

# JULY 2014 LAW ENFORCEMENT ACCREDITATION STANDARDS



The purpose of this document is to provide those agencies seeking Accreditation and Re-Accreditation with an overview and understanding of the Accreditation program offered by WASPC; and, to provide an understanding of the standards under which Accreditation occurs.

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## Accreditation Overview

The purpose of law enforcement agency accreditation is to professionalize the law enforcement industry by providing a review process for agencies to be certified as operating under industry best practices and standards. In 1976 the Association was directed by the Washington State Legislature to develop standards and goals for Washington State Law Enforcement. The Association has maintained an operational accreditation program since that time.

The current accreditation program was updated in 2007 and is continually updated as needed. The program is overseen by the Accreditation Committee, Accreditation Commission, and Board of Directors. The membership wanted the program to reflect the highest professional standards of policing yet be financially accessible to any member agency that desired to earn it. The main differences between previous WASPC accreditation programs and the current program are:

1. All standards are "have-to practices" as determined by law or a universal practice within the profession;
2. The number of standards is less than 150 but all are mandatory for every agency; and,
3. The dominant verification method by the on-site assessors includes the examination of written documents, observations and interviews with the agency employees. Assessors review agency files for policies and procedures as well as documentation showing the agency is operating under the direction of those policies and procedures. Assessors will also interview agency members to gather additional information.

The Accreditation Committee is responsible for maintaining accreditation standards, directing assigned WASPC staff and oversight of the program. The Accreditation Commission is responsible for reviewing accreditation on-site reports and making recommendations to the Board of Directors on whether an agency should receive WASPC Accreditation. The Board of Directors is responsible for conferring accreditation.

## Benefits of Accreditation Include

- To increase public confidence in the agency;
- To increase credibility;
- To provide systemized agency self-assessment;
- To broaden perspectives;
- To intensify administrative and operational effectiveness;
- To ensure recruitment, selection, and promotion processes are fair and equitable;
- To strengthen understanding of agency policies and procedures by agency personnel;
- To improve agency morale and pride;
- To decrease susceptibility to litigation and costly civil court settlements;

- To potentially reduce liability insurance costs;
- To provide state and local recognition of professional competence.

## Overview of Accreditation Process

The Accreditation process occurs in eight phases: Interest and Contract; File Maintenance; Self-Assessment; On-Site Assessment and Evaluation; Accreditation Commission Review; Executive Board Review; Award; and Re-Accreditation.

In the interest and contract phase, agencies work with the Association's Director of Professional Services to develop guidelines for the accreditation process, sign a contract, and submit payment. There are two types of fees associated with the WASPC Accreditation program, application fees and on-site costs. The application fee for all agencies is \$100. On-site assessment fees are related to the accreditation inspection process once assessors arrive at an agency and are invoiced after the on-site assessment and vary by department and availability of assessors. Agencies seeking Accreditation agree to pay the travel costs associated with bringing in assessors from around the state and the WASPC employees staff time needed to facilitate agency accreditation. Every effort is made to utilize assessors that are regionally close to the requesting agency to help minimize these costs.

Once a contract is signed with WASPC by agencies seeking initial accreditation they will have one year to complete their onsite assessment. Agencies are strongly encouraged to work closely with their mentor and the Director of Professional Services to ensure proper timing of the accreditation contract. Agencies not being able to successfully complete their onsite within one year must re-apply, submit the \$100 application fee and will be subject to any changes to the WASPC accreditation standards in effect at the time of re-application.

Accredited agencies are subject to re-accreditation every four years. Agencies will be notified of their upcoming re-accreditation by the Director of Professional Services in the fall prior to the re-accreditation year. Agencies will have from January 1 to October 1 of that year to complete a re-accreditation onsite. Agencies are strongly discouraged from waiting until August or September to re-accredit. Extensions for re-accrediting agencies beyond October 1 will not be considered.

Those agencies not re-accrediting by October 1 are suspended the following year and must re-apply as a new accrediting agency the second year. During the onsite the agency must supply contemporary proofs for each standard that occurred within the past two calendar years and must also provide annual proofs where required. Re-accrediting agencies are subject to the WASPC accreditation standards in effect at the time of re-application.

In the self-assessment phase, agencies assess their ability to meet all WASPC Accreditation standards addressing major law enforcement areas as established by the Association's Accreditation Committee. Major areas include emphasis on:

- Goals and Objectives
- Role and Authority
- Use of Force
- Management, Staffing, Organization and Utilization of Personnel
- Records Management
- Information Technology
- Unusual Occurrences
- Health and Safety
- Fiscal Management
- Recruitment and Selection
- Training
- Performance Evaluation
- Code of Conduct
- Internal Affairs
- Patrol Function
- Investigative Function
- Evidence and Property Control Function
- Prisoner Security

During the file maintenance and self-assessment phases, agencies gather proof of their ability to meet the standards and proof of the agency's institutionalization of the standards.

During the on-site assessment and evaluation phase, the on-site assessment team, a group of volunteer assessors from law enforcement agencies across Washington State, confirms the agency's ability to meet the WASPC accreditation standards. The assessors review agency files for policies and procedures as well as documentation (proofs) showing the agency is operating under the direction of those policies and procedures. Assessors also interview agency members to gather additional information. As part of the WASPC on-site process, assessors are encouraged to note areas where improvement can be made.

Suggestions for improvement are compiled in the final on-site report. If an agency is unable to meet an accreditation standard at the time of the on-site assessment, a 60 day extension may be requested for the agency to make appropriate changes and submit proof to the WASPC Director of Professional Services. Non-compliance issues must be reconciled to the satisfaction of the Director of Professional Services before the agency's presentation to the Accreditation Commission. An agency must resolve non-compliance or 'wet ink' issues at least 30 days prior to the Commission meeting at which the Commission considers the agency's accreditation.

In the Accreditation Commission review phase, the WASPC Director of Professional Services or the on-site review team leader, the chief administrator of the agency seeking accreditation, and the departmental accreditation manager may appear before the Accreditation Commission for determination if they have met the standards and that the on-site review team has done a complete job. When evaluating an agency's suitability for accreditation or re-accreditation the recommendation of the Accreditation Commission is final.

In the Executive Board review phase, the WASPC Executive Board reviews the recommendations of the Accreditation Commission and confirms a final decision.

