



CALIFORNIA POLICE  
ACCREDITATION COALITION  
Meeting Agenda  
September 12, 2013, 10:00am  
Burbank Police Department  
Burbank, CA



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1. Welcome

Kerry Jackson

Kerry welcomed the group and Armen discussed housekeeping items and thanked Tustin PD (Kristin) for providing lunch.

2. Opening Remarks

Chief LaChasse

Chief LaChasse welcomed the group and discussed the importance of following best practices and setting up systems to check those practices. He also expressed appreciation for the help provided from CALPAC agencies throughout the accreditation process.

3. Introductions – All attendees

Everyone

ACSO: Patricia Redd, Janice Hamm, F. Doug Matteo  
Alhambra PD: Sean Heckers, Cliff Mar  
Buena Park PD: Pat Welch, Gary Worrall, Corey Sianez,  
Burbank PD: Armen Dermenjian  
CALEA: Mark Mosier  
CHP: Heather Mangus, Kevin Davis  
CSU Bakersfield: Justin Gildner, Kenny Williams  
CSU Fullerton: Dennis DeMaio, Scot Willey, Jerilyn Medina, Gwen Dack  
CSU LA: Lucia Gamez  
East Bay Regional Park District PD: Nancy Morehead  
Fresno PD: Todd Miller, John Hall  
Garden Grove PD: Robert Fowler, Marty Donahue  
Hermosa Beach PD: Georgia Lonquist  
Oakland Housing Authority PD: Paul Malech  
Pismo Beach PD: Sherry Lange  
Rocklin PD: Lon Milka  
SFSU PD: Martha Villanueva  
Tustin PD: Kristin Miller  
Interim President: Kerry Jackson (Ret. ACSO)  
Lifetime Member/Assessor: Judi King (Ret. CSU Fullerton PD)

4. President's Report

Kerry Jackson

Kerry requested a moment of silence in memory of Linda Kaus, CALPAC past president, Assessor, Accreditation Manager for Modesto PD, and friend to all of us in the PAC.

Kerry explained his position as interim President and his desire to keep the organization growing and moving forward and to insure that everyone in the PAC gets the support they need to be successful with the accreditation process.

5. Vice President's Report

Paul Malech

Paul stepped in to fill the position of interim Vice President. He has been involved with CALEA since being hired at Oakland Housing Authority and enjoys the PAC. He offered his assistance to the group with Accreditation and PowerDMS.

6. Secretary's Report

Nancy Morehead

Paul Malech motioned to approve the March 2013 minutes, Sherry Lange seconded the motion. The minutes were approved as written.

7. Treasurer's Report

Martha Villanueva

Since the last meeting we spent \$315 for web design and maintenance and \$300 as a donation in memory of Linda Kaus  
Our current balance is \$6,386.95

8. CALEA Program Manager's Report

Mark Mosier

Introduction - Mark introduced himself to the group and listed his experience with CALEA: Retired Lt from Hayward PD where he served as Accreditation Manager, was a very active Assessor, CALPAC Vice President and has now accepted a position with CALEA as our Regional Program Manager, handling the Pacific Region.

There are 52 agencies in his region but the West coast still under represented. He encourages everyone to endorse CALEA to other agencies - the more the merrier; the PAC will help everyone figure out the process.

Appendix G – He reviewed this often confusing item with the group. The bottom line is that the file population method is the agencies choice, either proofs from every year or following the optional system outlined in Appendix G. Most assessors would rather see agencies follow the Appendix G method because it is less cumbersome for them.

Judi King reminded everyone that we cannot follow the Appendix G format for time sensitive bullets.

Kerry Jackson mentioned that chapter 61 is a great example of why using Appendix G is helpful.

Paul Malech asked about standards that have 2 bullets - Judi King said the goal is to prove compliance so you would need to put all 3 years in those files. Kerry agreed.

Judi said that Appendix G applies to only the standards with 3 or more bullets.

Paul Malech also suggested that a standard with multiple bullets may need to have multiple years (not following Appendix G) if you are missing proofs for some years due to non-occurrence of a particular activity.

Annual Report - We need to use the annual award date for our annual report - Year 3 report is due 3 months ahead of assessment date or 4 months ahead for a Gold Standard assessment. The Annual Report has a new format which is available on the website or from Mark.

Gold Standard Assessment – There are specific criteria to ask for a GSA which Mark reviewed. Check the website for all requirements. It cannot be requested in sequential assessments (need to alternate between standard and Gold).

