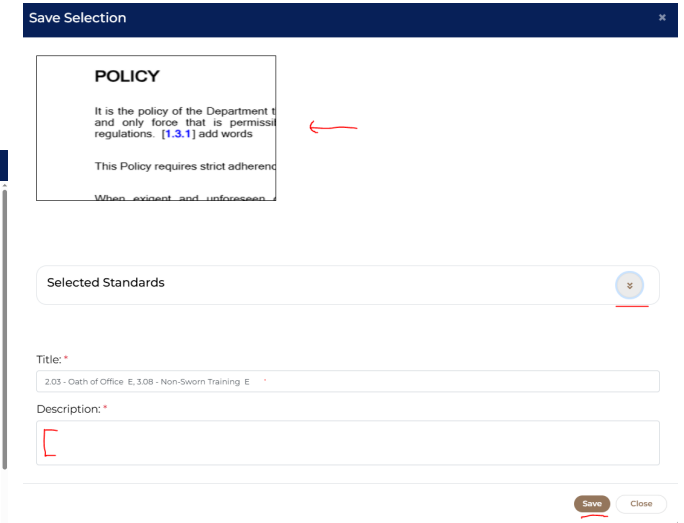
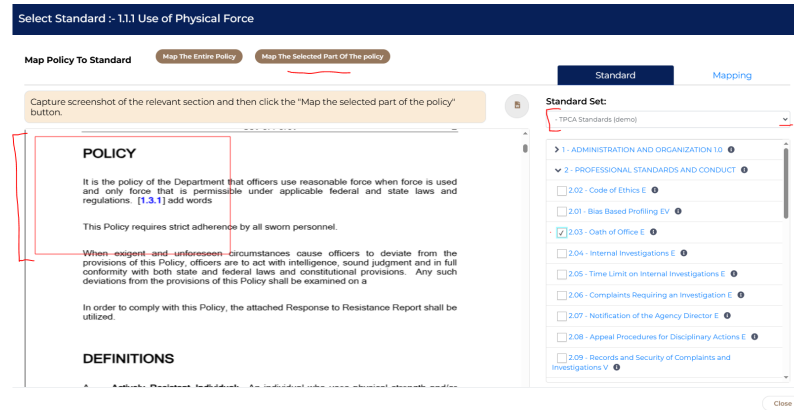
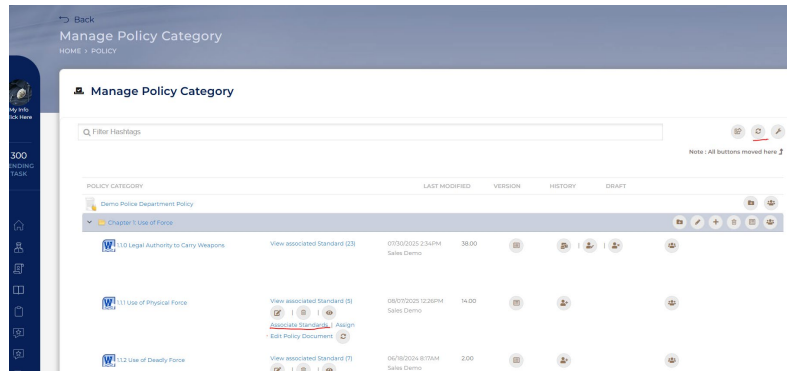


Quick Reference Guide

Accreditation with PMAM HCM Full



PMAM HCM Full: Policy/Compliance Docs Module for Accreditation

- Start off by going to a booklet and select a policy in your policy library and click “Associate Standard”.
- Once you are in the Associate Standard Screen, Go to the Standard Select drop down towards the top right, and select TPCA Standards (should be your only option). Once selected, choose the standard this policy and its selection you want it to associate to from now on.
- Take your mouse and click/drag to create a rectangular box/highlight around the portion of the policy you want highlighted as a selection.
- Next, click “Map the Selected Part of the Policy” At the top.
- Your Save Selection Screen will then pop up. Enter in your description, then click save.
- Now all proofs stemming from this policy as they are executed will flow into any accreditation file involving these standards!

