

North Carolina Law Enforcement Accreditation Network  
Durham Police Department, Durham, NC  
October 13, 2000  
Minutes

The North Carolina Law Enforcement Accreditation Network meeting was called to order at 10:00 am on Friday, October 13, 2000 by President Sue Wales. She opened the meeting by welcoming those in attendance and introduced Mike Dellinger. Mike introduced Theresa Chambers, Chief for Durham Police Department, and Keith Perkins. Chief Chambers gave an overview on the 26% drop in crime Durham Police Department had for the 3<sup>rd</sup> quarter. She stated how important accreditation is to her and the many benefits of having a department achieve accredited status.

There were 21 agencies in attendance, represented by 34 people:

Burlington Police Department  
Conover Police Department  
Cumberland County Sheriff's Office  
Durham Police Department  
Durham County Sheriff's Office  
East Carolina University Police Department  
Fayetteville Police Department  
Gaston County Police Department  
Graham Police Department  
Greensboro Police Department  
Greenville Police Department  
Hillsborough Police Department  
Kannapolis Police Department  
King Police Department  
North Carolina ALE  
North Carolina Highway Patrol  
North Carolina SBI  
Pitt County Memorial Hospital Police Department  
Raleigh Police Department  
Salisbury Police Department  
Shelby Police Department

Secretary David Plyler presented the minutes from the August 11, 2000 meeting at Gastonia Police Department. Minutes were approved.

Treasurer Rich Buchanan reported a current balance of \$11,875.15, which includes \$8,275.00 set aside for the CALEA Conference, March 2001. Steve Parlett, Cumberland County Sheriff's Office, presented a \$10,000.00 check from Open Software Solutions Incorporated (OSSI) for the conference. The budget net total is \$21,875.15. The report was approved.

## **Old Business**

Randall Brady thanked Marilyn Stieneke for her help with the conference. He gave the following update on the support plans for the March CALEA Conference:

- Attendance for conference is expected to exceed 1, 000
- The banquet meal will be buffet style with a theme of “Old South” and will cost \$30,000.00. If attendance is over 1,000, the cost will go up.
- Hospitality rooms on Wednesday and Thursday nights may now be free
- Shirt sizes are needed for those going to Vermont so shirts can be worn for advertisement while there
- Style of shirts may change due to marketing sponsors

Renae Sigmon gave a report on plans for the conference training. She stated she had discussed topics and instructors with Ted LeMay, Jr. Mr. LeMay will pick from the following topics:

- Critical Incidents - Dr. Griggs, NCSHP
- Law enforcement and Policy Development
- Staff Inspections
- Motivational Speaker - Chief Theresa Chambers, Durham Police Department
- Domestic Violence - Sergeant Allsbrook, Greenville Police Department

Marilyn Stieneke gave a report from the Procurements/Gifts Committee as follows:

- Several small contributions have been received
- A \$10,000.00 check was received from Open Software Solutions Incorporated
- David Plyler has a \$5,000.00 commitment from BB&T State 401K Services
- A \$1,000.00 check has been received from Hendrick Auto
- Midway Airlines has contributed two round trip tickets for door prizes

Marilyn Stieneke advised meetings with Duke Power on October 30<sup>th</sup> and Jefferson Pilot on December 12<sup>th</sup> have been scheduled to solicit donations. Marilyn reminded everyone to get their department to contribute 1,000 patches for the conference gift bags.

Randall Brady stated that he was going to hand out tie tacks during the Vermont conference and suggested anyone attending take items to hand out also.

David Munday gave a report on the transportation committee:

- Twenty (20) Highway Patrol unmarked units will be available for transportation
- Two (2) vans will be available
- Command post will use 800 megahertz walkie-talkies instead of using telephones
- He will meet with Blauer on obtaining jackets for door prizes
- Motorola may offer some assistance

Sue Wales advised that the registration schedule for the conference had been set up. She requested the registration committee members hold a short meeting following the NCLEAN meeting.

President Wales advised that she had contacted Steve Powell, Lynchburg, Virginia, to inform him that NCLEAN would not join a Mid-Atlantic PAC, but NCLEAN would offer assistance if requested.

### **New Business**

The following updates were given concerning on-sites at Cary and Greenville:

- Marilyn Stieneke reported the Cary on-site went well. Two (2) files were returned for additional documentation and three (3) additional files were questioned. She thanked everyone for the call-ins. Cary PD will defer to the Greensboro Conference.
- Brenda Matthews reported that Greenville PD had a qualitative on-site which went well other than a question with the holding facility. A policy was written on this. Changes were made to 15 folders and several were N/A. Part of the on-site consisted of compliance panel interviews to determine compliance with CALEA standards. Greenville will go before the Commission in Vermont. Brenda thanked everyone for the call-ins.

President Wales commented that Winston-Salem had no major problems with their on-site and UNC Public Safety will go before the Commission in Vermont.

She also reported that Pam Tully with the SBI, has graduated from the FBI Academy and suggested NCLEAN members contact Pam with calls of congratulations on her achievement.

She stated someone from NCLEAN would need to attend the President's PAC meeting in Vermont.

Eddie VunCannon reported on the CALEA award presentation from Executive Director Sylvester Daughtry, Jr. to Governor Hunt on behalf of the North Carolina Highway Patrol on September 25th.

The regular business meeting was concluded with the training session to follow.

Brenda Matthews discussed file development and the two (2) types of files, historical and time sensitive. She gave a handout on the organization of material for individual standard file folders.

Marilyn Stieneke gave a PowerPoint presentation on written directives and managing policy. She stressed three importance points to manage policy, "trim, current, and assessable".

Both presentations were very informative.

The next NCLEAN meeting will be on Friday, December 8, 2000, at the Garner Police Department.

The meeting adjourned at 12:30 PM for lunch.

The Executive Committee met following the NCLEAN meeting.

Respectfully Submitted

First Sergeant J. D. Plyler  
NC Highway Patrol