

**Change Notice No. 5.10:
Standards for Law Enforcement Agencies Amendments
Enacted by the Commission on March 25, 2011**

Background

This is the tenth change notice for the Standards for Law Enforcement Agencies – 5th Edition, which was published July 2006. Change notices shall be numbered by the Edition, followed by a decimal point and the sequential number of the change to that edition. Change notices are an essential component of the standards for law enforcement; they help ensure these standards continue to reflect the best and most up-to-date information the profession can offer.

For the purpose of record, Change Notices 5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 5.7, 5.8, and 5.9 were previously made available to all client agencies and the changes are outlined on the reverse side of this notice. The loose-leaf pages that accompanied Change Notice 5.1 bear the dates July 2006 and November 2006, Change Notice 5.2 bear the dates July 2007, November 2007, and March 2008, Change Notice 5.3 bear the date July 2008, Change Notice 5.4 bear the date December 2008, Change Notice 5.5 bear the date March 2009, Change Notice 5.6 bear the date July 2009, Change Notice 5.7 bear the date November 2009, Change Notice 5.8 bear the date March 2010 and Change Notice 5.9 bear the date November 2010.

Standards Amendments and Other Revisions Accompanying This Change Notice

Table of Contents: Deleted Chapter 18. Moved 18.1 and 18.1.1 to Chapter 91 and renumbered to 91.4 and 91.4.1.

Chapter 18: Deleted.

Standard 18.1.1: Moved to Standard 91.4.1.

Standard 34.1.7: Standard and commentary language change.

Standard 35.1.6: Standard and commentary language change.

Standard 83.2.7: Commentary language change.

Chapter 91: Introduction - added language from Chapter 18.

Standard 91.4.1: Moved from standard 18.1.1.

Appendix B: GUIDING PRINCIPLES FOR AGENCIES AND ASSESSORS—
4.1 – Language change.

Appendix E: LIST OF TIME SENSITIVE ACTIVITIES—
E-1 & E-4 – Deleted Standard 18.1.1(a).
E-3 & E-5 – Added Standards 91.4.1(a).

Appendix H: STANDARD TITLES: Deleted Chapter 18 and moved Standard 18.1.1 to 91.4.1.

Where to Insert This Notice and Accompanying Pages

Insert this notice immediately behind the front cover of the Standards Manual. Insert the accompanying loose-leaf pages as indicated by their respective page numbers and discard the old, correspondingly numbered pages. The new pages carry more recent dates than do those being replaced.

Change Notice 5.1 (January 2007)

Standard 22.2.7: Standard and Commentary language were changed.
Standard 71.3.3: Changed language for bullet a and added commentary language.
Chapter 72 Introduction: Language change.
APPENDIX A: GLOSSARY – Added new term – Demonstrated Proficiency.
APPENDIX B: GUIDING PRINCIPLES FOR AGENCIES AND ASSESSORS – Language change to 4.3.

Change Notice 5.2 (March 2008)

Table of Contents: New Standard.
Standard 16.3.3: Addition of Commission Interpretation.
Standard 25.1.3: Language and Levels of Compliance changes.
Standard 35.1.2: Language change.
Standard 42.2.8: Language change.
Chapter 45 Introduction: Language change.
Standard 46.3.4: Language change.
Standard 52.1.5: Levels of Compliance change.
Chapter 71 Introduction: Language change.
Standard 71.3.3: Language change.
Standard 71.4.1: Language change.
Standard 71.4.2: Language change.
Standard 71.4.3: Language change.
Subsection 71.5 Processing and Testing: New.
Standard 71.5.1: New.
Standard 81.2.10: Language change.
Standard 81.2.14: Moved to Standard 82.2.5.
Standard 81.2.15: Renumbered to Standard 81.2.14.
Standard 84.1.6: Commentary Language change.
APPENDIX A: GLOSSARY- Added new terms – AMBER Alert and Constant Supervision.
Language change to Temporary Detention.
APPENDIX E: LIST OF TIME SENSITIVE ACTIVITIES – Deleted 72.3.1(b) and 73.5.9(b).
APPENDIX G: FILE CONSTRUCTION AND DOCUMENTATION – Deleted reference to Panel Presentations.

Change Notice 5.3 (July 2008)

Table of Contents: xi – page number change for 42.2.
Standard 33.5.4: Language change.
Chapter 42 Introduction: Added paragraph 3.
Standard 42.1.6: Revised.
Standard 71.5.1: Language change.
Appendix H: STANDARD TITLES
H-10 – 46.3.4 changed to Hazemat Awareness.
H-16 – 81.2.14 moved to 82.2.5 (H-17).
H-16 – 81.2.15 changed to 81.2.14.

Change Notice 5.4 (December 2008)

Standard 1.2.2: Commentary language change.
Standard 1.3.6: Commentary language change.

Standard 1.3.9: Commentary language change.

Standard 35.1.9: Level of Compliance change.

Standard 42.2.11: New.

Standard 42.2.12: New.

Appendix A: GLOSSARY – Added new terms:

PHOTOGRAPHIC LINEUP.

PHYSICAL LINEUP.

SHOW-UP.

Appendix E: LIST OF TIME SENSITIVE ACTIVITIES

E-2 – Changed Level of Compliance for 35.1.9(c).

Added 42.1.6(i).

E-4 – Changed Level of Compliance for 35.1.9(c).

Added 42.1.6(i).

Appendix H: STANDARD TITLES

H-9 – Added 42.2.11 and 42.2.12.

Index

Index-4 – Added Eyewitness identification.

Index-6 – Added Line-up.

Index-8 – Show-up.

Change Notice 5.5 (March 2009)

Standard 1.3.1: Standard language change.

Standard 1.3.9: Standard language change.

Chapter 2 Introduction: Language change.

Standard 2.1.3: Standard and Commentary language change.

Standard 22.3.3: New.

Standard 22.3.4: Renumbered from 22.3.3.

Standard 22.3.5: Renumbered from 22.3.4.

Chapter 46 Introduction: Language change.

Standard 46.1.2: Standard language change.

Standard 46.1.9: Commentary language change.

Standard 83.2.2: Standard language change.

Appendix H: STANDARD TITLES

H-4 – Added 22.3.3.

H-5 – Changed 22.3.3 to 22.3.4.

H-5 – Changed 22.3.4 to 22.3.5.

Change Notice 5.6 (July 2009)

Standard 83.2.7: Commentary language change.

Standard 84.1.6: Standard and Commentary language change.

Appendix A: GLOSSARY – Revised and added new terms.

AUDIT.

INVENTORY.

PROPERTY AND EVIDENCE CUSTODIAN.

Appendix I: SAMPLE SIZE TABLE – EVIDENCE CUSTODIAN CHANGE AUDIT – New.

The following correction to a typographical error in the publication is also made as part of this change notice:

ACKNOWLEDGEMENT.

