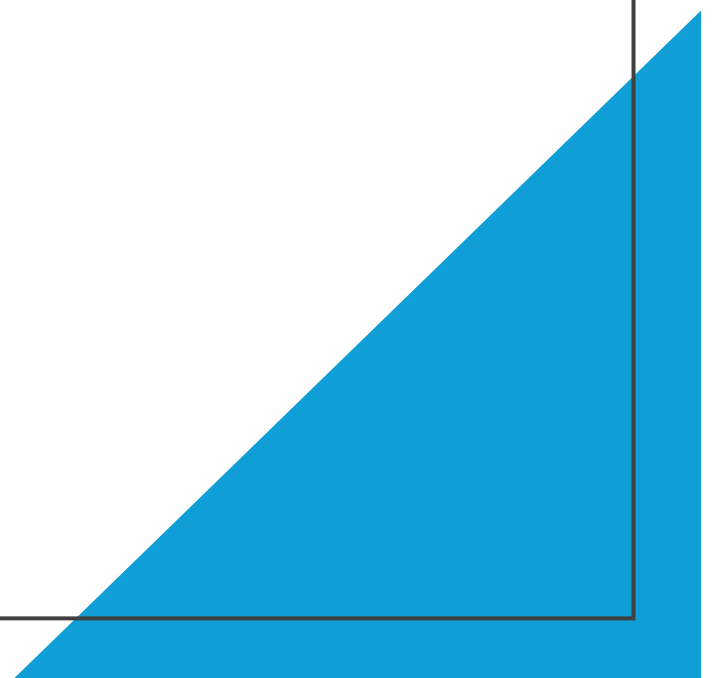


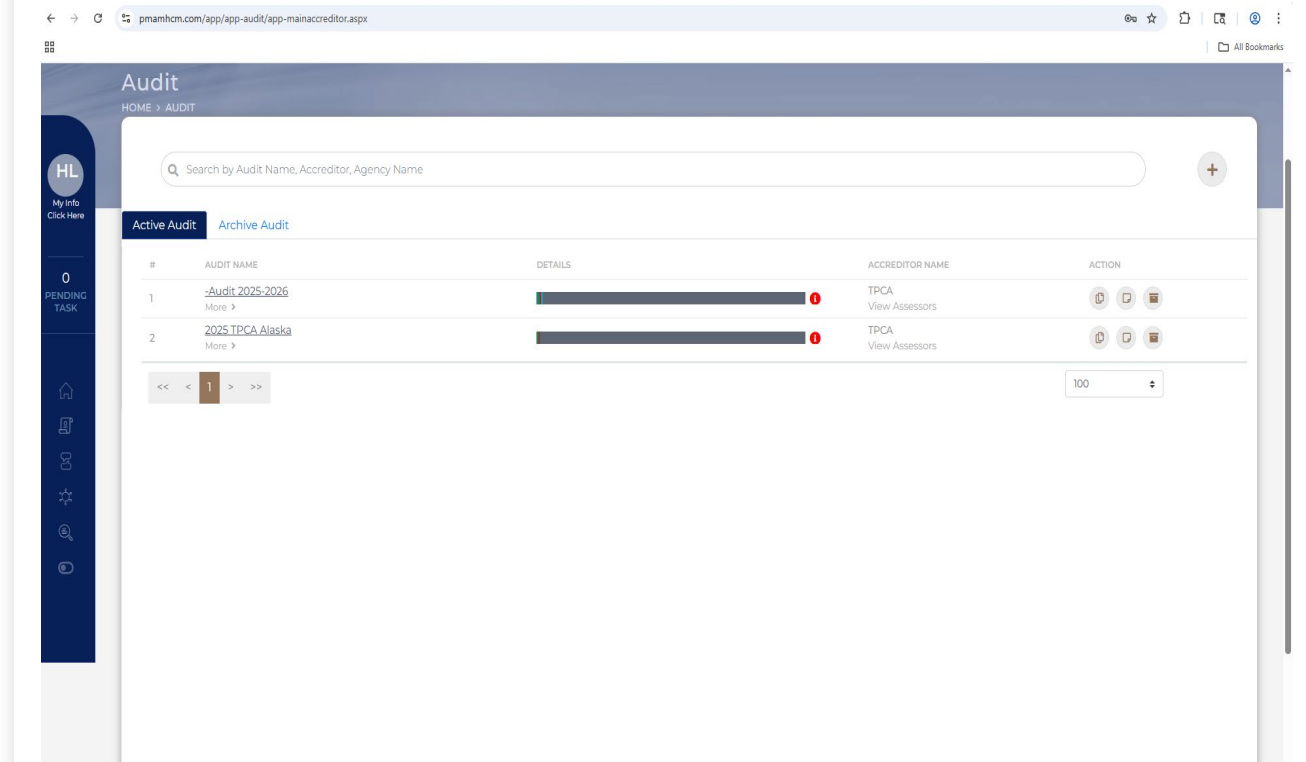
# PM AM Lite

For Accreditation Submission and Management



# Logging in, Home Screen

- You will use [www.pmamhcm.com](http://www.pmamhcm.com) as your web-based log in site. Once on PMAM HCM, you will enter in your username/password credentials and arrive at this screen (right).
- From this page, you can view your active audits and archived audits.
- You will also be able to create a new audit file for future submission by clicking the + button at the top right.
- Other features you have access to will be shown in the icons along the left-hand side. Those include things like the Standard Master, the Q&A section, and Resource Center for Accreditation