In the Award phase of the accreditation process, the agency is presented with a plaque, for successfully achieving the professional standards as outlined in the Washington Association of Sheriffs & Police Chiefs Law Enforcement Accreditation Program. Presentation of accreditation plaques occurs at the Association's semi-annual training conferences. The Association also acknowledges CALEA accredited agencies as having met the necessary standards and awards recognition to those agencies.

During the reaccreditation phase, agencies repeat the entire process. The reaccreditation process is significantly less cumbersome if agencies institutionalize the accreditation philosophy and keep agency policies, procedures and records up to date. To maintain accreditation, agencies must be reaccredited every four years. For additional information on the reaccreditation process refer to Accreditation Committee Responsibilities and Procedures #9 on page 12.

### Chief Executive Considerations for Accreditation Success

1. Commitment is everything. You must be totally committed to the effort and the outcome because, like everything that has meaning, the accreditation process is not easy and it will take hard work by a number of people. Every agency has a pace to achieve accreditation and the time it takes for an agency to become accredited is different from agency to agency. One agency that “lived accreditation” may complete the accreditation program in 45 days, while another agency may take several months or years, especially if infrastructure changes are needed.
2. Download the WASPC Standards from the WASPC website. The accreditation standards are updated annually with a new edition published on July 1<sup>st</sup> each year. Standards are updated by the Accreditation Committee and approved by the Executive Board, after membership discussion, to reflect the evolution of the profession and to keep the program current. The agency is held to the version of the standards in effect at the time the accreditation contract is signed with WASPC.
3. Scan the standards for your own familiarity and to get a snapshot of the expectations. It is very likely that you are already doing the vast majority of standards but reviewing the standards will provide a foundation for your questions and give you a good impression of the areas that need addressing.
4. Plant seeds. Plant the idea of accreditation with the key leadership and opinion-makers within the agency. This will likely prevent surprise and initial resistance.
5. Keep the elected officials informed and solicit their commitment. Accreditation is often widely accepted, if not popular, with elected officials because it is easy for

them to comprehend. Meeting highest industry standards makes sense to elected officials and the public.

6. Contact WASPC. Notify the Director of Professional Services you want to pursue accreditation. The Director will advise you of the resources that are available to you. When you become committed to the process, sign a contract with WASPC and your commitment becomes formalized. The date on which you sign your contract will determine which edition of the standards you will be assessed on.
7. Find a Mentor. Nearly all of the currently accredited agencies will provide any assistance necessary to help you in your process. There is no need to do this alone. The WASPC Director of Professional Services can help you identify a Mentor. A current mentor list is also available on the WASPC website.
8. Identify an Accreditation Manager. This is the point person for your agency's accreditation effort. Successful Accreditation Managers: (1) Know the agency inside and out; (2) Have a track history of getting projects done that meet your expectations; (3) Are team leaders who can delegate, motivate others, create teams, and get tasks done; (4) Are willing to learn, ask questions, and find resources; and (5) Are committed to seeing the process through to completion. The surest way to stall your accreditation effort is to change managers during the process. Some agencies have used their "up and coming" leaders as Accreditation Managers. Who you pick as the Accreditation Manager will set the tone for this effort. History has shown that selecting the "right person" for the job is better than using someone temporarily on light duty or assisting someone who has no interest in accreditation.
9. Train the Accreditation Manager. Training for Accreditation Managers is offered by WASPC during the year. The next level of training for the Accreditation Manager is to work as an accreditation on-site assessor for WASPC. Just having an Accreditation Manager witness an on-site assessment is an excellent training experience. The WASPC Director of Professional Services can assist you with this opportunity.
10. Present the accreditation program to your command and supervisory staff, and then include the union leadership and all agency staff. Successful accreditation processes include all the components of the agency through the process of information sharing and delegating standards out to employees. Though it may seem easier to have the accreditation process be "top down" and completely done by the Accreditation Manager, the result fails to lift up the whole agency and the process becomes only an event, rather than a way of doing business.
11. Policy Modification Authority. The Accreditation Manager you select will recommend changes to department policy and/or practice in order to institutionalize Accreditation into your agency. Streamline the process by which policy can be modified to meet the standards and train your personnel to the new standards. If the process for modification of policy and/or practice is too complex, the accreditation process may bog down and stall.



## Accreditation Managers Considerations for Success

1. Assess where the gaps are. This is determining where the agency's practices and policies may need work. Though it can be done by the Accreditation Manager it is often done more successfully and quickly by a small group of supervisors or field training officers. The gap assessment becomes the central task list of attaining accreditation.
2. Consult with a Mentor through the WASPC Mentorship Program. Establish a relationship with a mentor through the WASPC Mentorship Program. The mentors available on the list are from agencies that have successfully completed the Accreditation program and can provide great insights into what is expected, to include file preparation and the actual Accreditation process.
3. Start a tracking system. Successful accreditation managers create an excellent tracking system to keep track of the standards that are done, ones that are in progress and who is working on them.
4. Research policy and practice to meet the standard. Though it is very likely that most of the standards will not need any work on your part because you are already doing them, when you find a "gap" that needs to be filled, find the best policy or practice to close the gap. Borrow and modify policies from other accredited agencies. Do not "reinvent the wheel".
5. Implement. New written policy needs to be reviewed, approved and trained on. This may take longer than you think. Some agencies use a quiz format to make sure the transfer of learning, from the policy book to the employee, actually happened. Document any policy training that occurs. This makes for an excellent proof for your file.
6. Focus on performance to meet the standards. This means that the on-site assessors will verify compliance of many standards by reviewing the proofs in the file, as well as interviewing the staff and taking agency tours of your facilities. Therefore, employees will need to know your policies and practices. This is why the training piece is so vital.
7. Create a standardized system of file construction. All standards will need files for the on-site assessors to review. Experienced accreditation managers create a standardized way of constructing the files that are easy for the assessors to use. One idea is to create a disk that has the accreditation standard, the assigned employee who the assessors can talk to and a hyperlink to the agency's policy manual that addresses the standard. Other agencies choose to create an actual file folder for each standard to hold necessary documents. Just like policies and practices, how you decide to make your files is completely up to the agency.
8. Keep accreditation on the front burner. Do this by imposing short time lines for tasks and having many people involved in the work. Keep it on the agenda for all staff and team meetings. Consider using a large bulletin board that is accessible to

all employees to show the progress of the effort. Something always comes up. Plan for the distraction while not losing momentum on accreditation.