Go Home Manage Training HOME > TRAINING

Search by training name

300 PENDING TASK My Info Click Here

#	TRAINING TYPE	TRAINING NAME	CREATED DATE	TOTAL ASSIGNED TRAINING	GRADE	CREDIT HOURS	VERSION	ACTION
1	Advance Reminder	New department Training	27/07/2024 12:00:00 PM	4	0	0.00	3	Action
2	Demo Type	Video Test	27/07/2024 11:02:00 AM	1	0	0.00	1	Action

External External Training Firearms Training Firing Range Inservice Instructor Led Internal

ADMINISTRATOR: SALES DEMO (SALES.DEMO@PMAM.COM) SUPPORT QUESTIONS: SUPPORT@PMAMHON.COM OR (855) 870-5581 POWERED BY: PMAM H

Go Home Associate Standards HOME > ASSOCIATE STANDARDS

Search by training name

300 PENDING TASK My Info Click Here

MINIMUM PARTICIPANTS

COMPLETION TIME

MINIMUM TIME SPENT

NOTES

CONTENT TYPE

Associate Department

CATEGORY

Associate Standard

Associate Standards

ADMINISTRATOR: SALES DEMO (SALES.DEMO@PMAM.COM) SUPPORT QUESTIONS: SUPPORT@PMAMHON.COM OR (855) 870-5581 POWERED BY: PMAM H

Go Home Select Standard HOME > SELECT STANDARD

Search by training name

300 PENDING TASK My Info Click Here

STANDARD SET: TPCA Standards (demo)

1 - ADMINISTRATION AND ORGANIZATION 1.0

2 - PROFESSIONAL STANDARDS AND CONDUCT

3 - TRAINING

3.01 - Annual Firearms Qualifications V

3.02 - Use of Deadly Force Training E

3.03 - Annual Inspection of Firearms E

3.04 - Use of Force Training and Proficiency for Less Lethal Weapons E

3.05 - Training Records V

3.06 - In-Service Sworn Officer Training V

3.07 - In-Service Reserve Police Officer Training EV

3.08 - Non-Sworn Training E

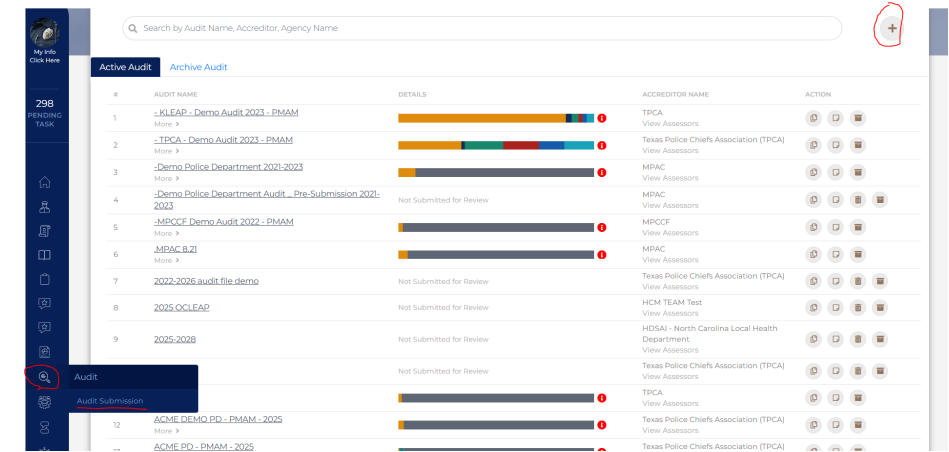
ADMINISTRATOR: SALES DEMO (SALES.DEMO@PMAM.COM) SUPPORT QUESTIONS: SUPPORT@PMAMHON.COM OR (855) 870-5581 POWERED BY: PMAM H

PMAM HCM Full: Training Module for Accreditation

- To associate a Training Course with an Accreditation Standard, go to your Training Library and Click “View All Training”.
- Next, pick a training course by clicking the blue link Name of the training course.
- Once in the setup screen of the training course you have selected scroll down to where you see “Associate Standards”. Select that tab, then click the Associate Standards button.
- Once the Select Standard Screen pops up, use the drop down and select TPCA Standards as your set, find the correct standard it associates with and check it off, then click “Save”.
- With this being set up once, every time this training course is completed, all test scores and sign off data with date/timestamps will automatically flow into your accreditation file!