Website - please verify the information on the website for accuracy – Check under tab: resources, client database. Expect more changes to the website. You need to sign-in to access all information. When you are logged in you will see 2 additional tabs, Client and Forum

E-communique - go to the CALEA website, news tab, under e-communique you can enter an e-mail address to sign up for this information.

Change of CEO or AM – You must send written notice to Mark from the CEO.

A “Bridging Document” should also be completed if there is a change in CEO. This is a memorandum from the new CEO acknowledging that Policy etc. are still in effect. You can find information on this in the Process and Programs Guide 5.2.2. This document should go to your PD staff, CALEA and be included in your Annual Status Report.

Regionalization of Program Managers – this was done to help responsiveness to agencies

Columbus Conference - 413 attendees

Winston Salem Conference - November will have over 800 attendees.

Changes in Research – This is now being done by the Regional Program Managers rather than the Commissioners. They are currently looking at the following subjects: off duty police actions, foot pursuits, electronic data management, peer support, and officers returning from military deployment.

Assessment Schedule – To request assessment dates and type (standard or GOLD) a memo signed by CEO needs to be sent to Mark approximately 8 months ahead of time. Mark will forward this information to Karen Sheppard.

Assessors are needed on West Coast – please consider going through the training (see agenda item 17).

Sample policies – CALEA is asking agencies to send in policies which correlate to specific standards. These policies will populate a sample policy library for CALEA agencies to use as reference.

Awards - CALEA has awards which agencies may be eligible for. Check the listing on the website and apply as appropriate. Note: the accreditation “with excellence” is now awarded by the Commissioners and agencies no longer apply for this distinction.

Client peer recruitment – CALEA has an incentive program if you bring another agency to CALEA. The reward is money towards a conference attendance.

Garden Grove Conference - March 19-22 – This is a regionally hosted event and more assistance is needed. More training classes are needed so please consider if there is anyone in your agency that might be interested and available to teach a class. The class can be CALEA related or situation related. The presenter receives free conference attendance for their agency. Please contact Mark regarding this request.

#### 10. 501c Status

Martha Villanueva

We have been trying to establish 501c status for a few years. An additional form needs to be completed but will be held until January so it can be completed with the new board members.

#### 11. Board Vacancies

Kerry Jackson

We currently have 2 interim board members: Kerry Jackson – President and Paul Malech - VP  
An election is needed for these positions and the board has decided to conduct the election via e-mail so that all agencies will be able to participate regardless of attendance at the December meeting. The process will be as follows:

Anyone interested in either position needs to send a memo of interest to Secretary Nancy Morehead ([nmorehead@ebparks.org](mailto:nmorehead@ebparks.org)) by October 15<sup>th</sup>.

Nancy will prepare a ballot and distribute via e-mail to everyone on the roster.

Only one vote is allowed per agency (per our by-laws).

Although we anticipate and encourage discussion among staff, the official Accreditation Manager for each agency will need to submit the vote for their agency by October 31.

Notification will be given via e-mail and also at the December meeting.

The new officers will take office as of January 1, 2014. They will serve a 2 year term.

We need to continue to move the group forward so please consider becoming a board member. Mark added that PAC Presidents have regular conference calls with other PAC Presidents and the Program Manager as well as having separate meetings at conferences.

12. July Ohio Conference

Nancy Morehead

The conference in Columbus was great. We were treated extremely well by the hosting agencies and thoroughly enjoyed the city and conference. We received our award at the conference and Commissioner Farrow (CHP) recognized our PAC for being an outstanding group.

13. March 2014 Garden Grove Conference

Mark Mosier

Mark discussed the needs for this conference in his report (see Agenda item 8).

14. Possible 2016 Sacramento

Nancy Morehead

Susan Babich, Director of National Accounts, Sacramento Convention and Visitors Bureau is interested in hosting a CALEA conference in 2016. She had previously corresponded with Linda Kaus and has now contacted Nancy. She was informed that the California agencies are hosting a conference in 2014 and would not entertain hosting another conference until the Garden Grove conference is concluded. She was referred to our website for information on agencies local to Sacramento that may be interested in hosting a future conference.

15. 20% Survey

Nancy Morehead

11 agencies from our PAC responded to the survey requested from Linda Anderson, Dover Police, Dover, New Hampshire. Within our PAC the highest occurrences of taking a standard as 20% were:

- 22.3.3 Fitness and Wellness (7/11 = 64%)
- 44.1.3 Annual Program Review Juvenile (4/11 = 36%)
- 53.2.1 Procedures - Staff Inspection (4/11 = 36%)
- 54.1.2 Policy Input-Media (4/11 = 36%)

Nationally Linda received 59 responses, the top results were:

- 53.2.1 Staff Inspection (47.5%)
- 21.1.1 Job Task Analysis (44%)
- 22.3.3 Fitness and Wellness (44%)
- 33.8.1 Career Development Training (49%)

It was not clear what she intends to do with this information but may suggest that CALEA re-evaluate some of the standards most frequently taken as part of the 20% not completed.