# Adding a New Accreditation File

- When clicking the + button on the top right of your screen, this screen will pop up.
- You will select your standard set, where the TPCA standards will show once you click on the down arrow.
- **AUDIT FILE NAME:** Please include your Agency name and your due date year (Ex: “Acme PD – 2027 Accreditation File”)
- You will then type in the name of your audit, the sign off date range, can check off for partial submissions, and add any comments you would like.
- The last step is clicking save, which creates your new audit file.

The screenshot shows a web application interface with a dark sidebar and a light main content area. A modal window titled "Audit Submission" is open in the center. The modal has a close button (X) in the top right corner. Inside the modal, there is a note: "( \* ) indicates a required field." Below this, the "Client Name" is set to "HCM Lite". The "Standard Set" is a dropdown menu currently showing "--Select--". The "Audit Name" field is labeled with a red asterisk and contains the text "Audit Name". Below this is a "Policy / Training / Form Signed Off Date" section with "From" and "To" input fields. There are two checkboxes: "Allow Partial Submission" (checked) and "Display Test Score" (unchecked). A "Comments" text area is below the checkboxes. At the bottom of the modal, there is a checkbox for "Associate Departments" and two buttons: "Save" and "Cancel". In the background, a table of audits is visible, with a red square highlighting a "+" button in the top right corner of the table area.

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.

The screenshot shows the 'FIRST STEP Agency Contact Form' interface. On the left, a sidebar lists various standards with checkboxes, including '0 First Step', '1 ADMINISTRATION AND ORGANIZATION', '2 PROFESSIONAL STANDARDS AND CONDUCT', '3 TRAINING', '4 PERSONNEL', '5 RECORDS AND INFORMATION MANAGEMENT', '6 USE OF FORCE', '7 LAW ENFORCEMENT OPERATIONS', '8 UNUSUAL SITUATIONS', '9 COMMUNICATIONS', '10 ARRESTEE PROCESSING AND TRANSPORTATION', '11 COURT SECURITY', and '12 PROPERTY AND EVIDENCE MANAGEMENT'. The main area is titled 'FIRST STEP Agency Contact Form' and includes a 'DRAFT' button. Below the title is a 'DESCRIPTION' section with instructions for new and re-accrediting agencies. A 'Checklist Form' section is visible, with a 'Not Completed' status and a 'Save' button circled in red. Below the checklist are sections for 'Written Directives/Policies', 'Trainings', and 'Form', each with a placeholder text indicating no associated items.

The screenshot shows a form for entering agency information. At the top is a text field for 'Agency Name'. Below it is a section titled 'Please fill in all boxes below.' which contains a table with two columns: 'Head of Agency Information' and 'Accreditation Program Manager Information'. The table has rows for 'Name', 'Title', 'Email', and 'Phone'. Below the table is a text field for 'Notes for TPCA Staff'. At the bottom, there is a section for digital signing, stating 'By typing your name below, you are digitally signing this document.' and a table with columns for 'Form Completed by [Please include your full name job title]' and 'Date'. The table has a row for 'Signature'.

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 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' interface for the 2025-2026 period. At the top, a progress bar shows the status of standards: 173 Total Standards, 4 Submitted Standards, 0 Ready for Submission, and 169 Not Ready for Submission. Below this, a row of colored boxes represents different categories: DRAFT (169, 98%), IN PROGRESS (0, 0%), REQUEST FOR INFORMATION (0, 0%), IN COMPLIANCE (2, 1%), OPTIONAL APPROVED (1, 1%), NOT APPLICABLE (0, 0%), and NOT IN COMPLIANCE (1, 1%).

The main content area is divided into two sections. The left section, titled '1.05 Agency Jurisdiction E', lists various standards with checkboxes and status indicators. The right section, titled '1.05 Agency Jurisdiction E', provides a detailed description of the standard, including a discussion on the agency's jurisdiction and a proof of compliance section.

Category	Count	Percentage
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%

**1.05 Agency Jurisdiction E**

**DESCRIPTION**

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

**Discussion:** This is typically an Article within the City Charter or an ordinance passed by the City Council which establishes the agency. TCOLE does not establish an agency. There must be some formal action on the part of a government body creating the agency. This must be either a clear section of the City Charter or a City ordinance.