9. Do an in-house assessment exercise. Take a team of supervisors and go through all the standards, interviewing employees, observing practices and looking at files to determine if all the standards are met.
10. Participate in another agency's mock or actual on-site assessment. One of the best ways to learn what to expect is to experience an onsite as an observer. Coordinate with the WASPC Director of Professional Services or your WASPC Mentor to observe an assessment.
11. Conduct a Mock Assessment. A mock on-site assessment may be set up by WASPC (at a cost to the agency) through the office of the Director of Professional Services or by the agency's accreditation manager (no WASPC fee). A mock on-site should be conducted by experienced accreditation managers. The accreditation manager's mentor or a neighboring accreditation manager would be a good resource in identifying accreditation managers willing to assist with a mock on-site. The value of the mock assessment is to find the "blind spots" that are often overlooked and to provide you with an opportunity to fix issues that may be identified prior to your on-site.

## What to Expect in the On-site Assessment Process

1. Schedule the date with WASPC. The dates are mutually agreed upon between you and WASPC. Give yourself enough time to be successful, but short enough time that it stays a priority. Typically, on-site assessments take one day.
2. If the Director of Professional Services is not available to facilitate the onsite they will assign a team leader. The team leader will be looking for opportunities to find compliance with the standard without effecting the standard's integrity.
3. Parking for Assessors. Some agencies have very limited general parking opportunities and agencies may find it beneficial to reserve parking for assessors.
4. Provide general information to each assessor. Folders containing maps, photos of command staff, telephone numbers, locations of offices and restrooms is helpful. Also, copies of the department's policy manual, Comprehensive Emergency Management Plan and other documents from which proof are taken should be available for assessor review.
5. Designate a conference room for the assessors. A space that can comfortably handle up to 6-8 people with lap top computers, surfaces to spread out files, and light snacks are appropriate.
6. Provide name tags and access methods for the building and the security perimeter.

7. Refreshments and Lunch. It is the agencies responsibility to provide morning refreshments and lunch to the assessors. Lunch should be brought in to allow the onsite team to work through the day.
8. Start the on-site assessment with introductions of key staff members and a tour of the facility. A greeting by the elected official or top administrator is often appropriate. This answers a lot of questions and gets the assessment off to a good start.
9. Have enough staff on hand to answer questions without impacting the services to the public. Avoid having the assessors wait for long periods of time for staff members to be available. Some assessors may want to do a short (1 hour or so) ride along with patrol personnel to interview them and to watch them at work.
10. The team leader will keep you informed. One of the key roles of the WASPC team leader is to keep the agency executive informed of the progress of the assessment.
11. Closing out the Assessment. The team leader and the assessors will provide the agency executive and any other invited agency employees with a summary of their findings. This is a great time to hear everything that the assessors found. Remember, the assessors only provide a recommendation to the Accreditation Commission about compliance with WASPC Accreditation.
12. Final Report. The Director of Professional Services or the team leader will compile the assessment team's final report and this will be sent to you before the Accreditation Commission meets. Review the report carefully and communicate any concerns or questions to the team leader or the WASPC Director of Professional Services.
13. The Accreditation Commission. The Accreditation Commission will meet to at the spring and fall WASPC conference to consider awarding WASPC accreditation to the agency. The Commission may hear from the team leader and the WASPC Director of Professional Services. The agency executive is encouraged to be part of the process. They may choose to speak or make an appeal about any of the assessment team's findings. If the Commission approves the report, the recommendation for accredited status will be forwarded to the Executive Board for final action.
14. WASPC Conference for the Award. The award is given at the conference banquet. It is appropriate that the Chief Executive and the Accreditation Manager receive the award on behalf of the agency. Many agencies will bring a contingent to the banquet and fill a table of eight. Accreditation remains in effect for four years.
15. Celebrate. Consider presenting the award plaque to your elected officials or citizens at a public meeting with the media present. The local print media are usually very good at covering these events. Consider having a reception with the

agency's team and honor the Accreditation Manager for his or her work. Take the accreditation plaque on the road as a topic to speak to service organizations and neighborhood groups. Put the plaque in a prominent place for the public to see. You may want to display "State Accredited Agency" on your letterhead, business cards and/or patrol vehicles.

16. Be a Partner and Mentor. Use your lessons and experiences to help your neighboring agencies, continue to live the accreditation standards, and participate on assessment teams as the program continues to grow.

## **Accreditation Commission Responsibilities and Procedures**

The Accreditation Commission meets during the WASPC Spring and Fall Conferences to review accreditation reports submitted by the Director of Professional Services. During the Commission meeting, the Director of Professional Services and/or Team Leader from the onsite reports on the status of the Accreditation On-sites that have been conducted since the last conference.

The Commission is comprised of two Police Chiefs from accredited agencies; two Sheriffs from accredited agencies; three accreditation Managers from accredited agencies and two jail Managers provided, that the Chief Executive Officers of those managers are not on the Commission. The WASPC Executive Board makes the appointments to the Commission. Terms are for three years and are on staggered expirations so as to provide process consistency and to ensure experience on the Commission. A list of current Commission members is available on the WASPC website. The chairperson of the Commission is selected from the Commission Members and serves in that capacity for one year. The WASPC Director of Professional Services provides staff support for the Commission.

The Commission is not a file assessment entity, and as such, will not review files for compliance of standards. The Commission reviews the reports of the Assessment Team to determine that they have followed the process and completed the necessary reports and answered any unresolved issues or findings.

In the event that there is a dispute between the Assessment Team and the Agency seeking accreditation that cannot be resolved through the Director of Professional Services, the Commission will hear appeals concerning compliance/non-compliance with the standards set forth in the WASPC Standards Manual.

Once the process has been verified and any appeals resolved, the Commission makes recommendation to the WASPC Executive Board to convey Accreditation Status upon the requesting agency.

## Accreditation Committee Responsibilities and Procedures

The Accreditation Committee meets during the WASPC Conferences but may also meet periodically during the year to review standards, provide training or to review assessment schedules and procedures. To ensure that the Accreditation Program remains a viable gauge of professional standards, the Committee reviews and recommends updates to standards to the Executive Board.

