



Washington Association of

**SHERIFFS &
POLICE CHIEFS**

WASPC LAW ENFORCEMENT ACCREDITATION ONSITE AND REVIEW OF STANDARDS

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THE ASSESSOR

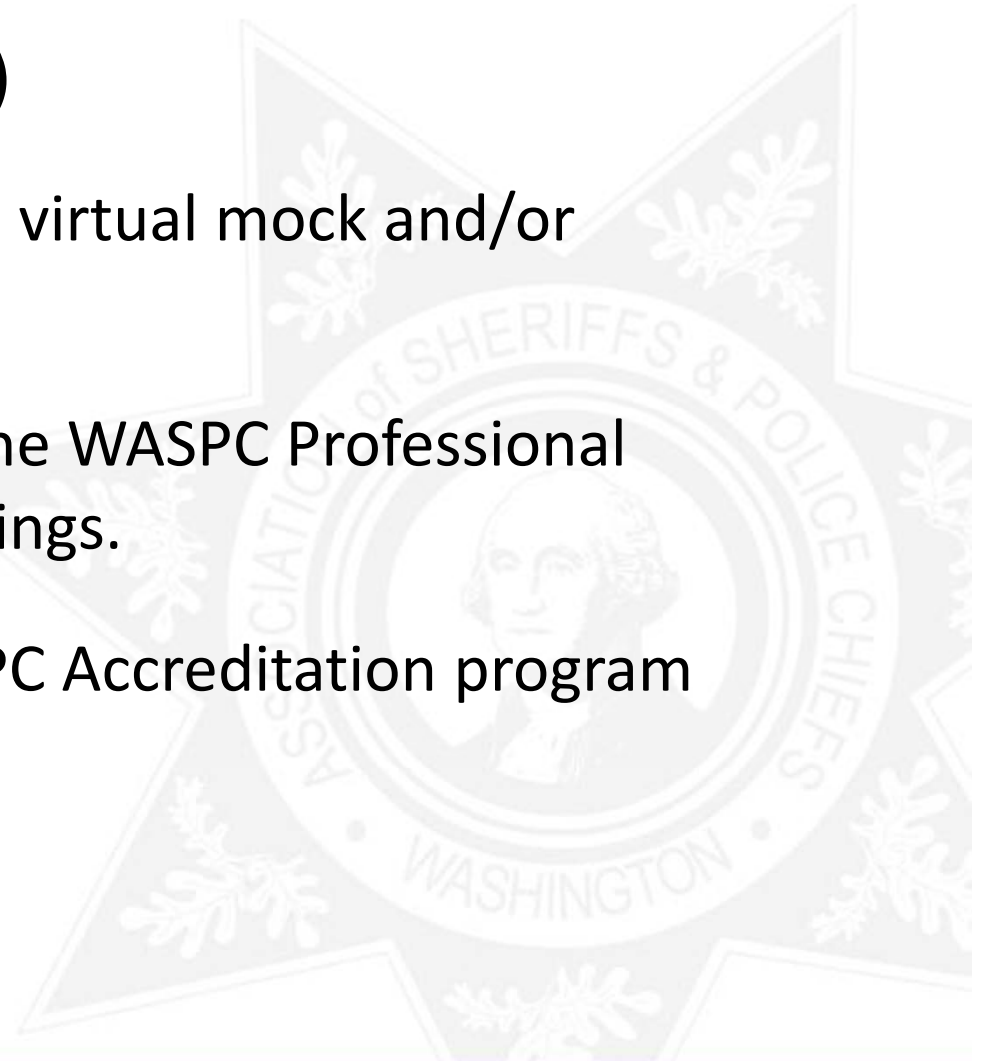
Ideal Assessor Traits

- ❖ Fluent in current WASPC standards and process
- ❖ Judgment and Empathy
- ❖ Student of your chosen field of expertise—stay on top of your game
- ❖ Must attend the WASPC assessor training

THE ASSESSOR

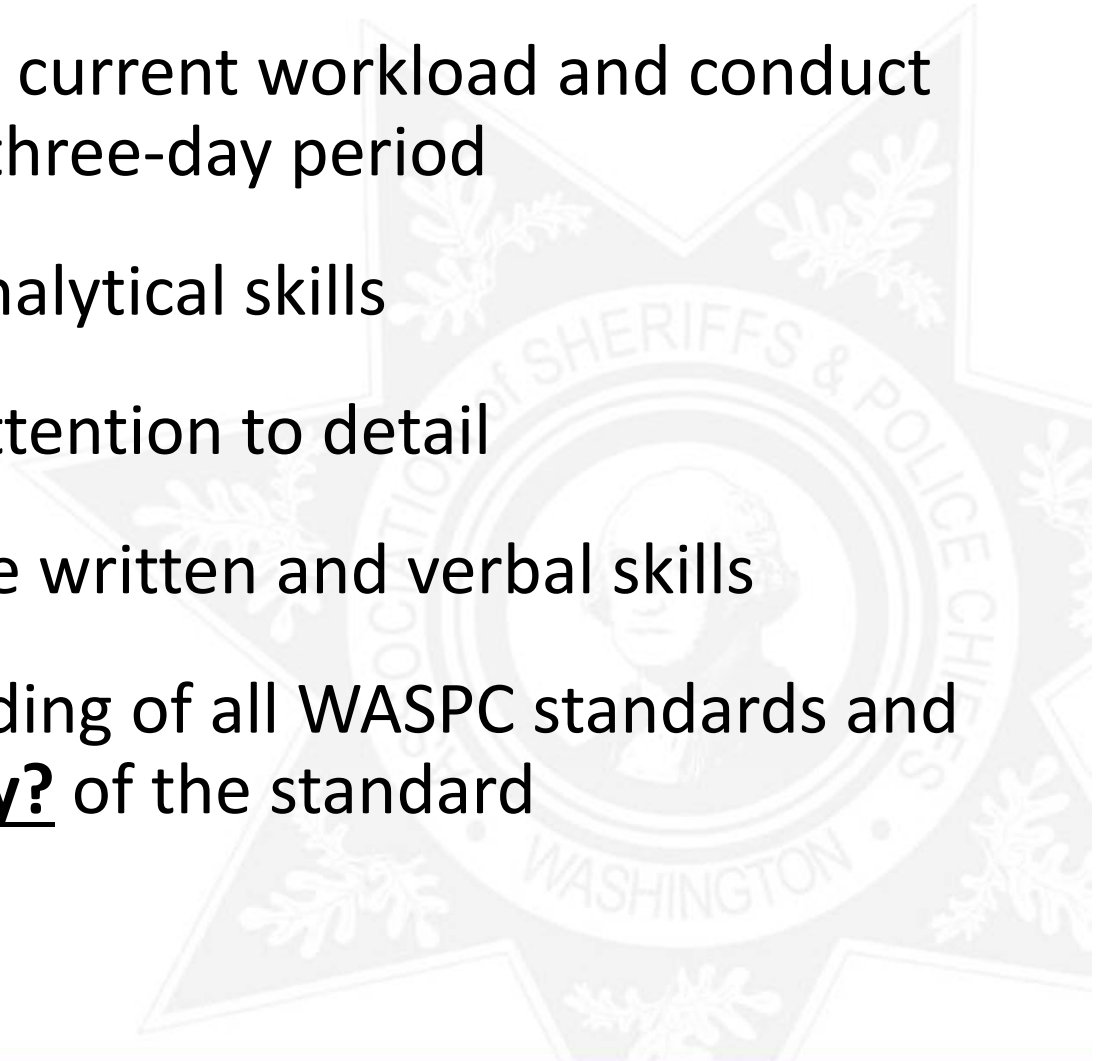
Ideal Assessor traits (cont'd)

- ❖ Availability to conduct 1-2 virtual mock and/or final file reviews per year
- ❖ Preferred attendance at the WASPC Professional Services Committee meetings.
- ❖ Ambassador for the WASPC Accreditation program



The Best ASSESSORS.....

- ❖ Are able to balance current workload and conduct file reviews over a three-day period
- ❖ Have very strong analytical skills
- ❖ Have heightened attention to detail
- ❖ Have above average written and verbal skills
- ❖ Have an understanding of all WASPC standards and can explain the why? of the standard



WASPC Accreditation Program

Standards Review

Today's presentation

- ❖ Items to look for in presentation:
 - Proofs are prioritized in each text box below the standard (top is the best proof, bottom not as strong).
 - **Policy requirements?**
 - **Purpose Statements are NOT enforceable, guiding language.**
- ❖ Two questions for each standard
 - Does the agency(policy, procedure, protocol, etc.) meet the WASPC standard?
 - Does the agency have proof that they follow their own policy, procedure, guideline?
- ❖ Jail Standards are similar to Ops standards through Chapter 14

WASPC LAW ENFORCEMENT ACCREDITATION TRAINING

A few words on Proofs

- ❖ Agencies must show **proof** that they are in compliance with their policy.
 - For standards requiring annual work *, agencies must have proof from all four years leading up to re-accreditation.
- ❖ Final arbiter of whether a proof is sufficient for compliance is the Director of Professional Services.

WASPC LAW ENFORCEMENT ACCREDITATION STANDARDS MANUAL

Section 1

ADMINISTRATIVE STANDARDS



Goals and Objectives 1.1

Mission Statement

THE AGENCY HAS WRITTEN VISION AND/OR MISSION STATEMENTS THAT DEFINE THE AGENCY'S ROLE.

- ❖ Evidence/Proof of Compliance
- ❖ Watch for copies prominently posted around department during tour
- ❖ Copy of Mission/Vision statements in file
- ❖ Check for any policy that addresses process to develop statements or frequency of review

Goals and Objectives 1.2

Goals and Objectives

THE AGENCY HAS A STRATEGIC PLAN OR WRITTEN GOALS AND OBJECTIVES THAT ARE REVIEWED AND UPDATED **AT LEAST ANNUALLY AND ARE AVAILABLE TO ALL PERSONNEL ***

Evidence/Proof of Compliance

- ❖ **Annual** updates or reports on progress toward G&O or Strategic Plan.
- ❖ Documents identifying work on G&O/SP in each of the past four years
- ❖ Check for any policy that addresses process or frequency of review/update

Role and Authority 2.1

Oath of Office

THE AGENCY REQUIRES ALL LAW ENFORCEMENT PERSONNEL TO TAKE AND ABIDE BY AN OATH OF OFFICE TO SUPPORT, OBEY AND DEFEND THE CONSTITUTION OF THE UNITED STATES AND THE WASHINGTON CONSTITUTION AND THE LAWS OF WASHINGTON AND THE GOVERNMENTAL SUBDIVISIONS.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Copy of signed oath in file

Role and Authority 2.2

Statutory Authorization

STATUTORY AUTHORIZATION FOR THE AGENCY TO PERFORM LAW ENFORCEMENT SERVICES IS IDENTIFIED BY THE LAWS OF THE STATE OF WASHINGTON AND/OR LOCAL ORDINANCE.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Copy of RCW or City/County ordinance
- ❖ City Policy language that refers to authority to law enforcement in jurisdiction.
- ❖ Any case report showing LE activities

Role and Authority 2.3

Physical Arrests

THE AGENCY HAS POLICIES SPECIFYING LEGAL REQUIREMENTS AND PROCEDURES FOR ANY PHYSICAL ARREST COMPLETED WITH OR WITHOUT AN AUTHORIZED WARRANT.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policies covering arrest criteria
- ❖ Copies of case reports covering both type of arrests

Role and Authority 2.4

Constitutional Requirements

THE AGENCY HAS POLICIES ASSURING COMPLIANCE WITH ALL APPLICABLE CONSTITUTIONAL REQUIREMENTS FOR IN-CUSTODY SITUATIONS INCLUDING INTERVIEWS AND INTERROGATIONS, ACCESS TO COUNSEL AND SEARCH AND SEIZURE

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy that guides Officer/Deputy actions
- ❖ Case report with Miranda, suspect interview and search/seizure

Role and Authority 2.5

Search and Seizure

THE AGENCY HAS SEARCH AND SEIZURE POLICIES THAT ADHERE TO STATE AND FEDERAL LAW.

Purpose: To provide clear and basic guidelines for evaluating search and seizure issues and conducting searches within existing legal parameters that ensure the constitutional right of persons to be free from unreasonable government intrusion. Proof of compliance may include copies of incident reports that detail stop and frisk incidents; search by consent, search of a vehicle and searches that are part of a crime scene or are part of an inventory process.

Role and Authority 2.5

Search and Seizure (cont'd)

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy or written procedures that meet standard
- ❖ Case report or documentation that supports policy
- ❖ Memo to file if no incidents



Role and Authority 2.6

Strip and Body Cavity Searches

THE AGENCY HAS POLICIES FOR CONDUCTING STRIP AND/OR BODY CAVITY SEARCHES THAT INCLUDE:

- ❖ **AUTHORITY FOR CONDUCTING SUCH SEARCHES WITH AND WITHOUT A SEARCH WARRANT;**
- ❖ **PRIVACY PROVISIONS WITH SEARCH BY SAME GENDER; AND**
- ❖ **ANY REQUIRED REPORTING PROCEDURES WHEN SUCH SEARCHES ARE CONDUCTED**

EVIDENCE/PROOF OF COMPLIANCE

- Policy to guide Officer/Deputy actions
- Case reports to support actions
- Memo to file if N/A

Role and Authority 2.7

Arrest and Detention of Foreign Nationals

THE AGENCY HAS POLICIES AND PROCEDURES CONCERNING THE ARREST OR DETENTION OF FOREIGN NATIONALS.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy to guide Officer/Deputy actions
 - Contact the State Department or Consular office for training materials
- ❖ Case reports to support actions
- ❖ Memo to file if not action in this area
- ❖ Do agency staff know what a foreign national is?
- ❖ Watch for in-service training requirements in policy

Juvenile Access to Counsel Prior to Interrogation 2.8 (updated 1/1/2023)

THE AGENCY HAS POLICIES THAT ENSURE ANY JUVENILE (UNDER AGE 18) WILL HAVE ACCESS TO AN ATTORNEY FOR CONSULTATION BEFORE THE JUVENILE WAIVES ANY CONSTITUTIONAL RIGHTS IF THE OFFICER/DEPUTY:

- **QUESTIONS A JUVENILE DURING A CUSTODIAL INTERROGATION,**
- **DETAINS A JUVENILE BASED UPON PROBABLE CAUSE OF INVOLVEMENT IN CRIMINAL ACTIVITY, OR;**
- **ASKS A JUVENILE TO AUTHORIZE A CONSENT SEARCH OF THEIR PERSON, PROPERTY, DWELLING OR VEHICLE UNDER THE JUVENILE'S CONTROL.**

Juvenile Access to Counsel Prior to Interrogation 2.8 (cont'd)

Proof of Compliance

- Agency policy
- Incident or supplemental report narrative documenting contact with counsel
- Memo to file if no incidents

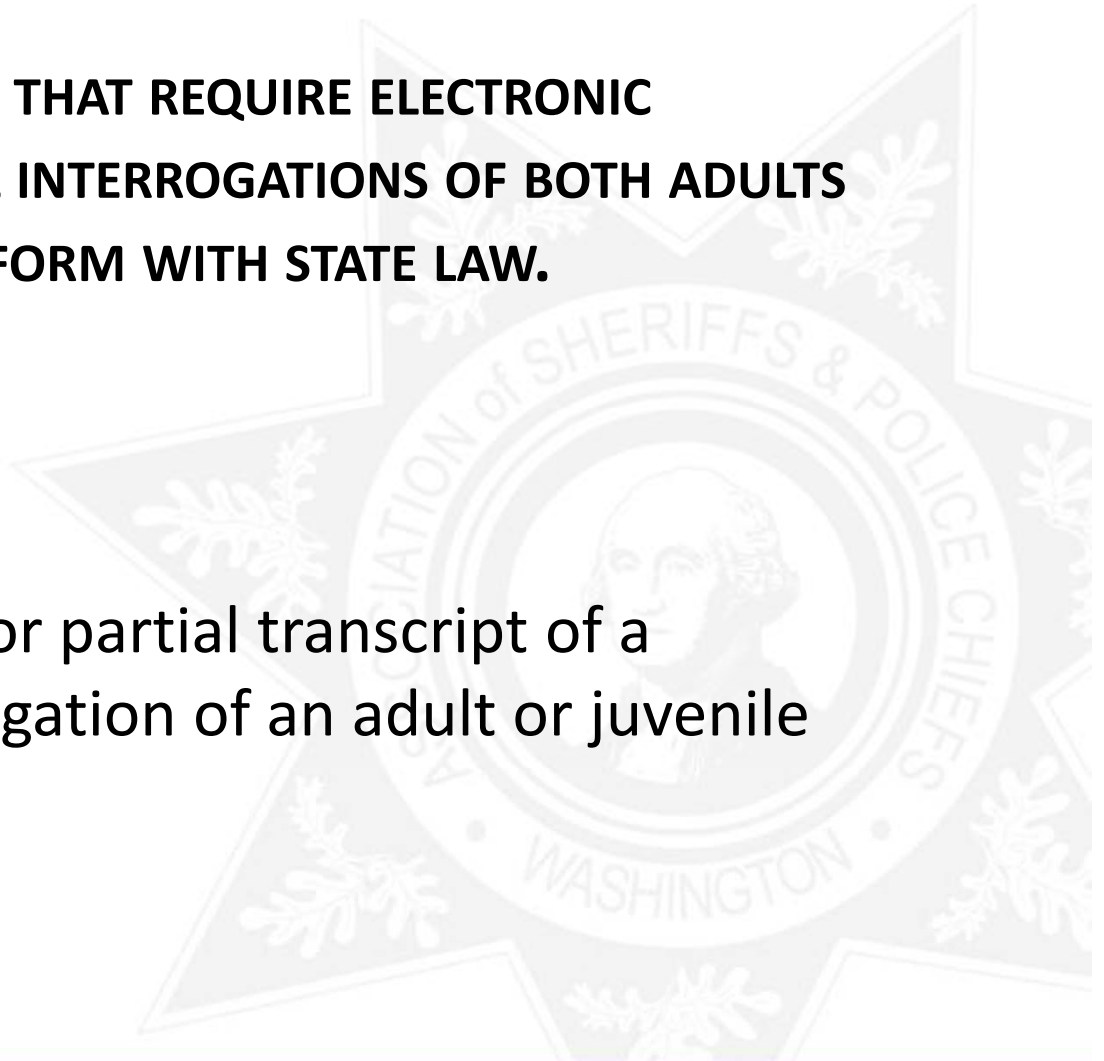


Electronic Recording of Custodial Interrogations 2.9

THE AGENCY HAS POLICIES THAT REQUIRE ELECTRONIC RECORDING OF CUSTODIAL INTERROGATIONS OF BOTH ADULTS AND JUVENILES THAT CONFORM WITH STATE LAW.

PROOF OF COMPLIANCE

- ❖ Agency policies
- ❖ Redacted short or partial transcript of a recorded interrogation of an adult or juvenile subject.



Use of Force 3.1

Use of Force

THE AGENCY HAS POLICIES DIRECTING PERSONNEL TO UTILIZE FORCE AS PRESCRIBED BY FEDERAL, STATE AND LOCAL LAWS.

Purpose: To provide clear direction to peace officers that complies with the law and provides a clear understanding of the limitations on their authority to use force.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy that meets standard
- ❖ Case report that supports compliance with policy

Use of Force 3.2

Warning Shots

**THE AGENCY HAS A POLICY GOVERNING
THE USE OF WARNING SHOTS.**

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy that meets standard
- ❖ Case report or memo to file

Use of Force 3.3

Non-Lethal Weapons

**THE AGENCY HAS A POLICY GOVERNING
THE USE OF NON-LETHAL WEAPONS.**

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy that meets standard
- ❖ Case report that supports policy
- ❖ **Note: This is not a training standard (training is covered in 11.8).**

Use of Force 3.4

Requesting Medical Aid

THE AGENCY HAS A POLICY REQUIRING APPROPRIATE MEDICAL AID AFTER THE USE OF FORCE, **WHEN AN INJURY IS KNOWN, SUSPECTED, OR IS ALLEGED.**

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy that meets standard
- ❖ Case report that covers medical aid after use of force application

Use of Force 3.5

Reporting Use of Force

THE AGENCY HAS A POLICY REQUIRING PERSONNEL TO SUBMIT A USE OF FORCE REPORT TO THE AGENCY CHIEF EXECUTIVE OFFICER OR DESIGNEE WHEN THEY:

- ❖ Discharge a firearm (other than routine training or for recreational purposes);
- ❖ Take any action that is capable of injuring a person.

EVIDENCE/PROOF OF COMPLIANCE

- Policy that meets standard
- Case report that support policy
- Be aware of linkage to 4.3

Use of Force 3.6

Investigations of Deadly Force

THE AGENCY HAS AN OFFICER INVOLVED SHOOTING/DEADLY FORCE RESPONSE POLICY THAT INCLUDES STEPS FOR FIRST RESPONDERS AND INCLUDES A COMPREHENSIVE **INDEPENDENT INVESTIGATION AND REVIEW OF THE EVENT.**

Purpose: To ensure the agency has in place a formal response, review and investigative process for officer involved shootings that result in injury or loss of life, that comply with state law to protect interests, rights, and mental health of involved officers.

Investigations of Deadly Force

(Cont'd)

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy or written procedures that meet standard
- ❖ Case report or documentation that supports policy
- ❖ Memo to file if no incidents
- ❖ NOTE: Do not include an entire investigation as proof.

An executive summary is acceptable so long as the elements of the standard are covered.

Use of Force 3.7

Authorized Weapons and Ammunition

THE AGENCY HAS A POLICY THAT REQUIRES ONLY AUTHORIZED WEAPONS AND AMMUNITION SHALL BE CARRIED AND/OR USED ON-DUTY.

