



CALIFORNIA POLICE ACCREDITATION COALITION

Meeting Agenda

February 21, 2014 10:00am
Pismo Beach PD
Pismo, CA



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1. Welcome Kerry Jackson

2. Opening Remarks Chief Jeff Norton
Chief Norton welcomed the group and talked about the Pismo Beach area. He also presented Mark Mosier with a department mug and thanked him for his help during their recent accreditation.

3. Introductions Everyone

In attendance:

ACSO: Janice Hamm, Doug Matteo, Patricia Redd
ACSO RTC: Tara Russell
Alhambra PD: Sean Heckers
Burbank PD: Armen Dermenjian
CALEA: Mark Mosier
CHP: Kevin Davis, Joshua Kolstad
CSU LA: Lucia Gamez
EBRPD PD: Nancy Morehead, David Phulps
Fresno PD: Todd Miller, John Hall
Hayward PD: Lauren Sugayan
Oakland Housing Authority PD: Paul Malech
Petaluma PD: Danny Fish, Tara Salizzoni, Ken Savano
Pismo Beach PD: Sherry Lange
SFSU PD: Martha Villanueva
West Sac PD: Tod Sockman
Lifetime Member: Kerry Jackson

4. President's Report Kerry Jackson

Kerry discussed some ideas for using our money to benefit the group. He began a discussion about the possibility of reimbursing CALEA conference fees for a worthy CALPAC member. There was discussion regarding the criteria and application process. Kerry will be attending the Garden Grove conference which our PAC is co-hosting. He will assist Mark Mosier with hosting responsibilities and also attend the PAC presidents meetings. He let the group know that he recently accepted a position as Security Director for Alameda County (AC) Transit after retiring from Alameda County Sheriff's Office one year ago. He also mentioned an idea about broadcasting or taping our meetings for agencies that are unable to attend.

5. Vice President's Report Paul Malech

Paul expressed condolences to CHP for their recent loss of 2 officers in a traffic collision.

6. Secretary's Report Nancy Morehead
Nancy circulated the current roster and asked everyone to verify and/or update the information listed for their agency. She also circulated a sign in sheet.
September 2013 minutes were approved as written.
7. Treasurer's Report Martha Villanueva
Martha reported that we have \$6,949.63 in our account. Membership dues were due on February 1st and there are several agencies that have not yet paid. She will be sending out reminders.
8. CALEA Program Manager's Report Mark Mosier
Mark reported that we have the following status in CA:
10 agencies in self-assessment
3 prospective agencies (West Sacramento, Petaluma, Sonoma County)
2 new agencies (Redwood City Comm, ACSO Comm)
3 drops (Modesto, Livermore, East Palo Alto)
We are under represented on the west coast and he asked for support through word of mouth.
55 agencies in Marks 2 regions, 1020 in all with 730 of those being accredited and 290 in self-assessment
CALEA is trying to increase visibility through articles in associated professional publications, and conferences.
Craig Hartley is the new executive director for CALEA and has done some re-organization with elimination of a few positions. The program managers have been regionalized allowing them to work remotely thus providing better response time to agencies. He discussed a new position which will be posted soon which will help coordinate on-site assessments and will work directly with Karen Shepard.
Mark encouraged members to utilize the CALEA website and Kerry noted that the forum is a great tool for giving feedback on standards that are under review but is not very active.
Mark reminded us to video tape the onsite assessment public meetings even though we are not required to send it to CALEA.

COMMITTEE REPORTS

9. None
We currently do not have any committees.
Kerry initiated discussion on ways to spend the money collected by the association to benefit the group and encouraged all members to be actively involved in the business of the PAC. We had three people volunteer to look into options and report back at the May meeting: Lauren Sugayan (Hayward PD), Sherry Lange (Pismo Beach PD) and Armen Dermenian (Burbank PD).

OLD BUSINESS

10. CALPAC 501c Status Update Martha Villanueva
Martha reported that we have one more form to complete prior to obtaining our 501c status. She will work with Mark Mosier and report back in May. This generated discussion on our business address because it was one of the items which is required and the by-laws currently state that our business address is the City of Modesto PD which will no longer be the case. The discussion revolved around purchasing a PO box for the PAC and it was decided that Kerry would purchase a PO box in a location which is convenient for him. Subsequent Board President's will make address changes as needed.
11. Assessor/Shadow Training Nancy Morehead
Nancy re-introduced the idea of forming a mentor/shadow program for members interested in helping with MOCK assessments for CALPAC members. The sign in sheet was re-circulated for members to indicate if they are interested in this idea. Nancy will follow up with those indicating interest.

