



Texas Law Enforcement Accreditation Program

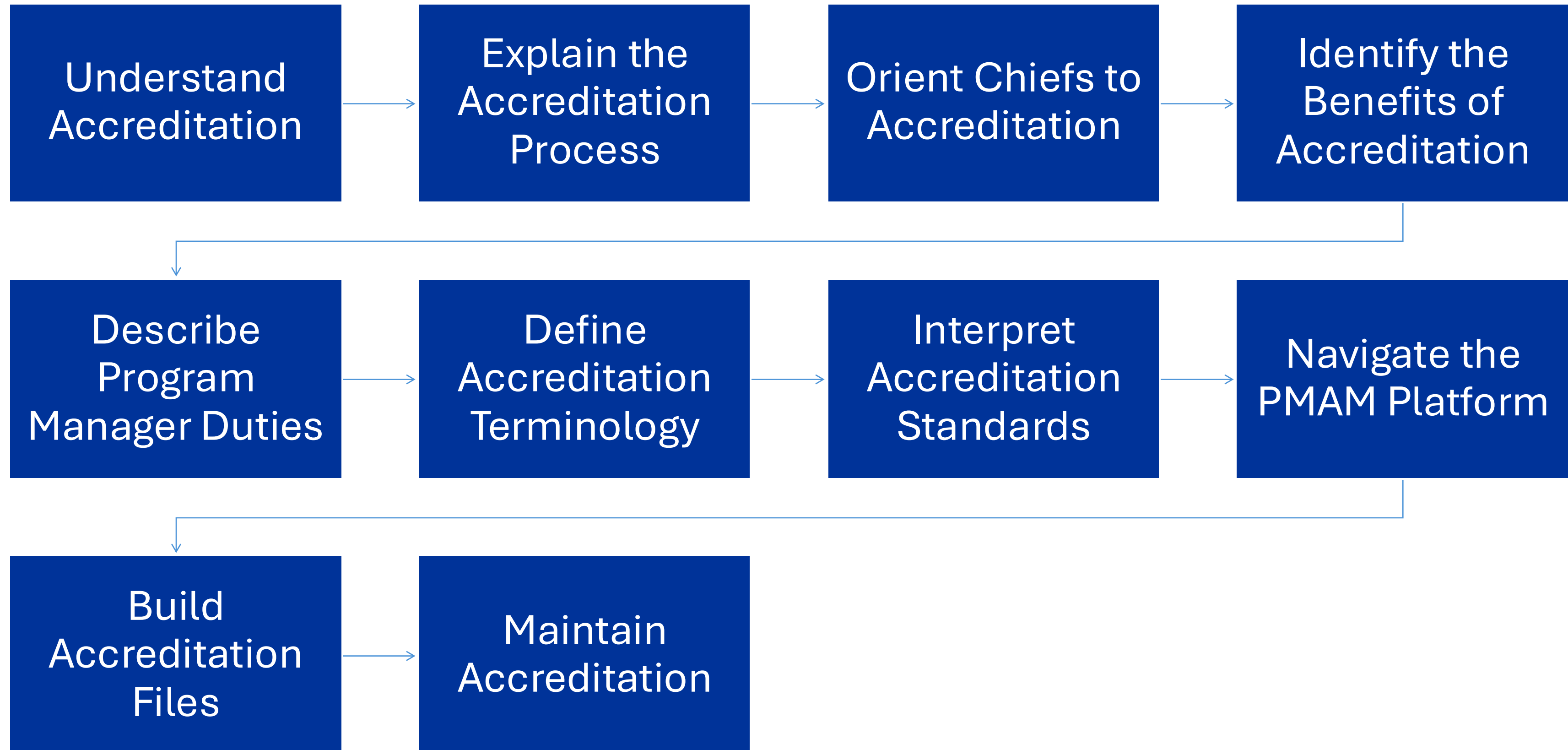
RAISING THE BAR FOR TEXAS LAW ENFORCEMENT



INSTRUCTOR INTRODUCTION



CLASS OBJECTIVES

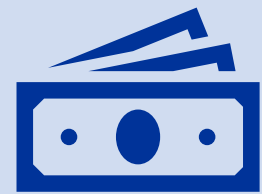




**QR Code to
Check In To
Class**



Open Discussion - Multiple Hand-raising Opportunities



Please take full advantage!!

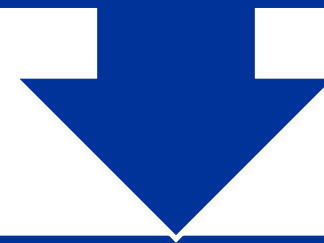


This will help the instructors understand how much time to spend on the various topics we are going to discuss today.

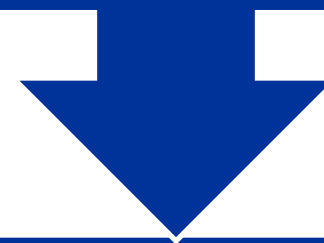


Here Are Your First Opportunities

How many of you are from an agency that is already accredited in our program?



How many of you are here because your boss told you to come to this class – but you really don't know a lot about police accreditation?



We will do our best to accommodate everyone here. ASK LOTS OF QUESTIONS!



- We will take a break every hour or so
- Some of this is repetitive - on purpose
- We will spend a lot of time discussing how to build files specific to your agency
- A full review of the Accreditation Process
- So – Let's get started!





LEADERSHIP

The process of influencing behavior to achieve organizational goals that serve the public, while developing individuals, teams, and the organization for future service.



LEADERSHIP

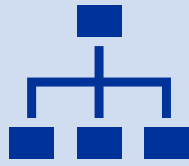
- Accreditation is about leadership
 - In our organization and
 - In our community



What is ACCREDITATION?

A voluntary process through which an organization demonstrates that it meets established, recognized standards of excellence.





Provides an **objective framework** for evaluating policies, procedures, practices, and organizational performance.



Accreditation requires an agency to **document what it does and demonstrate that it does what it says.**



Promotes: Professionalism, Accountability, Consistency, Continuous Improvement, Transparency, Public Trust



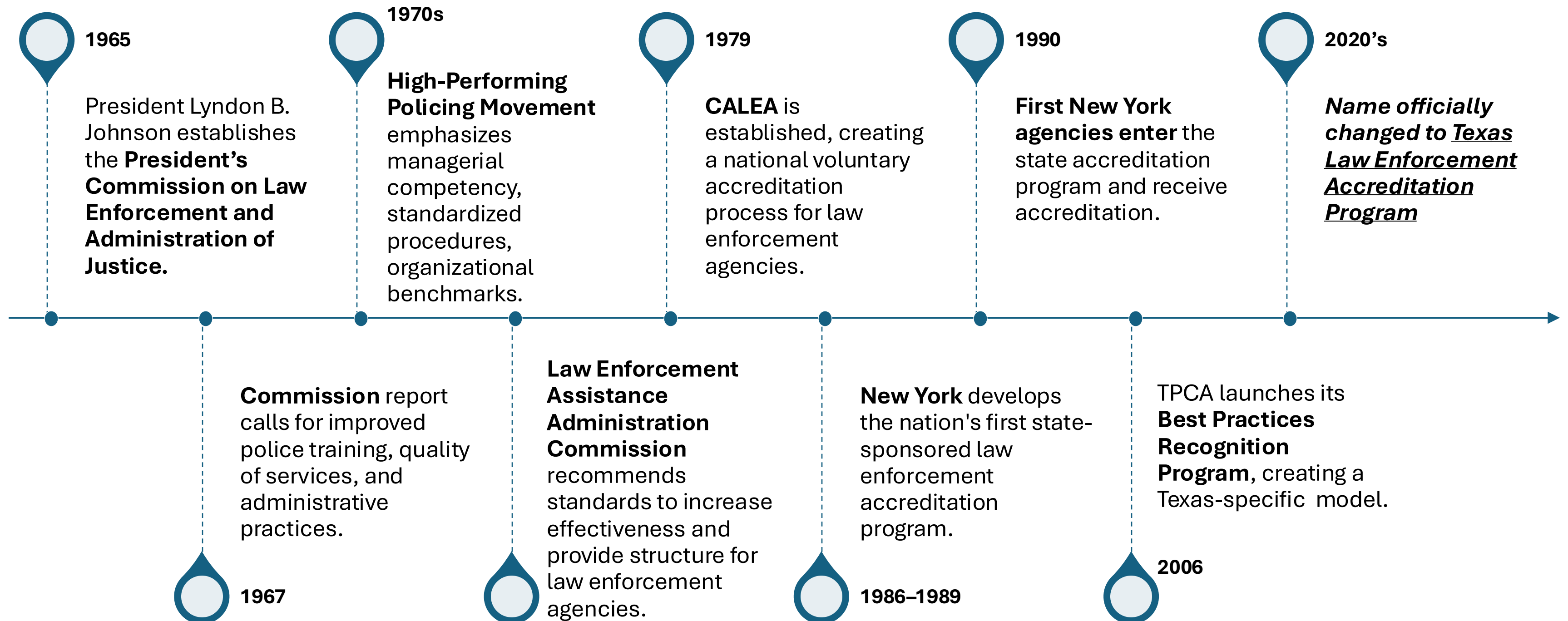
Accreditation is **not simply about passing an inspection**—it is a commitment to maintaining professional standards and continually improving the organization.



Accreditation is the process of demonstrating that an agency meets recognized standards of professional performance—and is committed to maintaining and improving those standards.



Evolution of Law Enforcement Accreditation



Evolution of Law Enforcement Accreditation



From national standards in 1979 → state accreditation beginning in 1989 → Texas Accreditation in 2006, LAW ENFORCEMENT ACCREDITATION has evolved into an established model for professionalism, accountability, and continuous improvement.



The (Real) Value of Accreditation by Jennet Sullivan



Microsoft Word
Document

The (Real) Value of Accreditation

By Jennet Sullivan,

Policing, by its nature, is driven by urgency. Calls for service, pursuits, use of force incidents, and major investigations demand immediate attention. These are the things that must be handled now. Most of us got into this line of work because that's where we're most comfortable – confronting an urgent issue and dealing with the fallout later (or moving on to the next crisis). Unfortunately, that model doesn't function well for building a professional, sustainable law enforcement agency.

Most police departments don't struggle in the urgent lane. The challenge for modern law enforcement is, well...everything else. Things like policy reviews, training records, evidence inspections, and annual reviews. Who has the time to review pursuit data over the past three years, when we're in the middle of this staffing crisis?

But seriously - the tasks I'm talking about are ones that are easy to defer – we'll do it next week. That works, until next week turns into next month (because something urgent popped up). Then next month turns into next year. By that time, the person who was responsible has been promoted out of the position, and the new guy or gal doesn't even realize it was a required task.

Let's be clear: no one is intentionally dropping the ball. But intentions don't really matter when the important-but-not-urgent work keeps getting pushed aside by the next call-out or crisis. That's where Accreditation comes in.

Accreditation holds agencies accountable for processes and systems that the agencies themselves design. That's an important point – the accreditation process does not limit the agency – or the Chief – from flexibility or autonomy.

Texas agencies are each unique. TPCA standards are designed to be scalable and adaptable to each individual agency and their community. The goal of accreditation is to provide guardrails, not handcuffs. It defines the minimum expectations for agency processes, while still allowing Chiefs to lead, innovate, and tailor operations to their communities.

