



**Wanda R.D. Williams**  
MAYOR

## Harrisburg Bureau of Police



**Thomas C. Carter**  
COMMISSIONER

DATE OF ISSUE: April 7, 2025	EFFECTIVE DATE: May 30, 2025	GENERAL ORDER #: <b>25-05</b>	EXPIRATION DATE: Until Amended or Rescinded
SUBJECT: Accreditation Program		DISTRIBUTION: All Personnel and Public	AMENDS: 21-05
REFERENCE: PLEAC Standards Manual; G.O. 17 Direction			RESCINDS: 21-05

### I. POLICY

It is the policy of the City of Harrisburg Bureau of Police that all Bureau policies and procedures shall be maintained and adhered to in a manner consistent with applicable local, State, and Federal laws, as well as the standards set forth by Pennsylvania Law Enforcement Accreditation Commission (PLEAC), a state recognized accreditation agency.

### II. PURPOSE

In operating as a law enforcement agency within the Commonwealth of Pennsylvania, the City of Harrisburg Bureau of Police upholds legal standards and strives to implement best practices within the industry as administered by the Pennsylvania Chiefs of Police Association (PCPA) and PLEAC. By adhering to the standards set forth by the accreditations program, the Bureau works to demonstrate its accountability, professionalism, and commitment to the Harrisburg City community.

### III. DEFINITIONS

- A. Accreditation: The process relied upon by professional organizations to establish, maintain, and objectively verify the existence of high-quality policies and procedures. To be recommended for accreditation, an agency must provide proof of compliance for all of the standards that are applicable to their agency.
- B. Accreditation Cycle: Accreditation by PLEAC is executed on a three (3)- year cycle. Each accredited agency must provide documentation, known as proofs, of compliance for each applicable PLEAC standard for each of the previous three (3) years of operation. Agencies are inspected and re-accreditation is determined at the end of each cycle.

- C. Feasible: Reasonably capable of being done or carried out under the circumstances to successfully achieve the lawful objective.
- D. Accreditation Manager: The designated agency member who is primarily responsible for managing and executing the agency accreditation program. The Accreditation Manager serves as the primary point of contact and coordination between the agency and PLEAC. The designee is responsible for remaining informed of PLEAC standards and processes, ensuring that the agency is continually working towards compliance in all areas.
- E. Accredited Agency Logo: The PLEAC logo provided to agencies that are accredited to display on equipment, facilities, and written and/or published on documentation showing that the agency complies with the standards and best practices of the program. If an agency fails to maintain accreditation, the logo must be removed.
- F. Administrative Manual: PLEAC manual that describes the accreditation program, process, requirements, and best practices.
- G. Agency Self-Assessment: Each agency seeking accreditation is required to conduct a self-assessment to determine if their agency meets the published PLEAC standards, and where short comings are identified to make changes to their organizational policies and procedures to meet those requirements. The self-assessment is conducted prior to the initial accreditation inspection, and is then part of the on-going re-accreditations process for each agency.
- H. Annual Report: PLEAC requires an Annual Compliance Survey between accreditation inspections to determine a law enforcement agency's continued compliance with standards. The report is submitted by the Accreditation Manager within thirty (30) days of the annual anniversary date of the last inspection.
- I. Assessors: Individuals who conduct MOCK or Formal Assessments of an agency seeking accreditation or re-accreditation on behalf of PLEAC. Assessors are drawn from the pool of agencies who participate in the assessment program. To become an assessor, a candidate must be part of an agency who have successfully achieved accreditation and be recommended by their leadership to PLEAC.
- J. Assessor Manual: The PLEAC publication that guides the actions of assessors.
- K. Commission: The PLEAC board that provides overall guidance and direction to agencies seeking accreditation. The board also makes final determinations on accreditation of an agency based on inspection reports provided by assessment teams.

- L. **Formal Assessment:** This is the final step in the accreditation or re-accreditation process of an agency. When an agency feels they are ready to be assessed, PLEAC assigns a team of assessors to review an agency's files, procedures, equipment, personnel, and facilities to determine if the agency is following the applicable standards and should be recommended for accreditation or re-accreditation. The assessment process may be fully on-site or may be a combination of remote file review followed by an on-site visit to conduct interviews and confirm observable proofs.
- M. **May:** Indicates that an action is allowed but not necessarily required or preferred. Relies on the Officer's assessment of the totality of the circumstances known by him/her at that time to determine the best course of action.
- N. **MOCK Assessment:** Before an agency undergoes a formal assessment, they may request that PPAC provide assessors to conduct a MOCK Assessment of their files and agency to confirm readiness or identify shortcomings. The MOCK Assessment is not required, but is highly recommended as a best practice when seeking accreditation or re-accreditation.
- O. **Observable Proof:** Certain PLEAC Standards are identified as observable proofs. An observable proof requires that an assessor must physically observe the item or process to determine compliance rather than the agency submitting some form of written proof of compliance.
- P. **Pennsylvania Chiefs of Police Association (PCPA):** A coalition of law enforcement and public safety professionals who promote excellence in service, advocate for law enforcement leaders, and provide innovative programs and training for their membership. The Harrisburg Bureau of Police is a member of PCPA.
- Q. **Pennsylvania Law Enforcement Accreditation Commission (PLEAC):** A program of the PCPA that manages the Accreditation process for participating member agencies. The Harrisburg Bureau of Police is a member of PLEAC.
- R. **Pennsylvania Police Accreditation Coalition (PPAC):** PPAC is a privately organized group that provides support to PLEAC. PPAC encourages agencies to participate in the accreditation program, coordinate MOCK Assessments, and provide support for meetings and technical systems that PLEAC requires. The Harrisburg Bureau of Police is a member of PPAC.