Change Notice 5.7 (December 2009)

Standard 16.3.2: Standard and Commentary language change.
Standard 16.3.9: New Standard.
Standard 22.3.2: Standard language change.
Standard 42.2.11: Term “lineup” changed to “line-up.”
Standards 42.2.12: Term “showup” changed to “show-up.”
Standard 45.2.4: Commentary language change.
Appendix E: LIST OF TIME SENSITIVE ACTIVITIES: E-1 & E-4 – Added Standard 1.1.2.
Appendix H: STANDARD TITLES
 H-1 – Title Change for 1.3.1.
 H-3 – Added 16.3.9.

Change Notice 5.8 (March 2010)

Standard 2.1.3: Standard language change. (Effective Immediately)
Standard 22.3.1: Standard language change.
Standard 32.2.3: Standard language change. (Effective Immediately)
Standard 32.2.9: Standard language change. (Effective Immediately)
Standards 32.2.10: Standard language change. (Effective Immediately)
Standard 34.1.7: Standard language change. (Effective Immediately)
Standard 42.2.11: Standard language change. (Effective Immediately)
Standard 42.2.12: Standard language change. (Effective Immediately)
Standard 44.2.3: Standard and commentary language change.

Change Notice 5.9 (November 2010)

Acknowledgements: Added Campus Law Enforcement Standards.
Dedication: Page number changed.
Preface: Language change.
Table of Contents: Addition of new Chapters.
Introduction: Language change.
Chapter 18: New.
Chapter 31 Introduction: Language change.
Standard 31.2.1: Standard language change.
Standard 31.2.2: Standard language change.
Chapter 91: New.
Appendix C – STANDARDS REVIEW FORM – Changed CALEA address.
Appendix E: LIST OF TIME SENSITIVE ACTIVITIES: E-1 & E-4 – Added Standard 18.1.1(a),
 E-2 & E-5 – Added Standard 31.2.2, E-3, E-4 & E-5 – Added Standards 91.1.1, 91.1.6(e),
 91.1.8(f) and 91.1.9(e).
Appendix H: STANDARD TITLES: Added Chapters 18 and 91.

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Many commercially available tests have done validation studies that may be helpful to an agency.

Nothing in this standard should be interpreted as preventing an agency from using a combination of methods to document the job-relatedness of its promotion process. The goal of this standard is to ensure that the agency has the documentation necessary to make a logical and persuasive case in the event of a legal challenge and that the elements of the promotion process measure skills, knowledge, abilities, and traits needed to perform that job. (M M M M)

34.1.5 *The agency provides sworn personnel with a written announcement of the promotional process.*

Commentary: Announcements should be posted prominently and in a timely fashion and be augmented by periodic verbal reminders at staff meetings, conferences, and shift briefing sessions. A concise description of the vacancy should be provided, including the salary and the duties, responsibilities, skills, knowledge, and abilities required. Eligibility should be established during a formal qualifying period that continues until the closing date of the announcement, until the closing date for submitting a completed application, or until the date of the first scored part of the process, e.g., for a written examination. The description of the promotion process should be as detailed as is necessary to indicate clearly to candidates what they can expect. Information should include expected duration of the entire process; format, length, and duration of the written examination, if any; a summary of the role of the oral interview; cut-off scores on written and oral evaluations; a description of the assessment center, if any; and the numerical weight assigned to each element of the process. (M M M M)

34.1.6 *A written directive establishes criteria and procedures for the development and use of eligibility lists, if any, for sworn positions to include, at a minimum:*

- a. *the numerical weight, if any, assigned to each eligibility requirement;*
- b. *the system of ranking eligible candidates on the lists;*
- c. *time-in-grade and/or time-in-rank eligibility requirements, if any;*
- d. *the duration of the lists; and*
- e. *the system for selecting names from the lists.*

Commentary: None. (M M M M)

34.1.7 *A written directive describes the probationary period, if any, for all personnel who are promoted.*

Commentary: The agency should include a probationary period among the final steps in the process to ensure newly promoted employees can assume the duties and responsibilities of the new positions, an intent consistent with selection procedures for entry-level officers. Employees on probation should be closely observed and evaluated frequently. Unsatisfactory performance should be identified and corrected early through counseling, training, or other suitable personnel actions to safeguard against the promotion of employees beyond their capabilities. (M M M M)

should be prepared to substantiate ratings in the lowest or highest categories and give specific reasons for the ratings through a narrative comment.

Each evaluation report on an employee's performance should be read and understood by the employee. The signature should indicate only that the employee has read the report and should not imply agreement or disagreement with the contents. If the employee refuses to sign, the supervisor should so note and record the reason or reasons, if given.

The retention schedule should be consistent with applicable legislation or civil service regulations. Where these do not exist, a period of three years is recommended. (M M M M)

35.1.6 *A written directive requires that non-probationary employees be advised in writing whenever their performance is deemed to be unsatisfactory and that the written notification be provided to the employee in a timely manner.*

Commentary: The supervisor should be prepared to substantiate ratings at the unsatisfactory level, to advise the employee of unsatisfactory performance, and to define actions that should be taken to improve his or her performance. If unsatisfactory performance continues, this information should be included in the evaluation report. Timely written notification of unsatisfactory performance is not immediately required in the event that notification could compromise an on-going investigation. (M M M M)

35.1.7 *A written directive requires that each employee be counseled at the conclusion of the rating period, to include the following areas:*

- a. *results of the performance evaluation just completed;*
- b. *level of performance expected, rating criteria or goals for the new reporting period; and*
- c. *career counseling relative to such topics as advancement, specialization, or training appropriate for the employee's position.*

Commentary: The intent of this standard is to ensure that at least once each year, the immediate supervisor of each employee provides feedback regarding employee performance. It is critical that counseling of this type include both a review of performance over the prior rating period and, as a matter of fairness to the employee, an indication of the expectations for the upcoming reporting period. This is also an appropriate time to review the employee's career goals within the agency. However, nothing in this standard should be interpreted as requiring that these items be completed in one single session by the same supervisor. Agencies have flexibility in complying with this standard, and may, for example, conduct career counseling activities at a separate time by specialists in this area. (M M M M)

35.1.8 *A written directive requires raters to be evaluated by their supervisors regarding the quality of ratings given employees.*

Commentary: Supervisors should evaluate raters regarding the fairness and impartiality of ratings given, their participation in counseling rated employees, and their ability to carry out the rater's role in the performance evaluation system. The supervisor should ensure that the raters apply ratings uniformly. (O O O O)

35.1.9 *A written directive establishes a Personnel Early Warning System to identify agency employees who may require agency intervention efforts. The system shall include procedures for:*

- a. provisions to initiate a review based on current patterns of collected material;*
- b. agency reporting requirements of conduct and behavior;*
- c. documented annual evaluation of the system;*
- d. the role of first and second level supervision;*
- e. remedial action; and*
- f. some type of employee assistance such as a formal Employee Assistance Program, peer counseling, etc.*

Commentary: A comprehensive Personnel Early Warning System is an essential component of good discipline in a well-managed law enforcement agency. The early identification of potential problem employees and a menu of remedial actions can increase agency accountability and offer employees a better opportunity to meet the agency's values and mission statement.

