



**CALIFORNIA POLICE ACCREDITATION  
COALITION**  
**Meeting Minutes**  
**November 29, 2012, 10:00am**  
**Alameda County Sheriff's Office**  
**Office of Emergency Services**  
**4985 Broder Blvd**  
**Dublin, CA**



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

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1. Welcome - Linda Kaus and Undersheriff Richard Lucia

Darren Skoldqvist, ACSO, introduced Undersheriff Richard Lucia who welcomed the group. He congratulated the RTC staff for receiving reaccreditation with honors at the July conference. He discussed the benefit of the CALEA process and how it has helped the Alameda County Sheriff's Office.

2. Introductions

Members/Agencies in attendance:

Linda Kaus, Modesto PD  
Mark Mosier, Hayward PD  
Nancy Morehead, Lance Brede, David Phulps, East Bay Regional Park District PD  
Martha Villanueva, San Francisco State University PD  
Janice Hamm, Patricia Redd, Darren Skoldquist, Kerry Jackson, Roger Power, Alameda County Sheriff's Office  
Lisa Graetz, Union City PD  
Heather Mangus, Kevin Davis, CHP  
John Hall, Dave Seleckt, Mindy Casto, Fresno PD  
Lon Milka, Rocklin PD  
Sherry Lange, Pismo Beach PD  
Carole Salerno, UCSF PD  
Kristin Miller, Tustin PD  
Armen Dermenjian, Burbank PD  
Chou Her, UC Merced PD  
Tara Russell, Jenna Hazelwood, Alameda County Sheriff's Office  
Regional Training Center  
Paul Malech, Oakland Housing Authority PD

3. President's Report - Linda Kaus

Linda circulated the roster to allow attending members to verify and/or update their information. She reminded everyone to complete the sign-in sheet and collect handouts from the side table.

Linda also reported the following agencies in self-assessment:

CHP Training Academy

Burbank PD

East Palo Alto PD (although we are unsure if they are continuing)

Livermore PD

4. Vice President's Report - Mark Mosier

Mark reported that the 501c application was re-submitted in June and would take up to 4 months for processing. He expects to hear from the State by mid-December.

5. Secretary's Report - Nancy Morehead

Nancy asked for a motion to approve the minutes from the September 20, 2012 meeting. A motion was made by Mindy Casto and seconded by Sherry Lange. The minutes were approved.

6. Treasurer's Report - Martha Villanueva

Martha reported that our account has \$4,746.90. We have one outstanding invoice for \$200 for website development.

7. P.O.S.T. Update - None

**Committee Reports**

8. None

**Old Business**

9. CALPAC 501c Status Update - Mark Mosier

See above item 4.

10. CALPAC Website Update - Martha Villanueva

Martha reviewed the new website on the overhead screen including the pages and links. The link to the website is [www.californiapac.org](http://www.californiapac.org) Please contact her with any suggestions for improvement.

The new logo was discussed with no-one in the group expressing a strong concern over which logo is used although Mark Mosier indicated that he prefers the original logo.

The new membership form was distributed and Martha requested that every agency complete a new form every year.

**New Business/General Discussion**

11. Agency Requests for Info - Everyone

Linda thanked the group for responding to the following requests for information:

Georgia Lonquist, Hermosa Beach PD – 70.1.8 Detainees that are an unusual security risk

Lon Milka, Rocklin PD – Demographic information

61.2.2 – written directive for response to the scene of any collision

Paul Malech, Oakland Housing Authority – sample policies on Quartermasters and/or Inventory Tracking and Control measures (received responses from the CALEA forum)

Michelle Gonzalez, Lake County – information on IAPro Blue Team

12. 2013 Meeting Locations - Linda Kaus

Linda asked for volunteers to host the 2013 meetings. The tentative schedule is as follows:

March – Rocklin PD  
June – Oakland Housing Authority PD  
September – Tustin PD  
December - CHP

13. CALPAC 2013 Elections - Linda Kaus

Linda announced that her term as President and Mark Mosier's term as Vice President will expire in January 2013. Nominations were sought for the positions of President and Vice President. Tara Russell suggested a brief discussion about the duties and amount of work for each of the positions. Mark Mosier informed us that the Vice-President position helps out wherever needed and does not require a major investment of time. Linda reported that the President position is very time consuming yet rewarding.

No one in attendance expressed interest in serving in either position. Nancy Morehead nominated Linda Kaus for President and Mark Mosier for Vice President. Martha Villanueva seconded the nominations.

Linda and Mark were re-elected with a unanimous vote of 24.

14. CALPAC 2013 Dues - Martha Villanueva

Membership fees are due by February 1, 2013. If anyone would like to receive an invoice for membership payment please contact Martha directly.

15. PowerDMS Standards Module Training - Paul Malech

The following agencies are using Power DMS for their accreditation:

Oakland Housing Authority  
Alameda County  
Union City  
Tustin PD  
Burbank PD

Linda reviewed a handout with instructions on setting up your PowerDMS account.

Paul Malech walked us through the standards component of Power DMS on the overhead screen as well as providing printed handouts. He suggested using the help button and watching videos and tutorials to become familiar with the software. He showed us how to look at each standard and how to view the change documents by using the following:

Revisions tab – select versions for comparison – on the standards menu scroll to the bolded ones to display a side by side comparison.

We had a general discussion about PowerDMS vs. CACE-L file maintenance and it sounds like the agencies that are moving from CACE-L to PowerDMS for their accreditation are maintaining dual systems and paper files.