EVIDENCE/PROOF OF COMPLIANCE

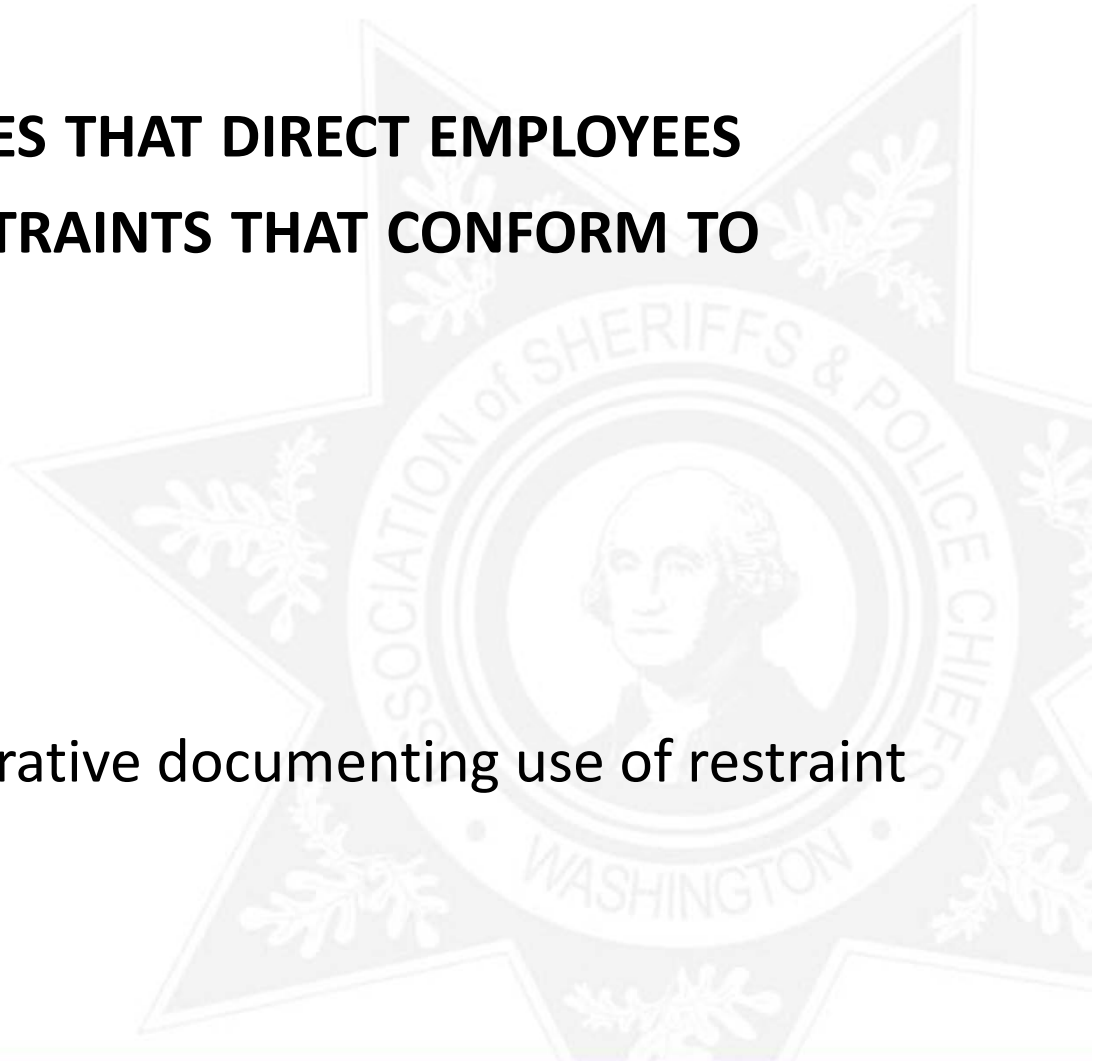
- ❖ Policy that meets standard and identifies weapons/ammunition authorized for agency use.
- ❖ Documentation/directive or memo that supports policy
- ❖ Lists of authorized weapons and ammunition
 - **Ensure backup weapons are covered in policy.**

Neck Restraints 3.8

THE AGENCY HAS POLICIES THAT DIRECT EMPLOYEES IN THE USE OF NECK RESTRAINTS THAT CONFORM TO STATE LAW.

PROOF OF COMPLIANCE

- ❖ Agency policy
- ❖ Incident Report narrative documenting use of restraint
- ❖ Memo to file



Duty to Intervene 3.9

THE AGENCY HAS POLICIES THAT REQUIRE OFFICERS TO INTERVENE, AND ATTEMPT TO END ACTIONS, ANYTIME THEY WITNESS ANOTHER OFFICER USING OR ATTEMPTING TO USE EXCESSIVE FORCE. THE POLICY MUST FURTHER REQUIRE MANDATORY REPORTING OF THE INTERVENTION OR WRONGDOING TO A SUPERVISOR IN ACCORDANCE WITH AGENCY POLICY.

Purpose: Agencies must adopt policy that requires supervisor notification in accordance with agency policy and should be as soon as practical following the intervention.

PROOF OF COMPLIANCE

- ❖ Agency policy
- ❖ Redacted memo reporting intervention to supervisor
- ❖ Memo to file if no incident

Shooting at moving vehicles 3.10

THE AGENCY HAS A POLICY THAT CLEARLY DEFINES THE CIRCUMSTANCES WHEN A PEACE OFFICER MAY DISCHARGE A FIREARM AT A MOVING VEHICLE.

Purpose: Albeit rare, circumstances may require a peace officer to discharge a firearm at a moving vehicle (i.e., to protect against an imminent threat of harm by the operator's use of the vehicle as a deadly weapon). The agency shall have policies that define the circumstances when it is permissible to use force in this manner.

PROOF OF COMPLIANCE

- ❖ Agency policy
- ❖ Incident Report narrative documenting circumstances of incident
- ❖ Memo to file

Management, Staffing, Organization and Utilization of Personnel 4.1

Situation Protocol

THE AGENCY HAS A PROTOCOL AND PROCEDURES FOR SITUATIONS INCLUDING THE FOLLOWING:

- ❖ **ABSENCE OF THE CHIEF EXECUTIVE OFFICER**
- ❖ **EXCEPTIONAL SITUATIONS INVOLVING DIFFERENT SPECIALTY UNITS DEPLOYED IN A COMMON JOINT OPERATION**
- ❖ **ROUTINE, DAY-TO-DAY OPERATIONS**

EVIDENCE/PROOF OF COMPLIANCE

- Policy or procedures that meets standard
- Email, employee schedule, operation plans or after-action reports

Management, Staffing, Organization and Utilization of Personnel 4.2

Obeying Orders

THE AGENCY HAS A POLICY THAT REQUIRES PERSONNEL TO OBEY ANY **LAWFUL ORDER OF A SUPERIOR OFFICER AND ALSO ADDRESSES **CONFLICTING** OR **UNLAWFUL** ORDERS.**

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy that meets standard
- ❖ Documentation that supports policy
- ❖ Memo to file

*Note – policy must cover all **three** type of orders

Review of Pursuits, Use of Force, Internal Investigations and Bias Based Policing 4.3

THE AGENCY HAS A POLICY THAT REQUIRES AN ANNUAL* MANAGEMENT REVIEW AND ANALYSIS, WITH FINAL REVIEW APPROVED BY THE CHIEF EXECUTIVE OFFICER, OF THE FOLLOWING INCIDENTS:

- ❖ VEHICLE PURSUITS
- ❖ USE OF FORCE EVENTS
- ❖ INTERNAL INVESTIGATIONS
- ❖ BIAS BASED PROFILING INCIDENTS

EVIDENCE/PROOF OF COMPLIANCE

- Policy that meets standard
- Documentation that supports policy
 - Memo to CEO with analysis covering each area of standard
 - Can combine all four areas into one annual memo

Management, Staffing, Organization and Utilization of Personnel 4.4

Written Directives

THE AGENCY HAS A SYSTEM OF WRITTEN DIRECTIVES THAT INCLUDES PROCEDURES FOR DEVELOPING, APPROVING AND DISSEMINATING DIRECTIVES TO ALL PERSONNEL. THE SYSTEM WILL INCLUDE:

- ❖ **METHODS FOR TRACKING CHANGES AND ARCHIVING PRIOR VERSIONS OF POLICIES;**
- ❖ **A PROCESS THAT CONFIRMS RECEIPT OF DIRECTIVES BY AFFECTED PERSONNEL.**

EVIDENCE/PROOF OF COMPLIANCE

- Policy that meets standard
- Read receipt, report or acknowledgement roster of policy updates and directives accepted by employees

Records Management 5.1

Uniform Records Management System

**THE AGENCY HAS A STANDARDIZED
RECORDS MANAGEMENT SYSTEM.**

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Recent screenshot of RMS

Records Management 5.2

Recording Calls for Service

**THE AGENCY HAS A SYSTEM TO RECORD AND
MAINTAIN A RECORD OF EVERY CALL FOR SERVICE.**

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Copy of CAD report or request for CAD recording

Records Management 5.3

ACCESS Compliance

THE AGENCY HAS POLICES GOVERNING ITS COMPLIANCE WITH ALL RULES FOR ACCESS PARTICIPATION, TO INCLUDE:

- ❖ **THE AGENCY CAN SHOW 100% COMPLIANCE OR HAS MADE CORRECTIONS TO COMPLY WITH ANY ACCESS FINDINGS FROM THE PREVIOUS TRIENNIAL AUDIT**
- ❖ **THE AGENCY CAN SHOW THAT ALL PERSONNEL HAVE BEEN TRAINED AND CERTIFIED**

EVIDENCE/PROOF OF COMPLIANCE

- Policy that meets standard
- ACCESS business audit certificate
- Current ACCESS user roster printed no more than 7 days before onsite. Ensure everyone is current on roster.

Records Management 5.4

Privacy and Security of Records

THE AGENCY PHYSICALLY PROTECTS THE PRIVACY AND SECURITY OF AGENCY RECORDS IN A MANNER THAT ASSURES THAT ONLY AUTHORIZED PERSONNEL WITH THE APPROPRIATE NEED TO KNOW - AND RIGHT TO KNOW – CAN ACCESS THOSE RECORDS.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Inspection of security measure for records area.
- ❖ Who has access to records area?

Records Management 5.5

Dissemination of Records

**THE AGENCY COMPLIES WITH WASHINGTON STATE
LAW GOVERNING DISSEMINATION OF RECORDS.**

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy or protocols that meet RCW
- ❖ PDR request forms and exemption log
- ❖ Interview with Records Staff
 - **Confirm website and all PDR related documents are in compliance with RCW**

Records Management 5.6

Preservation and Destruction of Records

THE AGENCY COMPLIES WITH WASHINGTON STATE LAW GOVERNING PRESERVATION AND DESTRUCTION OF RECORDS.

Purpose: To ensure that the agency is in compliance with Washington State law governing preservation and destruction of records to include identification and maintenance of essential/permanent records. Policy governing compliance as well as common practice should be demonstrated. All law enforcement agencies shall submit eligible sex offense cases to WASPC per RCW 40.14.070.

PROOF OF COMPLIANCE

- ❖ Policy or protocols that meets RCW or WAC
- ❖ Copy of completed Destruction Authorization log

Records Management 5.7

Traffic Citations

THE AGENCY HAS PROCEDURES FOR PROCESSING AND MAINTAINING NOTICE OF INFRACTIONS AND CITATIONS.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Interview with Records Staff
- ❖ Policy or protocols that offers staff direction
- ❖ Security? Audits? Voiding processes.
- ❖ See RCW 46.64.010

Records Management 5.8

Public Information

THE AGENCY HAS GUIDELINES TO ADDRESS THE RELEASE OF PUBLIC INFORMATION TO THE MEDIA.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ News release
- ❖ Interview with Records Staff or PIO
- ❖ Policy or protocols that offers staff direction

Records Management 5.9

Sex Offender Community Notifications

THE AGENCY HAS POLICY AND PROCEDURES FOR COMMUNITY NOTIFICATIONS OF REGISTERED SEX OFFENDERS.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy or procedures that offers staff direction
- ❖ Sex offender notification or bulletin in file
- ❖ Interview with Staff responsible for RSO management
- ❖ Memo to file if handled by local Sheriffs Office

Records Management 5.10

Missing Persons

THE AGENCY HAS POLICY AND PROCEDURES FOR INVESTIGATING AND VERIFYING MISSING PERSONS, INCLUDING UPDATING **ACCESS DATABASES WITH ADDITIONAL IDENTIFYING FEATURES AS THEY BECOME AVAILABLE.**

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy or protocols that offers staff direction on investigation, monitoring and follow up.
- ❖ Missing Persons Report

Records Management 5.11

Vehicle Impounds

THE AGENCY HAS POLICY AND PROCEDURES FOR:

- ❖ **THE LAWFUL IMPOUNDING OF VEHICLES**
- ❖ **THE RECOVERY OF STOLEN VEHICLES, TO INCLUDE ATTEMPTS TO NOTIFY VEHICLE OWNERS**

EVIDENCE/PROOF OF COMPLIANCE

- Copy of stolen recovery report including owner notification
- Policy or protocols that offers staff direction
- Interviews with Records or Sworn staff

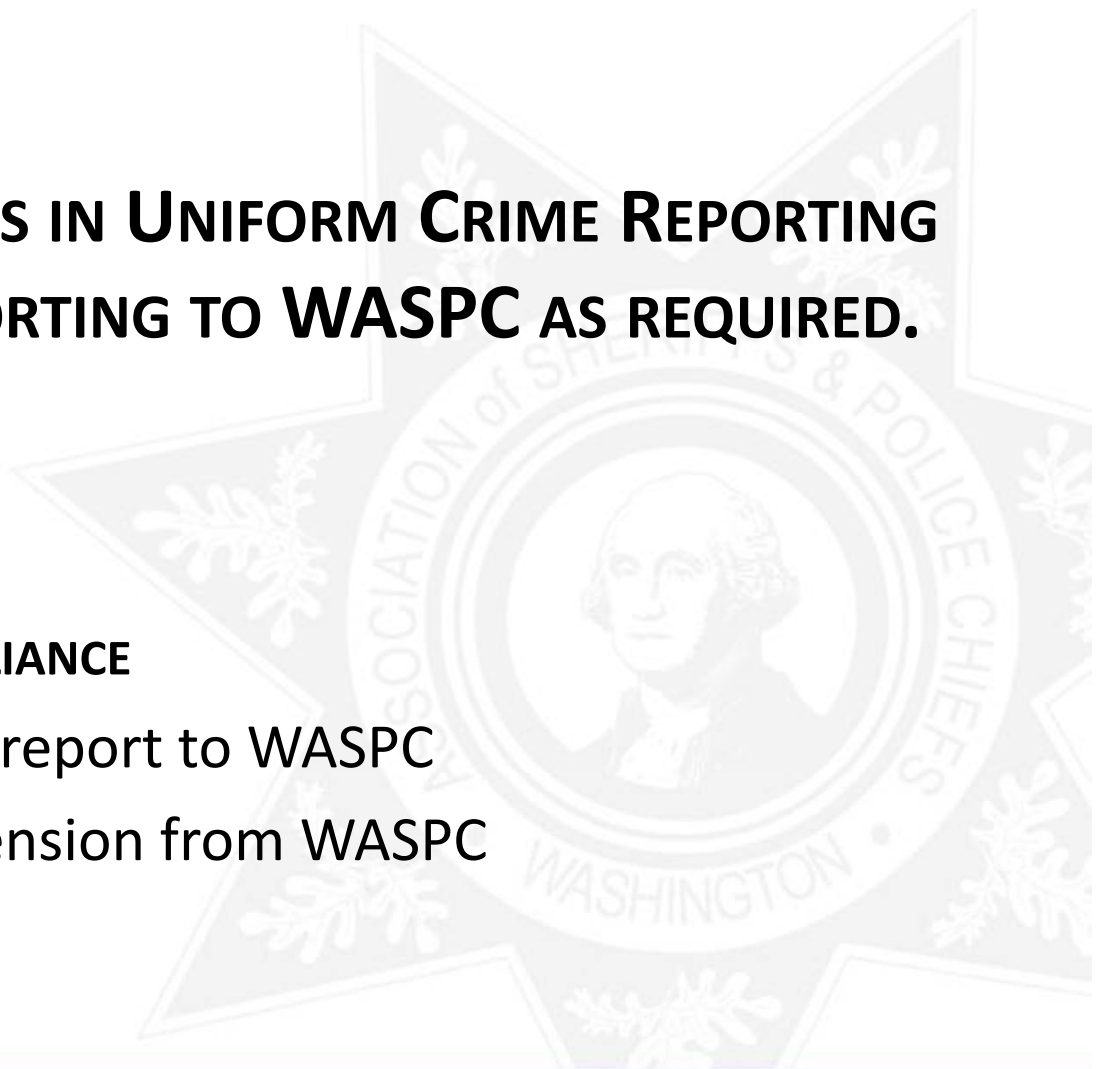
Records Management 5.12

Uniform Crime Reporting

THE AGENCY PARTICIPATES IN UNIFORM CRIME REPORTING AND/OR NIBRS BY REPORTING TO WASPC AS REQUIRED.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Copy of UCR or NIBRS report to WASPC
- ❖ Copy of waiver or extension from WASPC



Information Technology 6.1

Electronic File Security

ACCESS TO THE AGENCY'S COMPUTER SYSTEM IS SECURE WITH RESTRICTED ACCESS TO THOSE WHO ARE AUTHORIZED AND WHO HAVE PASSED BACKGROUND INVESTIGATION.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Interview with Records and/or IT staff; confirm background investigation
- ❖ Physical inspection of server room or photo in file if off site

Information Technology 6.2

ACCESS/CJIS Compliance

THE AGENCY CAN SHOW 100% COMPLIANCE OR THAT IT HAS MADE CORRECTIONS TO COMPLY WITH ANY ACCESS/CJIS FINDINGS FROM THE PREVIOUS TECHNICAL TRIENNIAL AUDIT AND/OR FBI AUDIT.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Copy of **CJIS*** security audit certificate
- ❖ * **This is a different audit than the ACCESS business audit**

Information Technology 6.3

Use of Agency Technology

**THE AGENCY HAS POLICIES GOVERNING
APPROPRIATE USE OF AGENCY TECHNOLOGY.**

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy or protocols in place that guide use of agency technology
- ❖ Redacted investigation summary or memo to file

Information Technology 6.4

Software Security

EACH FIXED AND MOBILE COMPUTER WORKSTATION HAS AN UP-TO-DATE COPY OF AGENCY-APPROVED, SECURITY SOFTWARE INSTALLED AND RUNNING WHILE THE EQUIPMENT IS IN USE.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Record of security software (invoice, receipt, etc.)
- ❖ Interview with Records or IT staff
- ❖ Visual inspection of local workstation or MDC

Information Technology 6.5

Database Back Up

ELECTRONIC INFORMATION IS ROUTINELY BACKED-UP AT LEAST ONCE A WEEK. BACK-UP DATA IS KEPT IN SECURE STORAGE AND IS COMPLETELY DESTROYED WHEN NO LONGER NEEDED.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Memo to file indicating back up and destruction process
- ❖ Interview with IT staff
- ❖ Record/document frequency of backups
- ❖ Any documentation or destruction log – if available

Unusual Occurrences 7.1

National Incident Management System Training

EVERY SWORN MEMBER OF THE AGENCY HAS COMPLETED THE NATIONAL INCIDENT MANAGEMENT SYSTEM INTRODUCTORY TRAINING COURSE(S).

Purpose: To ensure all sworn personnel has completed both IS700 and ICS100

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Training roster/spreadsheet indicating **ICS 100 and IS 700** by all sworn members.
- ❖ Representative samples of certificates

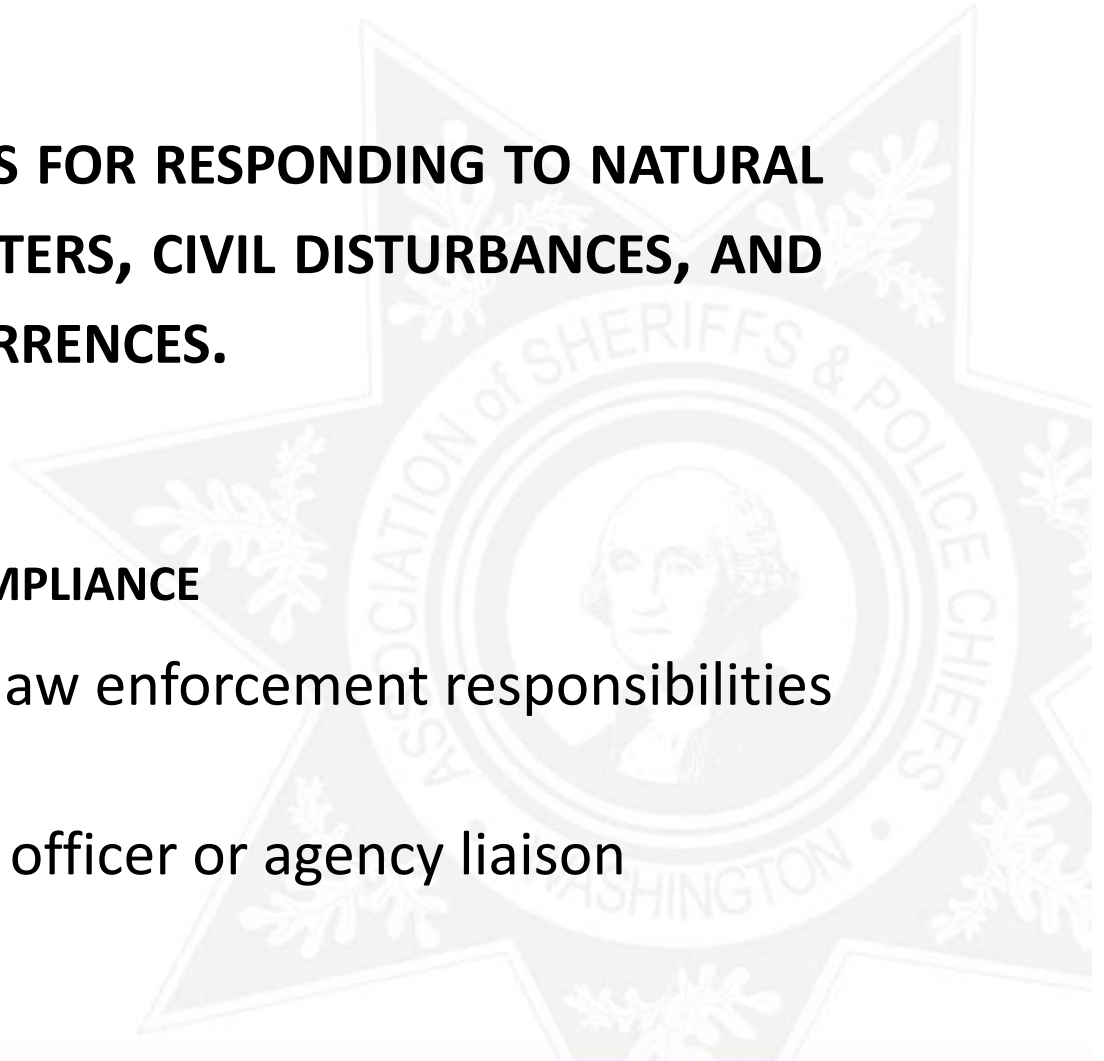
Unusual Occurrences 7.2

Natural and Man-Made Disaster Plans

THE AGENCY HAS PLANS FOR RESPONDING TO NATURAL AND MAN-MADE DISASTERS, CIVIL DISTURBANCES, AND OTHER UNUSUAL OCCURRENCES.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Copy of CEMP with law enforcement responsibilities identified
- ❖ Interview with EMD officer or agency liaison



Unusual Occurrences 7.3

Regional/State Mobilization Planning

THE AGENCY WORKS WITH THE COUNTY AND/OR REGIONAL AGENCIES IN DEVELOPING A COUNTY OR REGIONAL DISASTER OR EMERGENCY RESPONSE PLAN.