The agency's Personnel Early Warning System should be initiated when certain types of incidents occur and there should be an evaluation of collected material. Such material may include, but not necessarily be limited to: agency performance evaluations, citizen complaints, disciplinary actions, use of force incidents, internal affairs, supervisory and employee reports such as workmen's compensation claims, and traffic accidents.

The agency should not be faced with investigating an employee for a serious case of misconduct only to find there was an escalating pattern of less serious misconduct, which could have been abated through intervention. The failure of the agency to develop a comprehensive Personnel Early Warning System can lead to the erosion of public confidence in the agency's ability to investigate itself, while putting the public and agency employees in greater risk of danger.

A Personnel Early Warning System should include options and reviews available through use of force reporting (Subchapter 1.3, Use of Force), the disciplinary system (Chapter 26, Disciplinary Procedures), employee assistance program (Chapter 22, Compensation, Benefits, and Conditions of Work) and Internal Affairs (Chapter 53, Internal Affairs).

The first and second levels of supervision are crucial elements to a successful Personnel Early Warning System and should be emphasized in the agency's procedures. **(MMMM)**

Commentary: In some jurisdictions where crime scene processors are required to go from one crime scene to another without the opportunity to return to a central point to replenish equipment and supplies, a specially built and equipped vehicle should be used, e.g., one having a portable power generator, ladder, and lights. Patrol officers and investigators who are appropriately trained may carry equipment in their vehicles for scene processing. It is important, however, that those who process the scene are equipped with necessary equipment to allow effective and timely processing of the scene. (M M M M)

83.2.5 *A written directive establishes procedures for the seizure of computer equipment and other devices capable of storing data in an electronic format.*

Commentary: Devices capable of storing data are extremely sensitive to electrostatic discharge. Improper handling may cause damage to the device rendering it useless. Methods of collection and transportation of all types of storage media, powered or not, should be established. Simply powering a data storage device on or off can overwrite significant amounts of data causing the integrity of the potential evidence to be lost. All extraction and analysis of data stored on a device seized as evidence should be performed by persons that have received training in data forensics, and are familiar with the proper legal precedent for seizure of such evidence. (M M M M)

83.2.6 *A written directive governs the preparation of a report by the person who processes a crime/traffic collision scene.*

Commentary: An accurate record of events that transpire at the scene in connection with the investigation is required at the time of trial. The directive may require such elements as the following to be included in the report: date and time of arrival at the scene; location of the crime; name of the victims, if known; name of suspect, if known; action taken at the scene, including the number of photographs taken, and whether measurements were made (yes or no); list of physical evidence recovered; and case file reference number.

Other information that should be included when a crime scene processor is involved is the date and time a request for service was received, the name of the investigating officer, the disposition of the physical evidence and exposed negatives, and crime scene measurement information. (M M M M)

83.2.7 *The agency has DNA evidence collection capabilities and written directives, which include:*

- a. *first responder responsibilities and precautions;*
- b. *procedures for the collection, storage, and transportation of DNA evidence;*
- c. *DNA evidence collection training requirements for persons collecting evidence; and*
- d. *procedures for the submission of DNA evidence to accredited laboratories.*

Commentary: A DNA (deoxyribonucleic acid) match is a major factor in solving cases where the identity of the offender is not known. The development of matching DNA has made a major impact on law enforcement and improvements in technology continue to advance this means of identification even with very small or old samples. For maximum success, law enforcement agencies must ensure that agency personnel have a good understanding of where DNA can be found, how to avoid contamination

and preserve fragile DNA evidence. Agency personnel that specialize in evidence collection should have special training in collecting and preserving DNA samples for analysis. (M M M M)

83.3 Evidence Handling

83.3.1 *A written directive requires that materials and substances be collected from a known source, whenever available, for submission to the laboratory for comparison with physical evidence collected.*

Commentary: A significant degree of the value of laboratory examinations concerns the identification of substances and comparison of these with materials from known sources. This is true especially in the case of the study of hairs, fibers, fabrics, paint, glass, wood, soil, and tool marks. The location from which samples from a known source are taken is critical where fractures have occurred, such as in the case of glass, wood, paint, and metal. (M M M M)

83.3.2 *A written directive establishes procedures for submitting evidence to a forensic laboratory, which include:*

- a. identification of the person responsible for submitting the evidence;*
- b. methods for packaging and transmitting evidence to the laboratory;*
- c. types of documentation to accompany evidence when transmitted;*
- d. receipts to ensure maintenance of chain of evidence; and*
- e. stipulation that laboratory results be submitted in writing.*

Commentary: The written directive should specify procedures for submission of perishable evidence to the forensic laboratory, such as fresh blood, blood stained objects, other physiological stains and tissue, and biological materials. Large and bulky items, firearms, drugs, and other items should be prepared in a uniform manner that is consistent with the requirements of the receiving laboratory.

The responsibility for requesting laboratory examinations and preparing and transmitting the evidence to the laboratory should be defined. Guidelines for the types and preparation of transmittal documents should be described. Chain of custody should be carefully maintained.

Verbal reports from the laboratory may be accepted, but the agency should insist these be followed up by a written report. When the laboratory is part of the agency, the directive should specify that written reports of findings are provided. When a laboratory is not part of the agency, a transmittal letter or written request, as a part of the evidence transmittal form should be used to request a written report of laboratory findings. (M M M M)

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CAMPUS LAW ENFORCEMENT

This chapter is applicable *only* to college, university or other campus law enforcement agencies. It recognizes the distinctive challenges they face and addresses some of their unique situations. These standards are established to enhance a campus law enforcement agency's ability to provide better and effective service to their campus community and add additional values to their accreditation.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act require colleges and universities within the United States that receive federal funds make public specific information on an annual basis. This information is a valuable resource for families and students permitting them to make knowledgeable decisions on attending an institution or maintaining life activities in the area of the educational institution.

The Clery Act and related legislation is often modified and it is important that the agency remain current with the latest legal requirements.

91.1 General Supplement

91.1.1 *The agency has a written directive requiring a documented risk assessment and analysis every three years that addresses:*

- a. specific areas to be reviewed;*
- b. identifying records and reports to be used;*
- c. risks to campus community from criminal activity;*
- d. risks to campus community from accidents;*
- e. risk of property loss to the institution and individuals;*
- f. liability issues; and*
- g. reporting analysis conclusions and recommendations to appropriate officials outside the agency.*

Commentary: The risk assessment and analysis may be part of other assessments completed by the institution and should encompass areas where the security function has or likely may have responsibility. The analysis may identify areas where mitigating action can be taken to remove or limit injuries, property loss and costs.