Mark Mosier let the group know the qualifications and process to become an official assessor for CALEA (these qualifications do not have to be met for the mentor/shadow program within our PAC):

Qualifications:

Baccalaureate degree or equivalent work experience and education

Five years of contemporary full time public safety experience as a first line supervisor or higher OR at a high level administrative position that requires considerable use of professional discretion, OR five years of CALEA Accreditation experience

The ability to write high quality professional reports

The ability to apply analytical skills in the assessment of public safety operations

Process: the applicant must submit to CALEA the following:

A letter of Interest

A contemporary Resume in chronological presentation

An Endorsement from the Chief Executive Officer (actively employed candidates)

Recommendation Letters (optional)

If accepted, the applicant will be invited to take a test at a conference which consists of 40 questions from the Standards Programs and Process Guide as well as review of a writing sample. If the test is passed, the prospective assessor will be invited to take a 2 day training class (at their own/agency's expense).

NEW BUSINESS

12. Board Elections

Kerry Jackson

Kerry announced that he and Paul are now President and Vice President. They were the only ones who submitted letters of interest and therefore a vote was not needed.

He reminded the group and Martha and Nancy's terms will be up at the end of 2014 and asked that anyone interested in filling either the Treasurer or Secretary roles please submit a letter of interest to Nancy before the August meeting. Brief job descriptions are provided via e-mail with these minutes.

13. Amendments to By-Laws

Nancy Morehead

There were 3 proposed by-law changes.

Passed –

ARTICLE I. IDENTITY

The name of this organization shall be known as the California Police Accreditation Coalition, Inc. ("CALPAC") and shall be registered with the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA).

The business mailing address of the CALPAC shall be ~~600 10th St. Modesto, California 95354 or at such other location as determined by~~ the Executive Board ~~Officers may determine~~

Passed –

ARTICLE V. MEETINGS

Section 3. Voting

The Executive Board Officers shall be elected by a majority vote of members in attendance at a regular CALPAC meeting or a majority vote via e-mail. To prevent any one agency from dominating the affairs of the coalition, only one vote may be cast per agency. The method of vote shall be determined by the current members of the Executive Board. Elections, removal of officers and other coalition business will be accomplished by voice vote, show of hands, ~~or~~ ballot, or e-mail ballot, as the officers and members may consider appropriate.

Tabled –

Language to outline acceptable expenses to be reimbursed for meetings. Members are encouraged to submit suggestive language which will be reviewed by the board and brought back to the May meeting.

14. Reimbursement of Meeting Costs Martha Villanueva

This was skipped due to previous discussion on the same subject.

15. March 2014 Garden Grove Conference Mark Mosier

Mark Mosier reported that the Garden Grove conference was planned due to an agreement that CALEA made with the host hotel/convention center due to lower than promised attendance at the last Garden Grove conference. This is why there is no host agency so our PAC will be hosting. He reported that 90 agencies will be going before the commission for review and they expect 450-500 attendees.

16. SRIC Changes and 5.18 Changes Paul Malech

Paul reviewed the CALEA standards changes released in November 2013 including 2 new standards:

17.5.4 – Electronic Data Storage

46.1.10 – Active Threats

He also walked us through a live demonstration of how to see the changes in PowerDMS

During the discussion of these standards Mark mentioned that PowerDMS has modified their agreement with agencies to fulfill the bullets in 17.5.4. Doug Matteo mentioned that the Active Threats response has been a topic on several forums and will send templates of Alameda County's newly developed "Active Shooter Event – Quick Reference Guide" as well as the US Secret Service publication on Campus Attacks. These documents will be sent to the group via e-mail with the minutes.

17. Discussion of Year End Analysis/Review Kerry Jackson

Kerry led a discussion about year-end analysis reports and reminded everyone that cutting and pasting from previous years is not what assessors want to see. The purpose is to look at what has happened over the year and see what be learned from that data. Also a key component is what will be changed based on the review/analysis. Nancy reminded the group that even if there is no data for the year, the process must be looked at critically to see if it is working.

Mark reminded everyone to demonstrate that Command Staff and the CEO have reviewed and discussed the reports. He will also provide the power point from CALEA which outlines how to write an analysis (included with the minutes e-mail).

ACSO sends their year-end reports to Command Staff after which they go to the Training Committee for review and training modification recommendations.

Paul showed 3 examples of his year-end reports: Pursuits, Internal Affairs, and Bias Based Profiling. These reports are sent to the group as attachments to the e-mail with these minutes. mail with the minutes.

18. Open Discussion - Roundtable Everyone

Those with comments or questions during the roundtable were:

Todd Miller (Fresno) – will soon be having a Gold Standard assessment with the same Lead Assessor that Hayward recently had

John Hall (Fresno) – is looking for the tables from CACE-L which indicated that agencies are allowed to use 14% for acceptable percentage of women in the agency. Mark said that the tables in CACE-L should no longer be used but that the forms are on the CALEA website.

Tod Sockman (West Sac) – He had two questions to pose to the group from his Chief:

1. Is CALEA easier/better than it was in the past with regards to process and time commitment? The group said that PowerDMS makes the process smoother and the Gold Standard assessment process is less paperwork.