The Committee philosophy is:

1. Accreditation is a voluntary program.
2. Accreditation is intended to be the minimum professional standards for Washington State law enforcement agencies.
3. Accreditation should be accessible and affordable to any Washington State law enforcement agency.
4. All standards are mandatory and apply to all agencies. Every part of the standard must be met, just like the elements of a crime when reading a statute. Some standards have multiple parts or bullets – each must be covered.
5. The origins of the mandatory standards are: Requirements by state or federal law, universal recommendations of practice by the WASPC Loaned Executive Management Assistance Program (LEMAP), universal standards from other state accreditation programs, or as proposed by the WASPC membership. The threshold to become a mandatory standard is the “necessity of practice by every agency” or “universal have-to.” Standards are reviewed and adopted using a formal and accessible process. Standards also are derived from WASPC Model Policies which are recommended from the WASPC Model Policies Committee to the Executive Board.
6. The standards are not intended to dictate what practice, policy or guideline that an agency should do or have; only that the agency’s product is reasonable, appropriate and defensible as it meets the standard’s requirements.
7. Purpose statements in standards are for guidance and clarification only; they are not required, but agencies should expect the standards’ requirements to be interpreted according to the listed purpose.
8. New and updated standards are published on July 1<sup>st</sup> of each year. An agency that is undergoing accreditation or re-accreditation, and is under contract, is responsible for the standards in effect at the time the contract was signed with WASPC.

9. During the initial agency on-site, proofs from the most current year will be inspected for compliance. Agencies seeking reaccreditation will be expected to provide proof of compliance from the period between their last accreditation on-site and the reaccreditation on-site. In the event a standard calls for compliance with an audit or the production of an annual report the most current copy of the audit/annual report will suffice as proof. However, where required by the standard agencies will still provide, or at least have available for assessor review, proofs of compliance for each year between onsite assessments. It is not necessary for an agency to put four years of proofs of compliance into a folder for reaccreditation purposes. The assessors are looking for demonstrations of compliance, not proofs from every year for every standard. Agencies under onsite assessment should not be re-using proofs that were used in the previous accreditation on-site.
10. Accreditation is available to agencies that are members of WASPC (unless approved by the WASPC Executive Board) because the funding support of the program comes from the membership.
11. The duration of an agency's accreditation is four years.

### **Director of Professional Services Responsibilities**

WASPC's Director of Professional Services is responsible for being the primary contact for agencies considering accreditation or for those pursuing re-accreditation. As the primary clearinghouse for all aspects of WASPC accreditation they:

1. Assign resources and advice to agencies initiating the accreditation process.
2. Coordinate the revision and update of standards that are forwarded to the Accreditation Committee, and ultimately the WASPC membership, for review and approval.
3. Recruit Accreditation Mentors and ensures the list on the WASPC web site is current.
4. Schedules onsite assessment of agencies seeking accreditation and re-accreditation, assembles the assessment team, completes the final report and briefs the Accreditation Commission on team findings.
5. Coordinates training of Assessors and Accreditation Managers.

## Commonly Asked Questions

### **Q: What is the cost?**

*A: WASPC strives to provide a valuable and affordable accreditation program. There are two costs associated with the program; an application fee of \$100; and staff costs of conducting the on-site assessment, billable at \$60/hour. The on-site is usually only one day.*

*Funding assistance is available through the Association of WA Cities, WA Cities Insurance Authority, and WA Counties Risk Pool.*

### **Q: How labor intensive is the program?**

*A: The process may be challenging and take considerable time, effort and determination on the part of agency seeking accreditation. The level of difficulty ultimately depends on an agency's level of preparedness going into the accreditation process. Members of the Accreditation Commission and Committee as well as WASPC Staff are available to offer guidance to agencies seeking accreditation.*

### **Q: Can I review the standards before committing to a contract?**

*A: Absolutely! Standards are on the WASPC website for your review.*

### **Q: Is there someone who has gone through the accreditation process I can work with?**

*A: Yes, WASPC has established a mentorship program, putting established accreditation managers in contact with individuals new to the process. A roster of accreditation mentors is available on the WASPC website.*

### **Q: What if I am too small to get accredited?**

*A: Standards are designed to be Law Enforcement “Best Practices” for all Washington state agencies – large or small. In fact, one long accredited agency is only 8 sworn.*

### **Q: What if our department is a contract City Police under a Sheriff’s Office?**

*A: The contract police will be treated as a “stand-alone” agency and can apply for accreditation so long as it can show compliance with all the standards by itself and/or in conjunction with the home agency.*

## Preface to Accreditation Standards Manual

This Standards Manual is the cornerstone publication of the Washington Association of Sheriffs and Police Chiefs law enforcement accreditation program. The standards are dynamic, that is they are constantly being reviewed, updated, added to, or deleted as necessary to ensure contemporary standards and practices.

It is the intent of the Washington Association of Sheriffs and Police Chiefs that the standards in this manual speak to the “what” should be done and leaves the “how” to be done to the agencies as they prepare for accreditation. The manual consists of standards that are designed to provide flexibility to all law enforcement agencies, regardless of type, size or structure.

Other publications are under development that will outline the accreditation process, provide information on how to successfully negotiate the self-assessment phase, and outline the roles and responsibilities of accreditation assessors. Additional information on law enforcement accreditation in Washington State can be accessed on the web site for the Washington Association of Sheriffs and Police Chiefs at [www.waspc.org](http://www.waspc.org).

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**PLEASE NOTE: STANDARDS WITH AN ASTERISK (\*) REQUIRE ANNUAL PROOFS IN EACH FILE.**

## SECTION I—ADMINISTRATIVE STANDARDS

### Chapter 1—Goals and Objectives

- 1.1 The agency has written vision and/or mission statements that define the agency's role.
- 1.2\* 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.

### Chapter 2—Role and Authority

- 2.1 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.
- 2.2 Statutory authorization for the agency to perform law enforcement services is identified by the laws of the state of Washington and/or local ordinance.

***Purpose:*** *The legal authority of the law enforcement agency is established in state statute and in most cases local legislation. The legal authority of the agency law enforcement officers may be found in this same legislation.*

- 2.3 The agency has policies specifying legal requirements and procedures for any physical arrest completed with or without an authorized warrant.

***Purpose:*** *To ensure arrests are made in compliance with all statutory and constitutional requirements.*

- 2.4 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

***Purpose:*** *Interviews and interrogations, questioning, or any other term used to describe in-custody verbal examinations are conducted in compliance with constitutional requirements. These constitutional requirements, federal and state, are vital to the role and function of law enforcement in a free society. By complying with these requirements, law enforcement officers and agencies ensure fair, legal, and equitable treatment of all people.*

2.5 The agency has policies governing search and seizure to include the following situations:

- Search by consent
- Stop and frisk
- Search of a vehicle
- Crime scene searches
- Exigent searches
- Inventory searches of seized vehicles or other property; and
- Additional situations that may be authorized by the United States Constitution, Washington State Constitution, Washington Statutes, or case 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.