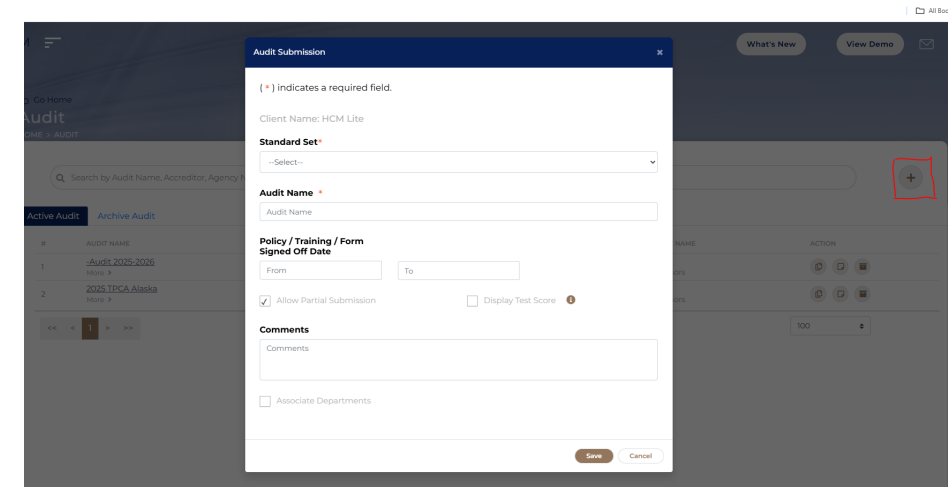
Going to The Audit Module

- Hover over your Audit Module Icon, then click Audit Submission.
- Once you see your audit submission home screen you will find your Active Audit folder and your Archived Audit folder.
- Create a new audit file by clicking the + button at the top right.
- Once you click the Create Audit Button, you will see a pop up asking you to pick your Standard Set, Name your Audit, Add your Policy/Training/Forms Sign off Dates (4-Year audit cycle window are your dates), Check off Allow for partial submissions, Comments, and Associate Departments.
- **AUDIT FILE NAME:** Please include your Agency name and your due date year (Ex: “Acme PD – 2027 Accreditation File”)
- Once you add this information, click “Save” at the bottom. Our system will then create your audit file and automatically bring in all Proof Sign offs completed in PMAM into your new Audit file!



Search by Audit Name, Accreditor, Agency Name

#	AUDIT NAME	DETAILS	ACCREDITOR NAME	ACTION
1	-KLEAP - Demo Audit 2023 - PMAM		TPCA View Assessors	
2	-TPCA - Demo Audit 2023 - PMAM		Texas Police Chiefs Association (TPCA) View Assessors	
3	-Demo Police Department 2021-2023		MPAC View Assessors	
4	-Demo Police Department Audit - Pre-Submission 2021-2023	Not Submitted for Review	MPAC View Assessors	
5	-MPCCF Demo Audit 2022 - PMAM		MPCCF View Assessors	
6	MPAC B.21		MPAC View Assessors	
7	2022-2026 audit file demo	Not Submitted for Review	Texas Police Chiefs Association (TPCA) View Assessors	
8	2025 QCLEAP	Not Submitted for Review	HCM TEAM Test View Assessors	
9	2025-2028	Not Submitted for Review	HDSAI - North Carolina Local Health Department View Assessors	
		Not Submitted for Review	Texas Police Chiefs Association (TPCA) View Assessors	
			TPCA View Assessors	
12	ACME DEMO PD - PMAM - 2025		Texas Police Chiefs Association (TPCA) View Assessors	
	ACME PD - PMAM - 2025		Texas Police Chiefs Association (TPCA) View Assessors	



Audit Submission

(*) Indicates a required field.

Client Name: HCM Lite

Standard Set*
--Select--

Audit Name*
Audit Name

Policy / Training / Form Signed Off Date
From To

☒ Allow Partial Submission ☐ Display Test Score

Comments
Comments

☐ Associate Departments

Save Cancel

First Step, Entering Agency information

- Agencies new to the Accreditation process AND agencies who are setting up their re-accreditation file will need to complete the Agency Contact form.
- This will be located in the FIRST STEP Standard, visible at the top of the standards list of the left-hand side.
- Fill in all information within the Agency Contact form and click Save.
- Once all required information is filled, checkmark only "First Step" Section, then click the File Submission Button at the top right to submit your file to the TPCA Assessor Portal.

Close

Inside the Audit File, Part 1

- Once you open your new or current audit file you will be able to see a few things.
- First, pay attention to the progress bar at the top. As standards are moved into different categories by an assessor, your file will be updated in real time.
- Next, we can see all of the individual standards on the left-hand side. Each are clickable, and will pull up its description, proof of compliance, checklist forms, Content Section, and your Compliance Document upload section.
- Also in the top right-hand corner is the Info icon, Edit File Icon, Download into a Zip File Icon, and your Electronic Submission Icon.

The screenshot displays the audit file interface. At the top, a progress bar shows the status of various standards. Below this, a navigation pane on the left lists individual standards, each with a status icon (checkmark, X, or question mark). The selected standard, '1.05 Agency Jurisdiction E', is highlighted. The main content area shows the description of this standard, including a discussion and proof of compliance. The interface is clean and modern, with a blue and white color scheme.