The basic foundation of the security function is a risk assessment and analysis of the information. Analysis of past data indicates what has happened and provides insight to future occurrences. Frequency of past occurrences, the criticality of the event and loss or replacement costs should be considered. Some factors to consider are crime and incidents reports, vehicle and personal accident reports, potential weather and geographic events, physical and building issues, the surrounding demographic environment, possible negligent human actions or criminal and terrorism actions.

The analysis should be sent to appropriate authorities outside the campus public safety function. **(M M M M)**

91.1.2 *If law enforcement expenses are accounted for within the budgets of other operating departments as part of a responsibility center accounting (e.g. housing, professional schools, satellite campus locations, etc.), the chief executive officer has written authority to review and coordinate those expenditures.*

Commentary: A campus law enforcement agency's budget may not include all of the funding for public safety on a campus. It is recognized and important that all law enforcement measures on a campus be coordinated through the public safety director or agency CEO to ensure compliance with the security mission of the institution. **(O O O O)**

91.1.3 *If the agency has a role in conducting background investigations of students, faculty, staff, and other on campus personnel a written directive defines this responsibility.*

Commentary: The nature and scope of certain activities on college and university campuses now require background investigations to establish trustworthiness and reliability of certain persons. Agencies should be aware of, and work in conformance with, the applicable law and regulations regarding the investigation, procedures, records distribution and retention. **(M M M M)**

91.1.4 *If the campus law enforcement agency is responsible for a campus security escort service, a written directive addresses:*

- a. conditions for supplying security escort services;*
- b. notification of the service to the campus community;*
- c. supervision;*
- d. security escort selection;*
- e. training or orientation; and*
- f. rules and regulations for security escorts.*

Commentary: Many campus law enforcement agencies are involved in providing or managing a campus security escort service composed of students, volunteers, contract security, or part-time employees. This service is usually for campus community members when they travel alone in isolated areas or after dark, or when there is a concern for personal safety.

It is important that background investigation, screening of applicants, and training or orientation is done before they start their duties.

This standard does not apply to regular employees of the campus law enforcement agency who may provide security escort service as part of their regular duties. (MMMM)

91.1.5 *If the campus law enforcement agency has partial or full responsibility for an emergency notification system, a written directive defines:*

- a. *authorization for system use;*
- b. *conditions that will initiate the notification system;*
- c. *methods by which the information will be released;*
- d. *who activates the notification system;*
- e. *testing; and*
- f. *administrative issues.*

Commentary: A campus emergency notification system is an important and effective way to notify the campus community of dangerous conditions that currently exist, i.e. fire or shooting incident, conditions that may develop i.e. tornado warning, or when the campus community may assist in locating a missing person or an offender.

A primary aspect of these systems is some type of electronic personal notification which may require individual enrollment. This results in managing an ever changing data base, system integrity, security and privacy issues so most systems involve more entities than just the law enforcement agency. Coordination and cooperation is critical.

This standard clarifies the agency's role and is designed, in part, to identify weakness in the total system for correction or coordination.

The system should also consider periodic updates of the situation and notification to the campus community when the situation requiring the notice has ended.

Besides e-notification, there can also be sirens or speakers, electronic bill boards, radio/TV announcements, and reverse phone calls.

Federal and state/provincial regulations affecting these systems should be considered. (MMMM)

91.1.6 *The agency has a written directive addressing active gunman and active terrorism that addresses:*

- a. *immediate notification to the campus community;*
- b. *immediate notification to appropriate law enforcement and public safety departments;*
- c. *assaulting the threat if lives are in imminent danger;*
- d. *lockdown and containment of the incident; and*
- e. *documented annual review of plans with stakeholders.*

Commentary: The general topics and standards contained in Chapter 46 (Critical Incidents, Special Operations, and Homeland Security) address this situation in a broad encompassing manner. However the number of reoccurring instances of campus shootings along with the potential for a terrorist attack compels the seriousness of this situation to require a special standard.

The agency along with campus administrators, other relevant public safety agencies, and other stakeholders should agree on specific plans and actions to take in responding to these situations. It is important that all stakeholders review their responsibilities including the people who may have to take some action. Training should be provided and evaluated and can be incorporated into the Annual All Hazard training required of 46.1.9. (M M M M)

91.1.7 *The agency has a written directive addressing its involvement in the campus behavioral threat assessment process.*

Commentary: The intent of this standard is to make appropriate campus resources aware of affiliates that come to the attention of law enforcement that demonstrate they are at risk physically or emotionally or may be a risk to others. This may be from an abusive relationship, excessive disregard of the consequences of excessive drinking, or drug use, or a serious inability to adapt to campus life which if the situation continues could result in harm to themselves or others. (M M M M)

91.1.8 *If the agency has responsibilities for security cameras, a written directive addresses:*

- a. *assessing conditions for camera locations;*
- b. *establishing conditions and responsibilities for monitoring cameras and responding to potential incidents;*
- c. *establishing a media retention schedule and security access protocols;*
- d. *maintenance and testing responsibilities;*
- e. *training of employees;*
- f. *annual reevaluation of incidents and camera locations; and*
- g. *requests to view recordings and the release of information/data.*

Commentary: Security cameras are effective in reducing crime and aiding in the identification of criminals, identifying traffic problems and situations where the public may need assistance.

The responsibilities for security camera surveillance may be shared with other departments or organizations; however, it is important that all parties involved meet their responsibilities.

The location and technical deployment of camera should be reevaluated to ensure timely adjustments are made. (M M M M)

91.1.9 *If the campus has fixed locations for “emergency only” phones or related devices, the agency has a written directive that addresses:*

- a. *procedures for determining their locations;*
- b. *regular maintenance and testing;*
- c. *procedures for responding;*
- d. *methods to notify the campus community of the service; and*
- e. *a needs review based on a documented security survey conducted once every three years.*

Commentary: Often called blue light phones or emergency phones, prominently marked direct line phones or devices to the law enforcement agency can provide the campus community a means of immediate contact for public safety services. These devices may be located within buildings or in

external environments. The agency may not have full responsibility for these devices but it must demonstrate that the institution as a whole has met the standard requirements. (M M M M)

91.1.10 *A written directive describes the procedures for conducting an administrative investigation to include:*

- a. clarification of the administrative investigative goal;*
- b. reviewing and analyzing records, documentation and related materials;*
- c. conducting additional interviews;*
- d. seeking additional information;*
- e. planning, organizing and preparing investigative reports and findings for review by appropriate administrative authorities; and*
- f. consulting with appropriate prosecutorial authorities in all instances when criminal activities are discovered during the non-criminal administrative investigation.*

Commentary: Campus law enforcement often holds dual capacities as public peace officers and officers of the administration. Occasionally, these officers will be tasked to conduct non-criminal administrative investigations (to exclude those misconduct investigations addressed within Chapter 52, Internal Affairs). Such administrative investigations should conform to investigative best practices. (M M M M)