2.6 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.

***Purpose:*** Strip searches and body cavity searches by law enforcement personnel, even when legally permissible, are controversial. They should be done out of public view, with appropriate regard for the dignity of the suspect, and shall be considered legally necessary and reasonable. When possible all such searches should be witnessed. Body cavity searches should be conducted in a hygienic setting and by qualified medical personnel.

2.7 The agency has policies and procedures concerning the arrest or detention of foreign nationals.

***Purpose:*** To ensure compliance with Article 36 the Vienna Convention on Consular Relations that provides certain rights to foreign nationals when arrested.

### Chapter 3—Use of Force

3.1 The agency has policies directing personnel to only utilize the amount of force which is necessary to effect lawful objectives, to include any amount of force up to and including deadly force.

**Purpose:** To establish policies and procedures for the necessary, reasonable, and legal use of force that ensures those decisions to use force are made in a professional, impartial, and safe manner, and that there is an understanding and appreciation for the limitations on the authority to use force.

- 3.2 The agency has a policy governing the use of warning shots.

**Purpose:** If the law enforcement agency permits the use of firearm “warning shots” by agency personnel, the agency shall have a written directive governing their use. Otherwise, the agency shall have a written directive prohibiting the discharge of “warning shots” by agency personnel.

- 3.3 The agency has a policy governing the use of non-lethal weapons.

**Purpose:** To establish consistent procedures for the authorization and training by a certified instructor in the use of non-lethal weapons and control devices.

- 3.4 The agency has a policy requiring appropriate medical aid after the use of force, when an injury is known, suspected, or is alleged.

**Purpose:** This standard should reduce the severity of injury resulting from law enforcement action by requiring medical aid and attention for an injured individual. Appropriate medical attention may be as basic as keeping the person under observation to immediately having the person treated by medical professionals.

- 3.5 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 recreational purposes);
- Take any action that is capable of injuring a person.

**Purpose:** To ensure that any force used that is capable of causing injury is recorded and that a formal review process is established to review use of force incidents for compliance with existing policy and law. The collection of use of force incidents should be analyzed to determine if there are training issues, equipment issues, or policy issues that should be addressed.

- 3.6 The agency has procedures for establishing a formal process in response to any incident where an officer discharges a firearm with the intent to use deadly force, or has a firearm discharge that causes injury or death. Policy and procedure should include at least the following:

- Investigative responsibility and process;
- Supervisory and management responsibilities;
- Relief from duty of involved officer(s) pending formal review;
- Notifications;

- Media relations.

**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, in order to protect interests, rights, and mental health of involved officers.*

- 3.7 The agency has a policy that requires only authorized weapons and ammunition shall be carried and/or used on-duty.

## Chapter 4—Management, Staffing, Organization, and Utilization of Personnel

- 4.1 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

**Purpose:** *There is always a need to have a member of the agency designated as being responsible for the operation of the agency. This process provides continuity of command and allows agency personnel to know who has been designated to manage, lead, and administer the agency.*

- 4.2 The agency has a policy that requires personnel to obey any lawful order of a superior officer and also addresses conflicting or unlawful orders.

- 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
- Biased based profiling incidents

**Purpose:** *It is the intent that agencies require ongoing first level supervisory and administrative review of these high liability incidents. Additionally, an annual review and analysis of these incidents shall be conducted at the command level, with approval by the CEO, and can be used as an early warning system. Agencies should address policy, procedure, training and/or personnel issues that are identified during this review process.*

- 4.4 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.

**Purpose:** *To ensure the agency has a consistent and current policy and procedures manual that provides clear employee performance expectation and constraints. A system of written directives provides command direction to the agency and its personnel relating to their duties and responsibilities. That system should allow for quick access and retrieval of agency policies, procedures, rules, and regulations.*

## Chapter 5—Records Management

- 5.1 The agency has a standardized records management system.

**Purpose:** *This standard requires a standardized records management system for the law enforcement agency. This will ensure that the agency has a consistent process to record law enforcement incidents and activities such as report writing, property management, inmate tracking, permits, and licensing.*

- 5.2 The agency has a system to record and maintain a record of every call for service.

**Purpose:** *To ensure that the Law Enforcement agency has a system, CAD or otherwise, to record all calls for service. The record should contain the date, time, location, nature of the incident, responding units and a disposition for the call for service.*

- 5.3 The agency has policies 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 and/or FBI audit
- The agency can show that all personnel have been trained and certified

**Purpose:** *To insure compliance with ACCESS regulations and operates ACCESS terminal(s) in a secure, professional and legal manner. The agency should provide the documentation from their previous triennial audit by WSP/ACCESS or the FBI. Any compliance issues must have been addressed and documentation should be provided to show that the agency has corrected any noted deficiencies.*

- 5.4 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.

- 5.5 The agency complies with Washington State law governing dissemination of records.

**Purpose:** *To ensure that the agency is in compliance with the Washington State Public Records Act, RCW 42.56. Policy governing compliance as well as common practice should be demonstrated.*

- 5.6 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.*

- 5.7 The agency has procedures for processing and maintaining notice of infractions and citations.

**Purpose:** *Agencies must be accountable for all notice of infractions and citations issued, their timely delivery to the court system, and retention for audit purposes.*

- 5.8 The agency has guidelines to address the release of public information to the media.

**Purpose:** *Agencies should clearly identify who is authorized to release public information and what type of information the agency is comfortable with releasing through a PIO or other means.*

- 5.9 The agency has policy and procedures for community notifications of registered sex offenders.

**Purpose:** *The agency shall have policy and procedures in place that allow for notification in accordance with RCW 4.24.550.*

- 5.10 The agency has policy and procedures for investigating and verifying missing persons, including updating ACCESS databases with additional identifying features as they become available.

**Purpose:** *Agencies shall have a process for verifying that a missing person is still missing, periodically updating the status of the case, and ensuring that as much information as possible is packed into the WACIC/NCIC record. Policy and Procedure should include provisions for a person missing for 30 days or more and compliance with RCW 68.50.320 for investigation.*

- 5.11 The agency has policy and procedures for:

- The lawful impounding of vehicles

- The recovery of stolen vehicles, to include attempts to notify vehicle owners

**Purpose:** Agencies should have policy on how to handle evidence, impounds, notifications of owners, and ACCESS Locates for the recovery of a stolen vehicle.

