



# Minutes

Member Meeting (2022/2023)

August 10, 2022 | 2:00pm | Virtual Microsoft Teams

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## In Attendance

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Ashley Morton (Colorado City)	Joseph McCamish (YCSO)	Renee Klix (Queen Creek)
Brian Zach (Kingman)	Karen Nygaard	Sara Soldo (Tempe)
Cassie Johnson (Scottsdale)	Kelly Ingram (Paradise Valley)	Scott Sjerven (Casa Grande)
Cindy Ewer (UofA)	Kimbrilee Schmitz (Casa Grande)	Shane Sloma (NAU)
David Wilkinson (Colorado City)	Larry Jones (Page)	Stacy Olson (Prescott)
Evan Kunert (Kingman)	Marcella Garcia (Mesa)	Teri Wardell
Jeana Johnson (Wickenburg)	Paul Hruby	Trudianne Bullard (Lake Havasu City)
Jennifer Julian (Clarkdale)	Randy Stewart (El Mirage)	

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## Call to Order

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Meeting called to order at 02:04pm. Board members Kelly Ingram, Stacy Olson and Jeana Johnson are presented.

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## Approval of 06/22/22 Minutes

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Moved to approve minutes as read by Jeana Johnson, seconded by Cassie Johnson. Motion passed unanimously.

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## Overview & Public Comments of By-Laws

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- Discussion brought forth on the by-laws regarding concern and comments. No concerns or comments brought from members at this time. All members advised that suggested by-law changes should be emailed out as soon as possible so they can be brought forth to the members for discussion at the next meeting.
- Discussion opened by board members was the possible exclusion of assessors as members. Considerations were brought forth that having assessors as members may cause bias and whether there was a concern by members for this. Unanimously, all members advised they had no concerns and felt that having assessors as members would be beneficial overall. No changes to the by-laws on this matter will be made.
- Discussion opened by board members about a change in verbiage to include emergency communications. Members expressed agreement to the change to be more inclusive. Edits will be made to by-laws, posted on website, and forwarded to members prior to the next meeting.

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## Understanding the 2022 Update of the Standard Manual

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- Significant changes from the 2020 to the 2022 manual occurred with approximately 14 separate proofs being deleted, moved or modified. For example, standard 19.5 was waived by several agencies previously as it was specific to jail facilities but it now includes holding cells. Agencies with holding cells will need to develop policies and procedures accordingly. An example of this type of policy will be posted on the website.

- Suggestion: For standards, such as 1.2, that are not expected to change over time, upload all of the relevant proofs at once and in a single document. It keeps the system clean and easy to read/access for the assessors, especially in the reassessment period.
- Highly recommend to have your agency upgrade you to Adobe Pro as it allows you to combine documents, do redactions, export and more as needed. It is a very helpful tool!

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### Updating the Manual in Power DMS: What to Do

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- There is a major concern regarding updating your account to the new standards manual if you are in the middle of your self-assessment or reassessment period. If the manual is updated while in the middle of your assessment, it can delete proofs and alter the highlights of your policy.
- You are not required to update the manual if you are in the middle of an assessment period as you are only held to the standard in effect at the start of your assessment unless said otherwise.
- Be aware though that once you update the standard and provide a proof accordingly, you will be held to that manual.
- If you do update the manual, PowerDMS has a function that allows you to see the changes from one manual to another. The function shall show changes in red so that you can determine what differences need to be noted.

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### How to Access the CAPA's Help

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There will be multiple outlets to access CAPA's help.

- First, you will be able to email [capa@azchiefsofpolice.org](mailto:capa@azchiefsofpolice.org) whenever you have a question. This will then be sent out to all of the members to respond with answers accordingly.
- Second, a question box has been set up on the CAPA website to be utilized whenever needed and will be monitored by the CAPA board for response and assistance accordingly.
- After discussion, meetings will be held on a quarterly basis going August, November, February and May. These meetings will go over specific topics as well as be open for discussion.

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### CAPA Membership: Expectations & Benefits

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- Membership will be free to everybody but limited to those who complete an application. Applications will be required per person vs for an entire agency as personnel can change rapidly.
- There will not be a limitation to the number of people permitted to be members from an agency.
- Membership is classified as an associate membership, a person employed by an agency considering ALEAP, and full membership, a person employed by an agency who is contracted with ALEAP. A person who goes from associate to full membership shall be required to complete an additional application.
- Voting rights shall be limited to one per agency to assure that all agencies have a fair and equal vote.
- Membership gives you that access to additional resources, especially to people who are going through similar experiences as you. This does not often happen within a single agency, so having others to talk to is highly beneficial.

### Mock Assessment Team

- Kevin Rhea has asked to see if CAPA can take over the management and coordination of mock assessments. He wants to utilize alternative people for mock assessments outside of those assessors who do on-sights whenever possible.
- We want to utilize Accreditation Managers and CAPA members to make the majority of mock assessors. This would be highly beneficial, as it would allow more people to get an inside look at how other departments are doing their proofs, giving different insights and better best practices to all involved.
- Suggestions brought forth include:
  - Establish protocols on how concerns and suggestions will be documented so that the agency can make changes and re-checks can be done accordingly and in a consistent manner.
  - Possibly utilize local agencies to do the mock assessment as they have a better understanding of the area and may offer better information and suggestions.
  - Have a report completed for each assessment.
  - Establish training or protocol criteria so that it is consistent and those that have not completed an assessment have necessary information.
  - Possibly require all accreditation managers to participate in a mock assessment but limit it to only those managers who are within the re-assessment period.
  - Have someone from CAPA take preliminary look at the most critical areas/most-common problems of an assessment prior to scheduling a mock assessment to see if the agency is even ready for that stage.
  - Establish a protocol that mock assessments are completed and corrections made before the final assessment is scheduled. Currently mock assessments are often schedule just a few weeks prior to the final assessment.

### Future Accreditation Programs

- It was brought forth to discuss interest in having a Certified Accreditation Manager program. Unanimous agreement that it would be highly beneficial and desired. This information will be forwarded to Kevin Rhea but it may be delayed as two other programs are in active development.
- First program in development is the communications system accreditation. This accreditation will be offered to all emergency communication centers and not strictly law enforcement based. This communications system will have a self-assessment period of 18 months and have a fraction of the current known standards. This program is expected to be approved by the commission in the fall of 2022, and officially open for applications in early 2023.
- Second program is the Accredited Command Executive, which will be an accreditation, offered to all command/leadership positions within law enforcement. This program will be established that an established number of continuing education will be required to maintain the certification. This program is expected to be available in 2023.

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## Future Agenda Items

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- A mock assessment group will start to be established and will consist of a rough draft of expectations, needs, etc. Additionally, training will be discussed for new assessors.
- There was heavy interest in establishing an Accreditation Manager Certification program. This information will be relayed to Kevin Rhea for discussion. This program would not be put in effect for at least a year, if pursued.
- Suggested changes to the by-laws will be sent out for review and feedback. Vote to approve the changes will be made at the next quarterly meeting.

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## Announcements

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Kingman, Marana and University of Arizona Police Departments were the first to be accredited. Evan Kunert of Kingman Police Department will be happy to be a resource and give details and information regarding their experiences with their first re-accreditation period, including the on-sight.

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## Adjournment

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Motion to adjourn was made at 03:24pm and was passed unanimously.

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## Next Meeting

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November 10, 2022 at 02:00pm via Virtual Microsoft Teams