REQUEST FOR INFORMATION	IN COMPLIANCE	OPTIONAL APPROVED	NOT APPLICABLE
0 (0%)	2 (1%)	1 (1%)	0 (0%)

1.05 Agency Jurisdiction E

DESCRIPTION

The Agency has written documentation from a unit of government that authorizes the existence of boundaries.

Discussion: This is typically an Article within the City Charter or an ordinance passed by the City Council. The City Charter does not establish an agency. There must be some formal action on the part of a governing body to establish an agency. The "General Powers" clause of a Charter or the Local Government Code may authorize a City to establish an agency.

Proof of Compliance

- Copy of documents for Agency existence and jurisdiction, Possibly copy of portion of City Charter
- Copy of boundary ordinances or portions of Metes and Bounds book, or
- Copy of map provided to employees with jurisdictional boundaries delineated.

☐ Standard ready for submission

Checklist Form

Inside the Audit File, Part 2

- As you scroll down, you will see a section with folders such as Content, Policy Records, Training Records, Form Records and Activity Log.
- Click into Policy Records, Training Records, and Form Records. Here is where you will see the PMAM Platform has gathered all sign off data that has occurred within the 4-year window you selected when creating the Audit File.
- If you are at the beginning of that time period, do not worry. PMAM will continue to automatically embed your proofs as they are signed off, working for you passively in the background.
- You will be able to see all sign off data, as well as pending sign off data for Policies, Trainings, and Forms. Pending sign offs are those who have not completed these assignments.

Checklist Form ?

Document Help ?

Content Notes **Policy Records** Training Records Form Reco

Sign-off Data Pending Sign-off

	#	POLICY/DOCUMENT	EMPLOYEE
<input checked="" type="checkbox"/>	1	1.01 Organization EV + (Healthcare)	Sales Demo
<input checked="" type="checkbox"/>	2	1.04 Written System of Agency Directives EV + (TPCA 2025)	Sales Demo
<input type="checkbox"/>	3	1.04 Written System of Agency Directives EV + (TPCA 2025)	Sales Demo
<input type="checkbox"/>	4	1.1.2 Use of Deadly Force + (Demo Police Department Policy)	William Gordon

Save

Content Section Overview

- Continuing to the Content Tab, we will find all Policies, Training Courses, and Forms that we previously Associated to each specific Standard.
- For Policies, you will be able to see the highlighted selections we made for each policy by clicking View under Selections.
- To add any other related compliance documents for an individual standard, go to the Compliance Documents section, click the + icon, and fill out the Proof Title, Description, and upload the documents necessary. Once completed, Click “Save Attachment” Button.

Content

Notes

Policy Records

Training Records

Form Records

Activity Logs

Written Directives/Policies

#	POLICY	SELECTIONS	ACTION	TAGS
1	1.01 Organization EV	View	Set	
2	1.04 Written System of Agency Directives EV	View	Set	
3	1.12 Use of Deadly Force	View	Set	
4	1.10 Legal Authority to Carry Weapons	View	Set	

Trainings











#	TRAINING	TRAINING VERSION HISTORY
1	Audit- ADMINISTRATION AND ORGANIZATION 1	View
2	Weekly Staff Training	View
3	Use of Force 2015	View
4	Lifeguard Annual Hours	View

Form

#	FORM
1	Standard Review - Audit
2	TEXAS POLICE CHIEFS ASSOCIATION FOUNDATION LAW ENFORCEMENT RECOGNITION PROGRAM ANNUAL REPORT
3	City Notifications Signup Form

Compliance Documents

☐ I have finished attaching the document proofs for this standard

#	DOCUMENT DETAILS	DATE	EXTN	VERSION	HISTORY	STATUS	ACTION
1	Employee details Standard details	March 24 2023, 09:19 AM	pdf	1.00	NA	NA	  
2	Standard details Employee Details	March 24 2023, 09:19 AM	docx	1.00	View	Open	   
3	Employee Policy Details Policy details	March 24 2023, 09:19 AM	pdf	1.00	NA	NA	  



Notes Tab


- The notes tab within your audit module is available in each individual standard.
- This will allow you to post public notes between you, anyone in your agency, and any potential assessors. It will also allow you to post private notes to specific people you would like to select.
- This is also where notes from assessors are posted, such as Requests For Information.


