

North Carolina Law Enforcement Accreditation Network  
Hosted by the Hillsborough Police Department  
Hillsborough, NC  
December 12, 2003

- ◆ President Marilyn Stieneke called the North Carolina Law Enforcement Accreditation Network meeting to order at 10:00am on Friday, December 12, 2003.
- ◆ There were 32 people in attendance, representing 23 agencies.

Albemarle Police Department  
Cary Police Department  
Charlotte-Mecklenburg Police Department  
Conover Police Department  
Durham Police Department  
Durham County Sheriff's Office  
East Carolina University Police Department  
Elon Police Department  
Fayetteville Police Department  
Garner Police Department  
Gaston County Police Department  
Henderson Police Department  
Kannapolis Police Department  
Hillsborough Police Department  
Monroe Police Department  
North Carolina Alcohol Law Enforcement  
North Carolina State Highway Patrol  
North Carolina State University Police Department  
Raleigh Police Department  
Rocky Mount Police Department  
Salisbury Police Department  
Shelby Police Department  
Winston-Salem Police Department

- ◆ President Marilyn Stieneke welcomed everyone in attendance at the meeting. President Stieneke then introduced Captain Judy Jacobs of the Hillsborough Police Department.
- ◆ Captain Judy Jacobs welcomed everyone in attendance. Captain Jacobs spoke of her agencies commitment to the Accreditation process, and thanked everyone from our group who has assisted them in their endeavors. In January, the Hillsborough Police Department is planning to conduct a mock on-site with the assistance of Ricky Buchanan, Teia Poulin, and Ollie Bowler.

- ◆ Secretary Brad Fraser presented the minutes from the October 2003 meeting hosted by the Shelby Police Department. The minutes were presented and approved. Copies of the minutes were available for members.
- ◆ Treasurer Rick Buchanan reported a balance of \$16,032.84 in the NCLEAN account. The treasurer's report was given and approved.
- ◆ Members of NCLEAN introduced themselves.

### **Old Business**

- ◆ The following agencies recently conducted on-sites for Accreditation:

North Carolina State University Police Department  
New Bern Police Department

Members provided feedback from these recent on-sites.

- ◆ The following agencies recently conducted mock on-sites:

Elon Police Department  
Albemarle Police Department

Members provided feedback from these recent mocks. Members also spoke about the importance in conducting mocks to prepare agencies for CALEA on-sites.

- ◆ CALEA recently conducted their winter conference in Colorado Springs, Colorado. Members who attended provided feedback from the conference. The conference was reported as a great success, with new training topics offered in a hospitable environment.

### **New Business**

- ◆ The following agencies are preparing to conduct mock on-sites in the near future:

Hillsborough Police Department  
Durham Police Department  
Conover Police Department

- ◆ Members discussed the initial planning for the annual training conference in 2004. An interest was shown in conducting the conference in May. The planning committee is scheduled to meet early next year to begin putting a tentative schedule together. The following members have volunteered to serve on a conference committee:

Marilyn Stieneke

Len Hatcher  
Shari Williams  
Ricky Buchanan  
Dana Clay  
Brad Fraser  
Teia Poulin

- ◆ President Stieneke is currently serving on the CALEA Standards Review and Interpretation Committee Focus Group. This group will be meeting for several sessions in the upcoming year to look at revising the current CALEA accreditation programs. President Stieneke asked for recommendations from the group to take back and propose to the Focus Group at their next meeting in March.
- ◆ The following members were presented by the nominating committee to serve as NCLEAN officers for the years 2004-2006:

President: Brad Fraser, Shelby Police Department  
Vice-President: Jennifer Vinson, Cumberland County Sheriffs Office  
Secretary: Shari Williams, Greenville Police Department  
Treasurer: Ricky Buchanan, Durham County Sheriffs Office

Members present made no additional nominations. After nominations were closed, these officers were voted on and accepted by affirmation.

- ◆ After a short break, President Stieneke presented a training session on *Guidelines for Mock On-Site Assessments*, and *Evaluating and Planning the Focus of the NCLEAN Group* in the coming year. The first part of the training provided some general guidelines and guidance for agencies to consider when planning a mock on-site. The training was then focused on what the NCLEAN group can do in the upcoming years to remain an asset to all members and agencies. A written survey was passed out to members to complete and return.
- ◆ The business meeting was adjourned at 12:00pm.