16. 5.16 and 5.17 changes

Paul Malech

Paul walked us through the standard change comparison of 5.16 and 5.17 utilizing PowerDMS.

Judi King added that agencies that have been involved for many years need to be careful about using prior formats for current analyses. These standards have language changes which applies immediately so it is important to read the changes carefully at the time of change and also when the reports/analyses are conducted. Standard changes are not retro-active however so previous years do not need to be re-done.

17. Assessor Shadow/Training

Nancy Morehead

Northern New England Police Accreditation Coalition (NNEPAC) has a mentoring program for members interested in becoming assessors, either locally or officially. We would like to form a sub-committee to investigate starting a program for our PAC. Mark added that assessors often take back more information to their agencies than they give. Accreditation managers and staff within the PAC are already helping each other out informally; this mentoring program would be a way to include more members in the process and possibly formalize it a bit. The CALEA website outlines the criteria and process to become an official assessor.

If you are interested in this program please let Nancy know via e-mail ([nmorehead@ebparks.org](mailto:nmorehead@ebparks.org))

18. 2014 Meeting Sites and Dates

Kerry Jackson

Kerry discussed the Board recommendation to change the meeting cycle to Feb-May-Aug-Nov which would change from Mar-Jun-Sept-Dec. The reason behind this change is that December and January are often difficult months to meet due to holidays and end of year activity. There was no objection from the group so the change will take effect in 2014.

Upcoming meetings:

- December 5th – host: CHP @ the Training Academy, Sacramento
- Feb – host: Pismo PD
- May – host: Hayward PD or as a back-up East Bay Regional Park District PD
- Aug – host: Buena Park PD
- Nov – host: Oakland Housing Authority PD

19. Round table

Everyone

Kerry Jackson, Interim President - Thanked Kristin, Tustin PD for lunch and Armen, Burbank PD for hosting. He also reminded everyone that PowerDMS will host a webinar on 9/19

Mark Mosier, CALEA – reminded the group that he is here to help with whatever is needed

Robert Fowler, Garden Grove – let the group know that they are using PowerDMS (hosted) and needed a work around for their training videos (sign-off and watching) they now upload the Orange County District Attorney's office training videos to Utube private which seems to be working.

Gary Worrall, Buena Park PD - self assessment started in August

Pat Welch, Buena Park PD - happy to be involved with CALEA again

Doug Matteo, ACSO – they have a MOCK coming up, the campus law enforcement chapter was a big change for them. Their assessment is in April 2014

Sherry Lange, Pismo Beach PD – they just completed a Gold Standard Assessment and she would recommend the process to everyone. It was less stressful, and a very positive experience, which focused on ways to help the agency rather than file maintenance. She scheduled a lot of interviews, something every 1/2 hour rotating between department personnel and outside people.

Georgia Lonquist, Hermosa Beach PD – they just had their first re-accreditation assessment in August, which was a tier 1 (basic) accreditation rather than a full assessment. Their lead assessor had an issue with the Oath of Office and an e-mail was distributed to the PAC for input. Chief Duplessis (Oakland Housing Authority PD) answered it thoroughly which satisfied the assessor although she still

recommended adding in a line in their oath to include upholding the laws "in the city of Hermosa Beach" in order to clearly state that local laws are enforced.

Lon Milka, Rocklin PD - Had a very good MOCK with the Kings, his assessment is in December

Lucia Gamez, CSULA PD - had an August on-site

Kevin Davis, CHP – had an August on-site, Academy was for an initial accreditation, Agency was for first re-accreditation. Thanked the Kings for an excellence MOCK, and Mark for the Academy MOCK. The Academy had N/A'd training other agencies (because they do not train any recruits for outside agencies) and then had to comply after a call in regarding their excellent training for an outside agency (non-recruit)

Cliff Mar, Alhambra PD - getting ready, in self-assessment

Paul Malech, Oakland Housing Authority PD - onsite scheduled in December, thanked the Kings for conducting their MOCK and presented challenge coins to Judi. The MOCK was done from home via PowerDMS which Judi said was great.

Mark Mosier – told the group that Hayward PD has an onsite scheduled for December 8-11. He thanked Paul, Kerry and Chief Duplessis for the MOCK.

The meeting was adjourned at 1:00pm

Next Meeting - Dec 5th CHP Sacramento