- ❖ Standard is about **regional** collaboration and **participation**
- ❖ Documentation that shows collaboration (training, meetings, exercising) at the Regional level.
- ❖ Interview with EMD officer or Command liaison to discuss Regional involvement.

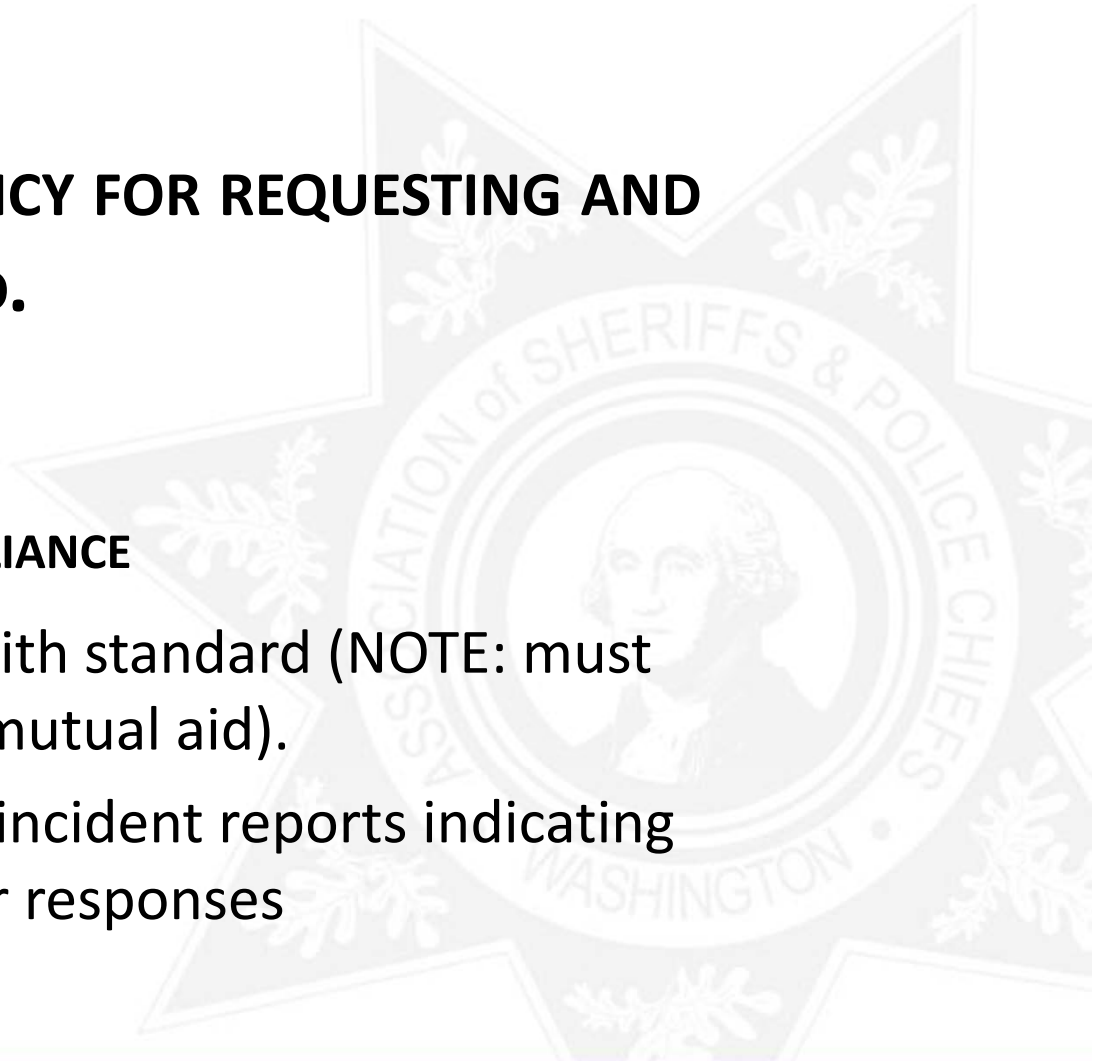
Unusual Occurrences 7.4

Mutual Aid

THE AGENCY HAS A POLICY FOR REQUESTING AND PROVIDING MUTUAL AID.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy that complies with standard (NOTE: must cover both prongs of mutual aid).
- ❖ After action report or incident reports indicating mutual aid requests or responses



Health and Safety 8.1

Air/Blood Borne Pathogens

THE AGENCY HAS WRITTEN GUIDELINES THAT INFORM EMPLOYEES OF THE THREATS AND HAZARDS ASSOCIATED WITH AIRBORNE AND BLOOD BORNE PATHOGENS.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy or Exposure Control Plan that supports standard
- ❖ Watch for language that calls for training.
 - If yes? Proof via roster, lesson plan, etc.
- ❖ See **WAC 296-823-12005 and 296-823-11010**

Health and Safety 8.2

Personal Protective Equipment

THE AGENCY PROVIDES PERSONAL PROTECTIVE EQUIPMENT, WHICH SHALL INCLUDE LATEX GLOVES (OR EQUIVALENT), EYE PROTECTION AND PROTECTIVE SHOE COVERS TO MINIMIZE EXPOSURE TO POTENTIALLY INFECTIOUS MATERIALS AND OBJECTS.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Inspection of Patrol car
- ❖ Ensure agency provides what their policy says
- ❖ NOTE: Agency must provide minimum equipment in standard.
- ❖ Be aware of complications with APR's/Gas Masks

Health and Safety 8.3

Soft Body Armor

**THE AGENCY PROVIDES SOFT BODY ARMOR AND
REQUIRES ITS USE FOR PERSONNEL ENGAGED IN
UNIFORM FIELD DUTIES OR HIGH-RISK SITUATIONS.**

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy that supports standard
- ❖ Copy of current replacement schedule/roster
- ❖ Interview with person responsible for replacement

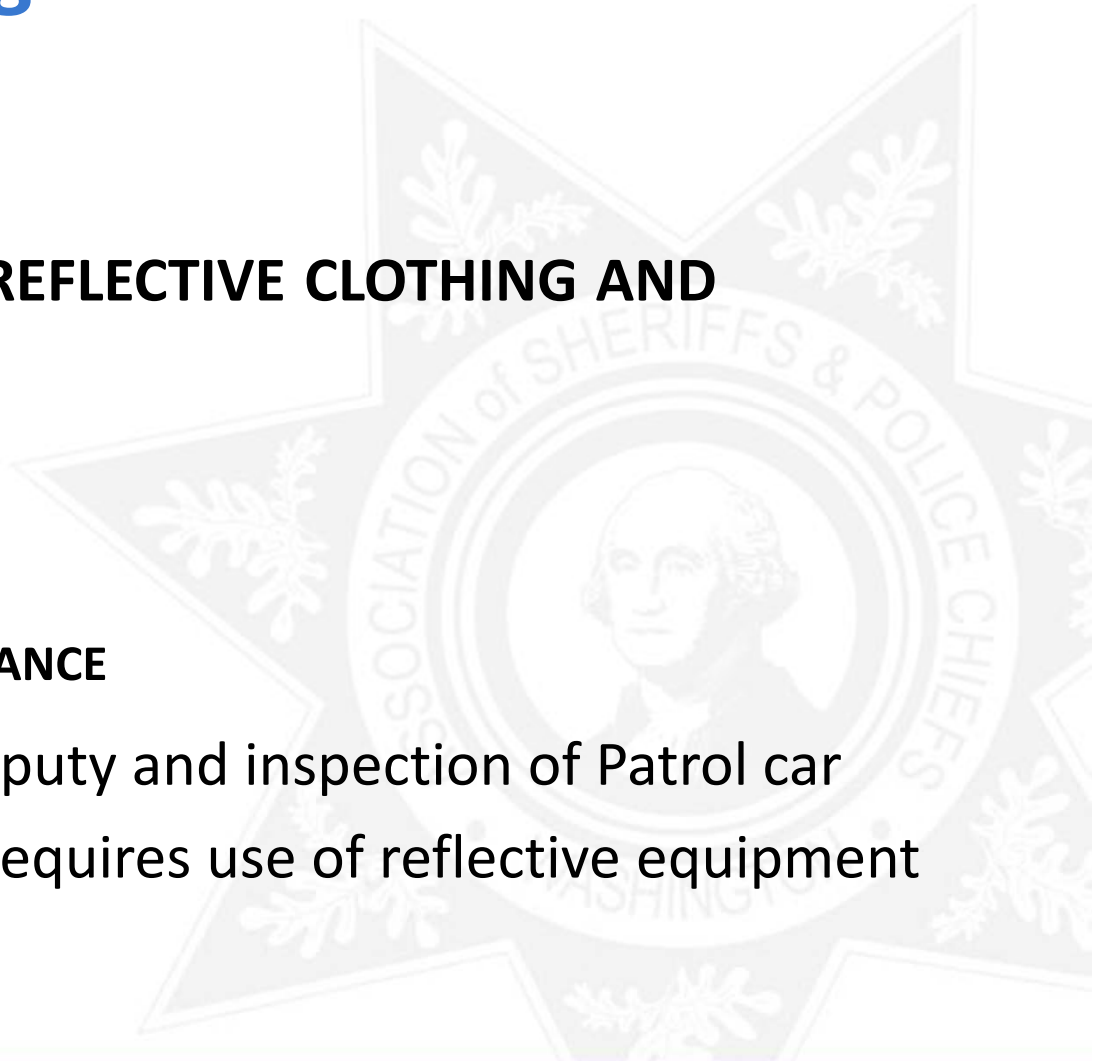
Health and Safety 8.4

Reflective Clothing

**THE AGENCY PROVIDES REFLECTIVE CLOTHING AND
REQUIRES ITS USE.**

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Interview of Officer/Deputy and inspection of Patrol car
- ❖ Policy/procedure that requires use of reflective equipment



Health and Safety 8.5

Biohazard Disposal and Decontamination

THE AGENCY HAS PROCEDURES FOR DISPOSAL AND DECONTAMINATION WHEN THERE IS AN EVENT OR CONTACT INVOLVING BIOHAZARD MATERIAL INCLUDING BLOOD OR BODILY FLUIDS.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Equipment, space, processes to facilitate decontamination
- ❖ Policy or Exposure control plan that supports standard
 - Beware of training requirements listed in policy
- ❖ Interview of Officer/Deputy or Supervisor to ensure compliance

Health and Safety 8.6

Post Exposure Reporting

THE AGENCY HAS PROCEDURES FOR POST-EXPOSURE REPORTING AND FOLLOW-UP AFTER SUSPECTED OR ACTUAL EXPOSURE TO INFECTIOUS DISEASES.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Redacted incident or exposure reports
- ❖ Policy or procedure that supports standard
- ❖ Interview of Officer/Deputy or Supervisor to ensure compliance

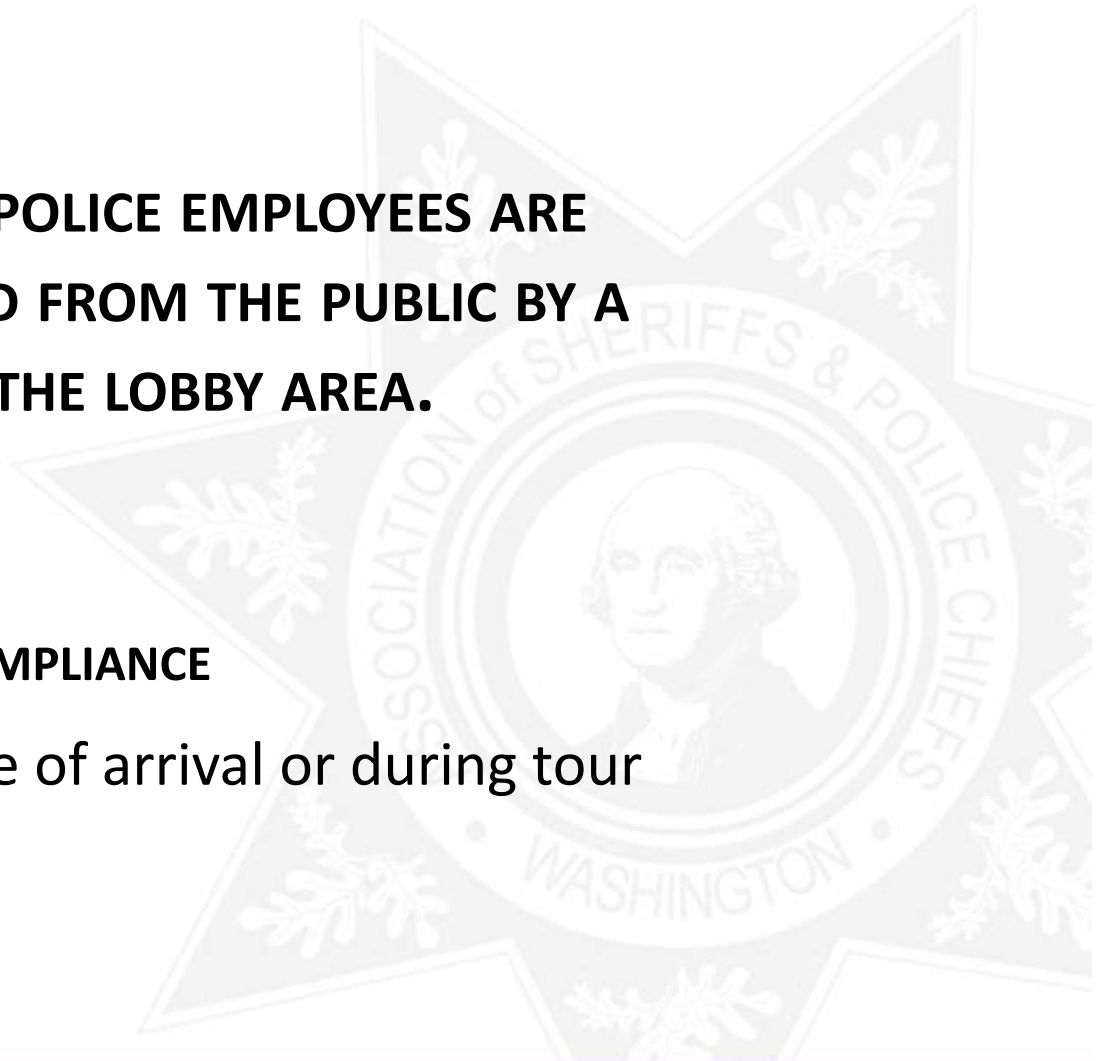
Health and Safety 8.7

Employee Safety

NONCOMMISSIONED POLICE EMPLOYEES ARE PHYSICALLY SEPARATED FROM THE PUBLIC BY A PHYSICAL BARRIER IN THE LOBBY AREA.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Observation at time of arrival or during tour



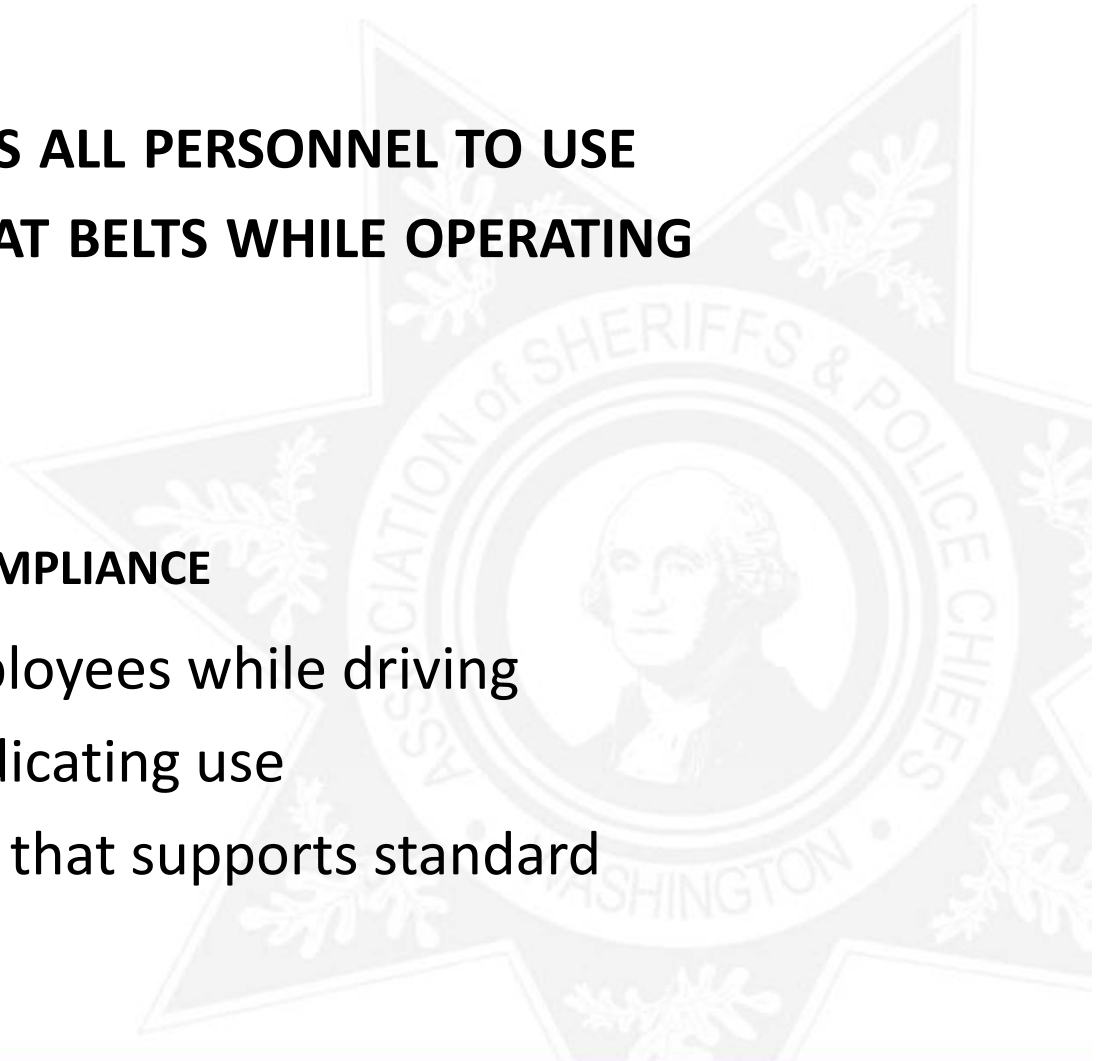
Health and Safety 8.8

Safety Restraint/Seat Belt Requirement

THE AGENCY REQUIRES ALL PERSONNEL TO USE SAFETY RESTRAINT/SEAT BELTS WHILE OPERATING AGENCY VEHICLES.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Observation of employees while driving
- ❖ Collision reports indicating use
- ❖ Policy or procedure that supports standard



Fiscal Management 9.1

CEO Budget Authority

BUDGET CONTROL – THE CHIEF EXECUTIVE OFFICER HAS THE AUTHORITY TO SPEND FUNDS IN THE APPROVED BUDGET FOR DAY-TO-DAY OPERATION OF THE AGENCY.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ RCW, ordinance or city/county policy
- ❖ Interview with CEO (cover 9.2 at the same time)

Fiscal Management 9.2

Budget Review

**BUDGET CONTROL – THE CHIEF EXECUTIVE OFFICER
MAKES REGULAR REVIEWS OF THE AGENCY BUDGET.**

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Interview with CEO or budget officer
- ❖ Command staff meeting agenda where budget is covered
- ❖ Email proving compliance with process or policy

