

DELAWARE POLICE ACCREDITATION COMMISSION

February 6, 2014

The Delaware Police Accreditation Commission, along with members of the Delaware Police Chiefs' Council, Inc. Professional Standards and Goals Committees, met on Thursday, February 06, 2014, 9:30 p.m. at the Department of Safety & Homeland Security in Secretary Schiliro's Conference Room, 303 Transportation Circle, Dover, DE 19901

The meeting was called to order by Secretary Lewis Schiliro. The roll call was conducted by Secretary Schiliro with the following agencies represented:

Members of DPAC:

Secretary Lewis Schiliro, (representative, Office of the Governor)
Chief James E. Hosfelt, Dover Police Department
Chief William Topping, (Chairman Delaware Police Chiefs' Council)
Chief Jeffrey Horvath, (Chairman of the DPCC Accreditation/Goals Committee)
Chief W. Scott Collins, Chairman Sussex County Chiefs
Martin W. Johnson, Executive Director, Delaware Police Chiefs' Council
Acting Chief Adam Brams, New Castle County City Police
Mr. Dick Carter, (President Pro Tem, State Senate, authorized voting designee)
Rep. John Mitchell, (Speaker of the House, authorized voting designee)

Absent members:

Attorney General Joseph R. Biden, III
Colonel Nathaniel McQueen, Superintendent Delaware State Police
Colonel Elmer Setting, New Castle County Police Department
George Wright, Director, Delaware League of Local Governments
Acting Chief/Inspector Bobby Cummings, Wilmington Police Department

Others in attendance:

Chief John Horsman, Capitol Police
Capt. David Hunt, Capitol Police
Cpl./Detective Robert Schlecker Capitol Police
Retired Major Randall Hughes, Department of Safety & Homeland Security
Chief William Bryson, Camden Police Department
Kim Chandler, Department of Safety & Homeland Security
Capt. Darren Short, Delaware State Police Accreditation
Master Corporal Kelli Burns, Dover Police Department

REVIEW OF PRIOR MEETING'S MINUTES

Following a review of the April 2013 meeting minutes, Chief Horvath made a motion to approve, that was seconded by Chief Topping, and approved by voting members in attendance.

OLD BUSINESS

- None noted

RECURRING BUSINESS

- None noted

NEW BUSINESS

- **CAPITOL POLICE ASSESSMENT REPORT**

Chief Horvath stated that the Assessment Team of Acting Chief/Lt. Adam Brams from the New Castle City Police Department, MCpl. Kelli Burns from the Dover Police Department, and Cpl. Diana Palladino from the University of Delaware Police Department had some unique challenges with conducting the on-site assessment due to Capitol Police being in all three counties of the state. The Team conducted the on-site inspection of the Capitol Police by each of the team taking a location. Acting Chief/Lt. Adam Brams inspected the New Castle location, Cpl. Palladino inspected the Kent County location, and MCpl. Burns inspected the Sussex County location. Each member of the team also took files home to review. The assessment was conducted on October 22, 2013, the team submitted the Capitol Police Assessment Report to the Delaware Police Chiefs' Council's Accreditation/Goals committee with the recommendation to approve Capitol Police for accreditation and he would now like to submit it to the Delaware Police Accreditation Commission. (a copy is included in these minutes). Chief Horvath stated that he wanted everyone to know that MCpl. Burns' last day with the Dover Police Department will be tomorrow (February 7th) and that she would be starting her new career with Capitol Police on Monday. He assured those present that her involvement with the assessment team was done with utmost professionalism and her new position had no bearing on the outcome of the assessment. Chief Horvath then asked the Team Leader, MCpl. Burns to summarize their report.

MCpl. Burns summarized the Assessment Team's visit.

MCpl. Burns stated the On-Site assessment of the Capitol Police went very well without any significant problems. She stated that the staff was available and courteous during the inspection. There was some discussion about the cell areas versus holding areas. MCpl. Burns recommends that the Commission look at the definitions in regards to cell areas, holding areas, and extra duty. This would make reviewing polices easier for the assessment teams in the future. Four policies were changed during the assessment to meet the requirements and were given approval. MCpl. Burns stated that Capitol Police were ready for Accreditation and that she recommends that they receive it. Acting Chief Brams concurred.

Secretary Schiliro stated that in the five years that he has had the pleasure of working with the Capitol Police, they have been an outstanding agency. In five days, it will be the one year anniversary of the shooting at the New Castle County Courthouse, and it is his opinion without any doubt if it weren't for the professionalism of the members of Capitol Police, more lives would have been lost. He also commended the Law Enforcement Community's commitment to providing the best service to the citizens of Delaware. He would encourage other agencies to strive to achieve accreditation.

Chief Horsman stated that he would like to thank Capt. Hunt and Cpl. Schlecker for all of their hard work during the accreditation process. He also thanked Dover Police, New Castle City Police for their assistance in the process. He is already looking at re-accreditation and how Capitol Police can assist other agencies in the accreditation process.