- 5.12 The agency participates in Uniform Crime Reporting and/or NIBRS by reporting to WASPC as required.

## Chapter 6—Information Technology

- 6.1 Access to the agency's computer system is secure with restricted access to those who are authorized and who have a passed background investigation.

- 6.2 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.

**Purpose:** To show that the agency is complying with requirements to provide a safe and secure environment for the transmission of ACCESS data.

- 6.3 The agency has policies governing appropriate use of agency technology.

**Purpose:** Agencies need policies to address appropriate use of technology to define what acceptable practice for that agency is.

- 6.4 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.

**Purpose:** Agencies should attempt to secure and protect their data from potential harm from outside sources with security such as anti-virus, anti-malware, anti-spyware, firewalls, etc.

- 6.5 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.

**Purpose:** Agencies should protect their data. Backing up a system on a regular basis is recommended. Proper data destruction so that it doesn't become available to unauthorized users is required.

## Chapter 7—Unusual Occurrences

- 7.1 Every sworn member of the agency has completed the National Incident Management System introductory training course(s).

- 7.2 The agency has plans for responding to natural and man-made disasters, civil disturbances, and other unusual occurrences.

**Purpose:** *To ensure the agency has a current plan in place and is prepared to respond to any disaster immediately.*

- 7.3 The agency works with the County and/or regional agencies in developing a county or regional disaster or emergency response plan.
- 7.4 The agency has a policy for requesting and providing mutual aid.

## Chapter 8—Health and Safety

- 8.1 The agency has written guidelines that inform employees of the threats and hazards associated with airborne and blood borne pathogens.
- 8.2 The agency provides personal protective equipment, which should include latex gloves (or equivalent), eye protection and protective shoe covers to minimize exposure to potentially infectious materials and objects.
- 8.3 The agency provides soft body armor and requires its use for personnel engaged in uniform field duties or high-risk situations.

**Purpose:** *The agency is responsible for ensuring that personnel engaged in field duties or high-risk situations are wearing necessary protective equipment.*

- 8.4 The agency provides reflective clothing and requires its use.

**Purpose:** *The agency provides OSHA approved reflectorized vests to increase the visibility of employees while exposed to traffic hazards. Use of reflectorized vests is mandated for personnel while directing traffic, or at the scene of a traffic accident (ANSI Class II – 2009).*

- 8.5 The agency has procedures for disposal and decontamination when there is an event or contact involving biohazard material including blood or bodily fluids.
- 8.6 The agency has procedures for post-exposure reporting and follow-up after suspected or actual exposure to infectious diseases.
- 8.7 Non commissioned police employees are physically separated from the public by a physical barrier in the lobby area.
- 8.8 The agency requires all personnel to use safety restraint/seat belts while operating agency vehicles.

## Chapter 9—Fiscal Management

- 9.1 The Chief Executive Officer has the authority to spend funds in the approved budget for day-to-day operation of the agency.
- 9.2 The Chief Executive Officer makes regular reviews of the agency budget.
- 9.3 The agency has a system for review and approval of expenditures.
- 9.4 The agency has a policy requiring supervisor approval of all overtime.
- 9.5 The agency requires supervisor approval for all employee timesheets.

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

- 9.6\* The agency has a system to document and record the use of cash funds that include receipts, supervisory approval, and periodic audit.

**Purpose:** *To ensure that control measures are in place for all cash activities in the agency, specifically the common areas of petty cash, cash received in records, and investigative funds.*

## Chapter 10—Recruitment and Selection

- 10.1 The agency has written standards and hiring criteria for sworn and non-sworn employees and, if applicable, reserve, part-time, or limited commission personnel.

**Purpose:** *To create a professional, fair and equitable recruitment and selection process that attracts qualified candidates meeting minimum requirements as established by state training standards and applicable laws.*

- 10.2 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.

**Purpose:** *The critical and important nature of law enforcement employment require that only the most qualified people are hired to work as law enforcement officers. One of the most important aspects of the selection process is the background investigation. A comprehensive background investigation, conducted by competent investigators is very beneficial in determining the most qualified candidates for selection.*

- 10.3 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.

**Purpose:** *A full and complete medical examination is necessary to ensure the health and physical condition of candidates for law enforcement employment.*

- 10.4 The agency requires that a licensed psychologist or psychiatrist conduct a psychological fitness examination for each candidate for a sworn position, prior to appointment.

**Purpose:** *The mental and psychological health of a law enforcement officer is essential. This is important to the officer candidate and to the law enforcement agency. The Washington State Criminal Justice Training Commission's psychological testing requirements satisfy this accreditation standard.*

- 10.5 The agency requires that a polygraph examination be administered, by a qualified technician, for each candidate for a sworn position and prior to appointment.

- 10.6 Applicant files are secured and available only to those who are authorized to participate in the selection process.

- 10.7 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.

**Purpose:** *To ensure that records related to agency personnel are legally maintained and purged as needed, and that dissemination criteria are established and confidentiality is maintained.*

## Chapter 11—Training

- 11.1 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.

**Purpose:** *All newly hired peace officers shall comply with all requirements of the Washington State Criminal Justice Training Commission.*

- 11.2 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.

**Purpose:** *To ensure that new police officers complete a formal field training*

*evaluation program that complies with requirements and provides officers with actual, critical, field experience prior to solo assignment. A well-designed field training program must be planned, managed, and assessed in a careful manner. This program provides the new law enforcement officer with the structured initial exposure to the role and functions of the law enforcement occupation. It is also important because it incorporates the basic training program with the practical application of that training in actual law enforcement situations.*

- 11.3 The agency maintains and updates training records of all employees.

**Purpose:** *It is important to the law enforcement agency and its employees to record all training programs and courses that agency personnel attend. The information should be recorded for each employee and should include the type of training, the date(s) of the training, any certificates received, and any available test scores.*

- 11.4 The agency maintains records of each formal training it conducts, to include:

- Course content/lesson plans;
- Name of all attendees;
- Performance of the attendees;
- Credentials of the presenter or instructor; and
- Copies of any test results.

**Purpose:** *This standard deals with the training programs that the law enforcement agency conducts. In addition to the listed minimum requirements, the law enforcement agency may consider additional information for personnel consideration and possible legal needs in the future.*

- 11.5\* The agency can show 100% compliance with the annual WSCJTC requirement for training.