91.2 Medical Centers

91.2.1 *If a college/university agency has a medical center within its jurisdiction, a written directive governs the agency's role and responsibility in providing public safety services for the facility.*

Commentary: University medical centers may be directly governed by the institution of higher learning or be governed by a separate hospital authority with a strong affiliation to the institution of higher learning. These medical facilities often hire outside security companies, off-duty police officers, or have their own security personnel responsible for patrolling the facility. The directive should address the agency's role in patrolling the facility and responding to calls for service at the facility. This standard does not apply to student, faculty, or staff health centers with limited operations. (M M M M)

91.2.2 *If a college/university agency has a medical center within its jurisdiction and the campus law enforcement agency has personnel assigned to the facility, a written directive establishes:*

- a. responsibilities for patrolling the facility;*
- b. the role of agency personnel in screening patients and visitors to the emergency department for weapons;*
- c. the role of agency personnel in screening "direct admit patients" for weapons; and*
- d. agency responsibility in managing high-risk patients.*

Commentary: The purpose of this standard is ensuring safety, protection, and patient care in College/ University Medical Center properties. This protection also extends to not only patients, whose security

is threatened, but also to those who pose a risk to others, as well as other patients, visitors and staff. ((M M M M))

91.2.3 *If a college/university has a medical center on its campus and the institution's campus law enforcement agency has responsibility for first response, a written directive governs:*

- a. *procedures for responding to emergency calls for service;*
- b. *procedures for assisting the medical center's Emergency Medical Treatment and Labor Act (EMTALA) response team(s);*
- c. *procedures for responding to reports of baby abductions from the facility; and*
- d. *any special procedures for responding to non-emergency calls.*

Commentary: Medical centers pose a challenge for law enforcement response, not only because of their size, but also because of the various federal and state laws under which they are regulated. The purpose of this standard is to ensure rapid response by campus law enforcement/security, while remaining sensitive to the medical center environment.

The Emergency Medical Treatment and Active Labor Act (EMTALA) ensures public access to emergency services regardless of ability to pay. The agency directive should articulate the agency's role in the expeditious response to screen and stabilize all individuals on the hospital's campus who request medical treatment. Additionally, the directive should identify the hospital's main buildings, other hospital owned buildings within 250 yards of the main building and any off-campus outpatient care settings that qualify as hospital departments governed by the provisions of the Act. (M M M M)

91.3 Research Intensive Facilities

91.3.1 *If the agency has a research intensive facility or facilities on its campus or within its jurisdiction, a written directive establishes the agency's role and responsibilities for response to these facilities that includes at a minimum:*

- a. *the identity of the position or campus agency responsible for coordinating the response to various incidents at the center/facility;*
- b. *specific responsibilities of agency communications personnel;*
- c. *specific responsibilities of responding agency personnel;*
- d. *special risks and response training for agency personnel at least annually; and*
- e. *specialized equipment needs/requirements.*

Commentary: Research facilities pose an elevated threat for both responding public safety personnel and the research facility. This includes response to emergency or non-emergency situations. The directive should provide for response procedures, availability of information and equipment necessary to ensure the safety of responders and ensure the safety of the research contained in the facility. It should be noted a variety of regulatory and safety provisions impact these facilities and should be referenced in developing policy and training. (M M M M)

91.4 Administration

91.4.1 *The agency has a written directive that establishes a position responsible for compliance with the Clery Act and includes:*

- a. annual reporting;*
- b. timely warnings to the campus community about crimes that are a threat to students and employees;*
- c. public crime log;*
- d. submission of data to the United States Department of Education;*
- e. establishing the rights of victims of sexual assaults; and*
- f. meeting other operational and reporting requirements as stipulated by the United States Department of Education.*

Commentary: The Clery Act is specific about the types of crimes to be reported in several categories. Reporting requirements also include public areas adjacent to the campus, off campus living locations, etc. Some information may need to be acquired from adjacent local law enforcement agencies. There are also requirements for posting the agencies policies on several topics, i.e. sexual assaults, and involvement with other law enforcement agencies. The Higher Education Opportunity Act should be consulted as a resource when considering the implications of this standard. (MMMM)

3.0 Written Directives

3.1 A written directive can be a policy, plan, procedure, rule, general or special order, training directive, or other document that is binding upon agency personnel.

The objective of a written directive standard is to require written policy. The form of that written policy can be what the agency has determined best fits its written directive system.

3.2 An agency does not need to have an individual directive for each standard requiring a written directive; the agency may have a single manual or directive covering several standards.

The accreditation process is not intended to generate unnecessary paperwork for the agency. A written directive, general order, plan, etc., may serve to document a number of standards. The agency may list one source of documentation as many times as appropriate.

Assessors must go beyond merely verifying the existence of a directive and must determine whether the content of the written directive meets the standard requirement. Assessors may choose to verify the agency's compliance with any written directive standard. If the observation of agency operations raises questions about compliance with the written directive, the assessor must resolve the compliance question through a review of additional written materials, or if appropriate, further observations, or interviews.

3.3 A written directive is the foundation for functional compliance with written directive standards. Adherence to written directives will generate other documentation (known as "proofs"), activities, or conditions, which will be necessary to prove continuing compliance.

It is recognized that historical "proofs" for an initial accreditation will likely be fewer in comparison to an agency documenting compliance for reaccreditation. The methods used by assessors to determine compliance are multi-dimensional and include a review of agency directives, determining historical continuity in agency documentation or "proofs," conducting interviews, evaluating panel presentations, and considering input from the public. Compliance with individual standards is rarely verified by using only a written directive.

4.0 Assessors

The final three principles pertain to assessors. They are presented for purposes of information, without comments.

4.1 Assessors may go outside the proofs of compliance cited in the CALEA Process and Programs Guide.

4.2 Assessor may go outside the agency to verify compliance.

4.3 Assessors must verify agency compliance with every standard listed by the Commission.

APPENDIX E

LIST OF TIME SENSITIVE ACTIVITIES

The list of time sensitive activities is an aide to facilitate agencies in complying with standards that require reports on a time period basis. This list is based on time requirements stated in the standards. Agencies are cautioned that this list should be considered only as a guide. Depending on conditions, a number of standards require the agency to periodically review, modify, or take some action.

This list is presented in two formats, by standard order, and by time period.