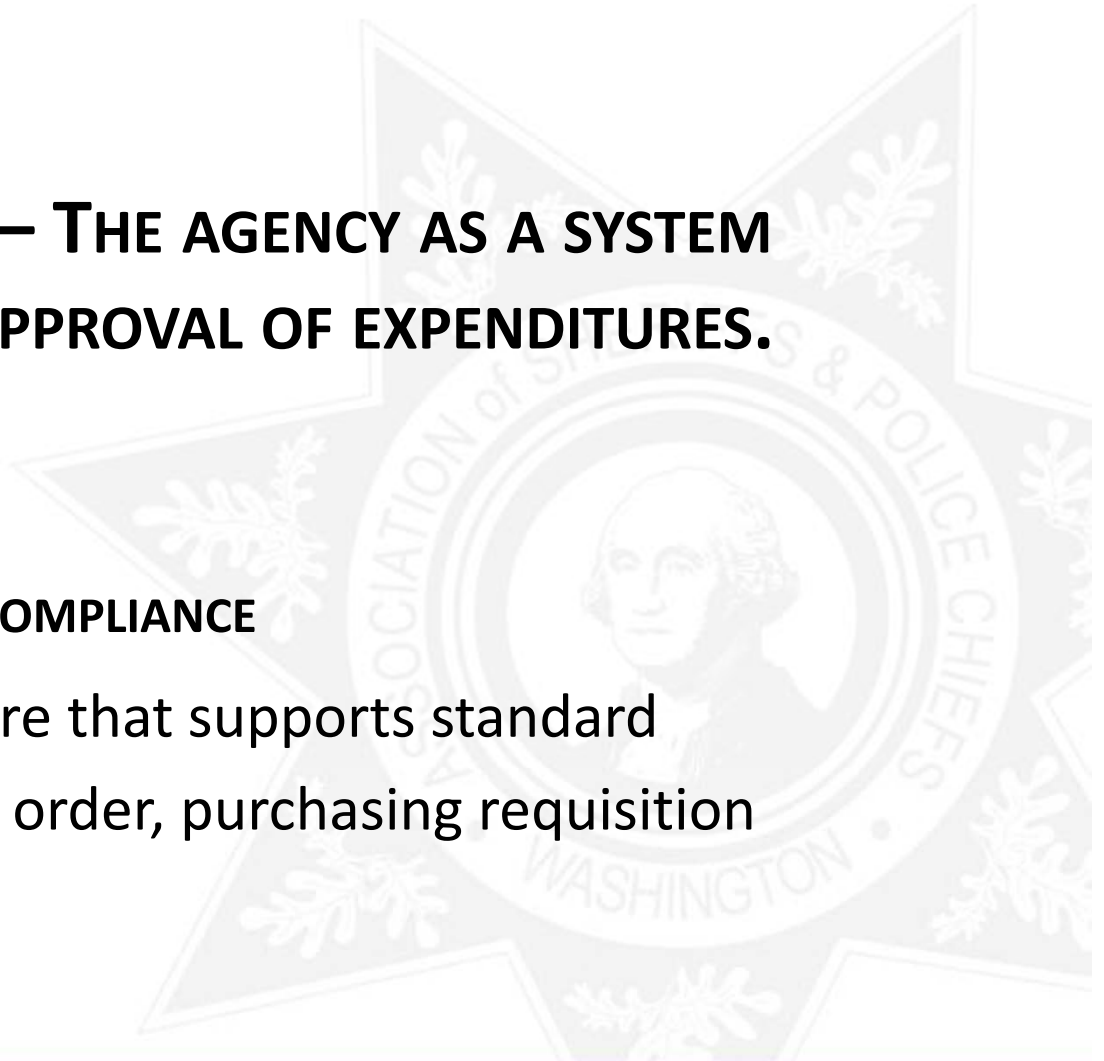
Fiscal Management 9.3

Expenditure Approval

BUDGET CONTROL – THE AGENCY AS A SYSTEM FOR REVIEW AND APPROVAL OF EXPENDITURES.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy or procedure that supports standard
- ❖ Copy of purchase order, purchasing requisition or similar



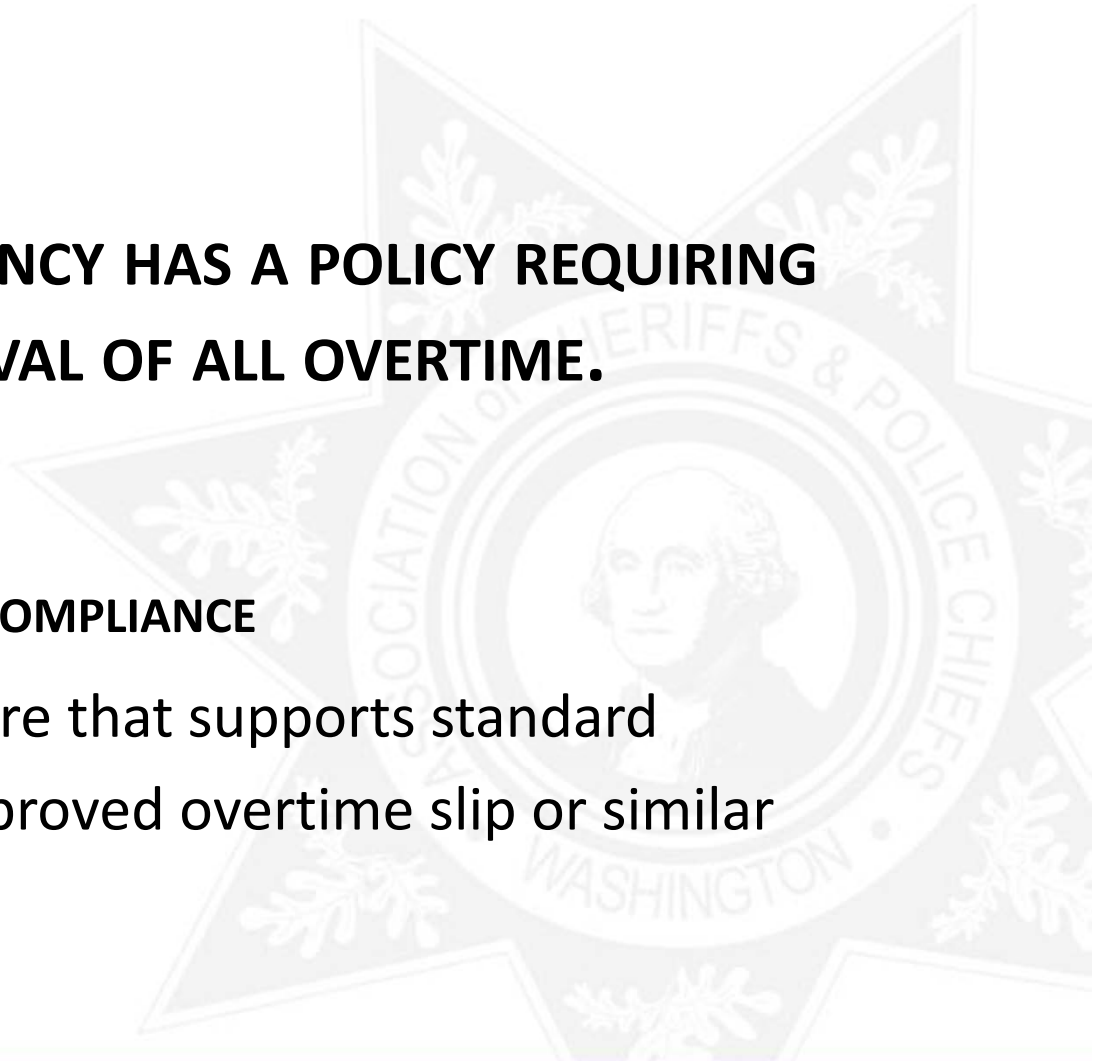
Fiscal Management 9.4

Overtime Approval

PAYROLL – THE AGENCY HAS A POLICY REQUIRING SUPERVISOR APPROVAL OF ALL OVERTIME.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy or procedure that supports standard
- ❖ Redacted and approved overtime slip or similar



Fiscal Management 9.5

Time Sheet Approval

PAYROLL – THE AGENCY REQUIRES SUPERVISOR APPROVAL FOR ALL EMPLOYEE TIMESHEETS.

Purpose: Elected officials (Sheriff) are exempt from filling out timesheets.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Copy of approved (redacted) payroll sheet for any employee
- ❖ Policy or procedure that supports standard

Fiscal Management 9.6

Recording Expenditure/Disbursements

CASH CONTROL – THE AGENCY HAS A SYSTEM TO DOCUMENT AND RECORD THE USE OF CASH FUNDS THAT INCLUDE RECEIPTS, SUPERVISORY APPROVAL, AND PERIODIC **AUDIT*.**

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy or procedure that supports standard
- ❖ Areas to focus on – Petty Cash, Investigative funds
- ❖ Interview with employee(s) responsible for cash fund
 - Copies of receipts and supervisory approval of reimbursement
- ❖ Copy of audit for each year of the accreditation cycle

Recruitment and Selection 10.1

Hiring Criteria

THE AGENCY HAS WRITTEN STANDARDS AND HIRING CRITERIA FOR SWORN AND NON-SWORN EMPLOYEES AND, IF APPLICABLE, RESERVE, PART-TIME, OR LIMITED COMMISSION PERSONNEL.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Copy of Civil Service rules for each position
- ❖ If not covered by CS a copy of the most recent position recruitment flyer, announcement or job description.

Recruitment and Selection 10.2

Background Investigations

THE AGENCY REQUIRES THAT BACKGROUND INVESTIGATIONS BE CONDUCTED ON EACH CANDIDATE FOR A SWORN POSITION PRIOR TO APPOINTMENT, AND REQUIRES THAT PROOF IS SUBMITTED TO THE WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Redacted background summary
- ❖ Interview with hiring officer or background investigator
- ❖ See WAC 139-07-020

Recruitment and Selection 10.3

Medical Examinations

THE AGENCY REQUIRES THAT A MEDICAL EXAMINATION, INCLUDING DRUG SCREENING, BE PERFORMED BY A LICENSED PHYSICIAN FOR EACH CANDIDATE FOR A SWORN POSITION, PRIOR TO APPOINTMENT.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Redacted medical report **with** drug screen proof
- ❖ Invoice for exam/drug testing related to new hire
- ❖ Licensing credentials for practitioner from DOL/DOH
- ❖ Policy or procedure that supports standard

Recruitment and Selection 10.4

Psychological Examinations

THE AGENCY REQUIRES THAT A LICENSED PSYCHOLOGIST OR PSYCHIATRIST CONDUCT A PSYCHOLOGICAL FITNESS EXAMINATION FOR EACH CANDIDATE FOR A SWORN POSITION, PRIOR TO APPOINTMENT.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Copy of redacted psychological report
- ❖ Copy of invoice for services
- ❖ Licensing credentials for practitioner from DOL/DOH
- ❖ Copy of policy or procedure that supports standard
- ❖ See WAC 139-07-030

Recruitment and Selection 10.5

Polygraph Examinations

THE AGENCY REQUIRES THAT A POLYGRAPH EXAMINATION BE ADMINISTERED BY A QUALIFIED TECHNICIAN FOR EACH CANDIDATE FOR A SWORN POSITION, PRIOR TO APPOINTMENT.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Interview with hiring officer or polygraphist
- ❖ Copy of policy or procedure that supports standard
- ❖ Qualified technician must have current polygraph credentials
- ❖ See WAC 139-07-040

Recruitment and Selection 10.6

Applicant File Privacy

APPLICANT FILES ARE SECURED AND AVAILABLE ONLY TO THOSE WHO ARE AUTHORIZED TO PARTICIPATE IN THE SELECTION PROCESS.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Interview with hiring officer or background investigator
- ❖ Memo to file from investigator outlining file security measures they employ while conducting background

Recruitment and Selection 10.7

Personnel File Security

EMPLOYEE PERSONNEL FILES ARE SEPARATE AND SECURED FROM OTHER FILES. MEDICAL TESTS, PSYCHOLOGICAL EVALUATIONS AND POLYGRAPH RESULTS ARE KEPT SEPARATE FROM PERSONNEL FILES IN SECURE LOCATIONS.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Interview of records custodian
- ❖ Physical inspection of files and cabinets
 - Ensure files are separate and secure from hiring files

Training 11.1

Basic Training

THE AGENCY REQUIRES ALL FULL-TIME, SWORN MEMBERS TO SUCCESSFULLY COMPLETE THE BASIC LAW ENFORCEMENT ACADEMY OR EQUIVALENCY ACADEMY, AS CERTIFIED BY THE WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION PRIOR TO ASSUMING LAW ENFORCEMENT DUTIES, AND REQUIRES THAT THEY BEGIN ATTENDING THE ACADEMY WITHIN SIX MONTHS OF THEIR DATE OF HIRE.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Copy of BLEA or Equivalency certificates
- ❖ Interview with hiring officer
- ❖ Policy or procedure that supports standard

Training 11.2

Field Training

THE AGENCY HAS ESTABLISHED A FORMAL FIELD TRAINING PROGRAM FOR ALL NEWLY SWORN OFFICERS THAT INCLUDES:

- **FIELD TRAINING OFFICERS WHO ARE SPECIALLY TRAINED FOR THAT PURPOSE;**
- **REGULAR DOCUMENTATION OF THE PROGRESS OF THE STUDENT OFFICER; AND**
- **REQUIRING THE STUDENT OFFICER TO SUCCESSFULLY COMPLETE THE TRAINING PROGRAM PRIOR TO ASSUMING LAW ENFORCEMENT DUTIES.**

EVIDENCE/PROOF OF COMPLIANCE

- ❖ **Copy of DOR or other evaluation documents**
- ❖ **Copy of FTO manual**

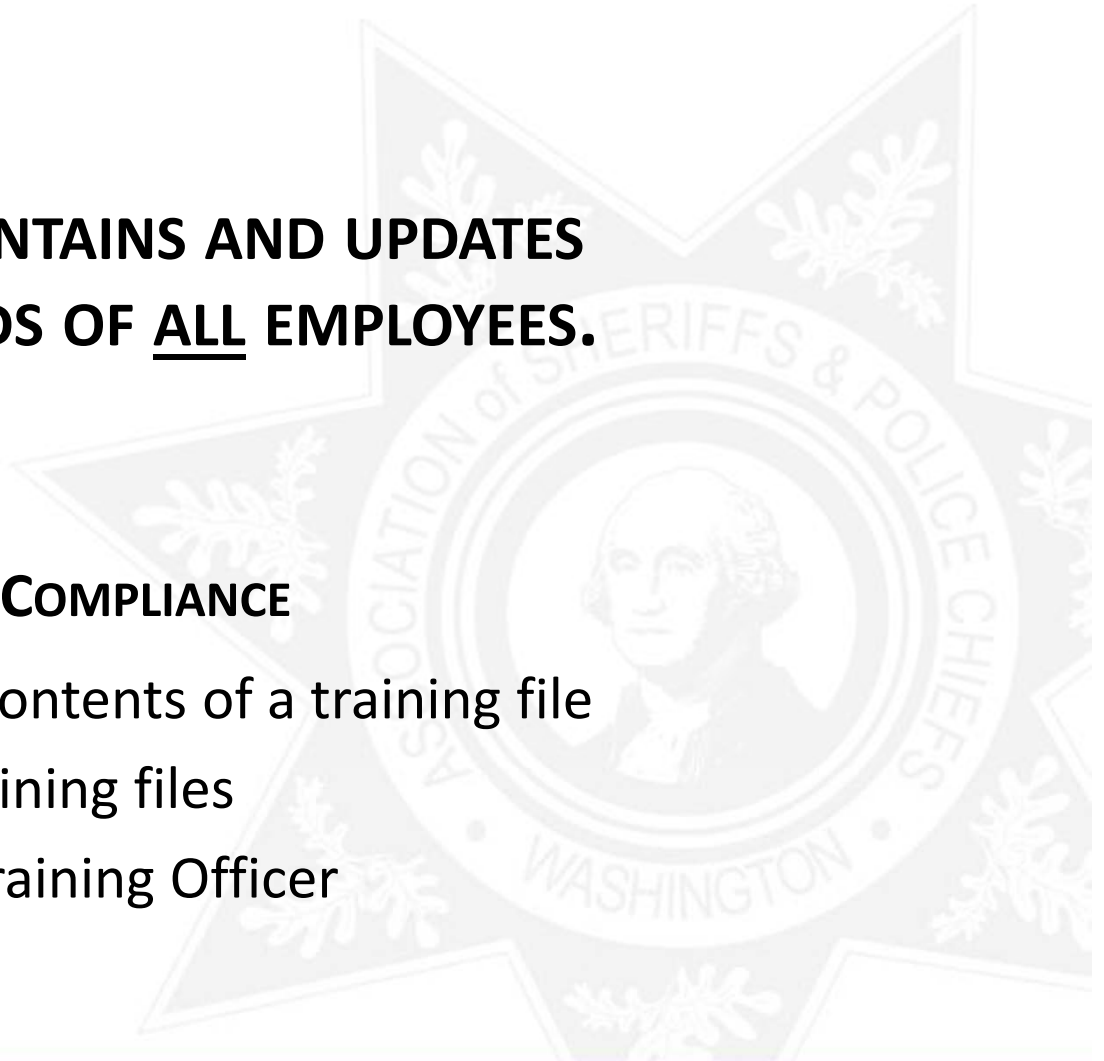
Training 11.3

Training Records System

**THE AGENCY MAINTAINS AND UPDATES
TRAINING RECORDS OF ALL EMPLOYEES.**

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Representative contents of a training file
- ❖ Inspection of Training files
- ❖ Interview with Training Officer



Training 11.4

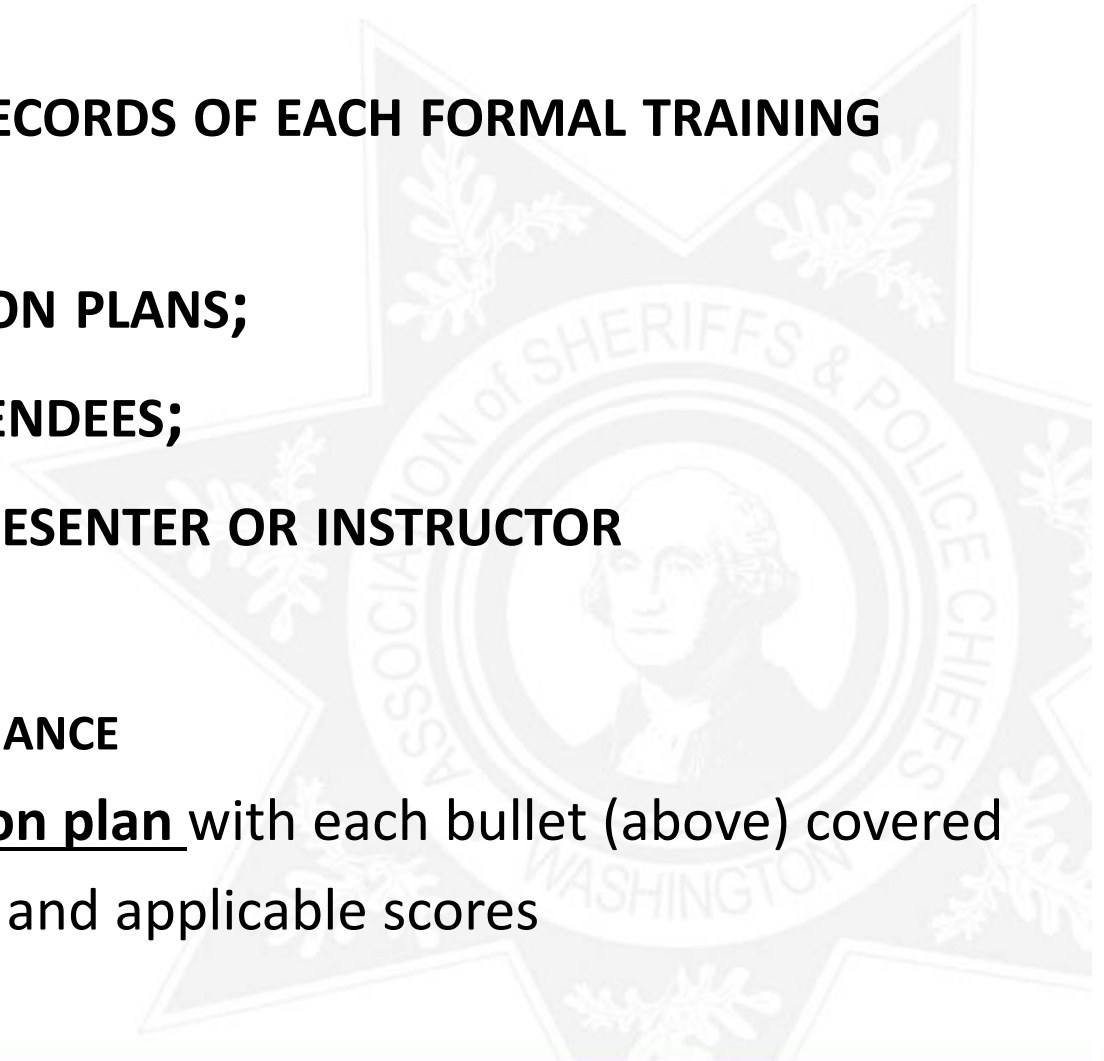
Recording Agency Training

THE AGENCY MAINTAINS RECORDS OF EACH FORMAL TRAINING IT CONDUCTS, TO INCLUDE:

- **COURSE CONTENT/LESSON PLANS;**
- **PERFORMANCE OF ATTENDEES;**
- **CREDENTIALS OF THE PRESENTER OR INSTRUCTOR**

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Copy of complete lesson plan with each bullet (above) covered
- ❖ Copy of training roster and applicable scores