**Purpose:** *To ensure the agency is providing necessary and required training to all personnel in accordance with WAC 139-05-300 and industry best practices.*

- 11.6 Agency personnel are required to demonstrate satisfactory skill and proficiency with agency authorized weapons before being approved to carry and/or use such weapons.

**Purpose:** *Law enforcement officers who carry and use agency-authorized weapons shall be required to demonstrate proficiency with the weapons. The officers should also be trained about the authorized use of force options, their appropriate applications and the legal requirements on the justified use of force and deadly force.*

- 11.7 Staff members who are designated as full-time supervisors or managers have earned the appropriate certification by the Washington State Criminal Justice Training Commission.



**Purpose:** Agencies must comply with RCW 43.101.350.

- 11.8\* At least annually, agency personnel receive in-service training on the agency's use of force and deadly force policies. In-service training for non-lethal weapons shall occur at least once every two years.

**Purpose:** All agency personnel who are authorized to carry weapons shall receive in-service training on the use of force and deadly force policies annually. Biennial in-service training is required for agency personnel who are authorized to carry and use non-lethal weapons.

## Chapter 12—Performance Evaluation

- 12.1\* The agency has an evaluation policy that requires formal written review of the work performance of each employee and is conducted annually.

**Purpose:** To ensure that regular evaluations of employee performance take place that includes identification of levels of performance, supervisory responsibility, and disposition of completed evaluations.

- 12.2 The agency has a system for evaluating the performance of all probationary employees.

## Chapter 13—Code of Conduct

- 13.1 The agency has a code of conduct that outlines specific conditions of work, which apply to all agency personnel and include, but are not limited to, the following:

- Personal appearance standards
- Uniform regulations
- Tobacco use policy
- Alcohol and drug use policy
- Reporting employee convictions
- Outside employment
- Employee 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.

- 13.2 The agency has a policy prohibiting sexual and any other forms of unlawful or improper harassment or discrimination in the work place. 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.

**Purpose:** *To prevent discriminatory and/or harassing practices and ensure conformance with Title VII of the Civil Rights Act of 1964.*

- 13.3 The agency has a policy prohibiting biased-based profiling, which also has been known as “racial profiling.”

**Purpose:** *Biased-based profiling, which also has been known as racial profiling, is any traffic stop, field contact, vehicle search, asset seizure/forfeiture, or enforcement action based solely on a common trait of a group. Common traits include, but are not limited to race, ethnic background, gender, sexual orientation, religion, economic status, age, or cultural group.*

- 13.4 The agency has written policy and procedure for responding to and investigating allegations of domestic violence involving employees of law enforcement agencies.

**Purpose:** *To establish clear procedures, protocols and actions for investigating, reporting and responding to domestic violence involving agency employees and law enforcement officers from other agencies and to thereby discourage and reduce acts of domestic violence by sworn law enforcement personnel. (RCW 10.99.090)*

- 13.5 The agency has written policy governing disclosure of potential impeachment information to prosecutors involving police employees who may be called to testify under oath.

**Purpose:** *To comply with Brady v. Maryland and U.S. v. Olsen regarding law enforcement’s duty to provide potentially exculpatory or impeachment information to prosecutors, including information that is discovered during the course of an ongoing investigation.*

## Chapter 14—Internal Affairs

- 14.1 The agency requires the documentation and investigation of all complaints of misconduct or illegal behavior against the agency or its members.

**Purpose:** *To establish procedures for the reporting, investigation, and disposition of complaints received against the agency or any employee of the agency.*

- 14.2 The agency identifies which complaints supervisors investigate and which types of complaints are investigated by an internal affairs function.

- 14.3 The agency has procedures for relieving an employee from duty during an internal investigation.

- 14.4 The agency has a policy where complainants are provided with notification concerning the disposition of their complaint.
- 14.5 The agency maintains records of complaints and their dispositions in accordance with Washington State Retention Guidelines.

**Purpose:** *To ensure the agency retains complaint/disposition records for at least the minimum retention period appropriate for any particular complaint category.*

## SECTION II—OPERATIONAL STANDARDS

### Chapter 15—Patrol Function

- 15.1 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.
- 15.2 The agency has procedures for response to emergency and non-emergency calls.

**Purpose:** *To provide guidelines for response to calls for service, and to ensure agency responses conform to state law. It is important that law enforcement agencies classify responses for service according to the seriousness of the call. This will provide guidelines as to when emergency lights and siren should be used and the method of response to an incident.*

- 15.3 The agency provides 24-hour, two-way radio capability providing continuous communication between a communications center and the officer(s) on duty.

**Purpose:** *It is an essential element of law enforcement that officers are able to communicate with one another and with a communication center on a 24-hour basis. Two-way radio capability is a safety necessity for the officers and it is a necessary management responsibility.*

- 15.4 The agency has written guidelines for the use of authorized vehicle emergency equipment.
- 15.5 The agency has policies governing the pursuit of motor vehicles that conforms to Washington State law that includes:
- The factors to be considered when initiating a pursuit;
  - Initiating officer responsibilities;
  - Secondary unit responsibilities;
  - Restrictions pertinent to marked and unmarked vehicles;

- Supervisor responsibilities;
- Dispatcher responsibilities;
- Stopping techniques;
- When a pursuit should be terminated;
- Procedures to be followed when a pursuit enters or leaves the agency's jurisdiction; and
- Procedures for reporting and administrative review of pursuits.

**Purpose:** *In compliance with RCW 43.101.226 and to establish clear direction on the initiation and conduct of police pursuits that includes on-going training requirements and review/analysis processes (WASPC model policy).*

- 15.6 The agency has procedures for investigating vehicle collisions on public and private property and uses the current Washington State Patrol authorized accident reporting, or e-reporting (SECTOR), forms.

**Purpose:** *To ensure that traffic crashes are consistently reported and investigated in accordance with the Revised Code of Washington, specifically identifying the type of crashes that require investigation.*

- 15.7 The agency has procedures to take timely action to address hazardous road conditions.

- 15.8 The agency has procedures for responding to and investigating domestic violence calls.

**Purpose:** *To ensure that response to domestic violence incidents meets requirements established by applicable Revised Codes of Washington.*

- 15.9 The agency has procedures for utilizing Public Alert Systems.

**Purpose:** *The policy should include Amber Alert, Endangered Missing Person Advisory and Blue Alert.*

- 15.10 The agency has procedures for the handling of mentally ill individuals, including those with pending criminal charges and mental health commitments.