- S. PLEAC Standards: The requirements, practices and procedures that an agency must comply with to achieve and maintain accredited status. Standards are comprised of one or more requirements or elements and an explanatory narrative statement. Not all standards will apply to every agency, however agencies must comply with all standards that are appropriate to their operations, responsibilities, and processes. PLEAC Standards are published in a Standards Manual which is organized into four chapters:
  1. Chapter 1: Standards for Organization and Management Role
  2. Chapter 2: Standards for Law Enforcement Functions
  3. Chapter 3: Standards for Staff Support Responsibilities
  4. Chapter 4: Pennsylvania Legal Mandates
- T. PLEAC Standards Manual: The PLEAC publication that contains standards (currently 140) organized in 4 Chapters. The content and number of standards is continually updated to reflect changes to laws or best practices that are adopted. Agencies are required to show compliance with all applicable standards that are in effect during their assessment cycle including, proportionally, any that change during that cycle.
- U. PowerDMS: PowerDMS is a commercially available document management system to track policies, information, training, and accreditation files. Agencies may at their own cost contract for and use PowerDMS to manage accreditation files. Agencies that do not use PowerDMS must create paper files to provide proofs of compliance for their accreditation inspection. DMS stands for Document Management Simplified.
- V. Proofs of Compliance: Policies, procedures, reports, photos, videos, physical observations, state statutes, city ordinances and other documents that are used to show compliance with PLEAC Standards. Proofs of compliance are defined as follows:
  1. Written Directive: Any policy, plan, procedure, rule, general or special order, training directive, or other document that is binding upon personnel. Examples of written directives used by the Harrisburg Bureau of Police include, but are not limited to: GO 21-05 Accreditation Program March 31, 2021 4 General Orders, Personnel Orders, Special Orders, directive memorandums or emails, state statutes and city ordinances.

2. Written Documentation: Any analysis, assessment, audit, budget document, evaluation, file, form, inspection report, inventory, investigation, plan, record, report, review, survey, or system that is used to validate or verify compliance with or adherence to the requirements of a written directive. Examples of written documentation used by the Harrisburg Bureau of Police include, but are not limited to: investigative reports, warrants, Traffic and Non-traffic Citations, training records, lesson plans, performance evaluations, emails and computer printouts.
3. Interviews: Contacts with individuals having general or specific knowledge about a standard subject area, or those who are impacted by the requirements of a standard.
4. Observation: Physical examinations of facilities, conditions, activities, objects, or equipment required by a standard.

Re-accreditation: After the initial accreditation of an agency, the agency enters the Accreditation Cycle which requires continual monitoring, self-assessment, training, updating of policies, gathering of applicable proofs, and reinspection every three years in order to remain accredited

W. Shall: Indicates an action that is required or when combined with the word not, is prohibited.

X. Should: Indicates that an action is advisable but not required.

Y. Will: Indicates an action that is required or when combined with the word not, is prohibited.

#### IV. PROGRAM OVERVIEW

##### A. Benefits of Accreditation

Law enforcement agencies that pursue and attain accreditation may benefit in several ways. Being an accredited member of PLEAC:

1. Establishes a credible framework for evaluating agency practices and procedures
2. Reduces agency risk and exposure to lawsuits
3. Decreases some liability insurance expenditures
4. Authorizes the agency to display the PLEAC Accredited Agency logo
5. Improves law enforcement and community relations

6. Provides reliable methods to improve essential management procedures
7. Enhances planning and innovative activities by all agency personnel

#### B. Initial Accreditation

An agency who wishes to become accredited must apply for membership and submit a letter of intent to the PCPA. The agency is responsible to prepare their policies and processes to align with the applicable PLEAC Standards and to request a Formal Assessment of their program within five years.

#### C. Re-Accreditation Process

Accredited agencies are required to maintain compliance with applicable standards over time, and in all organizational segments. Accredited agencies must submit Annual Compliance Survey reports to PLEAC attesting to continued compliance, and report changes or difficulties experienced within 30 days of any change, including actions taken to resolve noncompliance. If necessary, the Commission may schedule interim hearings to consider continuing accredited status if noncompliance becomes a serious issue. When an agency completes a Formal Assessment, the Commission will determine if the agency is re-accredited. Being accredited authorizes an agency to use the PLEAC Accredited Agency logos, and to advertise that their agency meets legal and best practice standards.