Kristin Miller is happy with PowerDMS and logged into her system to share some information and answer questions regarding linking directives and documentation to standards.

## 16. Quarterly PAC President's Teleconference - Linda Kaus

Linda reported that the next PAC Presidents' teleconference call will be December 10<sup>th</sup> and that Maya Mitchell offered to address any questions or concerns our PAC may have. The following questions were suggested:

Paul Malech would like feedback on the Gold Standard style of assessment. Has the experience been good and are there any recommendations for how to prepare for it.

Tara Russell and Kevin Davis would like clarification about using proof of an automated password system for Training Center standards 7.3.5 and 7.3.8. This is based on the acceptance of such a proof for Law Enforcement standard 82.1.6.

Mark Mosier would like clarification on standard 71.3.3 pertaining to securing firearms before entering temporary detention rooms. He reported that El Paso PD was told by Steve Mitchell that their policy of "securing" their weapon in a holster was sufficient. Seattle PD was denied accreditation due to non-compliance with this standard when their PA ruling allowed them to secure their weapon in the same way.

Kerry Jackson commented that this discussion has been going on for many years and the general understanding is that CALEA does not want weapons in temporary detention rooms.

Armen Dermenjian commented that title 15 also supports the policy of no weapons in detention areas.

In a later discussion, it was decided to also ask Maya for her opinion regarding adding written directives to standards which do not specifically require them. (see Item 19.)

Maya also requested that the group periodically view the CALEA FORUM postings and respond when possible. The SRIC items were specifically mentioned and Linda would like feedback from the PAC members by January 1, 2013. These items are as follows:

- 16.3.2 Revised – reserve officer selection
- 34.1.3 Revised – promotion process
- 41.3.9 New – license plate reader systems
- 19.1.3 Revised – campus security promotion process
- 5.4.2 Revised – training academy promotion process

## 17. Fall 2012 CALEA Conference – Jacksonville

Attending members included Mark Mosier, Lisa Graetz, and Tara Russell

Lisa Graetz spent a great deal of time with the PowerDMS presenters and commented that using Lexipol Policy will be difficult to integrate with PowerDMS. Armen Dermenjian suggested maintaining the Policy in PowerDMS and using Lexipol as a resource only.

## 18. CALEA Online Videos & Sample Policy Library - Linda Kaus

Linda showed the CALEA website videos on the overhead screen and recommended that we view them as they may be useful to our agencies. She also reported that CALEA is assembling a sample library of Policies and asked if anyone had been contacted to provide samples. No-one from the group has been contacted by CALEA.

## 19. Review/Discussion of Appendix G and use of memos

Tara Russell used the guidelines in Appendix G for populating proofs which was appreciated by her assessors. She also reminded the group that policies can elevate a standard's compliance level with regards to Appendix G if the policy stipulates monthly or quarterly time sensitivity.

Kerry Jackson reminded the group to be consistent throughout the files regarding full files (proofs for every year in every bullet) or Appendix G format. Also, if Appendix G is followed, there should be a pattern to the way the proofs are provided, for example, Bullet A- year 1, Bullet B – year 2, Bullet C – year 3, Bullet D – year 1, etc.

Mark Mosier suggested to the group to consolidate memos if they are needed for all three years into one single memo stating, for example, that “it has not occurred during this assessment period”.

The group had a discussion regarding providing written directives for standards which do not specifically require directives. The majority felt that they should not be provided. Mark Mosier reported that Hawaii was told to provide them. This item was added to the list for clarification from Maya Mitchell (see item 16).

It was suggested that the following items be discussed with your agency's assigned team leader:

- Adding directives when not required
- Following Appendix G proof format
- Stapling proof documents that are multiple pages

Kerry Jackson reminded the group that chapter 46 requires a critical incident plan not just a directive. Tara Russell suggested looking into a county OES response plan if the agency does not have one.

#### 20. CALEA Standard 31.2.1 & 31.2.2

Linda Kaus reviewed the changes to these standards and reminded the group that agencies must have a recruitment plan regardless of demographics.

There were various methods discussed for recruitment plans and Kevin Davis mentioned Proposition 209 which allows for recruitment goals but not hiring goals with regards to gender and ethnicity. He also provided this link for further information regarding Proposition 209.

[http://www.law.berkeley.edu/files/September\\_2008\\_Proposition\\_209\\_and\\_Public\\_Employment\\_-\\_Workforce\\_Diversity.pdf](http://www.law.berkeley.edu/files/September_2008_Proposition_209_and_Public_Employment_-_Workforce_Diversity.pdf)

#### 21. Open Discussion (see below)

#### 22. Questions/suggestions for training

Linda Kaus reported that Greg King (Assessor and lifetime CALPAC member) offered to conduct future training for Accreditation Managers and affective file preparation for an onsite.

Doug Matteo (ACSO) suggested training (via email) on why accreditation is important.

Linda suggested additional PowerDMS training.

#### **Open Discussion/Roundtable**

- Carole Salerno – UCSF will be converting to PowerDMS completely. Moving from paper to electronic files is going ok, but it is harder to review work.
- Chou Her – UC Merced is just beginning the process

- Tara Russell – reported that during their commission hearing agencies were scrutinized and over ½ were accredited with conditions. Nearly all of them were conditions pertaining to property and evidence issues.
- ACSO – growing pains with PowerDMS
- Lisa Graetz – Union City just signed contract
- Mark Mosier – Hayward will have a new Accreditation Manager early next year and he will stay on to assist with the transition through December 2013.

23. Tour Regional Training Center

24. Tour Santa Rita Jail

Adjournment at 13:30