TIME SENSITIVE ACTIVITIES BY STANDARD ORDER

STAND.	ACTION	DESCRIPTION	LEVEL	FREQUENCY
1.1.2	Activity	Ethics Training	M M M M	Biennial
1.2.9 (d)	Review	Bias Based Profiling	M M M M	Annual
1.3.6	Report	Use of force occurrence	M M M M	Incident
1.3.7	Review	Use of force reports required in standard 1.3.6	M M M M	Incident
1.3.11	Report	Use of force policies, lethal and electronic controlled weapons proficiency	M M M M	Annual
1.3.11	Report	Use of force policies & less lethal weapons proficiency	M M M M	Biennial
1.3.13	Analysis	Use of force reports	M M M M	Annual
15.2.1	Report	Updating written goals & objective for agency & each organization component	M M M M	Annual
16.1.2	Report	Periodic workload assessments	NA O M M	Triennial
16.2.1	Review	Specialized assignments	NA O O O	Annual
17.2.2	Report	Budget recommendations by major functions	NA O O O	Annual
17.4.1	Report	Fiscal management status reports	M M M M	Monthly
17.4.2 (f)	Report	Cash funds	M M M M	Quarterly
25.1.3	Analysis	Employee grievances	O O M M	Annual

31.2.2	Analysis	Recruitment Plan	M M M M	Annual
33.5.1	Activity	Legal update training	M M M M	Annual
35.1.2	Report	Employee performance evaluation	M M M M	Annual
35.1.3	Report	Entry level employee performance evaluation	M M M M	Quarterly
35.1.9(c)	Evaluation	Personnel Early Warning System	M M M M	Annual
41.2.2(i)	Review	Pursuit report	M M M M	Incident
41.2.2(j)	Analysis	Pursuit report	M M M M	Annual
41.2.3(e)	Review	Use of roadblocks and forcible stops	M M M M	Incident
41.2.7(e)	Report	Training on dealing with the mentally ill	M M M M	Triennial
42.1.6(i)	Review	Criminal Intelligence Procedures and Process	M M M M	Annual
44.1.3	Review	Juvenile enforcement and prevention programs	NA O O O	Annual
45.1.1(c)	Evaluation	Effectiveness of crime prevention	NA O O M	Triennial
45.2.2	Report	Community involvement report to CEO	NA O O O	Quarterly
45.2.4	Survey	Citizen attitudes & opinions of agency, safety & security & how to improve	O O O O	Triennial
46.1.3(h)	Report	After action report for critical incidents	M M M M	Incident
46.1.8	Inspection	Critical incident equipment readiness	M M M M	Quarterly
46.1.9	Report	Training on "All Hazard" plan	O M M M	Annual
52.1.5	Report	IA investigations statistical summary	O O O O	Annual
53.2.1(e)	Inspection	Staff inspection of all organizational components	NA O O O	Triennial
55.1.2	Review	Victim/Witness Assistance needs	NA O O O	Triennial
61.3.4(e)	Review	Need for location of adult crossing guards	O O O O	Annual
70.1.7(b)	Report	Escape of prisoner being transported	M M M M	Incident
71.2.1	Activity	Temporary detention training	M M M M	Triennial
71.4.3	Review	Temporary detention procedures	M M M M	Triennial
72.1.1	Activity	Holding facility training	M M M M	Triennial
72.3.1(a)	Inspection	Fire equipment	M M M M	Weekly

72.3.1 (a)	Test	Fire equipment	M M M M	Semi-annual
72.3.3	Inspection	Sanitation	M M M M	Weekly
72.4.6	Inspection	Security inspection for weapons and contraband	M M M M	Weekly
72.4.11	Report	Threat to facility or person	M M M M	Incident
72.6.2	Inspection	First-aid kit	M M M M	Weekly
73.2.1 (c)	Survey	Court security needs - facilities/emergencies/ high risk exposure/equipment	M M M M	Triennial
73.5.1	Activity	Court holding facility training	M M M M	Triennial
73.5.6	Inspection	First-aid kit	M M M M	Weekly
73.5.9(a)	Inspection	Fire equipment	M M M M	Weekly
73.5.9(a)	Test	Fire equipment	M M M M	Semi-annual
73.5.11	Inspection	Sanitation	M M M M	Weekly
73.5.17	Inspection	Security inspection for weapons and contraband	M M M M	Weekly
73.5.21	Report	Threat to facility or person	M M M M	Incident
81.3.2	Inspection	Alternate source of power	M M M M	Monthly
81.3.2	Test	Alternate source of power, test under full load	M M M M	Annual
82.1.6(d)	Audit	Central records computer system	M M M M	Annual
84.1.6(a)	Inspection	Property control procedures by evidence/ property custodian	M M M M	Semi-annual
84.1.6(b)	Inventory	Change in property/evidence custodian	M M M M	Incident
84.1.6(c)	Audit	By supervisor not directly connected to function	M M M M	Annual
84.1.6(d)	Inspection	Unannounced inspections as directed by CEO	M M M M	Annual
91.1.1	Analysis	Risk assessment	M M M M	Triennial
91.1.6(e)	Review	Gunman and terrorism plan	M M M M	Annual
91.1.8(f)	Evaluation	Security incidents/camera locations	M M M M	Annual
91.1.9(e)	Review	Security phone locations	M M M M	Triennial
91.4.1 (a)	Report	Clery Act	M M M M	Annual

TIME SENSITIVE ACTIVITIES BY TIME PERIOD

16.1.2	Report	Periodic workload assessments	NA O M M	Triennial
41.2.7	Report	Training on dealing with the mentally ill	M M M M	Triennial
45.1.1	Evaluation	Effectiveness of crime prevention	NA O O M	Triennial
45.2.4	Survey	Citizen attitudes & opinions of agency, safety & security & how to improve	O O O O	Triennial
53.2.1 (e)	Inspection	Staff Inspection of all organizational components	NA O O O	Triennial
55.1.2	Review	Victim/Witness Assistance needs	NA O O O	Triennial
71.2.1	Activity	Temporary detention training	M M M M	Triennial
71.4.3	Review	Temporary detention procedures	M M M M	Triennial
72.1.1	Activity	Holding facility training	M M M M	Triennial
73.2.1 (c)	Survey	Court security needs - facilities/emergencies/ high risk exposure/equipment	M M M M	Triennial
73.5.1	Activity	Court holding facility training	M M M M	Triennial
91.1.1	Analysis	Risk assessment	M M M M	Triennial
91.1.9(e)	Review	Security phone locations	M M M M	Triennial
1.1.2	Activity	Ethics Training	M M M M	Biennial
1.3.11	Report	Use of force policies & less lethal weapons proficiency	M M M M	Biennial
1.2.9 (d)	Review	Bias Based Profiling	M M M M	Annual
1.3.11	Report	Use of force policies, lethal and electronic controlled weapons proficiency	M M M M	Annual
1.3.13	Analysis	Use of force reports	M M M M	Annual
15.2.1	Report	Updating written goals & objective for agency & each organization component	M M M M	Annual
16.2.1	Review	Specialized assignments	NA O O O	Annual
17.2.2	Report	Budget recommendations by major functions	NA O O O	Annual
25.1.3	Analysis	Employee grievances	O O M M	Annual