--Some method of showing annual review of the organizational chart (re)
--Organizational charts are made available to all personnel Signed for by c
of how made available to personnel, or Photo of posting on bulletin board


Checklist Form ?

Content **Notes** Policy Sign-Offs Training Sign-Offs Form Sig

 Ronald Woods on Mon, 07-Jul-2025 at 08:52 AM
Add one more compliance Document

 HCM Lite on Mon, 07-Jul-2025 at 08:55 AM
Compliance Document Added



Activity Log

- The Activity Log is the very last tab in the main content section.
- This is where you can go to view any activity performed by either someone with your agency or on the assessor team.
- These activities are date and time stamped, as well as notating the name of the individual performing that task.
- They are color coded and separated by activity type, such as Action Performed, Note, Request For Information, Standard Approved, Standard Optionally Approved, etc.

The screenshot displays the 'Activity Log' tab within a software interface. The top navigation bar includes tabs for 'Content', 'Notes', 'Policy Sign-Offs', 'Training Sign-Offs', 'Form Sign-Offs', and 'Activity Logs'. The 'Activity Logs' tab is active, showing a vertical timeline of activities on the right side, each marked with a circular icon containing the date '07 Jul 2025'. The activities are color-coded and include the following details:

- Standard Approved** (Green box): Standard approved by Ronald Woods on Mon, 07-Jul-2025 at 09:01 AM. Standard data approved.
- Action Performed** (Orange box): Staus changed by HCM Lite on Mon, 07-Jul-2025 at 08:55 AM. Replied To Note.
- Note** (Blue box): Ronald Woods on Mo. Note added.
- Action Performed** (Orange box): Staus changed by HCM Lite on Mon, 07-Jul-2025 at 08:26 AM. Policy related to standard data uploaded.

Additional activity details are visible on the right side of the timeline:

- Action Performe** (Orange box): Staus changed by Roi AM. Notes Marked Cor.
- Action Performe** (Orange box): (Partially visible at the bottom).

Downloading or Partially/Fully Submitting Your File

- In this image, you will see how to download your full audit file into a zip drive with a click of a button. You will also see how you can partially or fully submit your Audit File to the TPCA Accreditor Portal, which is directly integrated with your agency portal.
- In the top right, the button circled is the Electronic Submission button. On the left-hand side you will see boxes you can click to check mark. You can partially submit by checking off only the standards you want to submit, or you can check all and submit all. Once you check them off, click the electronic submission button, and you are good to go!

The screenshot displays the TPCA Accreditor Portal interface for the 2025-2026 audit cycle. At the top, it shows the audit title and summary statistics: Total Standards: 173, Submitted Standards: 4, Ready for Submission: 0, and Not Ready for Submission: 169. A navigation bar includes buttons for DRAFT (169), IN PROGRESS (0), REQUEST FOR INFORMATION (0), IN COMPLIANCE (2), OPTIONAL APPROVED (1), NOT APPLICABLE (0), and NOT IN COMPLIANCE (1). A list of standards is shown on the left, with checkboxes for selection. The '1.01 Organization EV' standard is highlighted, and its description is shown on the right. The 'Electronic Submission' button is circled in the top right corner.

-Audit 2025-2026
Total Standards: 173 | Submitted Standards: 4 | Ready for Submission: 0 | Not Ready for Submission: 169

DRAFT 169 (98%) **IN PROGRESS** 0 (0%) **REQUEST FOR INFORMATION** 0 (0%) **IN COMPLIANCE** 2 (1%) **OPTIONAL APPROVED** 1 (1%) **NOT APPLICABLE** 0 (0%) **NOT IN COMPLIANCE** 1 (1%)

1.01 Organization EV **IN COMPLIANCE**

DESCRIPTION

The Agency has a current organizational chart depicting the organizational components available to all personnel. The chart is updated as needed but should be reviewed annually.
Discussion: The Organizational Chart should have a date on it, such as "XXX Police Department 2011," or a "Date Reviewed" at the bottom to show proof of annual review.
The agency should have the Organizational chart posted somewhere in the department for employee reference
Proof of Compliance
--Copy of current organizational chart
--Some method of showing annual review of the organizational chart (Review or issue date on chart or policy stating annual review)
--Organizational charts are made available to all personnel Signed for by officer as part of department policy manual, or Statement on DSF of how made available to personnel, or Photo of posting on bulletin board, or Observation of chart posted on bulletin board (On-site)

Checklist Form **Not Completed**

Content Notes Policy Sign-Offs Training Sign-Offs Form Sign-Offs **Activity Logs**

Short Video Guide

[Click Here](#)