The "General Powers" clause of a Charter or the Local Government Code may authorize a City to establish a Police Department but the City has to affirmatively do so by either Charter or City Ordinance.

**Proof of Compliance**

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

**Checklist Form**

Not Completed

# Inside the Audit File, Part 2

- Continuing with the Audit File, you will be able to, in the content section, add your policies, sign-offs, and any compliance documentation files straight from your computer.
- Checklist forms are now digitized. You can click into checklist forms and execute these forms in the audit file as you go through each standard.
- To add your compliance documents, 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.

The screenshot displays the 'Checklist Form' interface. On the left, a sidebar lists various standards, including '108 Duty to Obey Lawful Orders E', '109 Sworn Personnel License E', '110 Accounting for Agency Owned Capital Assets E', '111 Approval for Personally Owned Equipment E', '112 Agency Issued Property/Equipment E', and '113 Continuing Compliance with Best Practices V'. Below these are expandable sections for '2 PROFESSIONAL STANDARDS AND CONDUCT', '3 TRAINING', '4 PERSONNEL', '5 RECORDS AND INFORMATION MANAGEMENT', '6 USE OF FORCE', '7 LAW ENFORCEMENT OPERATIONS', '8 UNUSUAL SITUATIONS', '9 COMMUNICATIONS', '10 ARRESTEE PROCESSING AND TRANSPORTATION', '11 COURT SECURITY', and '12 PROPERTY AND EVIDENCE MANAGEMENT'. The main content area shows the 'Checklist Form' for a selected standard, with tabs for 'Content', 'Notes', 'Policy Sign-Offs', 'Training Sign-Offs', 'Form Sign-Offs', and 'Activity Logs'. The 'Content' tab is active, showing 'Written Directives/Policies' and 'Compliance Documents'. The 'Compliance Documents' section has a red circle around a '+' icon, indicating where to click to add new documents.

The screenshot shows the 'Attach Proofs' form. At the top, it says '( \* ) indicates a required field.' The form has four main sections: 'PROOF TITLE \*' with a text input field, 'DESCRIPTION \*' with a text input field, 'UPLOAD DOCUMENT \*' with a 'Choose file' button and a file upload area, and 'TAGS' with a text input field. At the bottom right, there are two buttons: 'Save Attachment' and 'Close'.

# 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.

The screenshot displays the 'Notes Tab' interface. On the left, a sidebar lists various standards, each with a red 'X' icon and a 'DSF' label. The main content area features a 'Checklist Form' with a 'Not Completed' status and a 'Notes' tab selected. Below the tabs, there is a green 'Add Note' button and a user profile icon. The notes section shows two entries: one by Ronald Woods on Mon, 07-Jul-2025 at 08:52 AM, and another by HCM Lite on Mon, 07-Jul-2025 at 08:55 AM. A 'Post Comment' button is visible at the bottom of the notes section.

--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

Add Note ⓘ

Ronald Woods on Mon, 07-Jul-2025 at 08:52 AM Note

Add one more compliance Document

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

Compliance Document Added

Post Comment

# 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 Logs' 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 left sidebar contains several red flag icons. The main content area shows a vertical timeline of activities for '07 Jul 2025'. The activities are color-coded and categorized as follows:

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



# 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 "-Audit 2025-2026" and summary statistics: "Total Standards: 173 | Submitted Standards: 4" and "Ready for Submission: 0 | Not Ready for Submission: 169". A row of status buttons includes DRAFT (169, 98%), IN PROGRESS (0, 0%), REQUEST FOR INFORMATION (0, 0%), IN COMPLIANCE (2, 7%), OPTIONAL APPROVED (1, 7%), NOT APPLICABLE (0, 0%), and NOT IN COMPLIANCE (1, 7%).

The main content area is divided into two sections. On the left, a list of standards is shown under the heading "1 ADMINISTRATION AND ORGANIZATION 1.0". The standards are: 1.01 Organization EV (checked), 1.02 Budget E (checked), 1.03 Financial Transactions EV (checked), 1.04 Written System of Agency Directives EV (checked), 1.05 Agency Jurisdiction E (checked and circled in red), 1.06 Peace Officer Authority E (unchecked), 1.07 Authority of the Agency Director E (unchecked), 1.08 Duty to Obey Lawful Orders E (unchecked), 1.09 Sworn Personnel License E (unchecked), 1.10 Accounting for Agency Owned Capital Assets E... (unchecked), 1.11 Approval for Personally Owned Equipment E (unchecked), 1.12 Agency Issued Property/Equipment E (unchecked), and 1.13 Continuing Compliance with Best Practices V (unchecked). On the right, the details for standard 1.01 are shown, including a description and a checklist form. The checklist form has tabs for Content, Notes, Policy Sign-Offs, Training Sign-Offs, Form Sign-Offs, and Activity Logs. The Activity Logs tab is currently selected, showing a "Not Completed" status.

# Short Video Guide

[Click Here](#)