**Purpose:** *To provide written guidelines for handling mentally ill persons which are compliant with state laws and provide opportunity for the appropriate evaluation and treatment of mentally ill persons.*

## Chapter 16—Investigative Function

- 16.1 The agency utilizes a case management system for screening and assigning incident reports for follow-up investigations.

- 16.2 The agency has written guidelines for investigating elder abuse.

**Purpose:** To identify the role of agency members in the prevention, detection, and intervention in incidents of elder abuse, and ensure that mandatory state reporting requirements are completed within specified guidelines.

- 16.3 The agency has written guidelines for investigating child abuse.

**Purpose:** To provide guidelines and procedures for timely reporting and investigating of suspected child abuse in accordance with the Revised Code of Washington (RCW 26.44.030). The procedures should include the taking of minor children into protective custody.

- 16.4 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.

**Purpose:** The Washington State Legislature has determined that each county shall revise and expand child sexual abuse protocols, to include child fatality, child physical abuse, and criminal child neglect cases (RCW 43.101.224).

- 16.5 The agency has written guidelines for investigating hate crimes.

**Purpose:** To provide guidelines for identifying and investigating incidents and crimes that may be motivated by hatred or bias.

- 16.6 The agency has written guidelines for investigating identity theft.

- 16.7 The agency has policies and procedures governing the use of informants.

- 16.8 Victims and witnesses are interviewed in locations that are separated by sight and sound from the public areas of the facility.

- 16.9 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.

**Purpose:** To establish guidelines for agency personnel to insure applicable state and legal procedures are followed, (i.e. drug cases, money laundering cases, DUI's etc.).

- 16.10 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.

**Purpose:** To enhance officer safety and efficiency of criminal investigations by consulting with established information clearinghouses, such as the Western States Information Network (WSIN), prior to execution of high risk criminal investigations to ensure multiple agencies are not targeting the same criminal

enterprises.

## Chapter 17—Evidence and Property Control Function

- 17.1 The agency has procedures for the proper collection and identification of evidence and property consistent with the Washington State Patrol Crime Lab guidelines.

**Purpose:** *To establish written guidelines for agency personnel that ensure evidence and property are properly collected, handled and secured in field operations in order to maintain the integrity of the chain of custody.*

- 17.2 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.

- 17.3 The agency has a policy that requires property and evidence is placed under the control of the property and evidence function before the officer completes their shift.

**Purpose:** *To establish guidelines for agency personnel to follow that prohibit property from being stored anywhere other than under the control of evidence section upon the completion of their shift.*

- 17.4 The agency has the means to temporarily separate and secure property and evidence while it is waiting processing into the permanent storage facility.

- 17.5 The agency has the means to properly preserve and secure perishable property both temporarily and after it is received in the permanent storage facility.

- 17.6 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.

- 17.7 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.

- 17.8 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.

- 17.9 Access to the agency's property and evidence facilities is restricted to authorized employees only.

**Purpose:** *To ensure that access to the property room and/or property/evidence storage area(s) is limited to property room personnel, unless by escort from property room staff or with CEO permission.*

- 17.10 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.
- 17.11 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.

**Purpose:** *High liability evidence items must not be comingled with general evidence.*

- 17.12 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.
- 17.13 Every piece of property and evidence is related to a report describing the circumstances of the seizure or custody by the agency.
- 17.14 The tracking system accurately records the movement of every piece of property and evidence by date, location, reason and person.

**Purpose:** *A meaningful records and reporting 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.*

- 17.15 Drugs are weighed using a calibrated scale whenever they enter or leave the secured facility, unless they are being prepared for destruction. The agency also 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.*

- 17.16 The agency has policies governing the release and disposition of property and evidence in accordance with applicable state law.
- 17.17 Property containing hazardous materials, biological hazards or other materials restricted by State or local health regulations is disposed of properly.

**Purpose:** *To ensure that the disposal of police evidence dangerous waste conforms with standards established by the Washington State Department of Ecology.*

17.18 When property is sold, the disposition of the money received is accounted for and recorded according to State law.

17.19 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.

**Purpose:** *To ensure that the disposal of police evidence dangerous waste conforms with standards established by the Washington State Department of Ecology.*

17.20\* 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.

**Purpose:** *Inspections, inventories and audits of the property room are necessary for a secure and reliable system for the evidence and property functions of the law enforcement agency. This provides a means of accountability for the system and ensures agency oversight of the process. The scope of the audit is at the discretion of the CEO.*

17.21 A full inventory of sensitive items, to include money, jewelry, drugs and guns, is conducted whenever a change of the Property Room Manager occurs.

**Purpose:** *The agency should also consider an audit of general property, in which the scope of the audit is at the discretion of the CEO.*

## Chapter 18—Prisoner Security

18.1 The agency has written guidelines governing the methods and use of restraining devices used during prisoner transports.

**Purpose:** *To establish procedures for the transport of prisoners that ensures the safety of the transporting officer and the general public and provides for the security of the prisoner in transport and arrival at destination.*

18.2 The agency has written guidelines for transporting the sick, mentally ill, injured or disabled prisoners.

18.3 The agency requires transporting officers to conduct a thorough search of prisoners prior to transport.

18.4 The agency requires a thorough search of all vehicles used for transporting prisoners before and after transport.

**Purpose:** *At the beginning of each shift any vehicle used for prisoner*

*transportation should be thoroughly searched for contraband, weapons, or implements for escape. This should also be done before and after each prisoner transport.*

18.5 The agency has procedures for officers transporting prisoners for:

- Safety and security of firearms;
- Removing restraining devices;
- Delivering documentation to the receiving personnel; and
- Advising receiving personnel of any potential medical or security concerns or hazards posed by the prisoner.

**Purpose:** *Upon the arrival at the destination of the transport, certain actions are necessary and important for public safety, officer safety, and the safety and security of the prisoner. The listed procedures are the responsibility of the law enforcement agency and the completion of them is a requirement of the transporting officer(s).*

18.6 The agency's temporary holding facility includes access to shelter, warmth, potable water, and a toilet.

**Purpose:** *This standard identifies the required minimum physical conditions that are necessary in order for a law enforcement agency to operate temporary holding facilities.*

18.7 The agency has procedures for using temporary holding facilities that addresses:

- Supervision and accountability for temporary detainees;
- Authorization for using temporary holding facilities;
- Temporary restraint devices approved for use;
- Separation by gender and status (i.e. adults/juveniles); and
- Plans for fire prevention, suppression and evacuation.

**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.*

18.8 The agency has procedures for handling juveniles who are status offenders.