Rep. Mitchell stated that he has seen in the 8 years of his service with the General Assembly that Capitol Police is their first line of defense. Their officers always conduct themselves in a very professional manner.

Mr. Carter stated that he has dealt with the Capitol Police for 27 years and that their officers have always been helpful and professional.

Mr. Johnson stated that the accreditation process has been ongoing for 25 years. It took several different sets of standards and the creation of the commission to achieve these goals. He is tickled to death on how the program is working.

Chief Topping made a motion to approve Capitol Police for accreditation that was seconded by Chief Horvath and unanimously approved by the voting members in attendance.

Secretary Schiliro stated that he will coordinate with Kim Chandler on a press release and a public presentation of accreditation to Capitol Police.

OTHER ISSUES

- Chief Horvath requested that in the future, all assessors be invited to attend the commission meeting so that they may present their input.
- Chief Topping presented those present with a draft representation of a State Accreditation Pin (attached as part of the minutes) that the State Accredited Agencies could purchase for their officers to wear. He would like the Commission to approve the use of such a pin. Secretary Schiliro stated that since the State Seal is used in the pin, a request would need to be made to the Secretary of State for permission to use the seal. He said that a

vote could be taken with the understanding that the Secretary of State must approve also. A motion was made to accept the draft of the accreditation pin as the State Accreditation Pin pending the Secretary of State's approval was made by Chief Topping and was seconded by Chief Hosfelt. A vote was taken and the motion was approved unanimously.

- Chief Topping stated that he wanted to recognize Chief Horvath's leadership of the Delaware Police Chiefs' Council for the last two years. Chief Horvath enabled the Council to accomplish many things in the last two years. Chief Horvath stated that equal thanks goes to Chief Topping, as he was the guiding force behind the scenes in the push towards State Accreditation.

PUBLIC COMMENT

- None noted

A motion to adjourn was made by Chief Horvath and was seconded by Chief Topping. A vote was taken and the motion was approved unanimously.

The meeting adjourned at 9:52 p.m.

Respectfully submitted:

Donna M. Mills
Executive Assistant
Delaware Police Chiefs' Council

Delaware Police Accreditation Commission
Assessment Team Report



Delaware Capitol Police
Kent County, De

Prepared November 8, 2013 by

Kelli Burns, Team Leader
Adam Brams, Assessor
Diana Palladino, Assessor

Delaware Police Accreditation Commission

Assessment Team Report

Agency Information:

Agency Assessed: Delaware Capitol Police
Chief of Police: Chief William H. Jopp
Accreditation Manager: Cpl. Robert M. Shlecker
Agency Address: 150 Martin Luther King Jr. Blvd South,
P.O. Box 1401 Dover DE 19901

Agency Phone and Email: (302) 744-4380
<http://capitolpd.delaware.gov/>
william.jopp@cj.state.de.us

Date Assessment began: October 22, 2013
Date Assessment concluded: October 23, 2013

Assessment type: Initial Assessment

Assessor Information

Team Leader Name: MCpl. Kelli Burns
Department/Phone: Dover Police Department (302)736-7150

Assessor Name: Sr. Lt. Adam Brams
Department/Phone: New Castle City Police Department (302)322-9800

Assessor Name: Cpl. Diana Palladino
Department/Phone: Univ. of Delaware Police Department (302) 831-7176

Agency Profile:

The Delaware Capitol Police (DCP) is a multi-faceted agency whose primary responsibility is to protect the occupants and assets within specific state facilities throughout the counties. These include:

Northern Operation Services (New Castle County)

- New Castle County Courthouse
- Carvel State Building

Central Operation Services

- Legislative Hall
- Tatnall Building
- Woodburn (Governor's Mansion)
- Dover Patrol Section (servicing over 80 separate state facilities)
- Kent County Courthouse
- Kent Count Family Court

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Southern Operation Services

- Sussex County Courthouse
- Sussex County Family Court
- Sussex County Court of Chancery

The DCP employs 49 full-time sworn officers and 25 full-time civilian employees.

Agency Demographics:

The Delaware Capitol Police has a unique service population in comparison to traditional police agencies. All of the facilities combined see thousands of visitors a month, primarily during regular business hours. The service population covers a vast spectrum that includes state employees, professionals and citizens engaged in the criminal justice, family court or civil system.

On-Site Assessment Summary:

Overall, the on-site assessment of Delaware Capitol Police was smooth and without any significant problems. Staff was available and courteous when providing tours, demonstrations and interviews. Three different site visits were required for this on-site. Team Leader Burns conducted a site assessment of the Sussex County Courthouse, Assessor Palladino conducted a site assessment of the Kent County Courthouse and Assessor Brams conducted a site assessment of the New Castle County Courthouse. Cpl. Shlecker delivered 62 files to the assessment team prior to the on-site for review.

Standards Summary:

All standards were proven compliant. There was some discussion about the cell areas versus temporary holding areas and the requirements regarding physical and psychological exams for newly hired officers.

File Maintenance:

Cpl. Robert Shlecker, Accreditation Manager for the DCP made a great effort with the file preparation. The file construction was consistent but many files were returned for improvement. All of the files that were returned for maintenance were corrected in a timely manner and to the required specification.

