

TIMELINE (2004 – Present)

Events Leading Up to HPD Withdrawal from CALEA Accreditation Program

Date	Event
March 2000	HPD sets goal in FY2001 draft budget and begins work to earn CALEA accreditation.
2004	HPD accredited by CALEA for first time under Chief Nathaniel Eubanks.
2005	Chief Eubanks retires in April. Chief Birkhead hired in July.
July 2007	HPD re-accredited with conditions. Problems identified in 2007 on-site inspection are serious enough for CALEA to require re-inspection one year later to ensure HPD addresses matters. Problems encountered were result of poorly written policies and failure to document compliance with CALEA standards and HPD policies. Team of police department employees work for months to address issues.
July 2008	Accreditation conditions deemed satisfied by CALEA after April 4, 2008, inspection.
June 2009	Mock (or practice) on-site CALEA assessment for re-accreditation is delayed until October because department not ready. Note: re-accreditation takes place every three years.
Late October 2009	Complaints, concerns, grievances are brought to town manager by HPD employees on variety of topics, including problems with CALEA process.
Oct. 30, 2009	Town manager requests assistance from outside/third-party investigator and law firm to investigate issues raised by employees.
October 21 - 23, 2009	Mock assessment conducted by three outside CALEA assessors.
November 2009	Department representative reports to town manager that mock assessment went fine and department has some items to address. <i>Note: HPD actually failed mock so severely that assessors do not complete assessment.</i> Official on-site CALEA inspection is scheduled for April. HPD plans one more mock in December to ensure department is prepared.
November 3 rd and 4 th	Town manager has telephone conference with outside attorney and meets with investigator to coordinate employee interviews and computer backups to facilitate investigation.
Nov. 6-25, 2009	Outside investigator interviews 10 HPD employees.
December 2009	Department representative informs town manager that mock CALEA assessment delayed until January. Town manager tells department management that a variety of sources say HPD's CALEA status is in exceptionally poor shape. Sources include HPD accreditation manager, HPD staff, and statements from assessors who performed mock assessment in October. Department management denies that there are problems and assures town manager reaccreditation process will be fine. In summary, department management expressed to town manager that some staff were overreacting.
January 2010	Mock assessment delayed indefinitely department management and the official CALEA on-site inspection scheduled for April is also delayed.
Late January 2010	Town manager receives investigator's approximate 2,000-page report to town manager. Report includes 332 pages of transcripts from employee interviews. Town manager begins reviewing report and developing questions for next round of interviews (follow-up on leads and questions raised during investigator's November interviews). Review of thousands of employee e-mails begins.

Mid-late February 2010	Town manager begins next round of interviews.
Feb. 17, 2010	Town manager informed CALEA on-site inspection delayed until August. Department representative states while some issues exist there should not be a problem with accreditation process. Many 2007-2009 proofs reviewed, and department just needs additional time. Town manager informed backdating documents is OK with CALEA, and that other agencies do it.
Feb. 22, 2010	Town manager calls CALEA Program Manager Maya Mitchell in Washington, D.C., for determination on whether backdating of documents is allowed. In summary, Mitchell states backdating is not acceptable to CALEA.
Feb. 23, 2010	Town manager obtains access to additional HPD e-mails he initially could not access due to technical issues with the files. Total e-mails estimated at more than 10,000.
Late February 2010	Town manager obtains actual copies of backdated CALEA documents. Most documents created in January 2010 and relate to actions taken/supposedly taken months or years earlier.
April 1, 2010	Town manager calls CALEA Deputy Director/Chief of Staff Craig Hartley to report findings of backdating in HPD. Hartley states this is serious concern, requests copies of all backdated documents and indicates likely need for CALEA investigation as HPD accreditation could be affected.
April 2, 2010	Clarence Birkhead's last day as chief. Lt. Davis Trimmer appointed acting chief of police.
Mid-April 2010	Two HPD employees with backgrounds in CALEA directed to review all CALEA files and HPD's level of compliance with more than 460 CALEA standards. Though one HPD employee was CALEA assessor for approximately 10 years, his assistance essentially was not utilized since 2007 reaccreditation process was completed.
April 23 rd	Accreditation manager's last day of employment.
April 26, 2010	Letter sent to CALEA Deputy Director Hartley from town manager and acting police chief with copies of backdated documents.
April 30, 2010	CALEA Deputy Director Hartley calls Acting Chief Trimmer. Hartley informs Trimmer: HPD would likely <u>not</u> be granted second extension of on-site inspection, currently scheduled for August. Hartley also states the validity of all departmental documentation has been brought into question after the review of backdated documents and based on his understanding of the poor conditions of HPD files. Thus, there is a possibility the commission could revoke HPD's accreditation. Hartley suggested HPD's best option may be to voluntarily surrender certification and withdraw from program.
May 26, 2010	HPD staff reports completion of thorough review of one-third of CALEA files. Quick review of all files indicates almost all need correction. Staff member states recycling bin was filled with proofs and other documentation discarded for not meeting standards or for being irrelevant. Staff inspecting files indicates department cannot be ready for on-site inspection in August due to files being in such poor condition and absence of many important proofs required to document compliance with standards. Initial indications are some HPD policies also need revision.
June 1, 2010	Town manager and acting police chief send letter to CALEA as notification of HPD's withdrawal from accreditation program. Letter states action would be publicly announced at town's June 14 Board of Commissioners meeting.