Accreditation doesn't prevent every problem. It makes sure that the leadership has (and documents) practical conversations: What month should our evidence inspections occur? Is our annual use of force review based on fiscal year or calendar year? Who is responsible for making sure that happens, and do they have the tools and training they need to be successful? When we see officers getting injured for the same reasons, are we adjusting training or equipment to reduce harm?

With processes that require us to answer those questions – and follow through – things start to get easier. Documentation and oversight improve. Budget requests are easier with data, instead of anecdotes. Leadership naturally becomes more intentional, because they have better processes and more awareness.

Through accreditation, the Chief sends a message to internal staff and the community: this agency takes professionalism seriously. This agency protects its officers through consistency, thoughtfulness, and yes, even through documented reviews. As a result, officers are better supported, and the community is safer.

Chiefs are expected to manage today's emergencies while preparing their agency for tomorrow's challenges. Accreditation provides a mechanism to build systems and processes that provide continuity across leadership transitions, protect institutional knowledge, and prevent backsliding when key personnel retire or leave. It ensures progress made under one Chief doesn't unintentionally disappear under the next.

Is it time consuming? Initially, yes. But over time, the processes become more natural, expected, and woven into daily work.

What's in it for me? A better, more professional agency, with tools and training to meet the needs of the community.

Accreditation is ultimately good stewardship – benefiting the institution of policing, and the agencies we serve.

Jennet Sullivan is the Program Manager for Cedar Park Police Department and serves as an Accreditation Program Coordinator for the Texas Police Chiefs Association.



Special Attention to Chiefs:

FOLLOWING
SLIDES ANSWER MOST
OF THE QUESTIONS
CHIEFS WILL HAVE
ABOUT THE PROGRAM

Chief's Familiarization



Why Do I Need to Do It?

- ❖ ENSURES AGENCY IS UP-TO-DATE ON CRITICAL ISSUES.
- ❖ REQUIRES PERIODIC ANALYSES TO KEEP CEO INFORMED OF OPERATIONS AND PROVIDES INFORMATION FOR INFORMED DECISIONS.
- ❖ REQUIRES PREPAREDNESS BE MAINTAINED.



Why Do I Need to Do It?

- ENSURES AGENCY TRAINING IS UP-TO-DATE.
- FORMALIZES CRITICAL MANAGEMENT INFORMATION SYSTEMS – KEEPING THE BOSS INFORMED
- REVISED POLICIES AND PROCEDURES
- PROVIDE OFFICERS WITH SPECIFIC DIRECTION WHICH DECREASES CHANCE OF LAWSUITS.
- PROVIDES BETTER DEFENSE TO LAWSUITS.



What are the Benefits?

- IMPROVED OPERATIONS
- OFFICERS HAVE CLEARER DIRECTION
- REDUCES RISK (RISK MANAGEMENT)
- IMPROVES OFFICER SAFETY



What are the Benefits?

➤ IMPROVED CREDIBILITY

- ✓ With the Community
- ✓ With City / County / School Administration
- ✓ With the Law Enforcement Community

**YOUR DEPARTMENT IS AS GOOD (OR CAN BE) AS ANY
IN THE STATE!**



What are the Benefits?

- **A FRAMED CERTIFICATE!**

The Award is wonderful, but...

- **THE REAL VALUE IS THE PROCESS ITSELF.**

- **YOU BECOME A BETTER, SAFER, AND MORE PROFESSIONAL DEPARTMENT.**

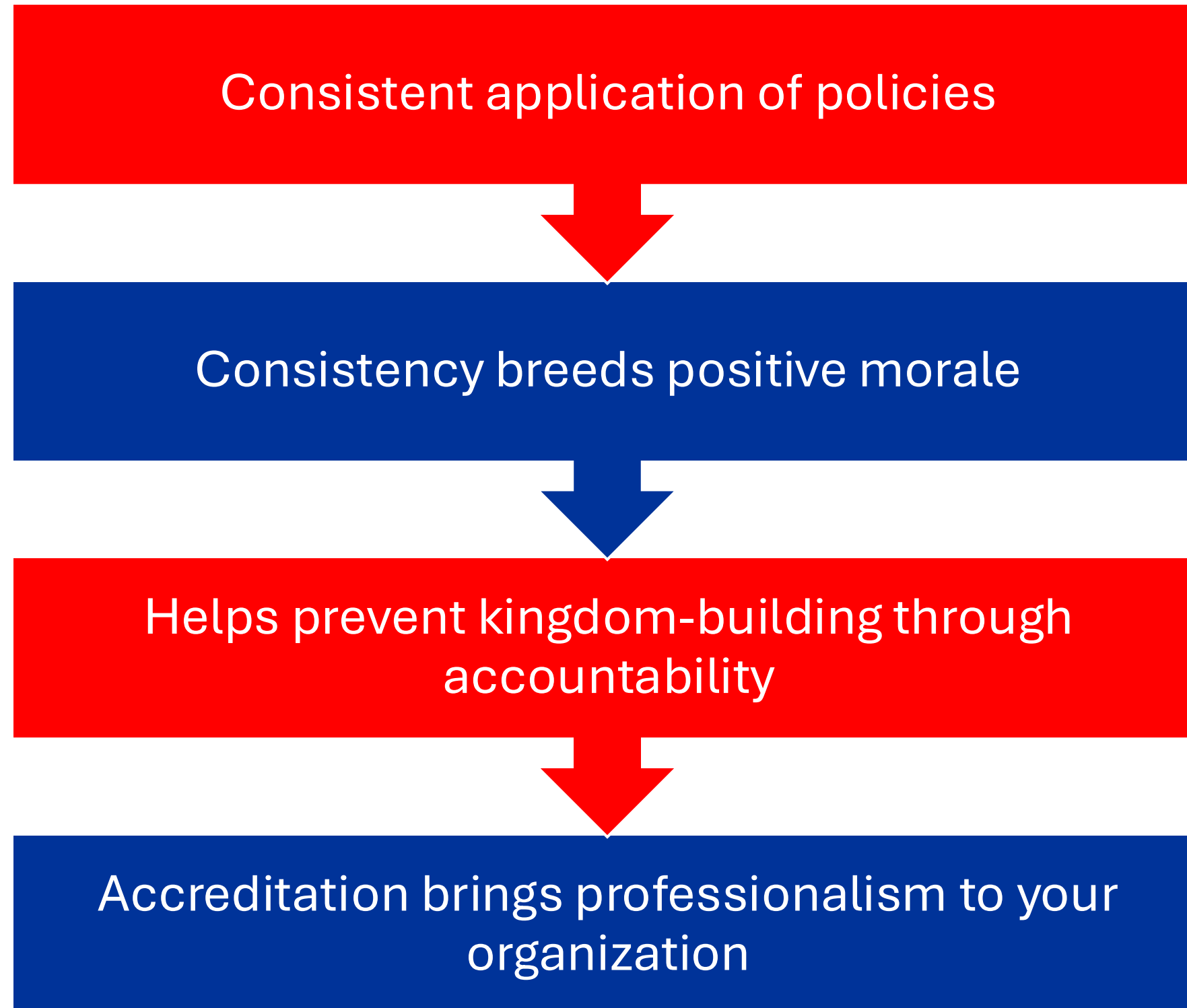




How many of you have
worked for an
inconsistent boss?



Benefits of accreditation:



Current Program Status

PROGRAM IS FULLY OPERATIONAL

- ✓ **234 AGENCIES ACCREDITED**
- ✓ **CURRENTLY ~50 IN ELECTRONIC SUBMISSION PROCESS**
- ✓ **CURRENTLY ACCEPTING APPLICATIONS**



Current Program Status

Smallest Agency
<10 officers



Largest Agency
1,900 officers



Municipal, Constables,
State, ISD's, College /
Universities, TBCJ -
OIG, SO's Hosp. Dist,



**RAISING THE BAR
FOR TEXAS LAW
ENFORCEMENT !**



Program Costs

DEPENDS ON AGENCY SIZE

SWORN OFFICERS	<u>ANNUAL</u> FEE AMOUNT
1-10	\$ 600.00
11-19	\$ 750.00
20 - 25	\$ 1,000.00
26 - 50	\$ 2,000.00
51 -100	\$ 2,500.00
101- 200	\$ 3,000.00
201 +	\$ 3,500.00



Program Costs

- TPCA MEMBERSHIP FOR CHIEF OF POLICE (\$300 / YEAR)
- ON-SITE FEES (ONCE EVERY FOUR YEARS) FINAL REVIEW (EST.) \$ 1,000 - \$ 1,500



Who Runs the Program?



Who Runs the Program?

Accreditation Program Committee

Chief Steve Stanford, Chair

Chief Craig Goodman

Chief Jim Kohler

Chief Derrick Watson

Chief Todd Hunter

Chief Jennifer Howell

Chief Michael Miller

Sheriff Al Auxier

Currently Vacancy



Chief Kevin Lunsford (Ret.)	Program Director – Accreditation & Training klunsford@texaspolicechiefs.org
Danna Rother	Program Specialist – Accreditation & Training drother@texaspolicechiefs.org
Chief Jim Harris (Ret.)	Program Coordinator jharris@texaspolicechiefs.org
Chief Deputy Kirk Bonsal	Program Coordinator kbonsal@texaspolicechiefs.org
Chief J. P. Bevering (Ret)	Program Coordinator jbevering@texaspolicechiefs.org
Program Mgr. Ken Foulch	Program Coordinator kfoulch@texaspolicechiefs.org
Program Mgr. Jenett Sullivan	Program Coordinator jsullivan@texaspolicechiefs.org



VERY IMPORTANT NOTE FOR CHIEFS

MOST CRITICAL ELEMENT:

- ❑ SELECTING THE RIGHT PROGRAM MANAGER!
 - ✓ INTERESTED IN THE PROGRAM
 - ✓ ORGANIZED AND COMPUTER LITERATE



VERY IMPORTANT NOTE FOR CHIEFS

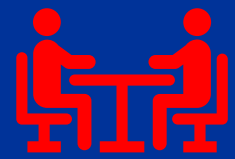
This Program will not work if you assign this to a Program Manager and say “Go do this.”

Program Manager cannot do this alone

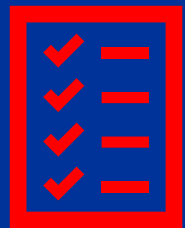
Must have your ACTIVE help!



VERY IMPORTANT NOTE FOR CHIEFS



Program Manager must have regular access to you for discussions on policy.



YOU must approve policies and implement processes to prove compliance.



Agency must know you are the driving force behind this effort.

VERY IMPORTANT NOTE FOR CHIEFS



IF your Program
Manager has not
submitted any Proofs
in the first SIX
MONTHS, You may
have made a mistake!



**TIME IS
TICKING!**



VERY IMPORTANT NOTE FOR CHIEFS

- ☐ DON'T TRY TO JUST GET BY!
- ☐ MAKE SURE THE PROGRAM MANAGER AND STAFF UNDERSTAND THE PURPOSE AND PROVIDE APPROPRIATE DIRECTION FOR YOUR OFFICERS!!!
- ☐ VALUE OF THE PROGRAM IS THE PROCESS!



Now the Real Question for CHIEFS!

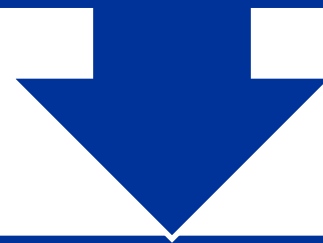
HOW MUCH WORK WILL I HAVE TO DO???