Training 11.5

In-Service Training - Annual

THE AGENCY CAN SHOW 100% COMPLIANCE WITH THE ANNUAL WSCJTC REQUIREMENT FOR TRAINING*.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Copy of annual CJTC certificate



Training 11.6

Weapons Proficiency

AGENCY PERSONNEL ARE REQUIRED TO DEMONSTRATE SATISFACTORY SKILL AND PROFICIENCY WITH AGENCY AUTHORIZED **WEAPONS BEFORE BEING APPROVED TO CARRY AND/OR USE SUCH WEAPONS*.**

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy that supports standard
- ❖ Lesson plan pages for introducing new employee to weapon(s)
- ❖ Random, representative proficiency score sheets for each weapon
- ❖ Memo to file explaining process

*** NOTE: This standard applies to all agency supplied or authorized weapons (lethal and non-lethal), not just firearms.**

Training 11.7

WSCJTC Certifications

STAFF MEMBERS WHO ARE DESIGNATED AS FULL-TIME SUPERVISORS OR MANAGERS HAVE EARNED THE APPROPRIATE CERTIFICATION BY THE WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Roster of employees at the rank of Sergeant and above, including CEO
- ❖ Confirmation, through checklist or copies of certificates, that they meet the RCW requirements
- ❖ Large agency? Random check of certificates or report from CJTC

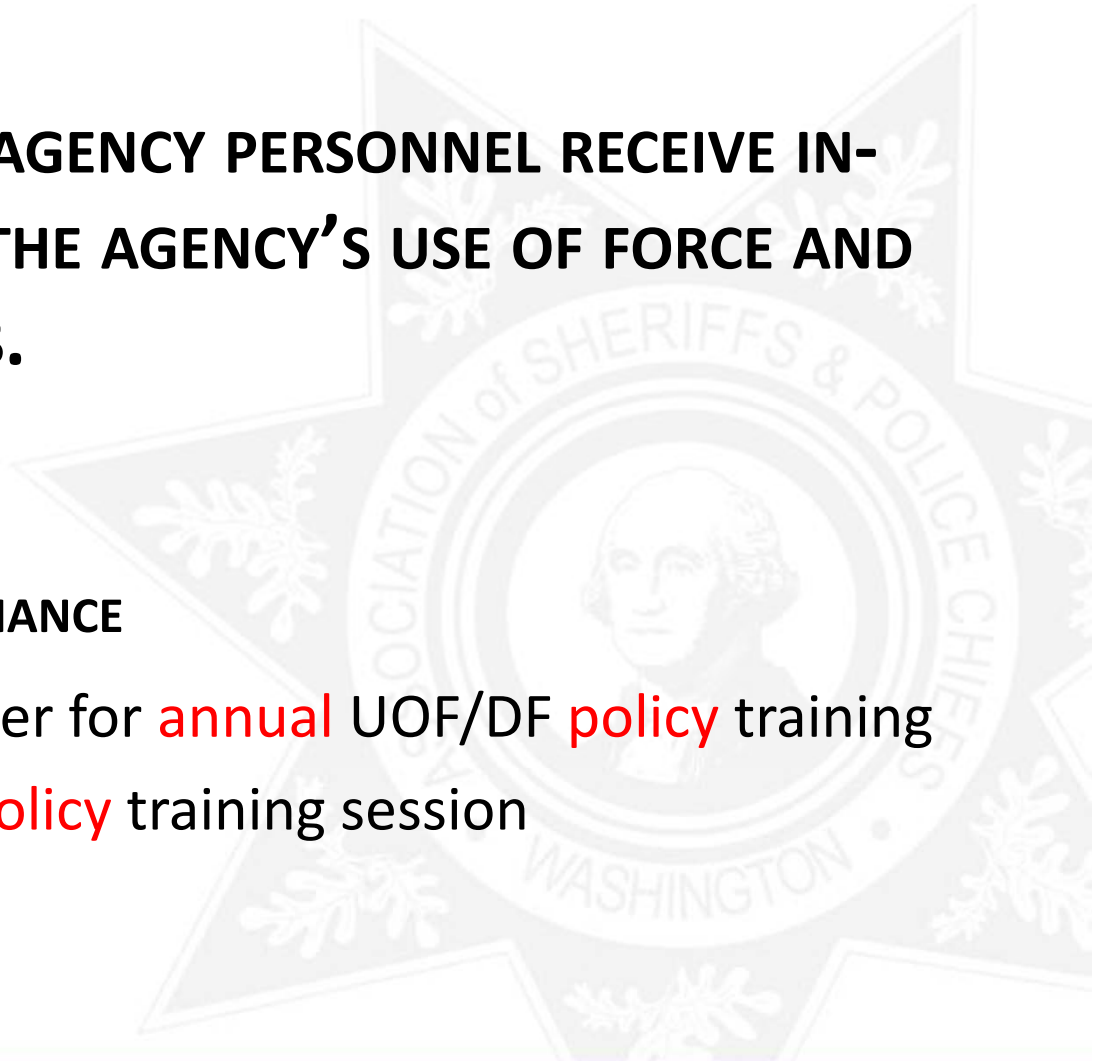
Training 11.8

Use of Force/Deadly Force Annual Training

AT LEAST ANNUALLY^{*}, AGENCY PERSONNEL RECEIVE IN-SERVICE TRAINING ON THE AGENCY'S USE OF FORCE AND DEADLY FORCE POLICIES.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Employee training roster for **annual** UOF/DF **policy** training
- ❖ Lesson plan for each **policy** training session



Training 11.9

Non-lethal Training

**IN-SERVICE TRAINING FOR NON LETHAL WEAPONS
SHALL OCCUR AT LEAST ONCE EVERY TWO YEARS.**

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Spreadsheet of all employees that carry authorized less lethal weapons that includes a list of all authorized weapons and dates of training.
- ❖ Bi-annual training roster
- ❖ Challenging standard to prove/maintain compliance

De-escalation Training 11.10

THE AGENCY PROVIDES VIOLENCE DE-ESCALATION TRAINING TO PEACE OFFICERS AS REQUIRED BY THE WASHINGTON CRIMINAL JUSTICE TRAINING COMMISSION.

PROOF OF COMPLIANCE

- ❖ Training roster showing personnel have completed de-escalation training at the time of the final file review. Include dates of training.
- ❖ Copy of agency commissioned personnel roster in this file for the year of file review.

Performance Evaluation 12.1

Annual Evaluations

THE AGENCY HAS AN EVALUATION POLICY THAT REQUIRES **FORMAL WRITTEN** REVIEW OF THE WORK PERFORMANCE OF EACH EMPLOYEE AND IS CONDUCTED ANNUALLY*.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Applies to all Command staff and political appointees (Sheriff's offices) except for the Chief or Sheriff
- ❖ Roster of employee evaluations (and dates) completed for each year during the evaluation period.
- ❖ Agency policy

Performance Evaluation 12.2

Probationary Employee Evaluations

THE AGENCY HAS A SYSTEM FOR EVALUATING THE PERFORMANCE OF **ALL PROBATIONARY EMPLOYEES.**

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Agency policy on probationary employee evaluations
- ❖ Redacted DOR, MOR, end of block/phase evaluation and/or final probationary evaluation
- ❖ Applies to civilians
- ❖ May apply to newly promoted employees if promulgated in agency policy.
- ❖ Tough standard – look for policy language requirements and timelines for delivery of evaluations

Code of Conduct 13.1

Conditions of Work

THE AGENCY HAS A CODE OF CONDUCT THAT PROVIDES CLEAR EXPECTATIONS FOR ALL EMPLOYEES AND INCLUDES GUIDELINES FOR SPEECH, EXPRESSION AND SOCIAL NETWORKING.

PURPOSE: TO ESTABLISH PROFESSIONAL GUIDELINES FOR ALL EMPLOYEES THAT PROVIDE CONSISTENCY AND CONFORMITY OF APPEARANCE AND OPERATION, MINIMIZE OR ELIMINATE CONFLICTS OF INTEREST, AND COMPLY WITH LEGAL MANDATES.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy that supports standard
- ❖ Memo to file or redacted I/A summary

Code of Conduct 13.2

Unlawful Harassment

THE AGENCY HAS A POLICY PROHIBITING SEXUAL AND ANY OTHER FORMS OF UNLAWFUL OR IMPROPER HARASSMENT OR DISCRIMINATION IN THE WORKPLACE.

THE POLICY PROVIDES GUIDELINES FOR REPORTING UNLAWFUL OR IMPROPER CONDUCT, INCLUDING HOW TO REPORT IF THE OFFENDING PARTY IS IN THE COMPLAINANT'S CHAIN OF COMMAND. THE POLICY INCLUDES "WHISTLEBLOWER" PROTECTION.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy that supports standard
- ❖ Copy of redacted complaint or memo to file
- ❖ Be aware of training requirements for policy and related proofs

Code of Conduct 13.3

Biased-Based Policing Prohibition

THE AGENCY HAS A POLICY PROHIBITING BIASED-BASED PROFILING, WHICH ALSO HAS BEEN KNOWN AS “RACIAL PROFILING.”

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy that supports standard
- ❖ Be aware of training requirements for policy and related proofs



Code of Conduct 13.4

Domestic Violence Investigations Involving Law Enforcement Employees

**THE AGENCY HAS WRITTEN POLICY AND PROCEDURE
FOR RESPONDING TO AND INVESTIGATING ALLEGATIONS
OF DOMESTIC VIOLENCE INVOLVING EMPLOYEES OF LAW
ENFORCEMENT AGENCIES.**

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy that supports standard
- ❖ Redacted incident report narrative
- ❖ Memo to file if no incidents

Code of Conduct 13.5

Impeachment and Disclosure Information

THE AGENCY HAS WRITTEN POLICY GOVERNING DISCLOSURE OF POTENTIAL IMPEACHMENT INFORMATION TO PROSECUTORS INVOLVING POLICE EMPLOYEES WHO MAY BE CALLED TO TESTIFY UNDER OATH

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy that supports standard and mirrors agency practice
- ❖ Copy of redacted memo, email or other communication to file

Code of Conduct 13.6

Drug and Alcohol testing

THE AGENCY HAS AN ALCOHOL AND DRUG USE POLICY, OR LANGUAGE CONTAINED IN LOCAL COLLECTIVE BARGAINING AGREEMENT(S) THAT ADDRESSES DRUG AND ALCOHOL USE, AND INCLUDES LANGUAGE THAT COVERS TESTING OF EMPLOYEES SUSPECTED OF DRUG AND/OR ALCOHOL WHERE THE EMPLOYEE'S FITNESS FOR DUTY IS QUESTIONED.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy or CBA that supports standard and mirrors agency practice
- ❖ Memo to file or redacted summary of an I/A investigation

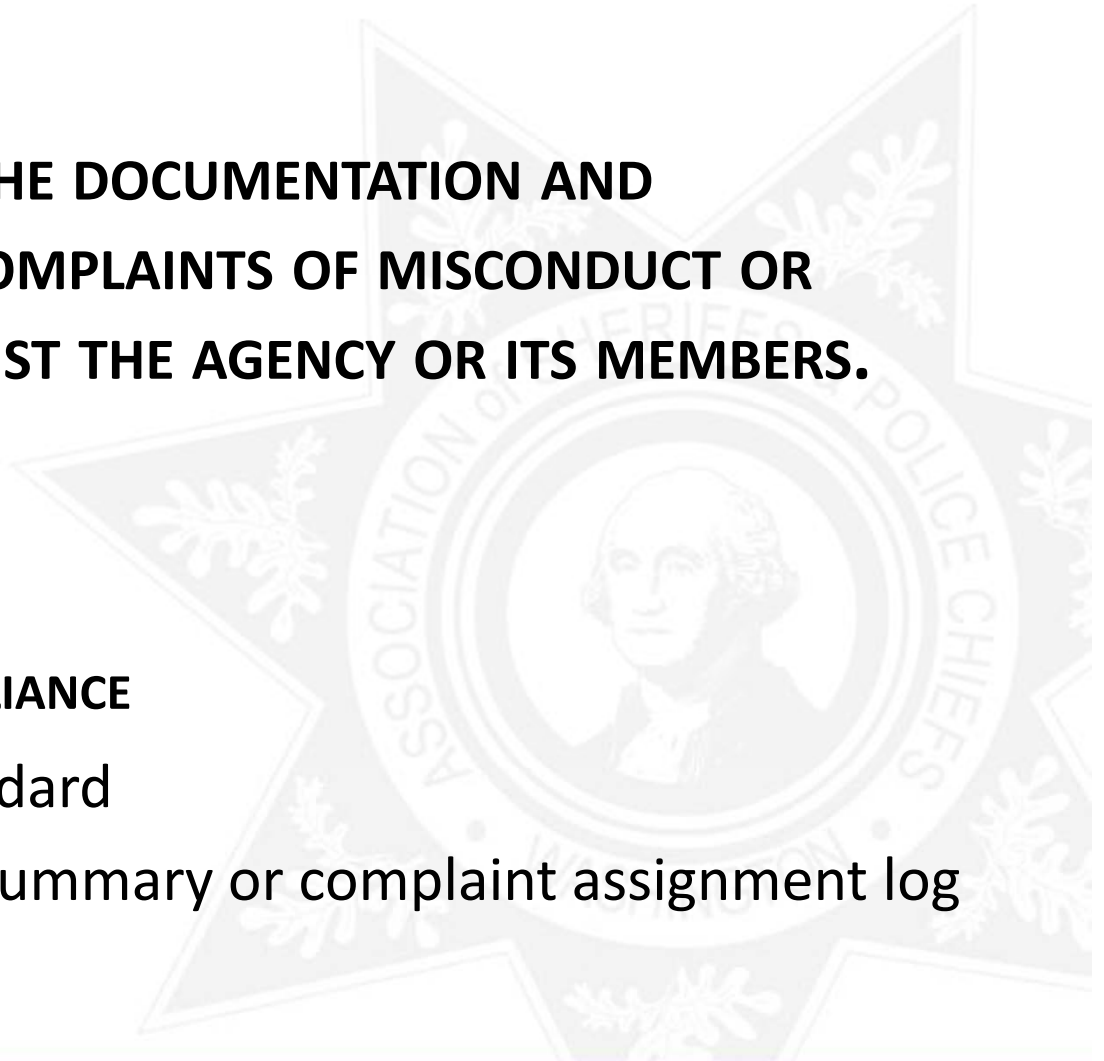
Internal Affairs 14.1

Documentation and Investigation of Complaints

THE AGENCY REQUIRES THE DOCUMENTATION AND INVESTIGATION OF ALL COMPLAINTS OF MISCONDUCT OR ILLEGAL BEHAVIOR AGAINST THE AGENCY OR ITS MEMBERS.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy that meets standard
- ❖ Copy of redacted I/A summary or complaint assignment log



Internal Affairs 14.2

Complaint Assignment

THE AGENCY IDENTIFIES WHICH COMPLAINTS SUPERVISORS INVESTIGATE AND WHICH TYPES OF COMPLAINTS ARE INVESTIGATED BY AN INTERNAL AFFAIRS FUNCTION.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy that meets standard
- ❖ Copy of redacted complaint log or I/A Summary
- ❖ Interview with I/A investigator or Command staff

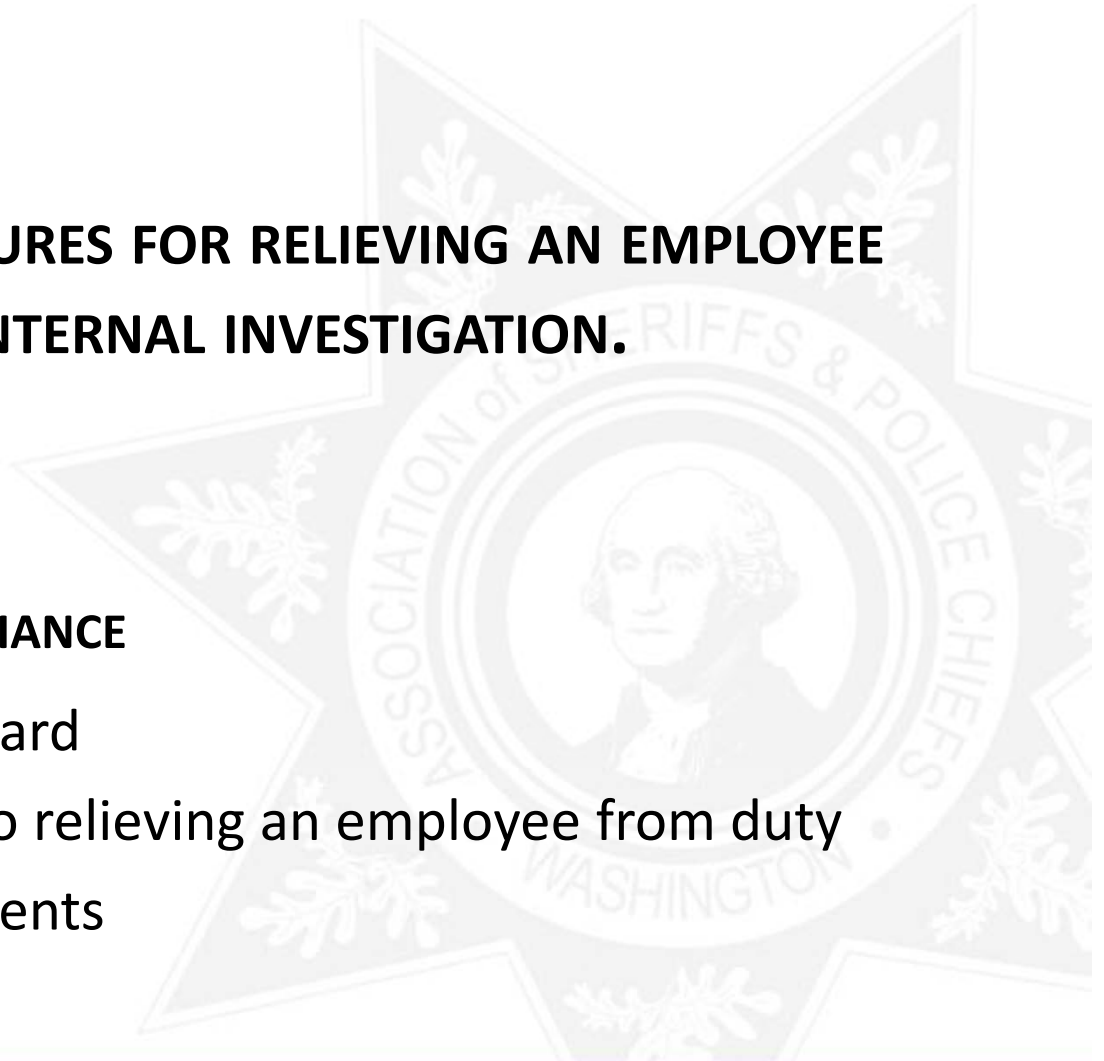
Internal Affairs 14.3

Relief From Duty

THE AGENCY HAS PROCEDURES FOR RELIEVING AN EMPLOYEE FROM DUTY DURING AN INTERNAL INVESTIGATION.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy that meets standard
- ❖ Copy of redacted memo relieving an employee from duty
- ❖ Memo to file if no incidents



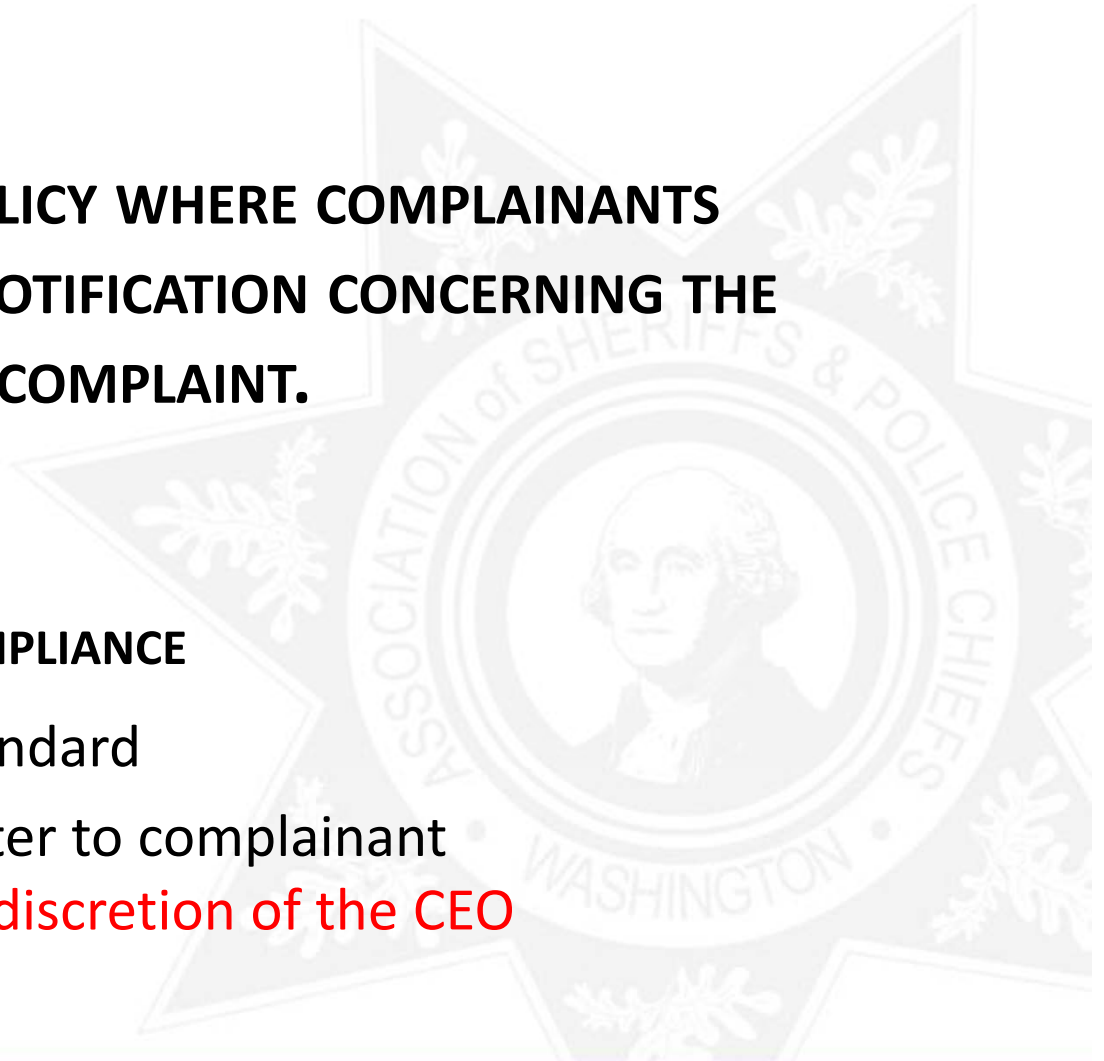
Internal Affairs 14.4

Complaint Notifications

THE AGENCY HAS A POLICY WHERE COMPLAINANTS ARE PROVIDED WITH NOTIFICATION CONCERNING THE DISPOSITION OF THEIR COMPLAINT.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy that meets standard
- ❖ Copy or redacted letter to complainant
 - Content is at the discretion of the CEO



Internal Affairs 14.5

Records of Complaints/Dispositions

THE AGENCY MAINTAINS RECORDS OF COMPLAINTS AND THEIR DISPOSITIONS IN ACCORDANCE WITH WASHINGTON STATE RETENTION GUIDELINES.

