



**Pennsylvania Law Enforcement Accreditation Commission**  
*of the Pennsylvania Chiefs of Police Association*

## Assessor Application Form

Name \_\_\_\_\_ Title/Rank \_\_\_\_\_

Dept/Agency \_\_\_\_\_

Address \_\_\_\_\_ County \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Home Address \_\_\_\_\_ County \_\_\_\_\_

Home Phone \_\_\_\_\_ Years of Law Enforcement Affiliation \_\_\_\_\_

Dept/Agency Accreditation Affiliation (Check all that apply.) \_\_\_\_\_ CALEA \_\_\_\_\_ PLEAC \_\_\_\_\_ Since (Year)? \_\_\_\_\_

Agency Size: \_\_\_\_\_ 0-15 \_\_\_\_\_ 16-25 \_\_\_\_\_ 26-75 \_\_\_\_\_ 76+

*Per policy, applicant must be approved by department/agency Chief Law Enforcement Officer. In the event applicant holds that position, applicant must be sponsored by another Chief Law Enforcement Officer.*

Chief/Superintendent \_\_\_\_\_

Sponsoring Chief Law Enforcement Officer \_\_\_\_\_

Department \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

*Applicant Signature*

\_\_\_\_\_ Date \_\_\_\_\_

*Chief/Sponsoring Chief Law Enforcement Officer Signature*

***Please submit signed application form with resume to:***

**Accreditation Division  
Pennsylvania Chiefs of Police Association  
3905 North Front Street  
Harrisburg, PA 17110**

*Assessor Applicant:*

Please review the following information before completing and submitting your application.

Assessor Qualifications

Applicant shall be a Pennsylvania resident.

Applicant shall have three years of experience within a law enforcement agency.

Applicant shall have attended accreditation manager training.

Applicant shall have relevant education, training and/or experience as determined by the Commission.

Applicant shall have recommendation and approval of the Chief Law Enforcement Officer of the applicant's agency or, if not currently employed by a law enforcement agency, the sponsorship and recommendation of a Chief Law Enforcement Officer of a full-time Pennsylvania law enforcement accredited agency with a law enforcement accreditation process and a member of the Pennsylvania Chiefs of Police Association.

Other qualifications as determined by the Pennsylvania Law Enforcement Accreditation Commission.

Application shall be approved by the Pennsylvania Law Enforcement Accreditation Commission to attend assessor training.

Assessor Responsibilities

Facilitate and verify agency compliance with all standards.

Confirm Commission granted standards waivers from compliance, as well as any non-applicable standards related to the agency.

Communicate and interact professionally with other members of the assessment team and agency personnel.

Review physical plant, equipment and any off-site facilities.

Conduct interviews with agency personnel and other applicable citizens and officials.

Complete any required written critiques, forms or reports.

Represent the Pennsylvania Law Enforcement Accreditation Commission and the Pennsylvania Chiefs of Police Association as the Commission's on-site ambassador for the Pennsylvania Accreditation Program.

Assessor Training & Mock Participation

Upon Assessment Committee review of your qualifications, you will be contacted to attend Assessor Training.

Training will be offered as part of the Annual Accreditation Conference. Travel costs, lodging and meals are your responsibility.

The training classes are scheduled for an eight hour block. A refresher training course is required every

24 months to continue your status as an Accreditation Assessor. It is also required that you participate in at least one mock assessment during that timeframe.

Assessor Reimbursement Assessors will be awarded a \$250.00 per diem honorarium with an established maximum determined prior to the assessment date based on the number of days required to complete the assessment process. Assessors' expenses shall be reimbursed in accordance with the Commonwealth of Pennsylvania Travel Regulations for travel, meals and other necessary expenses. Staff will arrange the hotel reservations.

***Questions regarding the program or process may be directed to:***

Richard E. Hammon, Accreditation Coordinator, Pennsylvania Chiefs of Police Association, 3905 North Front Street, Harrisburg, PA 17110 ~ (717) 236-1059 ~ rhammon@pachiefs.org