- DEPENDS ON WHO YOU ASSIGN AS PROGRAM MANAGER AND HOW YOU PLAN THE WORK PROCESS.
- IT DOES REQUIRE WORK AND SOME CHANGE!
- CHIEF ADMINISTRATOR = FINAL DECISION MAKER ON POLICY
- REQUIRES READING / APPROVING / SIGNING / ISSUING

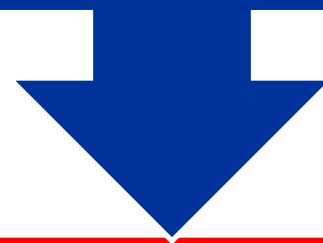


Now the Real Question for CHIEFS!

It is work that needs to be done!!!!



Putting off the review / development / updating of policies leaves employees guessing the best course of action.



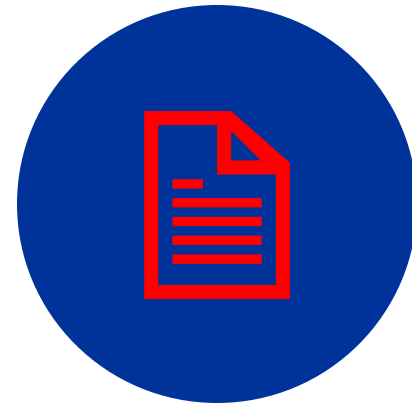
This is not leadership



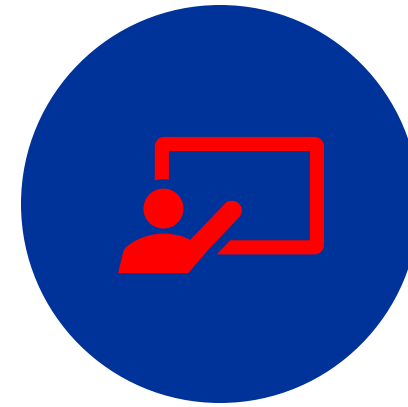
We provide a great deal of Assistance!



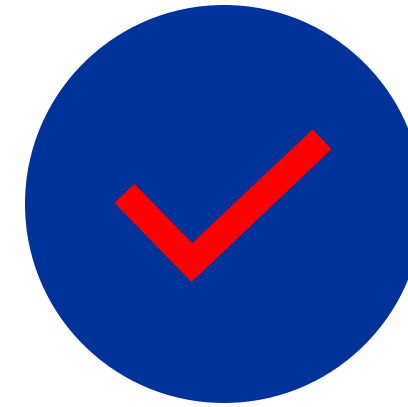
WEBSITE
RESOURCES



SAMPLE POLICY
MANUAL



SAMPLE
TRAINING WITH
LESSON PLANS



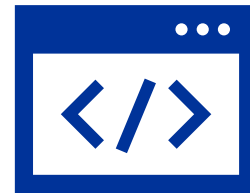
OTHER
ACCREDITED
AGENCIES
POLICIES



Overall Review of the Process



Assess your
own agency for
compliance



Request an
initial visit – if
you like



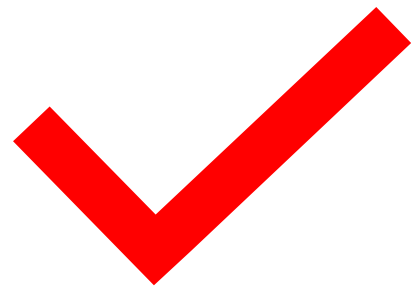
Submit
application to
TPCA Office



Starts process
toward a two-
year contract to
submit your
files



Overall Review of the Process



After onsite is complete your report will be sent for Committee Action



Committee reviews reports, votes on awarding Accredited Status.



Typically use electronic voting



Overall Review of the Process

AWARDING ACCREDITED STATUS:

- ✓ CERTIFICATE
- ✓ PRESENTATION AT TPCA ANNUAL CONFERENCE AND LOCALLY IF DESIRED
- ✓ OTHER ACCREDITATION ITEMS (LAPEL PINS, UNIFORM BARS, VEHICLE DECALS, AND BANNERS)



DETAILED REVIEW – BEGINNING TO END

1. Application (initial & reaccreditation)
2. Acceptance into the program (contract is signed)
3. Agency is entered into PMAM (by Danna Rother, TPCA)
4. Agency receives PMAM access (Lite or Full version)
5. Agency submits a Contact Form – “Standard 0” (Chief and Program Manager email / phone information)



DETAILED REVIEW – BEGINNING TO END

6. Completion of files

- Initial Accreditations – Program Coordinators review all 186 files submitted by the agency
 - After PC review is complete, a Team Leader and Assessor will be assigned for an onsite visit
- Re-Accreditations – Onsite team reviews all PMAM files, marks them as appropriate (IN COMPLIANCE, N/A, etc), and submits the final onsite report to Program Director



DETAILED REVIEW – BEGINNING TO END

7. Report submission to Accreditation Committee
8. Committee Vote
9. Notification
10. Local Presentation if desired
11. TPCA Conference Presentation



Applications

- **SHOULD I WAIT UNTIL WE ARE “ACCEPTED” TO GET STARTED?**
- **NO! BEGIN STANDARDS REVIEW AND FILE DEVELOPMENT NOW.**
- **RECOMMEND: START ON POLICY REVISIONS, REQUIRED TRAINING AND PROPERTY ROOM BEFORE APPLICATION!**
- **YOU MUST COMPLETE AN INVENTORY OF YOUR PROPERTY ROOM PRIOR TO ON-SITE!**



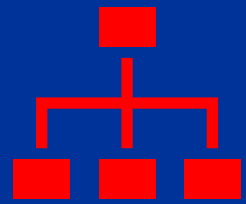
Texas Accreditation



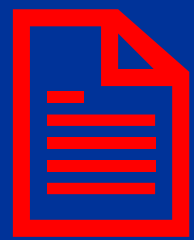
Texas Accreditation



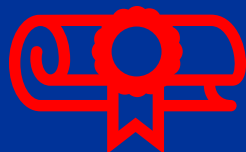
INITIAL Accreditation – Before Application



Policy Manual – Does your policy manual support the standards? This can be a very time-consuming process, and you do not want to put yourself in a race against the clock.



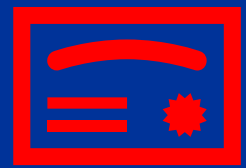
Property / Evidence Room – When was the last time your agency did an inventory? (12.08 and Standards Manual Appendix). Do you even know what's in there? This can also be a huge time & energy drain.



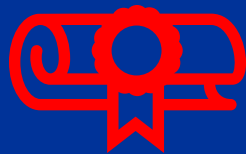
Training – The Accreditation Program requires a wide variety of training. Ensure you are already doing this training or at a minimum – identify costs and resources to get it done. Tactical Emergency Casualty Care (TECC) [formerly Self Aid / Buddy Aid] is a great example. (Standard 3.04 and 3.06)



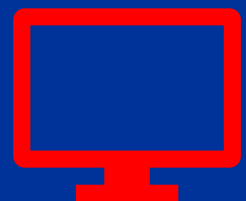
Re-Accreditation



6-MONTHS prior to the expiration of your current accredited status – you MUST send us an application for re-accreditation. Set a reminder!



12-MONTHS prior to the expiration of your current accreditation – start building your files for re-accreditation. Set a reminder! Give yourself as much time as possible. Remember – your agency must be in compliance with all the standards – all the time! Not just every fourth year! Ch 1 Jan, Ch 2 Feb, Just a thought



ABOUT 3 OR 4 MONTHS prior to your re-accreditation – consider scheduling a mock assessment! Make sure you have experienced program managers or local assessors come to your agency and review your files! This will significantly raise the likelihood of your agency passing the on-site.



Training for Department

ACCREDITATION PROGRAM TRAINING FOR CHIEF AND PROGRAM
MANAGER AVAILABLE ON-LINE AT:

TPCA TRAINING WEBSITE



•Chiefs Familiarization Training:

- The Chiefs training is included in the training you are receiving today.
- If your Chief needs this training – it is on our training webpage



- **Program Manager Training:** Program Managers MUST go through this class before your agency will be accepted into the Accreditation Program.
- **Further!** You are STRONGLY encouraged to visit other accredited agencies and meet other PMs.





ACCREDITATION

The Blueprint for Success



Before Applying: Key Preparation Areas

- **Policy Manual** – Review your agency's policy manual thoroughly. Does it align with and support the TPCAF Accreditation Standards?
- **Property and Evidence Room** – When was the last time an inventory was completed? Consistently documented inventories and sign-in/out logs are critical for maintaining compliance with accreditation standards.
- **Training** – A diverse training program is required. Is your agency at least meeting the minimum training standards across all relevant areas?
- **Initial Visit** – Helps identify organizational strengths and highlights areas that may need improvement prior to formal assessment. *This is optional but recommended.*

Program Manager – Choose the Right Fit

Selecting the right Program Manager is critical to a successful accreditation process.

This individual should:

- Be highly organized and detail-oriented
- Have direct access to the agency head
- Have clearly defined roles and responsibilities
- Be able to coordinate effectively with all departments for information sharing
- Be included in all communications regarding Standard Operating Procedures (SOPs)

Note: The Program Manager does not need to be a sworn officer or full-time employee. Support staff and qualified volunteers can also serve in this role, provided they meet the above criteria.

Re-Accreditation Timeline

To stay on track for a successful re-accreditation, follow these key milestones:

- **12 Months** Before Contract Date: Begin reviewing and updating your accreditation files. Ensure all proofs of compliance are current, well-organized, and clearly demonstrate adherence to standards.
- **6 Months** Before Contract Date: Submit your re-accreditation application to TPCAF.
- **3–4 Months** Before On-Site Assessment: While not mandatory, scheduling a mock assessment is highly recommended. This can help identify any deficiencies and ensure your agency is fully prepared for the official review.

For questions, contact Accreditation Program Director Chief Kevin Lunsford (Ret.)
klunsford@texaspolicechiefs.org | 936-662-1844



ACCREDITATION

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Let's review accreditation terminology we're going to use today

- **Program Manager:** The person designated by the Chief of Police to administer and oversee the accreditation program for the candidate agency. This may be a sworn or non-sworn member of the agency. In some agencies the program manager may be the Chief of Police.



- Be honest – How many of you were told to be here today?
- Of those who bravely raised your hands – How many of you would prefer to be almost anywhere else?
- Quick story about career development...

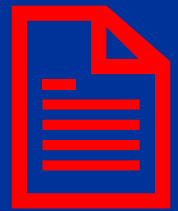


Accreditation – the untold story

- You will have to know something about everything that goes on inside your agency.
- This information will provide you insight that you may not fully appreciate today.
- HUGE – career development opportunity.



Program Manager Duties & Responsibilities



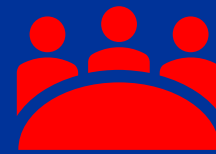
Construct and maintain your agency's files



Review and help develop agency policies



Obtain and save proofs of compliance



Coordinate initial visits and final on-site review



Suggested Steps for Program Managers

- Take advantage of this class and ask a lot of questions during our work sessions
- Bears Repeating: even if you currently accredited – please visit other accredited agencies! Look at their files and build your own support network



Program Managers

- ❖ Determine the chief's expectation for your job
 - ✓ Is this a full or part-time position? (how many hats will you wear)
 - ✓ Is this centralized or de-centralized – meaning – do you handle the entire program or are you going to rely on other people in your agency to send you proofs of compliance?
 - ✓ Make sure you understand when your chief wants you to have your files completed.