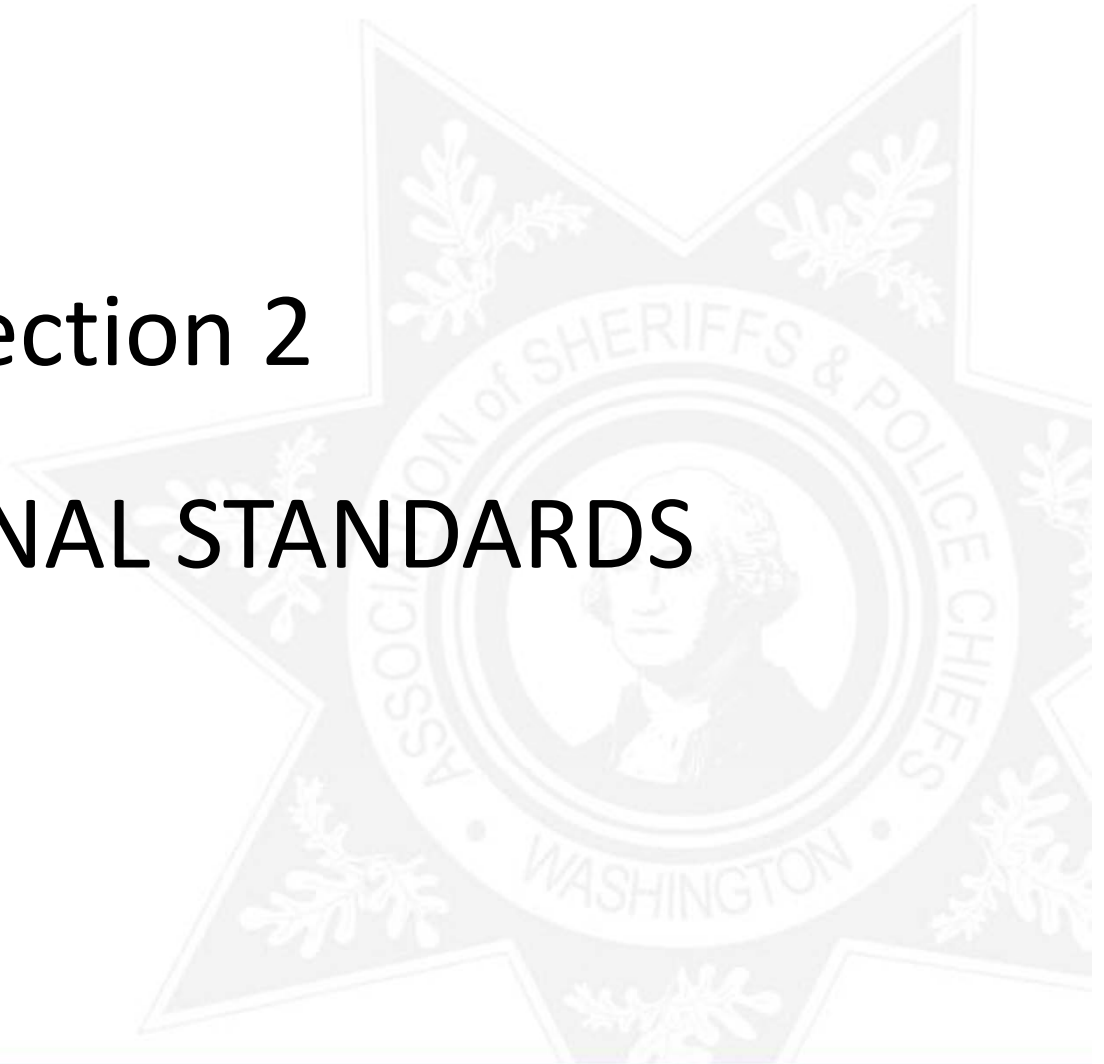
EVIDENCE/PROOF OF COMPLIANCE

- ❖ Current/recent destruction log
- ❖ Interview with Records custodian or I/A investigator

WASPC LAW ENFORCEMENT ACCREDITATION STANDARDS MANUAL

Section 2

OPERATIONAL STANDARDS



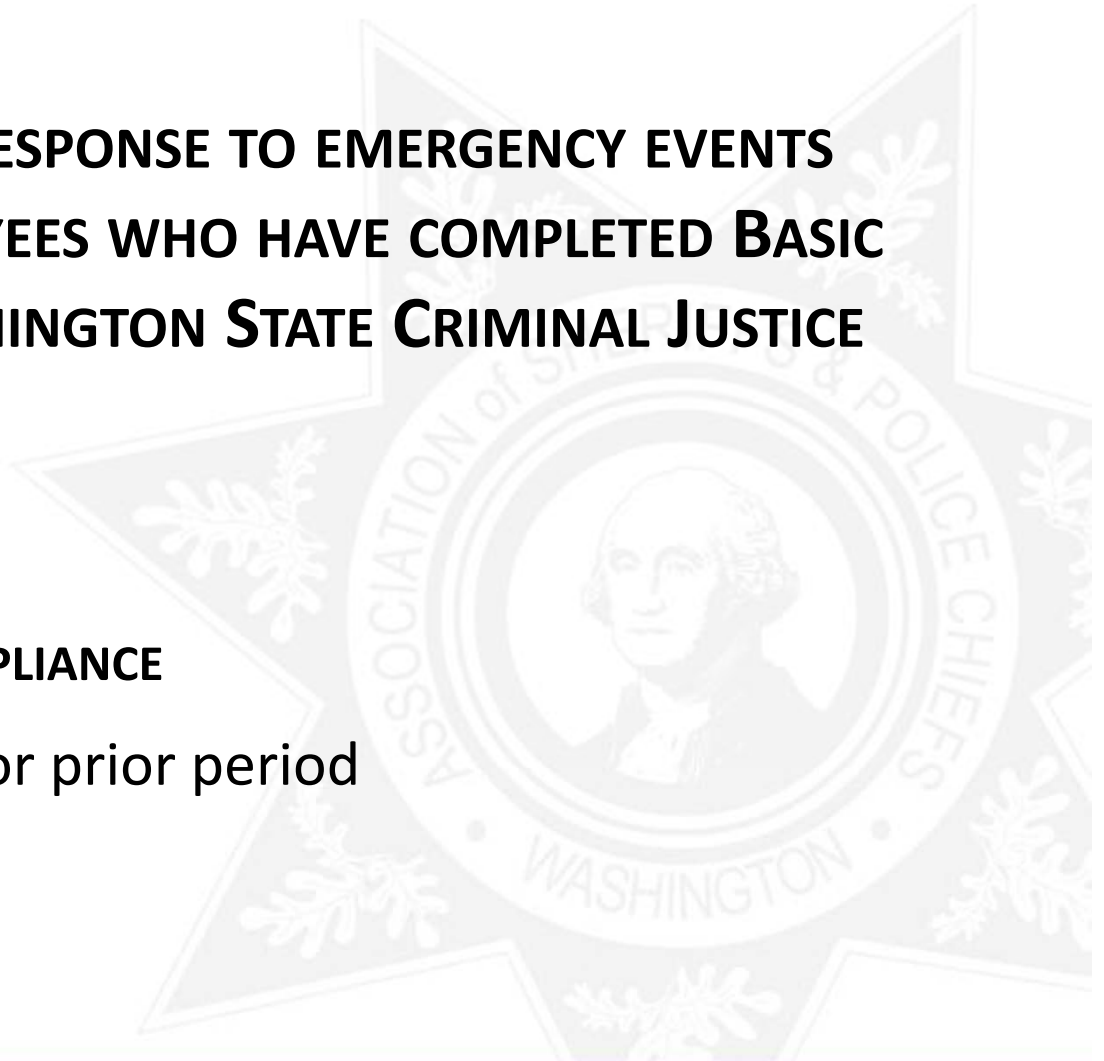
Patrol Function 15.1

Response to Emergencies

THE AGENCY PROVIDES RESPONSE TO EMERGENCY EVENTS 24/7 BY SWORN EMPLOYEES WHO HAVE COMPLETED BASIC TRAINING PER THE WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ CAD activity report for prior period
- ❖ BLEA certificates



Patrol Function 15.2

Emergency and Non-Emergent Responses

THE AGENCY HAS PROCEDURES FOR RESPONSE TO EMERGENCY AND NON-EMERGENCY CALLS.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Written procedures/directives/policy
- ❖ Case or incident reports identifying response to both type of calls.

Patrol Function 15.3

Vehicle Emergency Equipment

THE AGENCY HAS WRITTEN GUIDELINES FOR THE USE OF AUTHORIZED VEHICLE EMERGENCY EQUIPMENT

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Written policy or guidelines that meet standard
- ❖ Case or incident report proving compliance
- ❖ Interview of officer or sergeant

Pursuits 15.4

Motor Vehicle Pursuits

THE AGENCY HAS POLICIES GOVERNING THE PURSUIT OF MOTOR VEHICLES THAT CONFORMS TO WASHINGTON STATE LAW.

Purpose: In compliance with state laws to establish clear direction on the initiation and conduct of police pursuits that includes on-going training requirements and a review/analysis processes.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy that meets standard **and the latest RCW revisions**
- ❖ Copy of redacted case report pages that cover policy and RCW.
- ❖ NOTE: Be aware of training requirements of RCW and your policy

Traffic Function 15.5

Investigating Vehicle Crashes

THE AGENCY HAS PROCEDURES FOR INVESTIGATING VEHICLE COLLISIONS ON PUBLIC AND PRIVATE PROPERTY AND USES THE CURRENT WASHINGTON STATE PATROL, OR E-REPORTING (SECTOR), ACCIDENT REPORTING FORMS.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy or procedure that meets standard
- ❖ Copy of redacted traffic accident report

Traffic Function 15.6

Hazardous Road Conditions

THE AGENCY HAS PROCEDURES TO TAKE TIMELY ACTION TO ADDRESS HAZARDOUS ROAD CONDITIONS.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy or procedure that meets standard
- ❖ Interview with Officer/Deputy or Sergeant



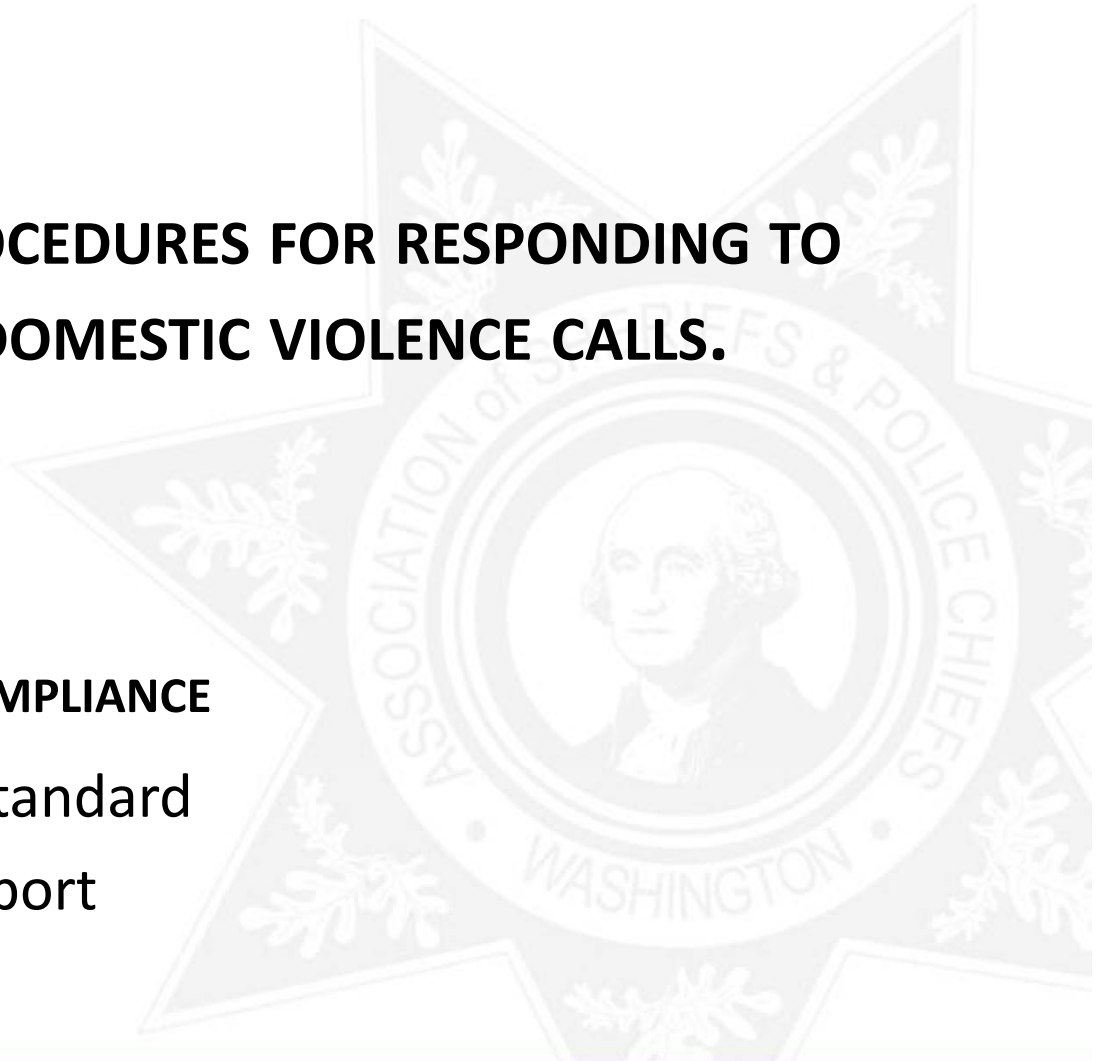
Patrol Function 15.7

Domestic Violence Investigations

THE AGENCY HAS PROCEDURES FOR RESPONDING TO AND INVESTIGATING DOMESTIC VIOLENCE CALLS.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy that meets standard
- ❖ Copy of DV case report



Patrol Function 15.8

Public Alert Systems

**THE AGENCY HAS PROCEDURES FOR
UTILIZING PUBLIC ALERT SYSTEMS.**

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy that meets standard
 - Does the policy contain the most updated Public Alert language (Amber, Blue, Silver/Missing Exploited person)
- ❖ Case report with Public Alert documentation
- ❖ Memo to file if no incidents

Patrol Function 15.9

Responding to the Mentally Ill

THE AGENCY HAS PROCEDURES FOR THE HANDLING OF MENTALLY ILL INDIVIDUALS, INCLUDING THOSE PENDING CRIMINAL CHARGES AND MENTAL HEALTH COMMITMENT.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy/Procedure/Directive that meets standard
 - Be aware of the language related to offenders awaiting trial or serving mental health commitments

Patrol Function 15.10

Mental Health Referrals

THE AGENCY HAS POLICY THAT ADDRESSES REFERRAL OF SUBJECTS TO A MENTAL HEALTH AGENCY AFTER RECEIVING A REPORT OF THREATENED OR ATTEMPTED SUICIDE

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy that meets standard
- ❖ Redacted case reports or referral/commitment documents

NOTE: Ensure officers are aware of police responsibilities when handling suicidal subjects.

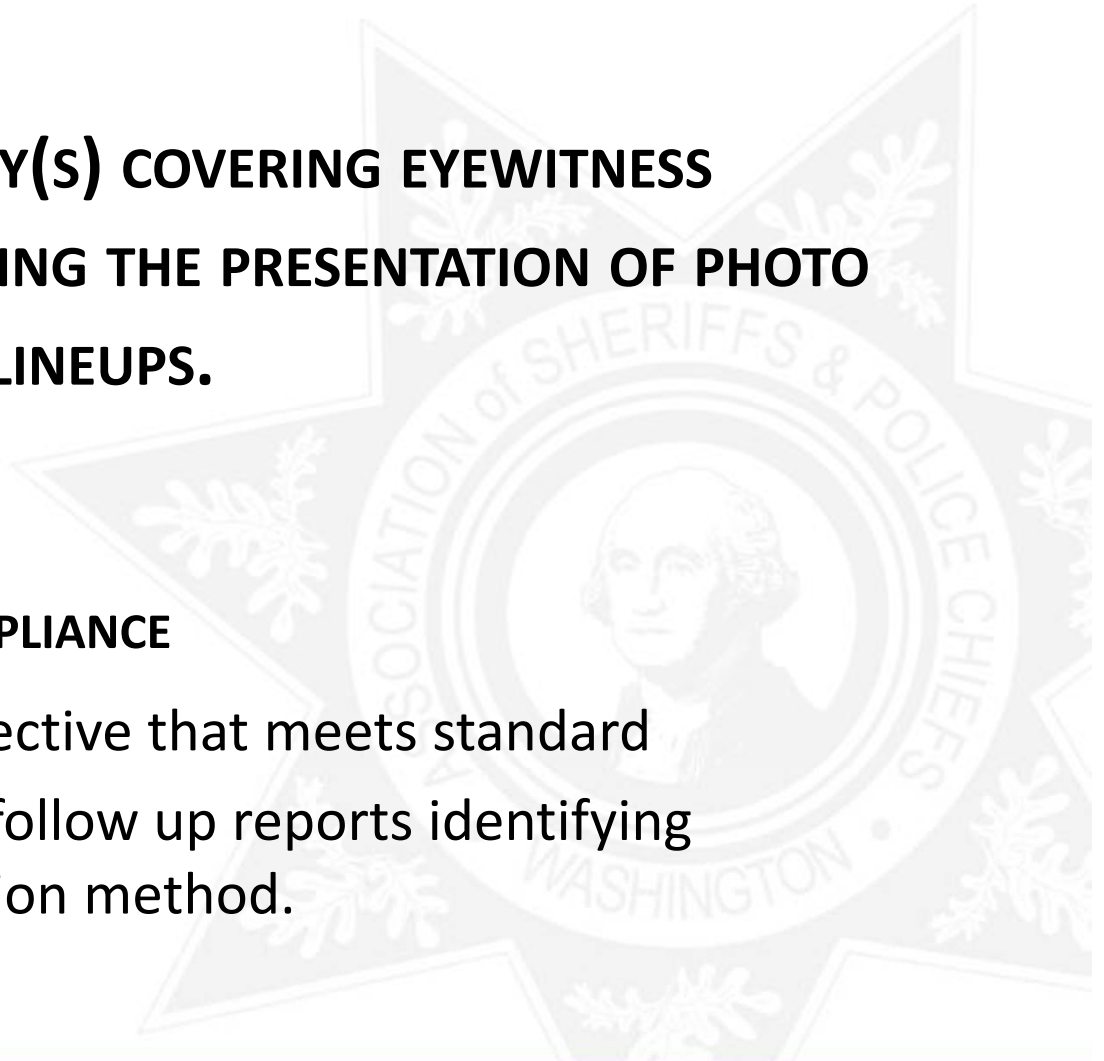
Patrol Function 15.11

Eyewitness Identification

THE AGENCY HAS POLICY(S) COVERING EYEWITNESS IDENTIFICATION INCLUDING THE PRESENTATION OF PHOTO ARRAYS AND PHYSICAL LINEUPS.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy/Procedure/Directive that meets standard
- ❖ Case or investigative follow up reports identifying delivery of identification method.