31.2.2	Analysis	Recruitment Plan	M M M M	Annual
33.5.1	Activity	Legal update training	M M M M	Annual
35.1.2	Report	Employee performance evaluation	M M M M	Annual
35.1.9(c)	Evaluation	Personnel Early Warning System	M M M M	Annual
41.2.2 (j)	Analysis	Pursuit report	M M M M	Annual
42.1.6(i)	Review	Criminal Intelligence Procedures and Process	M M M M	Annual
44.1.3	Review	Juvenile enforcement and prevention programs	NA O O O	Annual
46.1.9	Report	Training on "All Hazard" plan	O M M M	Annual
52.1.5	Report	IA investigations statistical summary	O O O O	Annual
61.3.4(e)	Review	Need for location of adult crossing guards	O O O O	Annual
81.3.2	Test	Alternate source of power, test under full load	M M M M	Annual
82.1.6(d)	Audit	Central records computer system	M M M M	Annual
84.1.6(c)	Audit	By supervisor not directly connected to function	M M M M	Annual
84.1.6(d)	Inspection	Unannounced inspections as directed by CEO	M M M M	Annual
91.1.6(e)	Review	Gunman and terrorism plan	M M M M	Annual
91.1.8(f)	Evaluation	Security incidents/camera locations	M M M M	Annual
91.4.1 (a)	Report	Clery Act	M M M M	Annual
72.3.1 (a)	Test	Fire equipment	M M M M	Semi-annual
73.5.9(a)	Test	Fire equipment	M M M M	Semi-annual
84.1.6(a)	Inspection	Property control procedures by evidence/ property custodian	M M M M	Semi-annual
17.4.2(f)	Report	Cash funds	M M M M	Quarterly
35.1.3	Report	Entry level employee performance evaluation	M M M M	Quarterly
45.2.2	Report	Community involvement report to CEO	NA O O O	Quarterly
46.1.8	Inspection	Critical incident equipment readiness	M M M M	Quarterly
17.4.1	Report	Fiscal management status reports	M M M M	Monthly
81.3.2	Inspection	Alternate source of power	M M M M	Monthly

72.3.1 (a)	Inspection	Fire equipment	M M M M	Weekly
72.3.3	Inspection	Sanitation	M M M M	Weekly
72.4.6	Inspection	Security inspection for weapons and contraband	M M M M	Weekly
72.6.2	Inspection	First-aid kit	M M M M	Weekly
73.5.6	Inspection	First-aid kit	M M M M	Weekly
73.5.9 (a)	Inspection	Fire equipment	M M M M	Weekly
73.5.11	Inspection	Sanitation	M M M M	Weekly
73.5.17	Inspection	Security inspection for weapons and contraband	M M M M	Weekly
1.3.6	Report	Use of force occurrence	M M M M	Incident
1.3.7	Review	Use of force reports required in standard 1.3.6	M M M M	Incident
41.2.2 (i)	Review	Pursuit report	M M M M	Incident
41.2.3 (e)	Review	Use of roadblocks and forcible stops	M M M M	Incident
46.1.3 (h)	Report	After action report for critical incidents	M M M M	Incident
70.1.7 (b)	Report	Escape of prisoner being transported	M M M M	Incident
72.4.11	Report	Threat to facility or person	M M M M	Incident
73.5.21	Report	Threat to facility or person	M M M M	Incident
84.1.6 (b)	Inventory	Change in property/evidence custodian	M M M M	Incident

APPENDIX H

CALEA Law Enforcement Agency Standards

STANDARD TITLES

Accreditation and Advanced Accreditation

This document serves as a comprehensive list of CALEA Standards for Law Enforcement Agencies. Those highlighted constitute the contents of the CALEA Law Enforcement Accreditation Program. The CALEA Advanced Law Enforcement Accreditation is composed of all standards listed. Questions concerning standard applicability should be directed to CALEA Program Management staff.

1.0 Law Enforcement Role and Authority

1.1 Law Enforcement Agency Role

1.1.1 Oath of Office

1.1.2 Code of Ethics

1.1.3 Agency's Role in Criminal Justice Diversion Programs

1.1.4 Consular Notification

1.2 Limits of Authority

1.2.1 Legal Authority Defined

1.2.2 Legal Authority to Carry/Use Weapons

1.2.3 Compliance with Constitutional Requirements

1.2.4 Search and Seizure

1.2.5 Arrest with/without Warrant

1.2.6 Alternatives to Arrest

1.2.7 Use of Discretion

1.2.8 Strip/Body Cavity Search

1.2.9 Bias Based Profiling

1.3 Use of Force

1.3.1 Use of Reasonable Force

1.3.2 Use of Deadly Force

1.3.3 Warning Shots

1.3.4 Use of Authorized Less Lethal Weapons

1.3.5 Rendering Aid After Use of Weapons

1.3.6 Reporting Uses of Force

1.3.7 Reviewing Reports of 1.3.6

1.3.8 Removal from Line of Duty Assignment, Use of Force

1.3.9 Authorization: Weapons and Ammunition

1.3.10 Demonstrating Proficiency with Weapons

1.3.11 Annual/Biennial Proficiency Training

- 1.3.12 Issuing Written Directives
- 1.3.13 Analyze Reports from 1.3.6

2.0 Agency Jurisdiction and Mutual Aid

- 2.1 Agency Jurisdiction and Mutual Aid
 - 2.1.1 Geographical Boundaries
 - 2.1.2 Concurrent Jurisdiction
 - 2.1.3 Written Agreements for Mutual Aid
 - 2.1.4 Requesting Assistance: Federal LE/National Guard

3.0 Contractual Agreements for Law Enforcement Services

- 3.1 Contractual Agreements
 - 3.1.1 Written Agreement for Services Provided
 - 3.1.2 Employee Rights

11.0 Organization and Administration

- 11.1 Organizational Structure
 - 11.1.1 Description of Organization
 - 11.1.2 Organizational Chart
- 11.2 Unity of Command
 - 11.2.1 Employee Accountability
 - 11.2.2 Direct Command, Component
- 11.3 Authority and Responsibility
 - 11.3.1 Responsibility/Authority
 - 11.3.2 Supervisory Accountability
- 11.4 General Management and Administration
 - 11.4.1 Administrative Reporting Program
 - 11.4.2 Accountability for Agency Forms
 - 11.4.3 Accreditation Maintenance
 - 11.4.4 Computer Software Policy
 - 11.4.5 Notify CEO of Incident with Liability

12.0 Direction

- 12.1 Direction
 - 12.1.1 CEO Authority and Responsibility
 - 12.1.2 Command Protocol
 - 12.1.3 Obey Lawful Orders