Program Managers

❖ Determine your role in policy development

- ✓ Help identify policy needs as related to existing standards or new standards that are approved by the Accreditation Committee
- ✓ Do you draft policy recommendations? What is the internal process at your agency to make this critical component of accreditation successful?
- ✓ How are policy revisions tracked? Who is involved? Is this electronic or paper? Is the legal department involved? Council?

Make sure you understand the entire process!



Program Managers Duties

- The next several slides are directed primarily to the program managers in the room who are from agencies that are not yet accredited.
- If you are already accredited – we will point out the information that applies to you.



Program Managers Duties

- You will not be required to submit your files in any specific order (through PMAM).
- You are not required to change your agency's policies unless the policies are not in compliance with the standards.



Program Managers Duties

- One of the first decisions you will have to make (with your chief) is whether to keep your current policy manual or develop a whole new manual.
- This decision should depend on how well your current manual meets program standards



Program Managers Duties

- To do this – the head of your agency will need information on how well the current manual meets the accreditation standards.
- If you are already accredited – this will only apply to you when new standards are approved by the Accreditation Committee.



Program Managers Duties

- Suggestions for the evaluation of your agency's policy manual:
 - Open the current Best Practices Standards Manual
 - Open a current copy of your agency's policy manual
 - Begin comparing the standards to the policies



Program Managers Duties

- Suggestions for the evaluation of your agency's policy manual:
 - Make sure all portions of the standard are clearly covered
 - Use the Standards Checklist to note the location of the policy that addresses specific standards
 - Does it meet the standard, need modification, or maybe it does not exist! Make note!



Program Managers Duties

- Suggestions for the evaluation of your agency's policy manual:
- Schedule a meeting with your chief and review the checklist
 - How many standards are currently met?
 - How many policies need modification? and
 - How many policies will need to be created?



Program Managers Duties

Resources available for evaluation of your policy manual :

- Sample Policy Manual
- Google Group / Model Policies
- Visit similar sized agencies



Program Managers Duties

- Let's all open the Standards Checklist Best Practices Checklist
- If you are from an agency that's already accredited – you will use this list during your reaccreditation process
- Use this list to help you track what policies you have that meet our standards, which policies will need modification, and which ones you will have to create.



1.03	EV	Written directive on handling and documentation of cash transactions, who
1.04	EV	Written directive syst; numbered, periodic review & consist with Texas law,
1.05	E	Written documentation authorizing agency and jurisdiction
1.06	E	Directive of Authority of police officers to act as Peace Officers
1.07	E	Directive of Authority of Chief Executive Officer
1.08	E	Directive duty to obey lawful orders, conflicting orders
1.09	E	Written directive requiring Peace Officer License before enforcing Law
1.10	EV	Directive for annual accountability of agency owned capital assets.
1.11	E	Directive for written approval for carrying personally owned equipment
1.12	E	Written directive requires employees sign for agency property and recovery p
1.13	V	Continuing Compliance with Best Practices
2.01	EV	Directive on Bias Based Profiling, policy, data collection, training and reporting
2.02	E	Code of Ethics part of policy, employees provided with copy
2.03	E	Directive requires Oath of Office before conducting law enforcement duties
2.04	E	Directive on how to receive, investigate and conclude complaints. Sustained b
2.05	E	Directive on Time limit on internal investigations and discipline, procedure for r
2.06	E	Directive requiring investigations of complaints alleging viol. Law or policy, ider
2.07	E	Directive notifying Agency Director of complaints
2.08	E	Directive on appeal procedure for disciplinary action, who is authority.
2.09	V	Directive requiring complaint records be secure and in compliance with law.
2.10	E	Directive requiring notification of complainant of results.
2.11	E	Directive prohibiting Sexual and other harassment, reporting procedures, trainin
2.12	E	Directive on professional conduct and mandatory training.
2.13	V	Directive on uniform appearance standards and special assignments.
2.14	E	Directive on Truthfulness in official dept verbal and written reports, court or age
2.15	E	Directive prohibiting political activity while on duty or in uniform
2.16	E	Directive attendance requirements for duty and training
2.17	E	Directive respect rights and prohibits discrimination, oppression and favoritism
2.18	E	Directive prohibiting personal relationship with victim, suspect, or witness during
2.19	E	Directive prohibiting influence of alcohol while on duty
2.20	E	Directive on use of illegal or prescription drugs

All Program Managers



Program Managers - what is NOT required

Your agency's policy manual does not have to match the Accreditation Manual numbering system.

You are not required to use a specific type of policy management software.



TPCA Accreditation Program

- Let's spend a few minutes looking at the new website.
- [Texas Law Enforcement Accreditation Program](#)



VINCIBLE



TCOLE rule 211.16

(5) has **policies**, including policies on:

- (A) use of force;
- (B) vehicle pursuit;
- (C) professional conduct of officers;
- (D) domestic abuse protocols;
- (E) response to missing persons;
- (F) supervision of part-time officers;
- (G) impartial policing;
- (H) **medical and psychological examination of licensees**;

- (I) active shooters;
- (J) barricaded subjects;
- (K) evidence collection and handling;
- (L) eyewitness identification;
- (M) **misconduct investigations**;
- (N) **hiring a license holder**;
- (O) **personnel files**;
- (P) uniform and dress code;
- (Q) training required to maintain licensure; and
- (R) outside and off-duty employment;

P O L I C I E S



TCOLE REQUIRED POLICIES

USE OF FORCE

BARRICADED SUBJECTS

VEHICLE PURSUITS

EVIDENCE COLLECTION AND HANDLING

PROFESSIONAL CONDUCT

EYEWITNESWW IDENTIFICATION

DOMESTICE ABUSE PROTOCOLS

MISCONDUCT INVESTIGATIONS

RESPONSE TO MISSING PERSONS

HIRING A LICENSE HOLDER

SUPERVISION OF PART-TIME OFFICERS

PERSONNEL FILES

IMPARTIAL POLICING

UNIFORM AND DRESS CODE

MEDICAL AND PSYCHOLOGICAL
OF LICENSEES

TRAINING REQUIRED TO MAINTAIN LICENSURE

ACTIVE SHOOTERS

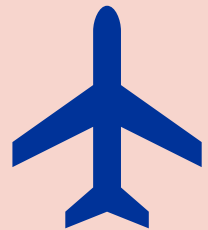
OUTSIDE AND OFF-DUTY EMPLOYMENT



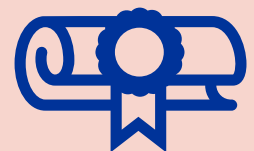
TCOLE POLICIES vs ACCREDITATION STANDARDS



Although there are only **18 TCOLE-required policy topics**, they collectively affect many Standards



The 18 TCOLE-required policies can be strategically written to address approximately 88 of the TPCA Accreditation Standards



That means **roughly one-half of the entire accreditation program** is influenced by these required policies.



Terminology Review

Agency Files: The Word & PDF Doc files that prove your agency's compliance with Accreditation Standards

PMAM: Accreditation submission and management platform



Terminology Review

Accreditation Standards: These are the Best Practice Standards that agencies must comply with to become an accredited agency. Our program currently has 173 accreditation standards – soon to be 186.



Terminology Review

Accreditation Standards: The accreditation standards were developed by over 30 chiefs and police executives between 2005 & 2007 when the Texas program was first launched.



Terminology Review

Accreditation Standards: The accreditation standards are reviewed annually by the Accreditation Committee to keep them relevant and contemporary.



Terminology Review

Discussion Section: Almost every accreditation standard has a “discussion section.” This is a written narrative intended to help the program manager understand the intent of the standard. It is located in the Standards Manual and in the PMAM platform for each standard.



Terminology Review

**Accreditation and Re-Accreditation
Application:** Available on the
accreditation program website.



Terminology Review

Written Directive: A document used to guide or control the actions of members and establish agency policy and practices. Examples of directives include, but are not limited to, policies, standard operating procedures, general orders, memoranda, instructional materials, law, or written orders. Directives must be issued and signed by the Agency Head or other authorized issuing authority. Directives should include Issue Date, Last Review Date, and CEO's Signature or stamp. Draft, unsigned, directives are not accepted.



Terminology Review

Written Directive: Remember – a written directive that has not been signed by the issuing authority or is still in draft form will not be accepted by the program.



Terminology Review

Policy by Memo: Who in this class can explain, “policy by memo?” What are the pitfalls associated with this type of policy management?



Terminology Review

Proofs of Compliance: This is how your agency “proves” you are meeting the best practice standard. Typical proofs include:

- Documents, logs, photos, sign-off sheets, lesson plans, and assessor interviews / observations during an on-site inspection.



Terminology Review

Proofs of Compliance / Example:

How many of you have a policy at your agency that requires a visitor to the property room to sign-in before they're allowed entry?

- What is the “proof of compliance” that you are following that policy?



Terminology Review

Proofs of Compliance: Must clearly prove (show) compliance with specific standards. Proofs should NOT require assumptions or interpretation.



Terminology Review

Initial Visit: A visit made by an assessor to an agency that is considering getting into the accreditation program.

- These visits are free to the agency
- There is no commitment to the program required
- Physical security standards reviewed



Terminology Review

On-site Inspection: The accreditation onsite conducted by trained assessors to determine whether an agency meets best practice standards.



Terminology Review

Program Coordinator: An Accreditation Program staff member assigned to agencies becoming accredited the first time. (Your guide through the process)



Terminology Review

Assessor & Team Leader: Police professionals and subject matter experts in the accreditation process. Assessors conduct on-site inspections, initial visits, and are volunteer ambassadors for the accreditation program.



Understanding Accreditation Program

- All Accreditation Standards are approved by the Accreditation Committee
- Each Standard as 3 sections:
 - Standard – (the rule that must be followed)
 - Discussion – helps explain the intent of the Standard
 - Proofs of Compliance

Tell you exactly how you prove that you are in compliance – pay attention to **ands / ors**

You will need:
Necesitarás:

1 Cup Water
1 taza de agua

1/3 Cup Butter, Softened
1/3 taza de mantequilla, suavizada

3 Eggs
3 huevos

**DO NOT EAT RAW CAKE BATTER
NO COMA LA MASA PARA PASTEL CRUDA**

Time to bake!
¡Es hora de hornear!

1
heat
caliente

Heat oven to **350°F** for shiny metal or glass pan or **325°F** for nonstick pan. **Grease bottom** only of 13"x9" pan or bottom and sides of all other pans.

2
mix
bata

Mix Cake Mix, water, butter and eggs in large bowl with mixer on **medium speed** or **beat vigorously** by hand 2 minutes. Pour into pan.

3
bake
hornea

Bake as directed in chart or until **toothpick** inserted in center comes out clean. Cool 10 minutes before removing from pan. Cool completely before frosting.

Calienta el horno a **350°F** si vas a utilizar un molde de vidrio o metal o a **325°F** si vas a utilizar un molde antiadherente. **Engrasa** solo la base de un molde de 13x9 pulgadas o la base y lados para otro tipo de moldes.

Bate la mezcla para pastel, el agua, la mantequilla y los huevos en un recipiente grande con una batidora eléctrica a **velocidad media** o **bate a mano vigorosamente** por 2 minutos. Vierte en el molde.

Hornea según se indica en el gráfico o hasta que al insertar un **palillo de dientes** en el centro salga seco. Deja enfriar por 10 minutos antes de retirarlo del molde. Enfría completamente antes de aplicar la cobertura.