Patrol Function 15.12

Protection Orders (updated 5/2022)

AGENCY HAS POLICY **AND PROVIDES TRAINING ON THE SERVICE OF PROTECTION ORDERS, EXTREME RISK PROTECTION ORDERS (ERPOs), AND ORDERS TO SURRENDER WEAPONS. POLICY DIRECTS PERSONNEL TO ATTEMPT PERSONAL SERVICE NOT MORE THAN 10 DAYS AFTER THE AGENCY HAS RECEIVED THE ORDER (RCW 7.94.060).**

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy/Procedure/Directive that meets standard
- ❖ Training lesson plan or related documents and roster of attendees
- ❖ Redacted case reports or memo to file

Investigative Function 16.1

Case Management System

THE AGENCY UTILIZES A CASE MANAGEMENT SYSTEM FOR SCREENING AND ASSIGNING INCIDENT REPORTS FOR FOLLOW-UP INVESTIGATIONS.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Copy of case management system report for Detective(s)
- ❖ Policy to guide/direct employees

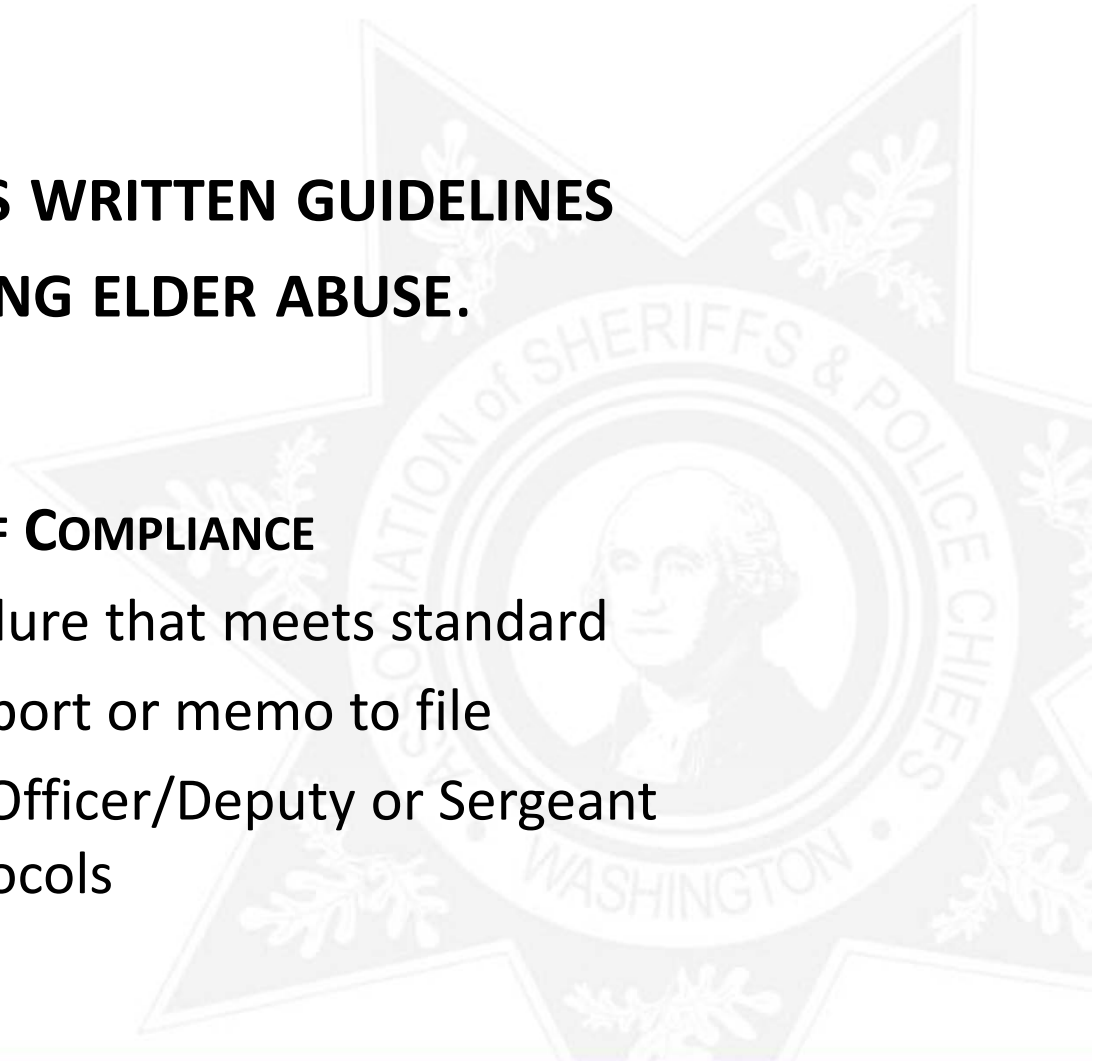
Investigative Function 16.2

Elder Abuse Investigations

**THE AGENCY HAS WRITTEN GUIDELINES
FOR INVESTIGATING ELDER ABUSE.**

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy or procedure that meets standard
- ❖ Copy of case report or memo to file
- ❖ Interview with Officer/Deputy or Sergeant to confirm protocols



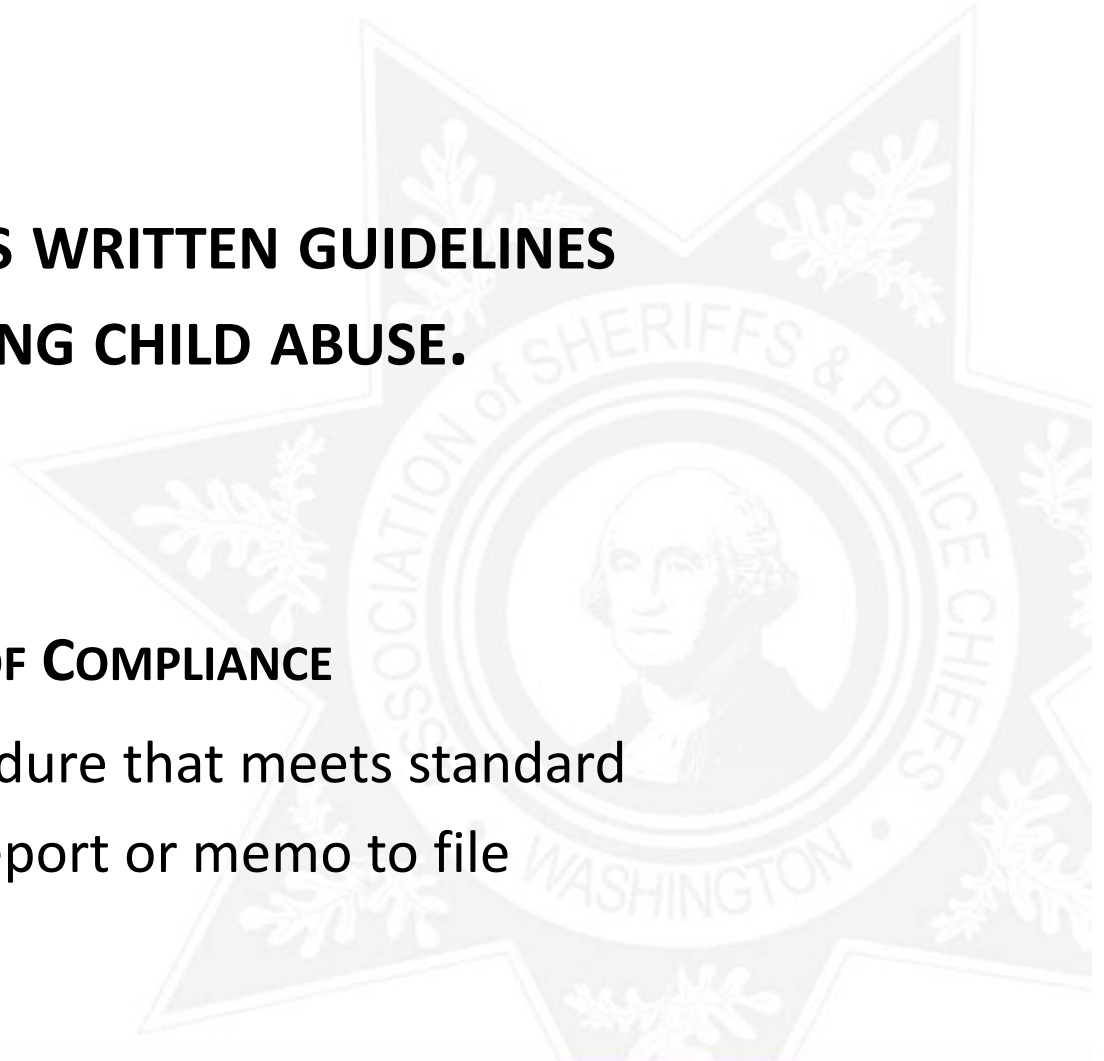
Investigative Function 16.3

Child Abuse Investigations

**THE AGENCY HAS WRITTEN GUIDELINES
FOR INVESTIGATING CHILD ABUSE.**

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy or procedure that meets standard
- ❖ Copy of case report or memo to file



Investigative Function 16.4

Interviews of Child Victims

THE AGENCY REQUIRES THAT INTERVIEWERS OF CHILD VICTIMS OF SEXUAL ABUSE CASES HAVE RECEIVED THE MANDATED TRAINING FROM THE WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Copy of CJTC training certificate(s) for interviewers
- ❖ Policy or procedures that guide child interviews
- ❖ Redacted case report with detective credentials included in text

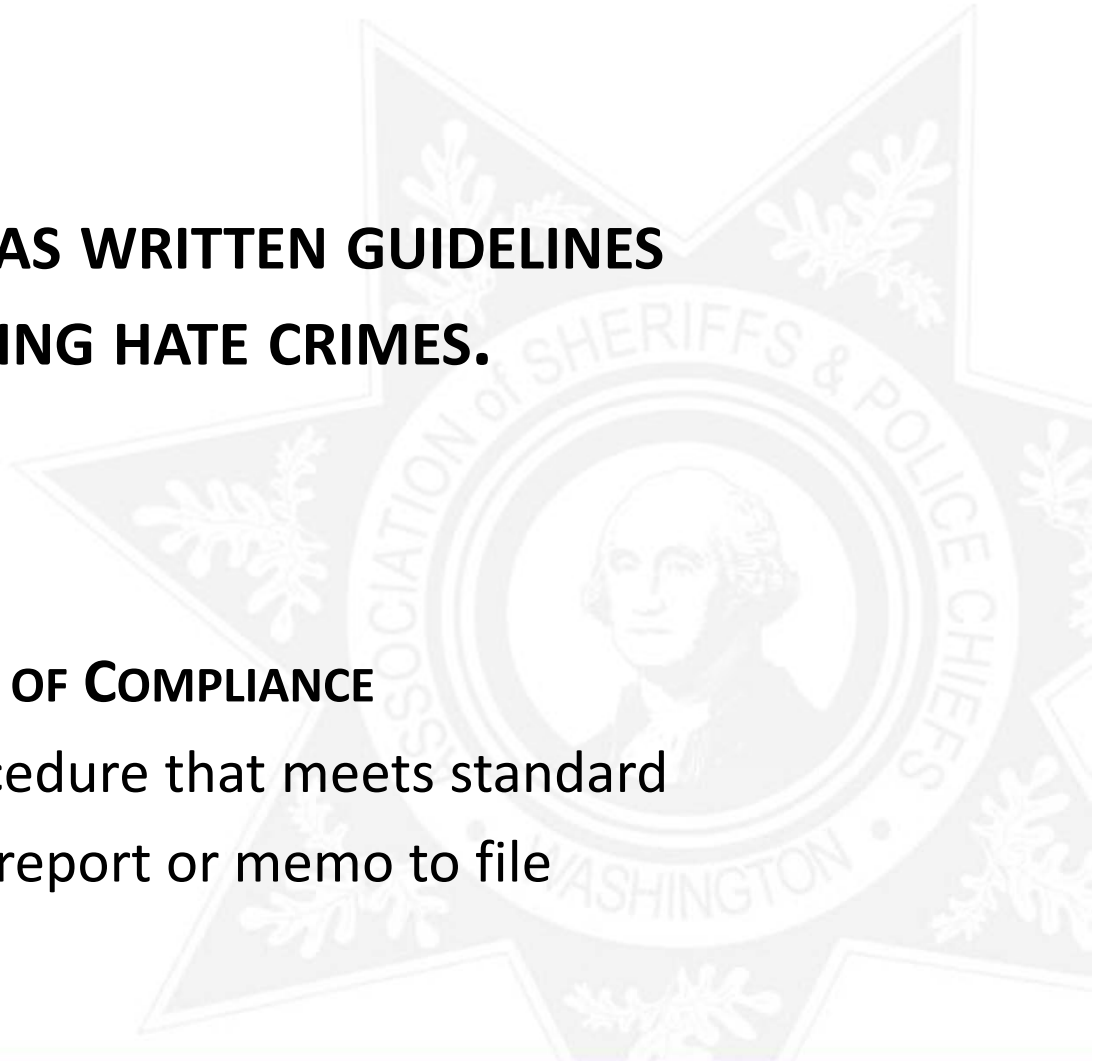
Investigative Function 16.5

Hate Crime Investigations

**THE AGENCY HAS WRITTEN GUIDELINES
OR INVESTIGATING HATE CRIMES.**

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy or procedure that meets standard
- ❖ Copy of case report or memo to file



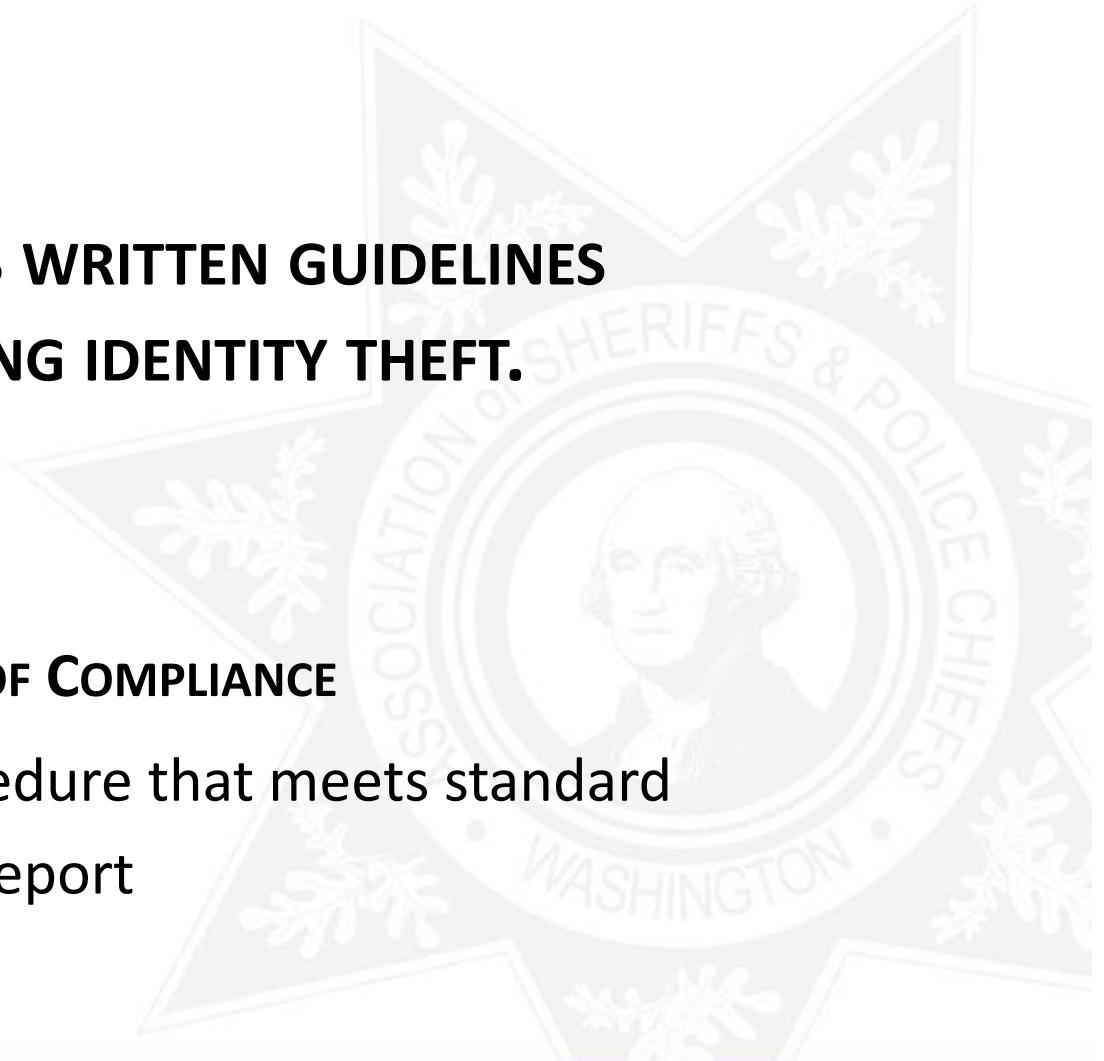
Investigative Function 16.6

Identity Theft Investigations

**THE AGENCY HAS WRITTEN GUIDELINES
FOR INVESTIGATING IDENTITY THEFT.**

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy or procedure that meets standard
- ❖ Copy of case report



Investigative Function 16.7

Use of Informants

THE AGENCY HAS POLICIES AND PROCEDURES GOVERNING THE USE OF INFORMANTS.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy or procedure that meets standard
- ❖ Interview with Detective or Sergeant
- ❖ Redacted informant file to confirm compliance with standard and local agency policies.
- ❖ Audits of investigative funds? (see 9.6)

Investigative Function 16.8

Victim/Witness Privacy and Protection

VICTIMS AND WITNESSES ARE INTERVIEWED IN LOCATIONS THAT ARE SEPARATED BY SIGHT AND SOUND FROM THE PUBLIC AREAS OF THE FACILITY.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Inspection of interview facilities during tour
- ❖ Interview of Officer/Deputy/Detective

Evidence and Property Control Function 16.9

Notification - Notifying Owners of Property Seized

SEIZURES AND FORFEITURES: PERSONS WITH A VESTED INTEREST IN PROPERTY AND EVIDENCE ARE PROVIDED THE LEGAL REASON FOR THE SEIZURE AND INTENDED FORFEITURE AS DEFINED BY STATE LAW. THE AGENCY HAS PROCEDURES FOR NOTIFICATION, APPEAL AND DISPOSITION.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy or procedure that meets standard
- ❖ Copy of seizure notification and adjudication documents
- ❖ Interview with seizure officer to confirm protocols

Investigative Function 16.10

Case Deconfliction

THE AGENCY HAS CLEARLY DEFINED DECONFLICTION PROCEDURES IN PLACE WHEN CONDUCTING FELONY LEVEL INVESTIGATIONS THAT POSE GREATER THAN NORMAL RISK TO OFFICERS, CITIZENS AND/OR PROPERTY.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy or procedures that meets standard
- ❖ Copy of ops plan, incident or after-action report
- ❖ Interview with officer or detective

Evidence and Property Control Function 17.1

Collection and Identification

THE AGENCY HAS PROCEDURES FOR THE PROPER COLLECTION AND IDENTIFICATION OF EVIDENCE AND PROPERTY CONSISTENT WITH THE WASHINGTON STATE PATROL CRIME LAB GUIDELINES.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy or procedure that meets standard
- ❖ Copy of completed evidence form/report
- ❖ Interview with property custodian to confirm compliance with policy.

Evidence and Property Control Function 17.2

Notification- Notifying Owners of Property Recovered

NOTIFICATIONS: THE AGENCY HAS POLICIES REQUIRING EFFORTS ARE MADE TO IDENTIFY AND NOTIFY THE OWNERS OR CUSTODIANS OF PROPERTY AND EVIDENCE IN THE AGENCY'S CUSTODY.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy or procedure that meets standard
- ❖ Copy of redacted notification letter

Evidence and Property Control Function 17.3

Booking - Booking Before End of Shift

BOOKING – THE AGENCY HAS POLICY THAT REQUIRE PROPERTY AND EVIDENCE IS PLACED UNDER THE CONTROL OF THE PROPERTY AND EVIDENCE FUNCTION BEFORE THE OFFICER COMPLETES THEIR SHIFT.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy or procedure that meets standard
- ❖ Copy of case report indicating chain of custody and timing
- ❖ Interview with Officer/Deputy to confirm protocols
- ❖ **No exceptions to this standard**

Evidence and Property Control Function 17.4

Temporary Storage and Processing

BOOKING – THE AGENCY HAS THE MEANS TO TEMPORARILY SEPARATE AND SECURE PROPERTY AND EVIDENCE WHILE IT IS WAITING PROCESSING INTO THE PERMANENT STORAGE FACILITY.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Inspection of property room
- ❖ Interview with Patrol Officer/Deputy or Property room officer

Evidence and Property Control Function 17.5

Perishable Evidence or Property

BOOKING – THE AGENCY HAS THE MEANS TO PROPERLY PRESERVE AND SECURE PERISHABLE PROPERTY BOTH TEMPORARILY AND AFTER IT IS RECEIVED IN THE PERMANENT STORAGE FACILITY.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Inspection of property room
- ❖ Interview with Property room officer to confirm drying cabinet or freezer(s)

Evidence and Property Control Function 17.6

Hazardous Materials

BOOKING – THE AGENCY HAS THE MEANS TO TEMPORARILY SEPARATE AND SECURE EVIDENCE CONTAINING HAZARDOUS MATERIALS WHILE IT IS WAITING PROCESSING INTO THE APPROPRIATE PERMANENT STORAGE FACILITY.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Inspection of property room and/or storage vessel
- ❖ Interview with Patrol Officer/Deputy or Property room Officer to confirm protocols

Evidence and Property Control Function 17.7

Facility Security

THE PERMANENT STORAGE FACILITY HAS CONTROLS TO KEEP PROPERTY PROTECTED FROM UNAUTHORIZED ENTRY, FIRE, MOISTURE, EXTREME TEMPERATURE, AND PESTS. AT A MINIMUM, ALARMS FOR UNAUTHORIZED ENTRY AND FIRE MUST BE MONITORED 24/7.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Inspection of property room to check for standard compliance and alarms for both entry and fire.
- ❖ Interview with Property room officer

Evidence and Property Control Function 17.8

Facility Controls – Preventing Exposure

THE PERMANENT STORAGE FACILITY CONTAINING BIOHAZARDS OR ORGANIC MATTER HAS SYSTEMS IN PLACE TO PREVENT THE EXPOSURE OF HAZARDS AND NOXIOUS ODORS TO AGENCY EMPLOYEES AND THE PUBLIC.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Inspection of property room to confirm ventilation
- ❖ Interview with Property room officer

Evidence and Property Control Function 17.9

Facility Restricted Access

**PHYSICAL SECURITY – ACCESS TO THE AGENCY'S
PROPERTY AND EVIDENCE FACILITIES IS RESTRICTED
TO AUTHORIZED EMPLOYEES ONLY.**

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy or procedure to support standard
- ❖ Interview with Property Room officer or Commander to confirm compliance

Evidence and Property Control Function 17.10

Person Entry/Exit Recording

PHYSICAL SECURITY – THE AGENCY RECORDS THE NAME, DATE, TIME, AND PURPOSE OF PERSONS WHO ENTER AND LEAVE THE STORAGE FACILITY, WHO ARE NOT ASSIGNED TO THE PROPERTY/EVIDENCE FUNCTION.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy or procedure to support standard
- ❖ Inspection of property room entry log
- ❖ Interview with Property Room officer or Commander to confirm compliance

Evidence and Property Control Function 17.11

Security of Sensitive Property

PHYSICAL SECURITY – THE AGENCY PROVIDES ADDITIONAL SECURITY FOR GUNS, DRUGS, CASH, JEWELRY, OR OTHER SENSITIVE OR VALUABLE PROPERTY, THAT IS OVER AND ABOVE THAT PROVIDED FOR OTHER PROPERTY AND EVIDENCE.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Inspection of property room to confirm additional security measures
- ❖ Interview with Property room officer

Evidence and Property Control Function 17.12

Tracking: Evidence/Property Tracking System

EVIDENCE AND PROPERTY IS PACKAGED, INDIVIDUALLY TAGGED AND LOGGED INTO A CENTRALIZED TRACKING SYSTEM AS SOON AS POSSIBLE. THE TRACKING SYSTEM MUST ACCURATELY DESCRIBE THE CURRENT LOCATION OF EVERY PIECE OF PROPERTY AND EVIDENCE.

