



**CALIFORNIA POLICE ACCREDITATION  
COALITION**  
**Meeting Agenda**  
**March 28, 2013, 10:00am**  
**Rocklin Police Department**  
**4080 Rocklin Road**  
**Rocklin, CA 95677**



[www.californiapac.org](http://www.californiapac.org)

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1. Welcome - Linda Kaus
2. Introductions – Everyone in attendance:

Linda Kaus (Ret.), Cynthia Fuzie, Modesto PD  
Nancy Morehead, Lance Brede, David Phulps, East Bay Regional Park Dist. PD  
Tara Russell, Alameda County S.O. RTC  
Todd Miller, John Hall, Fresno PD  
Paul Malech, Oakland Housing Authority PD  
Heather Mangus, Kevin Davis, CHP  
Lisa Graetz, Union City PD  
Ed Pecinovsky, POST (Ret.)  
Sherry Lange, Pismo Beach PD  
Judi King (Ret.), CSU Fullerton PD  
Greg King (Ret.), CSULA PD  
Lon Milka, Rocklin PD  
Lucia Gamez, CSULA PD  
Mark Mosier (Ret.), Lauren Sugayan, Hayward PD  
Martha Villanueva, SFSU PD

3. President's Report - Linda Kaus

Linda circulated the roster for members to update information.  
New CALPAC agencies: City of Bell  
Agencies in Self-Assessment: City of Alhambra, City of Burbank, City of  
Livermore (basic)  
Agencies dropped: East Palo Alto, UC Davis

4. Vice President's Report - Mark Mosier

Nothing to report.

5. Secretary's Report - Nancy Morehead

Mark Mosier made a motion to approve the minutes from November 2012 which were e-mailed to the members shortly after that meeting. Tara Russell seconded. The minutes were approved as written.

6. Treasurer's Report - Martha Villanueva

Reported \$6851.95 balance in account.  
One outstanding invoice of \$315.00 for webmaster.

7. P.O.S.T. Update – Ed Pecinovsky

Ed has retired from POST but will be returning to work there on Monday.

**Committee Reports**

8. None

**Old Business**

9. CALPAC 501c Status Update - Mark Mosier

Our first attempt at obtaining 501c status stalled so Mark Mosier re-submitted the paperwork in June 2012. He recently called the State to check on the status and was told our "Statement of Information" was approved by the State of CA in October. The 501c status is granted by the Franchise Tax Board and requires us to complete the FTB3500 form. This will be done in the next few months.

Welcome from Chief of Police Ron Lawrence

Lon Milka introduced Chief Lawrence who thanked everyone for attending and welcomed us to the City of Rocklin. He expressed appreciation for our dedication and his belief that CALEA accreditation is extremely important.

10. CALPAC Website Update - Martha Villanueva

The website is the same as last meeting. Please let Martha know if we have any suggestions for changes to the website or would like to add anything.

11. CALPAC Logo - Martha Villanueva

The new logo, which was distributed via e-mail, received positive feedback. Mark Mosier made a motion to accept the new logo, Ed Pecinovsky seconded. All were in favor of accepting the new logo.

12. CALPAC 2013 Dues - Martha Villanueva

Two agencies have outstanding dues. Linda will contact them.

13. Appendix G – Multiple Bullets/Same Proof Everyone

Covered by Greg and Judi King in the training session (item 21).

**New Business/General Discussion**

14. Agency Requests for Info - Everyone

No-one requested additional information or assistance during the meeting. It is therefore assumed that all requests were adequately addressed via e-mail.

15. Change Notice (LE) 5.15 – Linda Kaus

(Discussed after training.) Very minor changes were made regarding compliance level for various size agencies and minor language changes. (16.1.2, 42.2.11, 42.2.12, App E, App F)

16. Chapter 91 – Everyone

(Discussed after training.) Agencies must comply with this chapter if they have an MOU with a college even if some standards are N/A by function.

