the PLEAC Conference so the accredited agencies would not be recognized amongst their peers.

Chief Hiester asked if any thought was given to advertise through boroughs and townships. Dick Hammon said we have done this in the past to no avail. Dick Hammon also said it's not a good idea to undermine the agency head.

Chief Adams suggested getting insurance companies on board. Dick Hammon said this would be cumbersome as there are many insurance companies to deal with.

Chief Moravec said he is not in favor of the two-tier certification program that was suggested at the previous meeting.

Chairman Kelly commented that PCPA members should be made aware that Chapter 4 in the Standards Manual are PA laws and that the agencies are following these standards already. He said he will follow up with insurance companies.

The next meeting of the Strategic Planning Committee will be held on Tuesday, June 18, 2019 at 10:30 am at PCPA Headquarters.

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Adjournment

At 11:16 a.m. the meeting adjourned.

Respectfully submitted,

Andrea N. Sullivan

Andrea N. Sullivan, Administrative Assistant
Pennsylvania Chiefs of Police Association

**Pennsylvania Chiefs of Police Association
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**Strategic Planning Committee Meeting
June 18, 2019**

Call to Order

The Strategic Planning Committee meeting of the Pennsylvania Law Enforcement Accreditation Commission was called to order on Tuesday, June 18, 2019 at 10:29 a.m. at the Pennsylvania Chiefs of Police Association, Harrisburg, PA. Chairman William Kelly presided.

Members Present

Chief James Adams, Chief David Hiester and Chief William Kelly.

Chief Michael Moravec was absent.

Others present were Dick Hammon and Andrea Sullivan.

Chairman Kelly reported that Plymouth Township Police Department is dropping out of the accreditation program. He said that this is causing some discussion, and he believes this could send out a bad message and potentially be a threat to the program. He said once the downhill slide starts, it is hard to stop. Chief Adams asked why they are dropping out and was told that a new chief is in place, and he is not on board with the accreditation program.

Lower Swatara Township Police department also dropped out because the new chief was the only one who has any interest in the accreditation program. He has no support from the township.

There was a review of the PCPA Bulletin regarding items submitted and advertisement for the accreditation program.

Chief Adams suggested that we may be able to get some of the insurance companies on board to offer discounts to accredited agencies. Dick Hammon said DVIT does not offer a discount but they do offer money to agencies who want to purchase PowerDMS to attain/maintain accreditation. Chief Hiester said PennPrime does not offer discounts anymore.

Chief Adams suggested getting litigators to make comments regarding the benefits of the accreditation program. Chairman Kelly said Chris Boyle said to email him a request with what we want from him regarding a statement.

Chief Hiester suggested trying to find a way to research data regarding the benefits of accreditation. Chief Adams said that this is a great idea but difficult to do and may be something to deal with in the future.

Chairman Kelly believes that maybe we should put some things back in place like we had them before. He suggested reaching out to DVIT to request financial assistance for some agencies so they can be a part of the accreditation program. Chairman Kelly said the DVIT representative he spoke with suggested that PCPA partner with them and provide sample policies to agencies to get them up and running. Dick Hammon also had a conversation with a DVIT representative who indicated their desire to partner with PCPA to provide sample policies. Chief Adams volunteered to present the idea to the Board but needs information as to the cost that PCPA would incur. Chairman Kelly also suggested a step/tier program. Chief Adams said to reach out to all

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insurance companies, not just DVIT. Dick Hammon volunteered to contact DVT and let them know we may want to partner with them regarding sample policies.

Dick Hammon also suggested that we might want to do a luncheon during the PCPA annual conference to honor accredited/re-accredited agencies in place of the PCPA annual banquet.

Adjournment

At 12:04 p.m. the meeting adjourned.

Respectfully submitted,

Andrea N. Sullivan

Andrea N. Sullivan, Administrative Assistant
Pennsylvania Chiefs of Police Association

**Pennsylvania Chiefs of Police Association
Pennsylvania Law Enforcement Accreditation Commission**

**Ad Hoc Committee Meeting
June 18, 2019**

Call to Order

The Ad Hoc Committee meeting of the Pennsylvania Law Enforcement Accreditation Commission was called to order on Tuesday, June 18, 2019 at 1:00 p.m. at the Pennsylvania Chiefs of Police Association, Harrisburg, PA. Chairman James Adams presided.

Members Present

Chief James Adams, Captain Leon Crone (via phone), Chief Thomas King (Retired) (via phone), Chief Michael Murphy (via phone) and Chief Albert Walker (via phone).

Others present were Dick Hammon, Chief William Kelly (Retired), Andrea Sullivan, PA OAG Representatives: David Ellis, Chief Agent in Charge; John Kitzinger, Deputy Chief of Agents/Deputy Chief Bureau of Criminal Investigation; Anthony Sassano, Deputy Chief Bureau of Narcotics (BNI); Stephen Forzato, Deputy Chief Bureau of Investigative Services (BIS); Martin Malloy, Director of Training; John Soprano, Regional Director, BNI Wilkes Barre; and Barry Howe, Regional Director, BNI State College.

Chief Jesse Lesko and Chief Thomas Ogden were absent.

Chief Adams called the meeting to order and turned the floor over the Chief Kelly.

Chief Kelly began the discussion regarding the work that the Pennsylvania Office of Attorney General has done in order to fix the issues they had with maintaining their accredited status. He then turned the floor over the Chief Ellis.

Chief Ellis explained, in detail, the actions that have taken place since withdrawing from the Accreditation Program. He presented two newly created booklets: Commonwealth Investigations Training Program and OAG Field Training and Evaluation Program – Field Training Program Guide and one pamphlet: Commonwealth Investigator Training Program – A Multi-Agency Initiative. He indicated that there are currently 331 agents and reported the number of agents and type of training they have received, either MPOETC or equivalent training. For those who have not been trained, they are currently being provided training. He also reported that the PA OAG recently trained the first 27 agents using the newly enacted training program previously mentioned. He indicated that all new hires will complete the same training prior to being placed on the street.

It was suggested that the PA OAG should submit a written waiver explaining the training that the 331 agents received. The waiver request will be a request for PLEAC to accept the PA OAG training program. The PA OAG has agreed to this and Chairman Adams hopes to have the waiver request in hand by the PLEAC meeting in the Fall of 2019.

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Adjournment

At 1:59 p.m. the meeting adjourned.

Respectfully submitted,

Andrea N. Sullivan

Andrea N. Sullivan, Administrative Assistant
Pennsylvania Chiefs of Police Association