PAN SIZE	13" x 9"	Two 8" Rounds	Two 9" Rounds	Bundt®	Cupcakes (makes 24)
BAKE TIME (in minutes)	30-35	30-35	25-30	44-49	14-19

Heat oven to **375°F** for shiny metal pan or **350°F** for nonstick pan. Spoon batter into cups (about 3 Tbsp each).

HIGH ALTITUDE (3500-6500 ft): For all Bundt® pans, heat oven to 325°F; grease and flour pan. Make 36 cupcakes.

Bundt is a registered trademark of Northland Aluminum Products, Inc., Minneapolis, MN.

Bring a weeknight wow to your dinner table!

Betty Crocker™ Super Moist™ yellow cake + Betty Crocker™ milk chocolate frosting + crushed chocolate chip cookies = **Milk & Cookies Cake** makes a 13"x9" sheet cake



Understanding Accreditation Program

- Remember – you need more than a Directive / Policy to be accredited
- Must also show us you are following that policy. You must “prove” your compliance with the individual standards
- Remember – proofs of compliance are documents, logs, photos, sign-off sheets, lesson plans, and interviews / observations made by trained assessors
- We will interview your agency’s personnel. This is not a program that one person administers. It is a commitment by the entire agency



Understanding Accreditation Program

- All parts of a standard must be proven
- Compliance with all parts / elements of the Standard is mandatory. NO EXCEPTIONS! Many Standards have multiple parts.
 - Think – “Elements of the Offense” (PI = Intoxicated, public place, danger to self or others)
- Pay close attention to the standard language and requirements. **Some standards specifically include non-sworn.**



Understanding Accreditation Program

Some Standards may be
Not Applicable (NA):

If your agency does not
provide the service, the
standard does not apply.

These standards start
with “If” For example –
“If your agency has a
Communications
Center, then....”

If you do not perform the
function, you are still
required to add a note in
the file that the standard
is Not Applicable (N/A)



Understanding Accreditation Program

- A Standard often DOES NOT tell an agency how to APPLY a policy. Remember – the agency determines policy.
- A very good example of this concerns pursuit policy. The accreditation program does not require you to pursue or to not pursue. But we do require a policy that says if you do or not. If you do, all pursuits be documented and reviewed and analyzed.
- But if a Chief decides that pursuits are too dangerous and bans them all-together – that does not prevent the agency from being accredited. Just have to have a Directive / policy saying so.



Understanding Accreditation Program

If your agency contracts with or allows another agency or entity to perform functions such as

- Communications
- Jail functions (does not apply to county jails)
- Property / Evidence

you are still responsible for ensuring Standards are met by the performing agency.



Understanding Accreditation Program

- If the candidate agency does not have a holding facility, and utilizes a jail that is controlled by the State Jail Standards Act, most of Chapter 10 will be Not Applicable.
- However – these standards apply to **ALL AGENCIES**:
 - 10.01 Searching and Transport of Prisoners
 - 10.02 Arrest, Detention, and Transport of Juveniles
 - 10.03 Approval of Juvenile Holding Area
 - 10.10 Prisoner's Property
 - 10.12 Medical Aid to Prisoner
 - 10.14 Strip Search
 - 10.15 Body Cavity Search, and
 - 10.22 Consular Notification



Understanding Accreditation Program

Super Important!

- Remember to read the Discussion Section – explains the intent
- Check the Appendix – OFTEN
 - Glossary for definitions.
 - Training Levels (Level 1, Level 2, Level 3, Level 4)
 - Inventory Methods (100% or Sample Method A or Sample Method B)



DISTRIBUTION

- The accreditation process requires you to show (prove) your policies are DISTRIBUTED to all personnel.
- This PROOF OF DISTRIBUTION must be maintained by the agency!
 - This is needed for proof of policy during a lawsuit
 - It is needed to show proof of compliance with the Accreditation Program
 - It is also needed to hold employees accountable during disciplinary actions



DISTRIBUTION

- Your agency must determine how policies will be distributed and how the proof of receipt is maintained.
- Some examples include:
 - Sign-off sheets
 - Microsoft Outlook distribution
 - PMAM
 - Power DMS
 - Lexipol



Understanding Accreditation Program

Physical Security Standards

Communications Center

- 9.02 Security of Communications Facility
- 9.03 Playback System
- 9.04 Back-up power system and testing process
- 9.07 TCIC / NCIC Access (CJIS Audit recommended)



Understanding Accreditation Program

Physical Security Standards

Holding Facility (If you have one)

- 10.03 Juvenile Processing Area approved by judge or juvenile board
- 10.04 Separate male / female areas / adult / juvenile areas
- 10.08 Fire Detection and suppression systems
- 10.16 Key Control
- 10.19 Water and Toilet access



Understanding Accreditation Program

Physical Security Standards

Property Room

- 12.04 Secure Facility
- 12.04 Key Control
- 12.04 Entry Log



Understanding Accreditation Program

Physical Security Standards

Records Storage

- 5.01 Police records must be stored in a secure area
- 10.02 Juvenile records must be maintained and secured separately from adult records



Understanding Accreditation Program

Training Requirements

- Check the appendix of the Standards Manual for definitions of Level 1, 2, 3, and 4 training.
- Standards that require training should be at least 80% complete at the time of your on-site – with the remaining 20% scheduled.
- Many of the training standards can be met by using the downloads available on the TPCA website or other on-line sources.
- Recommend using the “Time Sensitive Spreadsheet” to help track progress.



- Now we are going to spend some time looking together at some specific standards.
- Please open your laptops and pull up the Standards Manual.
- Find 2.05 in the Standards Manual
- Make sure your agency's Policy Manual is minimized or otherwise available, too.



PUBLIC INTOXICATION

Intoxicated

Public Place

Danger to self or others



2.05 Time Limit on Internal Investigations (E)

The agency has a written directive that sets a time limit for completion of Internal Investigations including disciplinary action, if necessary, and includes procedures for request and approval of extensions of time if needed.

Discussion

Agencies should ensure their time limits include the taking of disciplinary action if necessary. Time limits must be in a specific number of days and may allow for extensions if requested and approved by the Chief of Police.

Agencies can give a time limit in their policy for the “investigation and taking of disciplinary action” or provide a time limit for the investigation and a separate time limit for the taking of disciplinary action if necessary.

Proof of Compliance

- Copy of written directive, **and**
- Proof of receipt of policy by officers, **or**
- Review Internal Investigations or logs for compliance with time limits.

AND THE ELEMENTS OF THE STANDARD ARE?



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AND THE PROOFS OF COMPLIANCE ARE?



2.05 Time Limit on Internal Investigations (E)

Proof of Compliance

- Copy of written directive, **and**
- Proof of receipt of policy by officers, **or**
- Review Internal Investigations or logs for compliance with time limits.

HOW MANY PROOFS ARE NEEDED? 1, 2, 3, or more? WHAT ARE THEY?



- Now – open your agency's policy manual and turn to your Internal Affairs chapter.
- Does your policy set a time limit for the completion of investigations? Does it include discipline?
- Does your policy identify a process to request an extension for an internal investigation?
- Take a few minutes and look closely at this information and ask Accreditation Staff for help if needed.



Open Discussion for Knowledge Assessment



2.10 Notification to Complainant (E)

The agency has a written directive to notify the person who files a complaint against the agency or employee of the results of the investigation.

Discussion

Notification to a complainant is only required if they file a formal complaint with the department.

Proof of Compliance

- Copy of written directive, **and**
- Copies of letters (2) where complainants have been notified of results of investigations.



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Proof of Compliance

- Copy of written directive, and
- Copies of letters (2) where complainants have been notified of results of investigations.



2.20 Drugs (E)

The agency has a written directive regarding the illegal use of any drug, including prescription drugs, and the use of legal prescriptions when it would negatively impact the judgment or physical condition of an employee while on duty.

Discussion

These directives should prohibit any illegal drug use and the use of any prescription drug taken illegally (without specific prescription for that employee). It should also address the taking of any prescription drug when it would negatively impact the judgment or physical condition of the employee when on duty. This is usually handled by requiring employees to notify a supervisor whenever they are taking any medication which they believe will impair their performance.



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2.24 Community Outreach (E)

The agency has a written directive that requires and supports community outreach and community involvement. The directive should require some form of community feedback.

Discussion

Agencies should seek out opportunities to interact with the public they serve and to build a trusting relationship in the community. Feedback from the community should be sought at all levels of the agency from the Chief of Police to the newest officer and non-sworn staff.

Positive police interaction with the community is paramount to building an open, trusting relationship and dialog. Examples of how to accomplish these goals are too numerous to mention; however, a few common methods include community forums/meetings, a cup of coffee with the Chief at a local breakfast establishment, open house at the police department, social media outlets, officers going to lunch at local schools, police activity leagues, and community surveys. Agencies cannot rely solely on social media to meet this standard. These activities should be part of the mission for every employee at the agency.



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2.25 Duty to Intervene (E)

The agency has a written directive that requires every employee, regardless of rank, have a duty and responsibility to intervene with any other employee's use of force that clearly exceeds agency directives and training regarding what is objectively reasonable under the circumstances. The agency's written directive must also clearly state that all employees, regardless of rank, have a duty and responsibility to prevent the use of excessive force, and to report, in writing, any use of excessive force to a supervisor. This directive will be included in the annual Use of Force training. This directive applies to both sworn and non-sworn.



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

The agency has a written directive that requires all personnel authorized to use less lethal weapons, including EMDs, are trained at least biennially and demonstrate proficiency for those weapons. The required training should be conducted by instructors having appropriate certification for the weapon or by instructors utilizing instructional materials for that weapon.

Proof of Compliance

- . Copy of written directive, **and**
- . Proof of training of peace officers on policy, **or**
- . Proof of receipt of copy of policy by peace officers, **and**
- . Proof of training in authorized less lethal weapons, and proficiency, within last two years, **and**
- . Proof of instructor certification or training materials, if required.



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10.01 Searching and Transport (E)

The agency has a written directive addressing the search and transport of adult detainees. The written directive includes, at a minimum:

- A. That all adult arrested persons be searched before any transport.
- B. The approved methods of how to safely transport arrested persons.
- C. Methods or actions for transporting sick, injured, or disabled arrested persons.
- D. Search of the transporting vehicle before and after the transport.
- E. The proper use of any restraining devices.
- F. Monitoring of the detainee to avoid medical difficulties.

Training of agency personnel in searching and transportation of prisoners is also required.



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Training of agency personnel in searching and transportation of prisoners is also required.



1.01 Organization (EV)

The agency has a current organizational chart depicting the organizational components available to all personnel. The chart is updated as needed but will be reviewed annually.

Discussion

The Organizational Chart should have the department name and a date on it, including the year 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. The chart may be physically or electronically posted. All employees must have access to view the updated chart.