Purpose: A meaningful records and tracking procedure for the evidence and property system is a requirement for the protection and integrity of the evidence and property in the custody of the law enforcement agency.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Copy of evidence/property form/report confirming chain of custody
- ❖ Inspection of property room and confirmation of tracking system

Evidence and Property Control Function 17.13

Tracking: Evidence/Property Reports

TRACKING – EVERY PIECE OF PROPERTY AND EVIDENCE IS RELATED TO A REPORT DESCRIBING THE CIRCUMSTANCES OF THE SEIZURE OR CUSTODY BY THE AGENCY.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Case report describing circumstances of seizure
- ❖ Audit of random item(s) entered into evidence with corresponding case and evidence forms.

Evidence Weighing and Destruction 17.14

**DRUGS ARE WEIGHED USING A CALIBRATED SCALE
WHENEVER THEY ENTER OR LEAVE THE SECURED FACILITY
UNLESS THEY ARE BEING PREPARED FOR DESTRUCTION.**

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy or procedure to support standard
- ❖ Inspection of scale with calibration sticker or documents
- ❖ Evidence chain of custody documents, or property records, showing weighing of drugs as they exit/enter the property room.

Evidence Weighing and Destruction 17.15

THE AGENCY HAS PROCESSES FOR THE DESTRUCTION OF DRUG EVIDENCE THAT INCLUDES, AT A MINIMUM, A VISUAL INSPECTION OF THE PROPERTY ITEM TO DETECT POSSIBLE TAMPERING AND WEIGHING OF RANDOM SELECTIONS.

Purpose: Agencies should provide additional processes to ensure that drug evidence is not tampered with prior to destruction. This process and the destruction are witnessed by at least one other person who does not have access to the property room.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy or procedure to support standard
- ❖ Memo to file explaining each destruction event including checking of package seals and weighing of random drug items at destruction

Evidence and Property Control Function 17.16

Purging: Releasing Property

PURGING – THE AGENCY HAS POLICIES GOVERNING THE RELEASE AND DISPOSITION OF PROPERTY AND EVIDENCE IN ACCORDANCE WITH APPLICABLE STATE LAW.

Evidence/Proof of Compliance

- ❖ Policy or procedure to support standard
- ❖ Copy of evidence/property form confirming policy compliance



Evidence and Property Control 17.17

Purging: Disposal of Hazardous Materials

PURGING – PROPERTY CONTAINING HAZARDOUS MATERIALS, BIOLOGICAL HAZARDS OR OTHER MATERIALS RESTRICTED BY STATE OR LOCAL HEALTH REGULATIONS IS DISPOSED OF PROPERLY.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy or procedure to support standard
- ❖ Invoice from entity facilitating destruction
- ❖ Memo to file explaining destruction event
- ❖ Interview with Property Room officer

Evidence and Property Control Function 17.18

Purging: Recording Sold Property

PURGING – WHEN PROPERTY IS SOLD, THE DISPOSITION OF THE MONEY RECEIVED IS ACCOUNTED FOR AND RECORDED ACCORDING TO STATE LAW.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Copy of report or receipts documenting sale of property and disposition of proceeds into local treasury.
- ❖ Interview with Property Room officer

Evidence and Property Control Function 17.19

Purging: Destruction of Drugs/Contraband

PURGING – THE AGENCY DESTROYS ILLEGAL DRUGS, CONTRABAND AND OTHER ILLEGAL ITEMS BY METHODS THAT ARE SAFE. DOCUMENTATION OF DESTRUCTION IS MAINTAINED ACCORDING TO THE STATE’S RETENTION SCHEDULE.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Destruction documentation and report/memo to CEO
- ❖ Invoice from destroying entity (if applicable)
- ❖ Copy of evidence/property form confirming destruction
- ❖ Interview with Property Room officer

Evidence and Property Control Function 17.20

Audits of Property

AUDITS – THE AGENCY ENSURES THAT AN UNANNOUNCED AUDIT OF EVIDENCE AND PROPERTY, INCLUDING DRUGS, MONEY, JEWELRY AND FIREARMS IS CONDUCTED AT LEAST ANNUALLY* BY PERSONNEL NOT DIRECTLY IN THE EVIDENCE UNIT'S CHAIN OF COMMAND.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy or procedure to support standard
- ❖ Copy of memo or report documenting audit
 - Scope of audit is at the discretion of the CEO but must include at least those items identified in the standard

Evidence and Property Control Function 17.21

Inventory After Change of Command

A FULL INVENTORY OF SENSITIVE ITEMS, TO INCLUDE MONEY, JEWELRY, DRUGS AND GUNS, IS CONDUCTED WHENEVER A CHANGE OF THE PROPERTY ROOM MANAGER OCCURS.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy or procedure to support standard
- ❖ Report of audit/inventory to CEO
- ❖ Memo to file if no change of manager

Evidence and Property Control Function 17.22*

Clearing Evidence/Property

THE AGENCY HAS PROCEDURES TO CLEAR ELIGIBLE PROPERTY/EVIDENCE FROM THE PROPERTY ROOM.

THE PROPERTY ROOM MANAGER WILL PROVIDE AN ANNUAL* WRITTEN REPORT TO THE CHIEF EXECUTIVE ON THE NUMBER OF ITEMS CLEARED DURING THE PRIOR YEAR.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy or procedure to support standard
- ❖ Annual reports of cleared property to CEO

Evidence and Property Control Function 17.23

Surrendered Firearms

THE AGENCY HAS POLICY COMPLYING WITH RCWs 7.94 AND 9.41 REGARDING THE ACCEPTANCE, STORAGE, AND RELEASE OF FIREARMS SURRENDERED TO THE DEPARTMENT.

(SEE LENGTHY PURPOSE STATEMENT IN STANDARDS DOCUMENT)

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy to support standard
- ❖ Case report, court documents and/or property room documents related to surrendered firearms.
- ❖ Memo to file if no incidents

Evidence and Property Control Function 17.24

Release of Firearms

THE AGENCY HAS POLICY COMPLYING WITH RCWs 7.94 AND 9.41 FOR NOTIFICATION OF FAMILY OR HOUSEHOLD MEMBERS WHEN FIREARMS HELD PURSUANT TO A COURT ORDER ARE RELEASED.

(SEE LENGTHY PURPOSE STATEMENT IN STANDARDS DOCUMENT)

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy to support standard
- ❖ Case report, court documents and/or property room notification documents.
- ❖ Memo to file if no incidents

Prisoner Security 18.1

Restraint During Transport

THE AGENCY HAS WRITTEN GUIDELINES GOVERNING THE METHODS AND USE OF RESTRAINING DEVICES USED DURING PRISONER TRANSPORTS.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy or procedure to support standard
- ❖ Case reports describing representative use of restraints
- ❖ Interview with Patrol Officer/Deputy or Transport Officer(s) to confirm policy compliance.

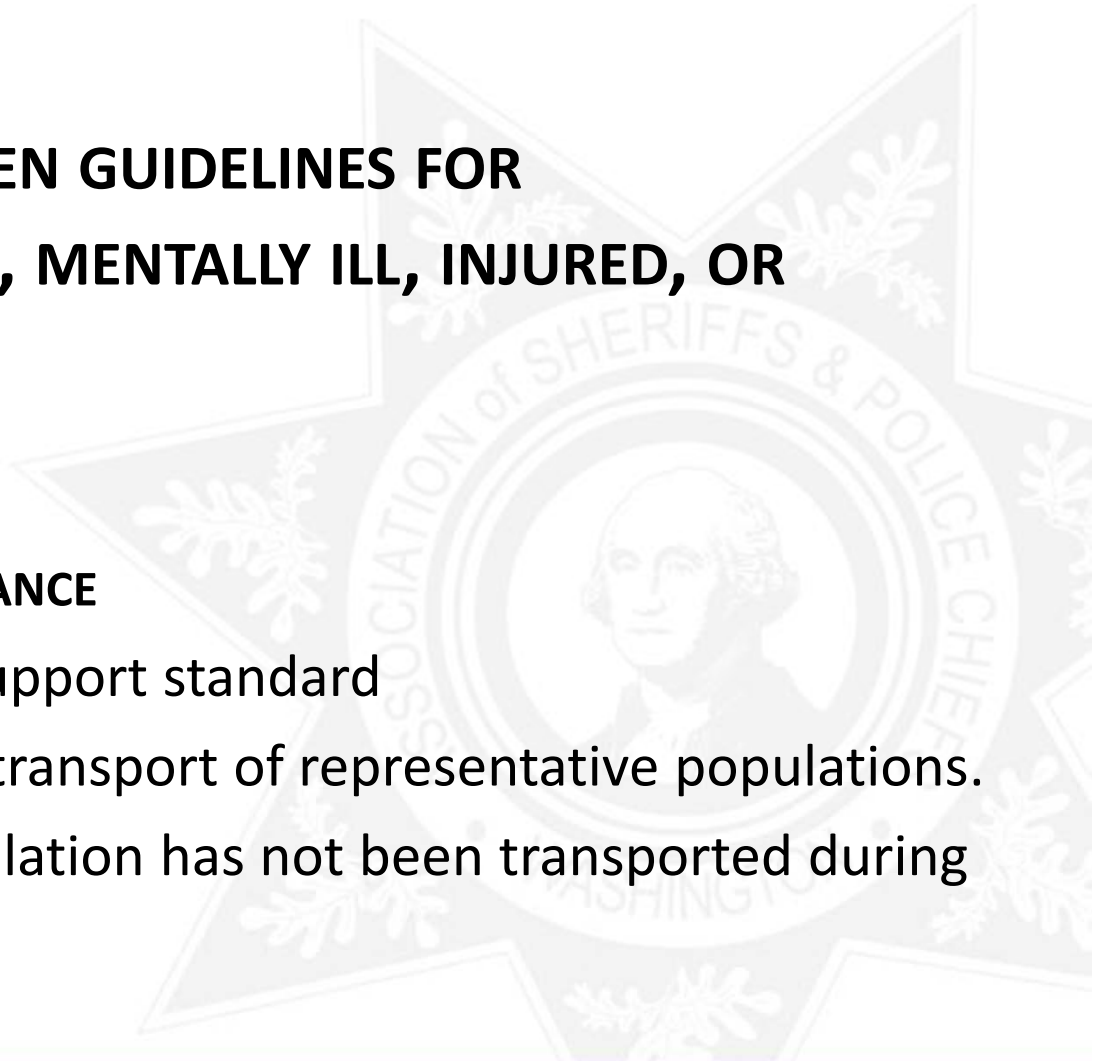
Prisoner Security 18.2

Transporting the Sick and Mentally Ill

THE AGENCY HAS WRITTEN GUIDELINES FOR TRANSPORTING THE SICK, MENTALLY ILL, INJURED, OR DISABLED PRISONERS.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy or procedure to support standard
- ❖ Case reports describing transport of representative populations.
- ❖ Memo to file if any population has not been transported during accreditation period.



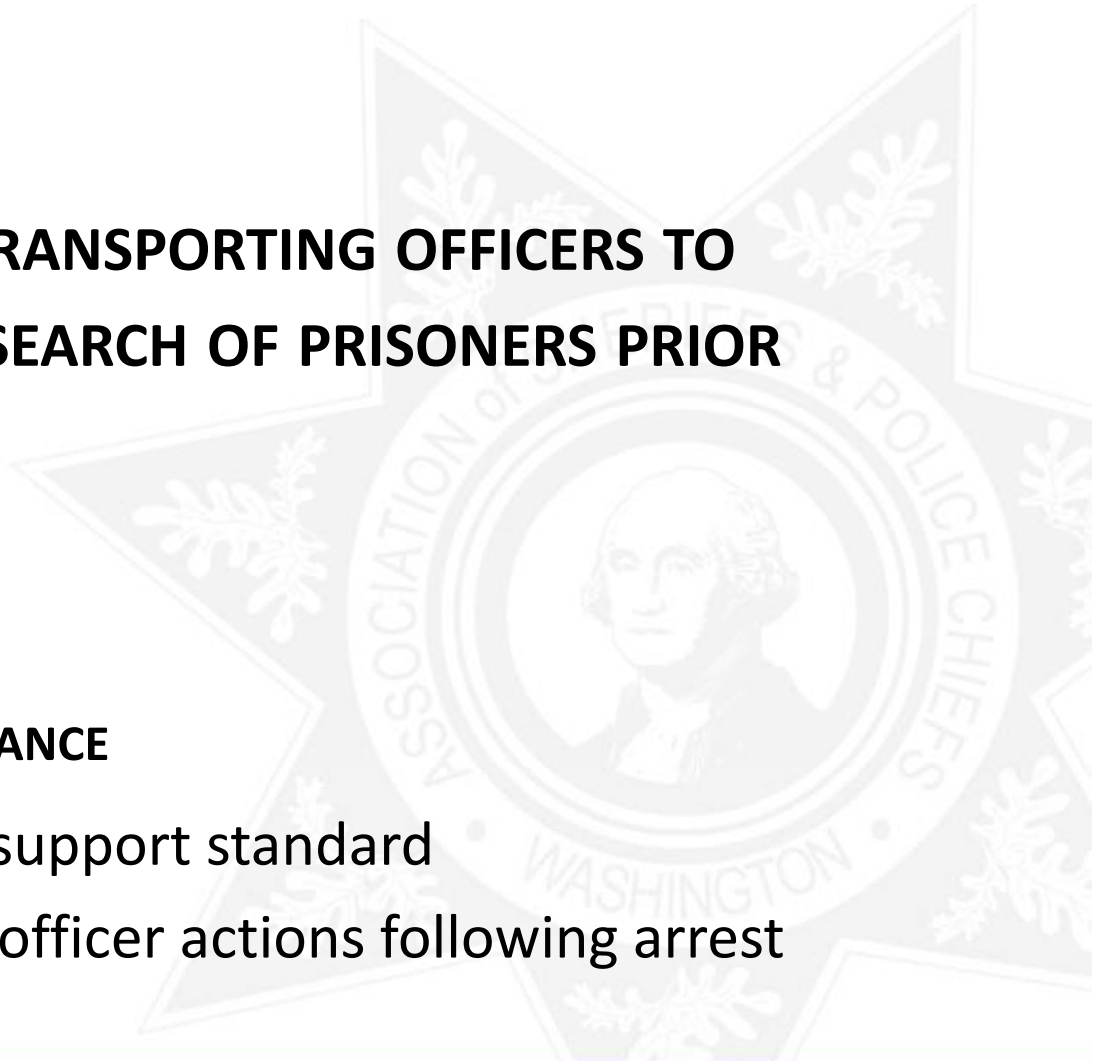
Prisoner Security 18.3

Prisoner Search Prior to Transport

THE AGENCY REQUIRES TRANSPORTING OFFICERS TO CONDUCT A THOROUGH SEARCH OF PRISONERS PRIOR TO TRANSPORT.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy or procedure to support standard
- ❖ Case report describing officer actions following arrest



Prisoner Security 18.4

Vehicle Search Before and After Transport

THE AGENCY REQUIRES A THOROUGH SEARCH OF ALL VEHICLES USED FOR TRANSPORTING PRISONERS BEFORE AND AFTER TRANSPORT

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy or procedure to support standard
- ❖ Case report describing vehicle search with contraband case?
- ❖ Interview of officers
- ❖ **Tough standard to prove**

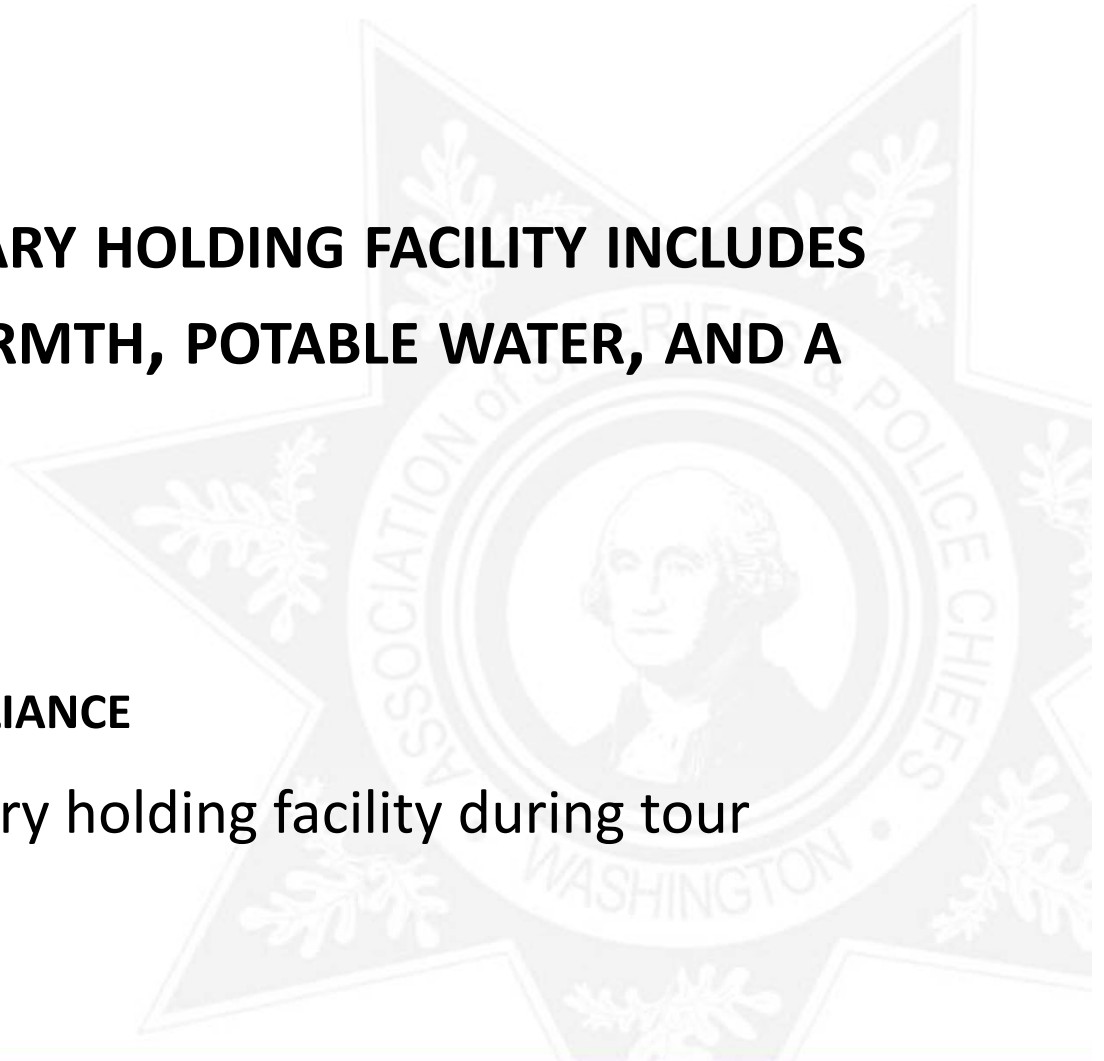
Prisoner Security 18.5

Temporary Holding Facilities

THE AGENCY'S TEMPORARY HOLDING FACILITY INCLUDES ACCESS TO SHELTER, WARMTH, POTABLE WATER, AND A TOILET.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Inspection of temporary holding facility during tour



Prisoner Security 18.6

Temporary Holding Facilities

THE AGENCY HAS PROCEDURES FOR USING TEMPORARY HOLDING FACILITIES THAT REQUIRES:

PRISONER CHECKS EVERY 30 MINUTES; SEPARATION BY GENDER AND STATUS (I.E. ADULTS/JUVENILES).

Purpose: To ensure appropriate operation of a temporary holding facility in a professional and legal manner and to establish policies and procedures governing booking, housing, maintenance of prisoners, and required annual inspections.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Inspection of temporary holding facility
- ❖ Observation forms or logs

Prisoner Security 18.7

Handling of Status Offenders

THE AGENCY HAS PROCEDURES FOR HANDLING JUVENILES WHO ARE STATUS OFFENDERS.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Inspection of temporary holding facility
- ❖ Copy of OJJDP certificate or completed survey
- ❖ Interview of officers/deputies



Questions?