Compliance:

All files were found to be in compliance or were brought into compliance before the end of the on-site assessment.

Non-Compliance:

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There are no non-compliance issues with this agency. DCP leases their court facilities from the State Judiciary. For standards that involve the requirement of sight and sound separation of females and juveniles detainees, 3.4.4, 3.6.1 and 3.7.1 the DCP have made their best efforts to come into compliance. They have made requests for facility modifications however the Judiciary has denied those requests. The standards have been marked in compliance and the agency was advised that they need to apply for waivers on those standards during their next reaccreditation.

Not-Applicable:

1.5.2 – 1.5.7 - These standards were not applicable for this agency because DCP does not hire part-time or seasonal employees.

1.6.1 - This standard is not applicable because at no time does DCP handle cash funds.

2.1.4 - This standard is not applicable because DCP does not engage in pre-planned, high risk incidents.

2.5.3 - This standard is not applicable because DCP does not service civil process documents.

3.6.3 - This standard is not applicable because DCP does not permit visitors for detainees in cell areas.

4.1.3 - This standard is not applicable because DCP does not provide first aid/lifesaving instructions to be given over the telephone or radio.

4.5.2 - This standard is not applicable because DCP does not have a wellness program separate from the physical fitness program.

Wet Ink Directives:

Four policies were newly implemented and therefore did not have any documentation demonstrating compliance. Those files were noted as such and sufficient documentation to prove compliance should be available for their reaccreditation.

3.1.3 – In order to come into compliance with this standard, DCP changed their policy regarding documentation of prisoner transfers (bullet d). Because of the recent policy change, DCP was unable to provide documentation of their compliance. This standard is also an applied discretion.

4.2.1 – The policy regarding the submission process for submitting completed field reports was modified to comply with the standard and was recently instituted. This standard is also an applied discretion.

4.3.1 – Since the policy regarding the 24 hour availability of qualified crime scene processing personnel was modified to be compliant with the standard, there have been no instances where this policy could be employed. This standard is also an applied discretion.

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4.4.1 – Policy modifications were required regarding the procedures for receiving evidence and recovered property obtained by the agency. Since the policy modification was made, there was no documentation to demonstrate compliance. This standard is also an applied discretion.

4.4.5 – Policy modifications were required regarding the inspection/audit of department held property. The agency will come into compliance in accordance with the schedule indicated by policy modifications. This standard is also an applied discretion.

Applied Discretion:

3.1.3 – In order to come into compliance with this standard, DCP changed their policy regarding documentation of prisoner transfers (bullet d). Because of the recent policy change, DCP was unable to provide documentation of their compliance. This standard is also wet ink.

3.4.5 – With regards to the procedures for detainees who are under the influence of alcohol, drugs or who are violent or self-destructive, the policy did not match current practice. The policy described the procedures in the event that such a situation occurs, but did not state the current practice of not accepting such individuals.

4.2.1 – The policy regarding the submission process for submitting completed field reports was modified to comply with the standard and was recently instituted. This standard is also wet ink.

4.3.1 – Since the policy regarding the 24 hour availability of qualified crime scene processing personnel was modified to be compliant with the standard, there have been no instances where this policy could be employed. This standard is also wet ink.

4.4.1 – Policy modifications were required regarding the procedures for receiving evidence and recovered property obtained by the agency. Since the policy modification was made, there was no documentation to demonstrate compliance. This standard is also wet ink.

4.4.5 – Policy modifications were required regarding the inspection/audit of department held property. The agency will come into compliance in accordance with the schedule indicated by policy modifications. This standard is also wet ink.

File Repairs:

Thirty-two files were returned for a variety of corrections including, documents improperly highlighted, SCOF forms with missing commentaries, not enough documentation and too much documentation. The standards that required file maintenance were:

1.2.1, 1.2.2, 1.2.3, 1.3.8, 1.3.10, 1.4.1, 1.4.3, 1.5.1, 1.7.1, 1.9.2,
1.10.4, 2.1.1, 2.1.2, 2.1.3, 2.3.1, 2.4.1, 2.4.2, 2.5.1, 2.5.2, 2.5.4,
2.5.5, 2.5.6, 3.3.1, 3.3.3, 3.5.3, 3.7.1, 3.7.3, 3.7.5, 4.3.2, 4.4.3,
4.4.4, 4.5.1.

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Summary:

Several Interviews were conducted, with officers and civilians throughout the department, all of which proved insightful into this agency's attitude and pride. DCP is a unique policing agency that does not function under the traditional, 24/7 policing model. They have made great efforts in applying the accreditation standards to their agency in order to improve consistency and function. Everyone in the agency that was contacted proved the professionalism of the department through their willingness to be of assistance and their knowledge of the department's policies and procedures.

Recommendation:

It is our recommendation that the Delaware Capitol Police be considered for accreditation status at the next committee meeting.

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1.75 inch
(actual size)

-  pms 281
-  pms 202
-  white
-  Gold Plating



*Backstamp



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