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 an employee as part of department policy manual, **or**
 - Statement in the notes tab of how made available to personnel, **or**
 - Photo of posting on bulletin board, **or**
 - Observation of chart posted on bulletin board (On-site)



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PMAM Lite

FOR ACCREDITATION SUBMISSION AND MANAGEMENT



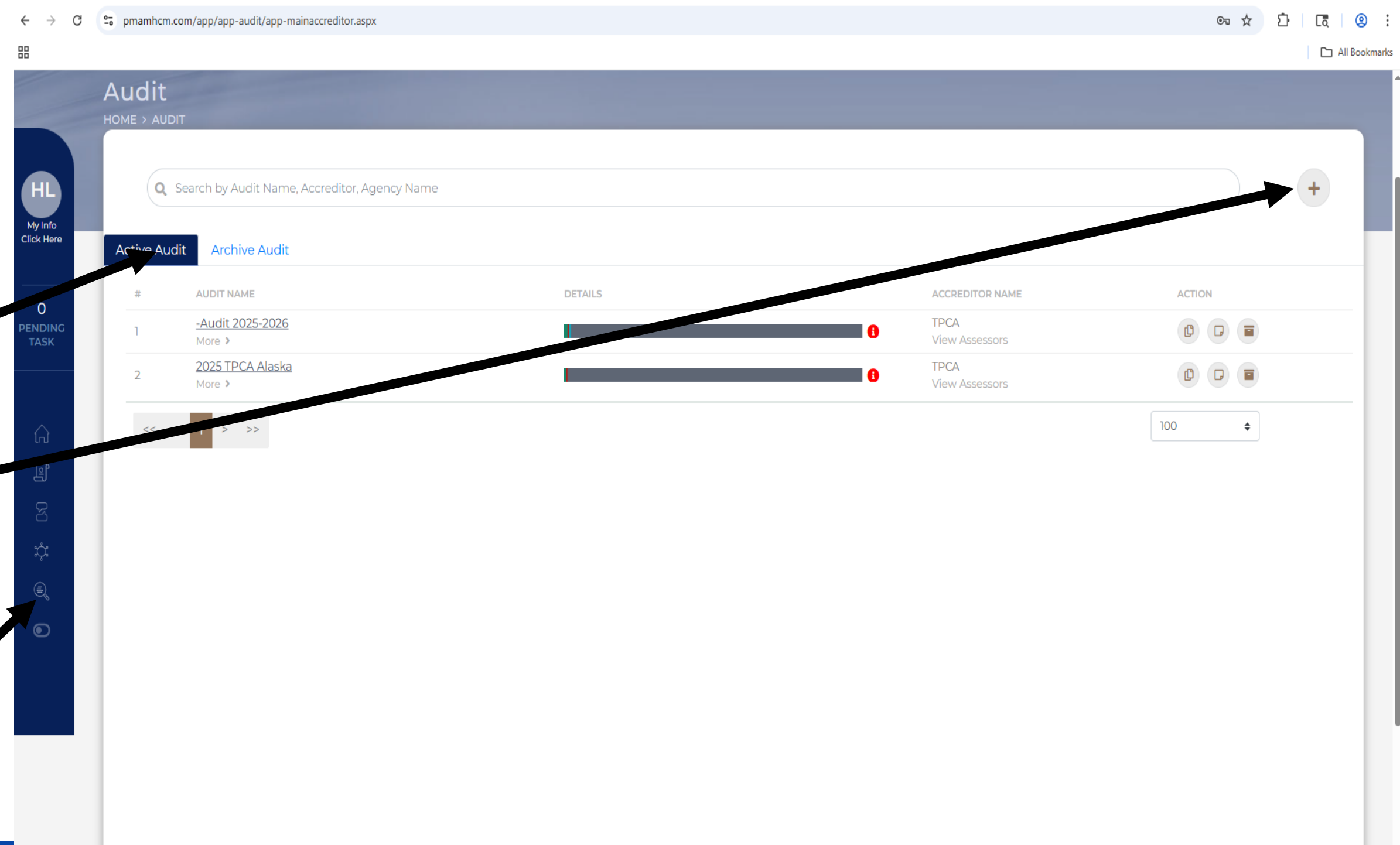
File Building Requirements

PMAM Tips.mov



Logging in, Home Screen

- You will use 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



The screenshot shows the 'Audit' home screen of the PMAM HCM application. The browser address bar displays 'pmamhcm.com/app/app-audit/app-mainaccreditor.aspx'. The page has a dark blue header with 'Audit' and 'HOME > AUDIT'. A search bar is at the top with the placeholder 'Search by Audit Name, Accreditor, Agency Name'. Below the search bar are two tabs: 'Active Audit' (selected) and 'Archive Audit'. A table lists two audits:

#	AUDIT NAME	DETAILS	ACCREDITOR NAME	ACTION
1	-Audit 2025-2026 More >		TPCA View Assessors	View Print Delete
2	2025 TPCA Alaska More >		TPCA View Assessors	View Print Delete

At the bottom of the table is a pagination control showing '<<' and '>>' buttons and a page size dropdown set to '100'. On the left side, there is a dark blue sidebar with a vertical menu of icons. A 'My Info Click Here' button is at the top of the sidebar. A 'PENDING TASK' indicator shows '0'. Three arrows point from the text in the list to specific UI elements: one to the '+ button at the top right', one to the 'Active Audit' tab, and one to the sidebar menu.



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.

(*) 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

Make Sure This Box Is Checked!!



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.

0 First Step

FIRST STEP Agency Contact Form

1 ADMINISTRATION AND ORGANIZATION 1.0

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

12 PROPERTY AND EVIDENCE MANAGEMENT

FIRST STEP Agency Contact Form

DRAFT

DESCRIPTION

•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.

Standard ready for submission

Checklist Form

ContentNotesPolicy RecordsTraining RecordsForm RecordsActivity Logs

Written Directives/Policies

There are no policies associated with this standard.

Trainings

There are no training associated with this standard.

Form

There are no forms associated with this standard.

Agency Name

Please fill in all boxes below.

	Head of Agency Information	Accreditation Program Manager Information
Name		
Title		
Email		
Phone		

Notes for TPCA Staff

By typing your name below, you are digitally signing this document.

	Form Completed by [Please include your full name job title]	Date
Signature		



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: 169 Draft (98%), 0 In Progress (0%), 0 Request for Information (0%), 2 In Compliance (1%), 1 Optional Approved (1%), 0 Not Applicable (0%), and 1 Not in Compliance (1%). The left sidebar lists standards under '1 ADMINISTRATION AND ORGANIZATION 1.0', with '1.05 Agency Jurisdiction E' selected. The main panel shows the description and proof of compliance for this standard, including a checklist form and a 'Standard ready for submission' checkbox.

Audit
HOME > AUDIT > VIEW AUDIT

-Audit 2025-2026

Total Standards: **173** | Submitted Standards: **4** ⓘ
Ready for Submission: **0** | Not Ready for Submission: **169** ⓘ

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

All ⓘ

▼ 1 ADMINISTRATION AND ORGANIZATION 1.0 ⓘ (0)

- ✓ 1.01 Organization EV ✓
- ✓ 1.02 Budget E ✓
- ✓ 1.03 Financial Transactions EV ✗
- ✓ 1.04 Written System of Agency Directives EV ✓
- 1.05 Agency Jurisdiction E ✗
- 1.06 Peace Officer Authority E ✗
- 1.07 Authority of the Agency Director E ✗
- 1.08 Duty to Obey Lawful Orders E ✗
- 1.09 Sworn Personnel License E ✗
- 1.10 Accounting for Agency Owned Capital Assets E... ✗
- 1.11 Approval for Personally Owned Equipment E ✗

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.

☐ Standard ready for submission ⓘ

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 'Audit File' interface. On the left, a list of standards is shown, including '1.08 Duty to Obey Lawful Orders E', '1.09 Sworn Personnel License E', '1.10 Accounting for Agency Owned Capital Assets E...', '1.11 Approval for Personally Owned Equipment E', '1.12 Agency Issued Property/Equipment E', and '1.13 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'. On the right, the 'Checklist Form' is visible, 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 yellow highlight and a red circle around a '+' icon, indicating where to click to add documents.

The screenshot shows the 'Attach Proofs' form. It has a dark blue header with the title 'Attach Proofs' and a close button. Below the header, a note states '(*) indicates a required field.' The form contains several fields: 'PROOF TITLE *' (a text input field), 'DESCRIPTION *' (a text input field), 'UPLOAD DOCUMENT *' (a file upload area with a 'Choose file' button), and 'TAGS' (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.**
- **This is where you will add N/A if the standard is not applicable to your agency.**

Director E

Capital Assets E...

Equipment E

ment E

Best Practices V

D CONDUCT

ANAGEMENT

NS

TRANSPORTATION

--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

Add one more compliance Document

Note

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.**

[illegible]

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 audit period 2025-2026. At the top, it shows summary statistics: Total Standards: 173, Submitted Standards: 4, Ready for Submission: 0, and Not Ready for Submission: 169. Below this is a progress bar with 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 section is titled "1.01 Organization EV" and is marked as "IN COMPLIANCE". It includes a "DESCRIPTION" section with the following text:

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)

Below the description is a "Checklist Form" section with tabs for Content, Notes, Policy Sign-Offs, Training Sign-Offs, Form Sign-Offs, and Activity Logs. The "Content" tab is currently selected, showing a list of standards with checkboxes for submission. A yellow box highlights the "1.01 Organization EV" standard, which is checked. A red circle highlights the "Electronic Submission" button in the top right corner.



Accreditation with PMAM HCM Full



PMAM HCM Full: Policy/Compliance Docs Module for Accreditation

Select Standard :- 1.1.1 Use of Physical Force

Map Policy To Standard

Map The Entire Policy

Map The Selected Part Of The policy

Capture screenshot of the relevant section and then click the "Map the selected part of the policy" button.

POLICY

It is the policy of the Department that officers use reasonable force when force is used and only force that is permissible under applicable federal and state laws and regulations. [1.3.1] add words

This Policy requires strict adherence by all sworn personnel.

When ~~exigent and unforeseen~~ circumstances cause officers to deviate from the provisions of this Policy, officers are to act with intelligence, sound judgment and in full conformity with both state and federal laws and constitutional provisions. Any such deviations from the provisions of this Policy shall be examined on a

In order to comply with this Policy, the attached Response to Resistance Report shall be utilized.

DEFINITIONS

A ~~Police Officer~~ Individual: An individual who uses physical strength and/or

Standard

Mapping

Standard Set:

TPCA Standards (demo)

> 1 - ADMINISTRATION AND ORGANIZATION 1.0

> 2 - PROFESSIONAL STANDARDS AND CONDUCT

☐ 2.02 - Code of Ethics E

☐ 2.01 - Bias Based Profiling EV

☒ 2.03 - Oath of Office E

☐ 2.04 - Internal Investigations E

☐ 2.05 - Time Limit on Internal Investigations E

☐ 2.06 - Complaints Requiring an Investigation E

☐ 2.07 - Notification of the Agency Director E

☐ 2.08 - Appeal Procedures for Disciplinary Actions E

☐ 2.09 - Records and Security of Complaints and Investigations V

Save Selection

POLICY

It is the policy of the Department t and only force that is permissi regulations. [1.3.1] add words

This Policy requires strict adherenc

When ~~exigent and unforeseen~~

Selected Standards

Title: *

2.03 - Oath of Office E, 3.08 - Non-Sworn Training E

Description: *

Save Close

- 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

My Info
Click Here

300
PENDING
TASK

Search by training name

TRAINING TYPE

+ Advance Reminder

- Demo Type

#	TRAINING NAME	CREATED DATE	TOTAL ASSIGNED TRAINING	GRACE TIME(IN DAYS)	CREDIT HOURS	VERSION	ACTION
1	New department Training	2/12/2024 12:00:00 PM	4	0	0.00	3	Action
2	Vemo Test	2/25/2025 11:12:00 AM	1	0	0.00	1	Action

<< < 1 > >>

50

+ External

+ External Training

+ Firearms Training

+ Firing Range

+ Inservice

+ Instructor Led

+ Internal

MINIMUM PARTICIPANTS 0 (IN DAYS) No Time Limit MAXIMUM PARTICIPANTS 0 (IN DAYS)