#### D. Failure to Accredit or Re-Accredit

When an inspection is completed for an agency seeking Accreditation or Re-accreditation, the assessment team will provide a report to the Commission on the results. If the report determines that an agency is not in-compliance with all standards, the agency may have an opportunity to present their case in any disputed areas in writing to the Commission. The Commission will review the assessment report and any submissions from the agency and upon consideration may make one of three determinations:

1. Accreditation: The agency is determined to be in-compliance and is accredited or re-accredited for three (3) years
2. Provisional Accreditation: The agency is notified of issues that must be remediated and is granted an additional six (6)-month extension before being re-evaluated for accreditation
3. Non-Accredited: If an agency is not accredited, but wishes to continue in the program, another inspection will be scheduled in twelve (12) months

V. DUTIES AND RESPONSIBILITIES

A. Commissioner

1. Maintain familiarity and understanding of the PLEAC Standards Manual and processes
2. Monitor the contents of proposed policies and procedures of the Harrisburg Bureau of Police and other City governing elements and bureaus to ensure their adoption will not jeopardize the accredited status of the Bureau of Police
3. Monitor compliance with existing policies and procedures by personnel to ensure the accredited status of the Police Bureau is not jeopardized
4. Ensure accreditation-related duties and activities are performed by organizational segments of the Police Bureau in a manner consistent with the letter and spirit of the PLEAC Standards Manual
5. Ensure the Accreditations Manager coordinates the completion of annual reports, inspections, and reports any changes to the standards and/or processes by the program

B. Accreditation Manager

1. The Bureau's designee assigned to this position must attend specialized accreditation manager training from PLEAC within one (1) year of being appointed
2. Maintain expertise with PLEAC's accreditation process and Standards Manual
3. Monitor, analyze, and assist in the generation of proposed policies and procedures to ensure their adoption will not adversely impact the agencies' accredited status
4. Monitor adherence to policies and procedures by organizational segments of the Police Bureau and other affected City bureaus to ensure continued compliance with PLEAC Standards
5. Provide periodic reports regarding accreditation issues to the Commissioner/Chief of Police, organizational segments of the Police Bureau and other affected City bureaus
6. Maintain liaison with, and provide guidance and information to the Commissioner/Chief of Police, organizational segments of the Police Bureau and other affected City bureaus to ensure the timely and satisfactory performance of accreditation duties

7. Ensure the adequate representation of agency interests by attending and actively participating in PLEAC conferences
8. Attend and, when appropriate, participate in PPAC meetings
9. Ensure that Annual Reports are completed in a comprehensive, accurate, and timely manner and submitted to PLEAC
10. Manage the collection, organization, and submission of required accreditation proofs in the PowerDMS system
11. Coordinate MOCK and Formal Assessments of the Harrisburg Bureau of Police with PPAC and PLEAC as required
12. When appropriate, attend Assessor Training offered by PLEAC and participate in MOCK and Formal Assessments of other organizations to both support the PLEAC assessment program and to learn policies, procedures, and techniques from other agencies that can be recommended for improvements to the Harrisburg Bureau of Police
13. Conduct accreditation briefings and training for new Bureau personnel
14. Coordinate with the Commissioner and Deputy Chief on the indexing, purging, updating, revising, and reviewing of Bureau directives (*see G.O. 17 Direction*)

C. Division Commanders, Office Managers, and Unit Supervisors

1. Maintain familiarity with the PLEAC Standards Manual
2. Analyze proposed policies and procedures prior to their submission for review/approval to ensure their adoption will not jeopardize the accredited status of the Police Bureau
3. Monitor adherence to policies and procedures by personnel to ensure continued compliance with PLEAC Standards
4. Collect and provide required proofs of compliance to the Accreditation Office
5. Participate in MOCK and Formal Assessments as required



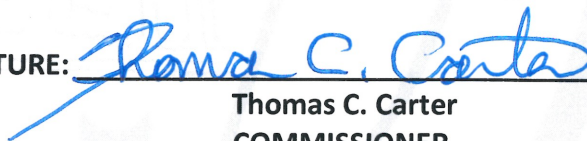
## VI. TRAINING

- A. All personnel shall review and acknowledge this policy as part of their initial training and upon any updates to this policy within thirty (30) days of employment, or within thirty (30) days of completing an initial training academy (PLEAC 1.4.3)
- B. The Accreditation Manager must complete training provided by PLEAC within twelve (12) months of assuming the role. Accreditation Managers will attend annual in-service training as provided by PLEAC
- C. After successfully completing an accreditation cycle, Bureau leadership may recommend the Accreditation Manager to PLEAC for consideration to become a certified as an assessor. If accepted, the Accreditation Manager will attend Assessor Training when offered by PLEAC, and will participate in the assessments of other agencies

## VII. REVIEW INTERVAL AND BUREAU PROPONENT

This order shall be reviewed and updated every five (5) years from the date of publication or within three (3) months of any changes to operational guidance, regulations, or laws that add, remove or otherwise affect the requirements of this order. The proponent with lead responsibility for maintaining this order is the Technical Services Division.

AUTHORIZED SIGNATURE:

  
Thomas C. Carter  
COMMISSIONER