17. Chapter 71 – Everyone

18. Quarterly PAC President’s Teleconference – Linda Kaus

19. CALEA Program Manager’s Visit – Linda Kaus

(Items 17-19 were skipped due to lack of time)

20. Spring 2013 CALEA Conference – Charleston, SC – Everyone

This conference had a very large turnout including several agencies from our PAC. The July conference in Ohio will be attended by EBRPD. Kevin from CHP mentioned that Commission hearings and awards can be postponed to allow agencies to attend a different conference. This was confirmed by Greg King.

SRIC meeting topics under discussion:

- 41.3.9 – new standard regarding license plate readers, will be similar to other video standards
- 1.3.13 – Use of Force analysis will be re-worded to expand the scope
- 25.1.3 – Grievance Analysis will be re-worded to expand the scope

**Training**

21. Accreditation Manager Training – Greg and Judi King

Please see the attached PowerPoint presentation for complete documentation on the topics covered. Some of the questions answered and advice given are as follows:

- Time sensitive items must have multiple proofs for each year even if following Appendix G. We must provide enough to show compliance.
- Each bullet in a standard must be able to stand on its own for clarity.
- All three years need to be equally represented if following Appendix G.
- If a directive is not required, it does not need to be included unless it is needed to clarify a proof.
- Ask yourself - Are you able to prove compliance with what is in the file?
- A “file maintenance” item occurs only if you are unable to prove compliance with what is included in the file and will not be listed as such in the report unless you are unable to provide sufficient documentation.
- If we are not clearly supported by CALEA staff with a problem, it was suggested to take a stand regarding issues we are confident about (such as directives not being required on some

standards). A conference call with the assessors and CALEA staff may also help to clarify differences in interpretation.

- Mark Mosier reminded the group that formal interpretation is only made by the Commission and agencies have the right to dispute areas of disagreement.
- Team Leader training was discussed. They are required to attend training at least once every 3 years so they may not be operating with the most current information.
- If using Appendix G the proofs do not have to be the same type throughout the file although it may be clearer to the assessor if they are.
- In regards to the directives – put the best one first, not necessarily in numerical order. Make the file as clear as possible for the assessor and if there is a directive that fulfills the standard, put it first.
- Interview names or titles are not necessary unless you think the standard needs clarification in an interview. Leave this blank for all other standards.
- If the body of a standard requires a directive or proof address it. Example: 1.3.11
- Memos to file are not always necessary. A note can be written directly on the ISSR but it's best to be consistent with your method.
- Make sure you are in compliance with the relatively new verbiage of “documented” training on several standards.
- Avoid use of the phrase “on-going” in regards to training.
- Contact your team leader as soon as you have their contact information. Let them know that you intend to contact the assistant assessor unless they do not want you to. Advise them of any discretionary things you have done such as staples/no staples etc. and ask them their preferences. Discuss your file style, for example, if you put complete reports in the first file of a section and thereafter do only the pertinent pages. It may be helpful to include a file orientation memo with the mail-off files outlining these items.
- Use the public hearing sign in sheet to send thank you letters to those that attended.
- CA and POST policies may be used for directives rather than needing to re-write the information into department directives. This is something that could be added to our website for all members to use as a reference. Forms could also be posted such as the POST Background checklist.
- Annual Reports: The new format requires that we report any directives that have changed but this is only in regards to standards. If the directive change does not affect any standards it does not need to be included in the annual report.
- A Gold Standard assessment is a different process, not a higher level and cannot be used for 2 consecutive assessments.
- Accreditation with Excellence is a higher level and can only be requested after 2 successful accreditations with no non-compliance items on the most recent one. This must be requested 3 months prior to the on-site.
- For analysis and reviews, if you have no occurrences, examine the process and procedures rather than just stating that it has not occurred.

## **Miscellaneous**

### 22. East Bay Regional Park District Police On-Site Assessment

The Assessor's Manual was shared and discussed.

### 23. Mocks/On-Sites - Everyone

Pismo PD had a MOCK conducted by Kerry Jackson (ACSO) and Ed Pecinovsky (POST) which went well. They are applying for a gold standard assessment.