COMPLETION TIME 0 (IN DAYS) GRACE TIME 0 (IN DAYS)

MINIMUM TIME SPENT 0 (IN MINUTES)

NOTES [DATE: 08/07/2025] View Notes

CONTENT TYPE Others SCORM On-the-job

Associate Departments

CATEGORY: Contents Form & Test Organizational Goals Employee Learning Objectives Other Training Related documents Training Status Report Associate Standard

Associate Standard Associate Standards

Tags: Back Save AS Draft Publish & Assign Clear Publish Version

ADMINISTRATOR: SALES DEMO (SALES.DEMO@PMAM.COM) SUPPORT QUESTIONS: SUPPORT@PMAMHCM.COM OR (855) 870-5591 POWERED BY PMAM HCM

Select Standard

STANDARD SET: - TPCA Standards (demo) Save

> 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

Ok

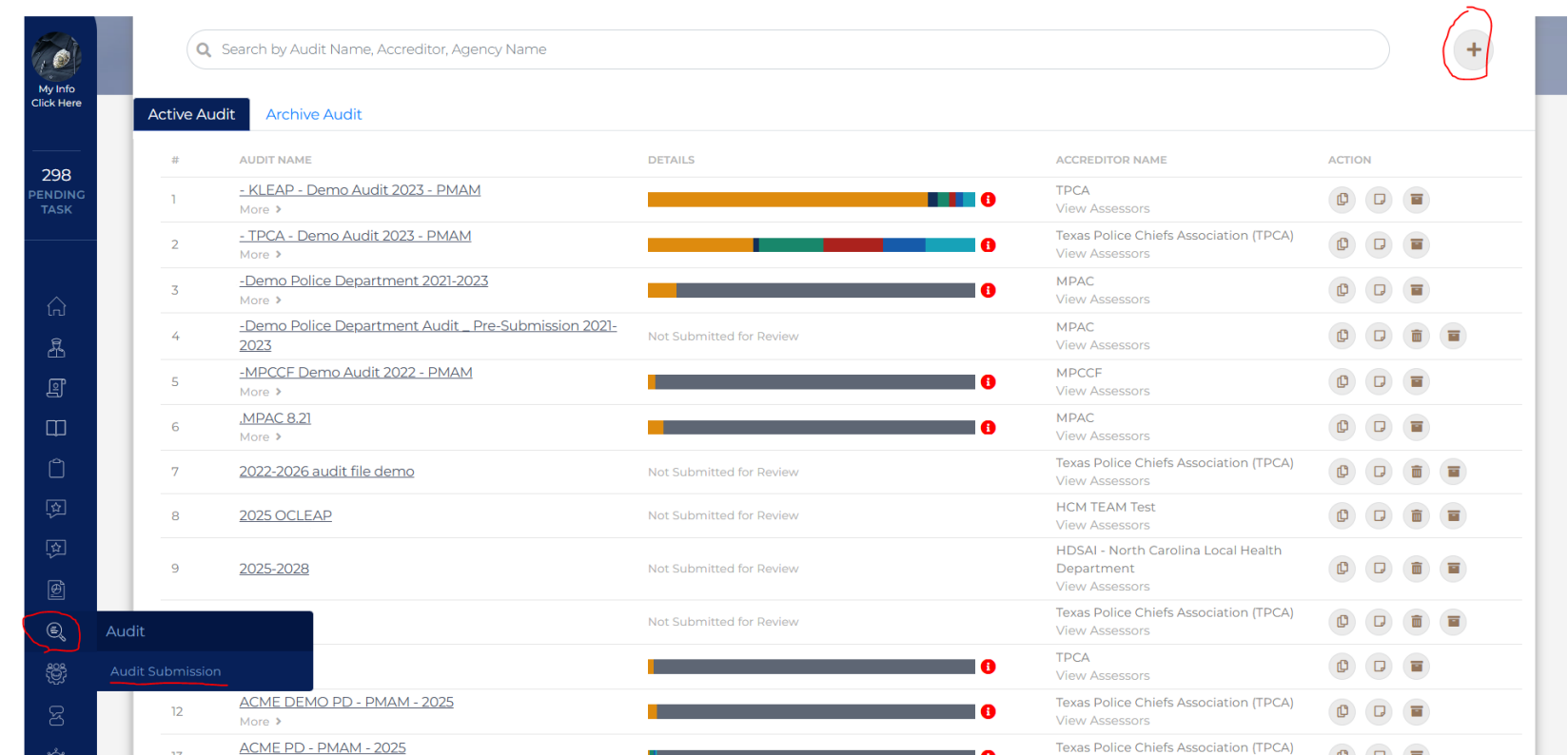
PMAM HCM Full: Training Module for Accreditation

- 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!

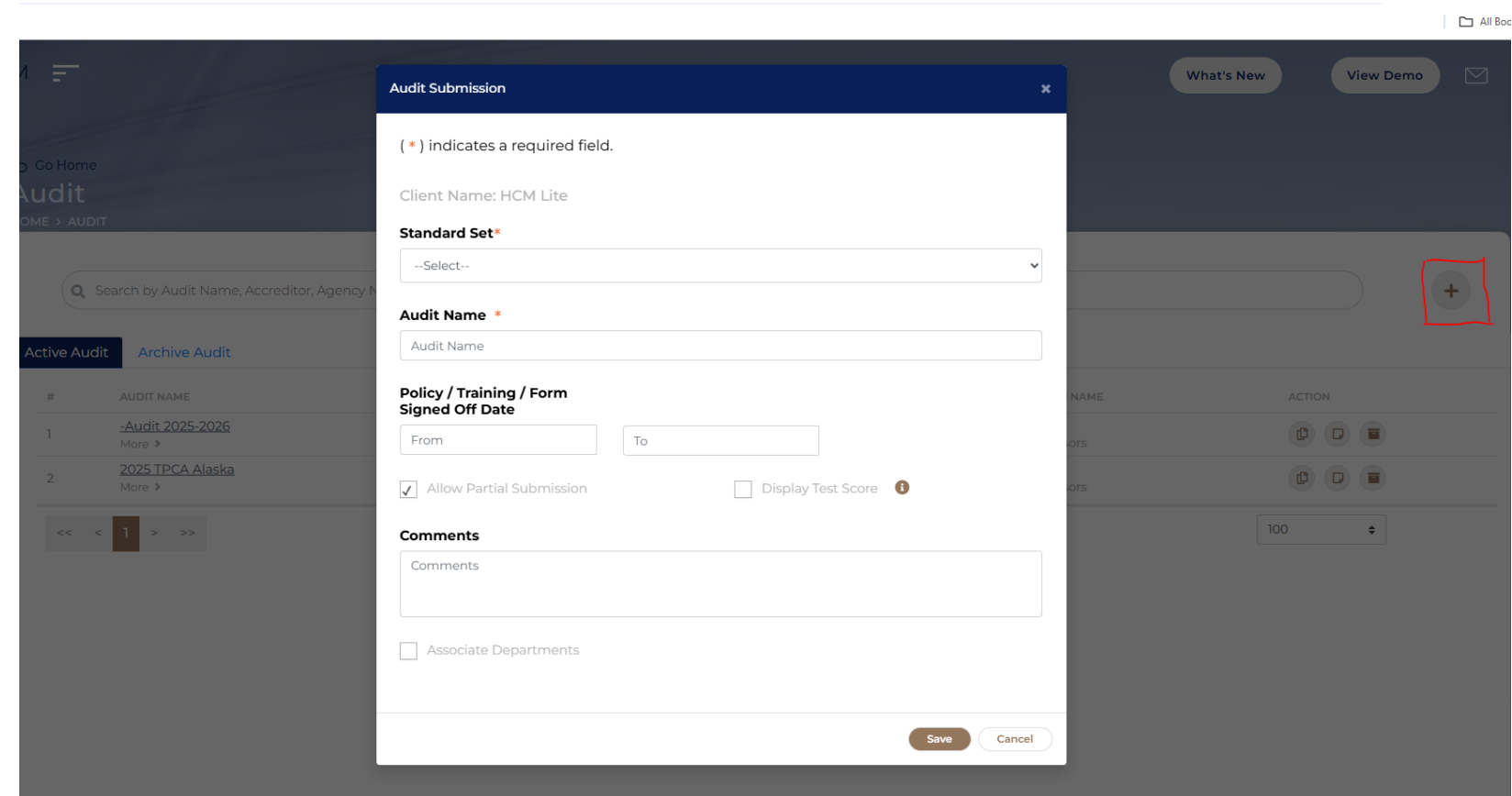


Going to The Audit Module

- 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!



#	AUDIT NAME	DETAILS	ACCREDITOR NAME	ACTION
1	- KLEAP - Demo Audit 2023 - PMAM More >		TPCA View Assessors	
2	- TPCA - Demo Audit 2023 - PMAM More >		Texas Police Chiefs Association (TPCA) View Assessors	
3	- Demo Police Department 2021-2023 More >		MPAC View Assessors	
4	- Demo Police Department Audit - Pre-Submission 2021-2023 More >	Not Submitted for Review	MPAC View Assessors	
5	- MPCCF Demo Audit 2022 - PMAM More >		MPCCF View Assessors	
6	- MPAC 8.21 More >		MPAC View Assessors	
7	2022-2026 audit file demo	Not Submitted for Review	Texas Police Chiefs Association (TPCA) View Assessors	
8	2025 OCLEAP	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	
12	ACME DEMO PD - PMAM - 2025 More >		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.

0 First Step

FIRST STEP Agency Contact Form

1 ADMINISTRATION AND ORGANIZATION 1.0

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

12 PROPERTY AND EVIDENCE MANAGEMENT

FIRST STEP Agency Contact Form

DRAFT

DESCRIPTION

•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.

Standard ready for submission

Checklist Form

ContentNotesPolicy RecordsTraining RecordsForm RecordsActivity Logs

Written Directives/Policies

There are no policies associated with this standard.

Trainings

There are no training associated with this standard.

Form

There are no forms associated with this standard.

Agency Name

Please fill in all boxes below.

	Head of Agency Information	Accreditation Program Manager Information
Name		
Title		
Email		
Phone		

Notes for TPCA Staff

By typing your name below, you are digitally signing this document.

	Form Completed by [Please include your full name job title]	Date
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 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.

REQUEST FOR INFORMATION
0 (0%)

IN COMPLIANCE
2 (1%)

OPTIONAL APPROVED
1 (1%)

NOT APPLICABLE
0 (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 TCOLE does not establish an agency. There must be some formal action on the part of a government body 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 its jurisdiction. 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
- 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.**

...

✓

i

i

i

(17)

(6)

(5)

✓

(3)

(9)

(2)

(2)

✓

(4)

✓

(2)

Checklist Form ?

Document Help ?

Content

Notes

Policy Records

Training Records

Form Reco

Sign-off Data

Pending Sign-off

☐	#	POLICY/DOCUMENT	EMPLOYEE
☒	1	1.01 Organization EV + (Healthcare)	Sales Demo
☒	2	1.04 Written System of Agency Directives EV + (TPCA 2025)	Sales Demo
☐	3	1.04 Written System of Agency Directives EV + (TPCA 2025)	Sales Demo
☐	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.

ContentNotesPolicy RecordsTraining RecordsForm RecordsActivity 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	1.1.2 Use of Deadly Force	View	Set	
4	1.1.0 Legal Authority to Carry Weapons	View	Set	

Trainings

#	TRAINING	TRAINING VERSION HISTORY
1	Audit- ADMINISTRATION AND ORGANIZATION1	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.
- This is where you will add N/A if the standard is not applicable to your agency.

--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

Add Note

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

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.**
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Content

Notes

Policy Sign-Offs

Training Sign-Offs

Form Sign-Offs

Activity Logs

Standard Approved

Standard approved by Ronald Woods on Mon, 07-Jul-2025 at 09:01 AM

Standard data approved

07 Jul 2025

07 Jul 2025

07 Jul 2025

07 Jul 2025

07 Jul 2025

Action Performed

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

Replied To Note

Note

Ronald Woods on Mon, 07-Jul-2025 at 09:01 AM

Note added

Action Performed

Status changed by HCM Lite on Mon, 07-Jul-2025 at 08:26 AM

Policy related to standard data uploaded

Action Performed

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

Notes Marked Complete

Downloading or Partially/Fully Submitting Your File

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-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%)

All

1 ADMINISTRATION AND ORGANIZATION 1.0

1.01 Organization EV

1.02 Budget E

1.03 Financial Transactions EV

1.04 Written System of Agency Directives EV

1.05 Agency Jurisdiction E

1.06 Peace Officer Authority E

1.07 Authority of the Agency Director E

1.08 Duty to Obey Lawful Orders E

1.09 Sworn Personnel License E

1.10 Accounting for Agency Owned Capital Assets E...

1.11 Approval for Personally Owned Equipment E

1.12 Agency Issued Property/Equipment E

1.13 Continuing Compliance with Best Practices V

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

ContentNotesPolicy Sign-OffsTraining Sign-OffsForm Sign-OffsActivity Logs



File Building Requirements

If you have a multi-page policy, and all the assessors need to see is on page 3 of that policy – USE THE “SET” BUTTON

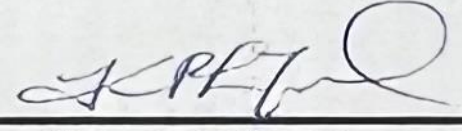
LITE: Upload Policy – then use the SET button to do a screen capture (THIS TAKES THE PLACE OF HIGHLIGHTING)

FULL: Upload all your policies, then map the relevant parts and PMAM automatically “SETS” or screen captures it for you

Use Headers and Footers



File Building Requirements

	Huntsville Police Department		
	Directive 4.12 Homeland Security		
	Effective Date: April 1, 2013	Replaces:	
	Last Review Date: October 28, 2021		
	Reference: TBP Standards 8.10	Page 1 of 1	
Approved: 			
Chief Of Police			



ON-SITE REVIEW PROCESS

Most onsite reviews are completed in two-days. Larger agencies may take longer and require more assessors.

Typical Agenda:

Travel to Agency the day prior to the start of the onsite.

Day 1 – Agency tour, file review, personnel interviews, ride-outs.

Day 2 – Complete assessment, exit interview, travel home.



ON-SITE REVIEW PROCESS

Onsite Guidelines:

Assessors will evaluate the standards based on “reasonable assurance.” This term is defined in the glossary as:

“The level where the reviewing officer feels confident of the agency’s compliance with a standard. It does not require absolute proof of compliance for every officer or every program with the department.”



ON-SITE REVIEW PROCESS

Exit Interview:

Summary of onsite findings

Recommendations for improvement (if any)

This is not a “you passed” or “you failed” conversation. The Accreditation Committee votes on each report.

If the chief is surprised by anything said in this interview – that’s not good.
Keep your chief informed during the onsite!



ON-SITE REVIEW PROCESS

Travel Policy:

Travel expenses for assessors (miles, meals, and lodging) are the responsibility of the candidate agency.

These expenses are invoiced after the onsite.

Expenses are kept to a minimum to facilitate participation in the program.



Annual Report

Annual Report:

The program requires four reports from the agency:

1. Use of Force
2. Property / Evidence Inventory
3. Accidents / Injuries (applies to non-sworn)
4. Pursuits

The Annual Report **MUST** be signed by the head of your agency.

The Annual Report must also contain any edits to policies that are used to show compliance with a Standard.



Annual Report

DUE Jan 1 – Mar 1 each year (effectively immediately)

- This aligns w/ TCOLE reporting requirements

DUE for the immediate past year (Jan 1, 2027 = 2026 info)

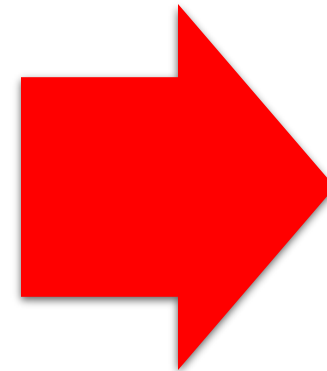
Submitted via PMAM

When the head of your agency (electronically) signs the report – he or she is stating that the agency is in compliance with all Standards. This is taken very seriously by the Accreditation Committee!



Annual Report

The analysis reports mentioned here **MUST** contain an actual analysis! More than counting / sorting.



Resources:

- “How to do an Analysis” examples on the website.
- Visit other agencies
- Use the Sampling Methods explained in the back of the Standards Manual
- Use our templates to help you! They are on the website and will guide you toward compliance with this reporting process.



Annual Report

All Annual Reports are sent via PMAM for review / approval.

While program staff has some ability to assist with some compliance and timelines – significant compliance concerns will be referred to the Accreditation Committee and the agency's chief can be brought into a Zoom Meeting to clarify concerns.

As a program manager – it is advisable to avoid your chief having to answer to the Accreditation Committee if at all possible.



Common Problems to Avoid

Let's all pull up standard 12.07

Property Room INSPECTIONS

This is done at least every six months. It is a comparison of an individual or an organizational component against established standards – such as policies.

You are making sure the business practice matches the policy statement. It's best to use a checklist.



Common Problems to Avoid

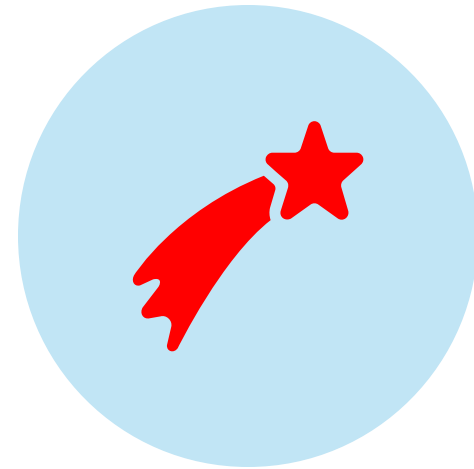
Compare to Standard 12.08.

Property Room INVENTORY.

This is required annually and when property room personnel change. You are physically locating every item in the property room OR you are using one of the two sampling methods explained in the back of the Standards Manual.



Time to Build Files



**WELCOME
BACK**



**PRACTICAL
EXAM**

Build 5 in PMAM for Practical Exam

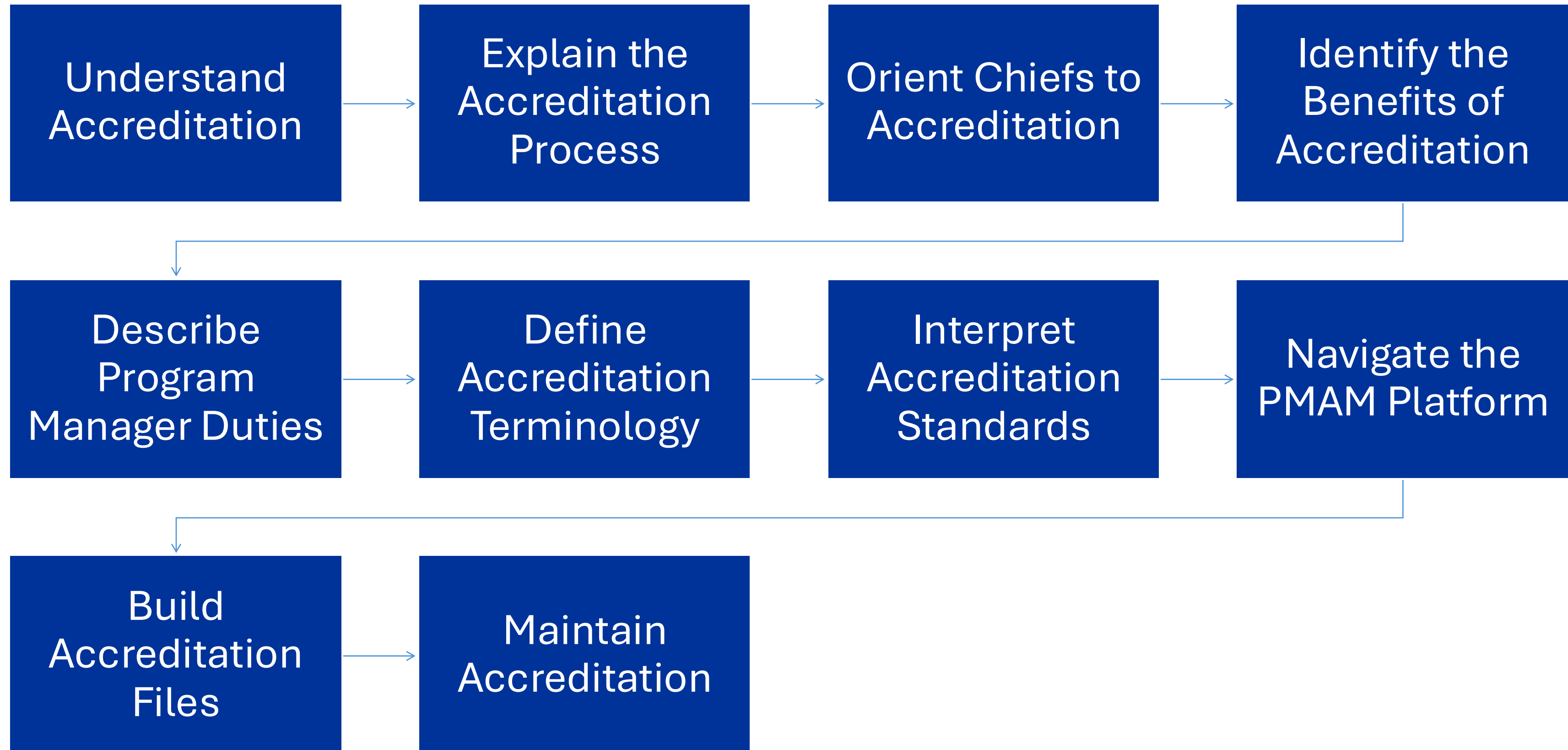
- 1.11 Approval for Personally Owned Equipment (E)
- 3.02 Use of Deadly Force Training (E)
- 4.05 Off-Duty Employment (E)
- 5.03 Release of Information (E)
- 6.04 Weapons and Ammunition (E)
- 7.04 Miranda Warning (E)
- 7.23 Body Armor (V)
- 8.01 Barricaded Suspect and/or Hostage Incidents (E)
- 9.01 Communication Centers (24-hour access) (V)
- 10.08 Fire Protection for Jail Cell Area (V)
- 11.01 Courthouse/Courtroom Security (V)
- 12.03 Property/Evidence Submission (E)



Attendance



CLASS OBJECTIVES





Kevin Lunsford

**Director Of Accreditation / Training
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Police Chief (Ret)

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Questions?

Let's Raise The Bar for Texas Law Enforcement

Texas Police Chiefs Association

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PLEASE FOLLOW US ON FACEBOOK!!!