12.1.4 Functional Communication/Cooperation

12.2 Written Directives

12.2.1 The Written Directive System

12.2.2 Dissemination and Storage

15.0 Planning and Research, Goals and Objectives, and Crime Analysis

15.1 Planning and Research

15.1.1 Activities of Planning and Research

15.1.2 Organizational Placement/Planning and Research

15.1.3 Multiyear Plan

15.2 Goals and Objectives

15.2.1 Annual Updating/Goals and Objectives

15.2.2 System for Evaluation/Goals and Objectives

15.3 Crime Analysis

15.3.1 Establish Procedures

16.0 Allocation and Distribution of Personnel and Personnel Alternatives

16.1 Allocation and Distribution of Personnel

16.1.1 Position Management System

16.1.2 Workload Assessments

16.2 Specialized Assignment

16.2.1 Annual Review

16.2.2 Announce Openings

16.2.3 Temporary/Rotating Assignments

16.3 Reserves

16.3.1 Program Description

16.3.2 Selection Criteria

16.3.3 Entry Level Training

16.3.4 Uniforms and Equipment

16.3.5 In-Service Training

16.3.6 Use of Force Training & Firearms Proficiency

16.3.7 Bonding/Liability Protection

16.3.8 Performance Evaluations

16.3.9 Educational Requirements

- 16.4 Auxiliaries
 - 16.4.1 Program Description
 - 16.4.2 Training
 - 16.4.3 Uniforms

17.0 Fiscal Management and Agency Property

- 17.1 Fiscal Management
 - 17.1.1 CEO Authority and Responsibility
- 17.2 Budget
 - 17.2.1 Budget Process and Responsibility Described
 - 17.2.2 Functional Recommendations to Budget
- 17.3 Purchasing
 - 17.3.1 Requisition and Purchasing Procedures
- 17.4 Accounting
 - 17.4.1 Accounting System
 - 17.4.2 Cash Fund/Accounts Maintenance
 - 17.4.3 Independent Audit
- 17.5 Agency Property
 - 17.5.1 Inventory and Control
 - 17.5.2 Issue/Reissue Procedures
 - 17.5.3 Operational Readiness

18.0 Clery Act

- 18.1 Administration
 - 18.1.1 Position Responsible for Clery Act

21.0 Classification and Delineation of Duties and Responsibilities

- 21.1 Task Analysis
 - 21.1.1 Task Analysis
- 21.2 Classification
 - 21.2.1 Classification Plan
 - 21.2.2 Job Description Maintenance and Availability

22.0 Compensation, Benefits, and Conditions of Work

- 22.1 Compensation

- 22.1.1 Salary Program
- 22.2 Benefits
 - 22.2.1 Leave Program
 - 22.2.2 Benefits Program
 - 22.2.3 Personnel Support Services Program
 - 22.2.4 Victim Witness Services/Line of Duty Death
 - 22.2.5 Clothing and Equipment
 - 22.2.6 Employee Assistance Program
 - 22.2.7 Employee Identification
- 22.3 Conditions of Work
 - 22.3.1 Physical Examinations
 - 22.3.2 General Health and Physical Fitness
 - 22.3.3 Fitness and Wellness Program
 - 22.3.4 Off-Duty Employment
 - 22.3.5 Extra-Duty Employment
- 24.0 Collective Bargaining**
 - 24.1 Collective Bargaining and Contract Management
 - 24.1.1 Agency Role
 - 24.1.2 Ratification Responsibilities
- 25.0 Grievance Procedures**
 - 25.1 Grievance Procedures
 - 25.1.1 Grievance Procedures
 - 25.1.2 Coordination/Control of Records
 - 25.1.3 Annual Analysis
- 26.0 Disciplinary Procedures**
 - 26.1 Disciplinary Procedures
 - 26.1.1 Code of Conduct and Appearance
 - 26.1.2 Employee Awards
 - 26.1.3 Sexual Harassment
 - 26.1.4 Disciplinary System
 - 26.1.5 Role and Authority of Supervisors
 - 26.1.6 Appeal Procedures
 - 26.1.7 Dismissal Procedures
 - 26.1.8 Records
- 31.0 Recruitment**

- 31.1 Administrative Practices and Procedures
 - 31.1.1 Agency Participation
 - 31.1.2 Assignment/Recruitment
- 31.2 Equal Employment Opportunity and Recruitment
 - 31.2.1 Recruitment Plan
 - 31.2.2 Annual Analysis
 - 31.2.3 Equal Employment Opportunity Plan
- 31.3 Job Announcements and Publicity
 - 31.3.1 Job Announcements
 - 31.3.2 Posting Locations
 - 31.3.3 Maintaining Applicant Contact
 - 31.3.4 Application Rejection

32.0 Selection

- 32.1 Professional and Legal Requirements
 - 32.1.1 Selection Process Described
 - 32.1.2 Job Relatedness
 - 32.1.3 Uniform Administration
 - 32.1.4 Candidate Information
 - 32.1.5 Notification of Ineligibility
 - 32.1.6 Records
 - 32.1.7 Selection Material Security
- 32.2 Administrative Practices and Procedures
 - 32.2.1 Background Investigations
 - 32.2.2 Training
 - 32.2.3 Records Retention
 - 32.2.4 Polygraph Examinations
 - 32.2.5 Conducted by Trained Personnel
 - 32.2.6 Use of Results
 - 32.2.7 Medical Examinations
 - 32.2.8 Emotional Stability/Psychological Fitness Examinations
 - 32.2.9 Records Retention
 - 32.2.10 Entry Level Probation

33.0 Training and Career Development

- 33.1 Administration
 - 33.1.1 Training Committee

- 33.1.2 Attendance Requirements
- 33.1.3 Outside Training Reimbursement
- 33.1.4 Lesson Plan Requirements
- 33.1.5 Remedial Training
- 33.1.6 Employee Training Record Maintenance
- 33.1.7 Training Class Records Maintenance
- 33.2 Academy
 - 33.2.1 Academy Administration and Operation
 - 33.2.2 Academy Facilities
 - 33.2.3 Outside Academy, Role
 - 33.2.4 Outside Academy, Agency Specific Training
- 33.3 Training Instructors
 - 33.3.1 Instructor Training
- 33.4 Recruit Training
 - 33.4.1 Entry Level Training Required
 - 33.4.2 Recruit Training Program
 - 33.4.3 Field Training Program
- 33.5 In-Service, Shift Briefing, and Advanced Training
 - 33.5.1 Annual Retraining Program
 - 33.5.2 Shift Briefing Training
 - 33.5.3 Accreditation Training
 - 33.5.4 Accreditation Manager Training
- 33.6 Specialized In-Service Training
 - 33.6.1 Specialized Training
 - 33.6.2 Tactical Team Training Program
- 33.7 Civilian Training
 - 33.7.1 Civilian Orientation
 - 33.7.2 Civilian Pre-Service and In-Service Training
- 33.8 Career Development
 - 33.8.1 Career Development Personnel Training
 - 33.8.2 Skill Development Training Upon Promotion
 - 33.8.3 Career Development Program
- 34.0 Promotion**
 - 34.1 Professional and Legal Requirements
 - 34.1.1 Agency Role

- 34.1.2 Authority and Responsibility
- 34.1.3 Promotional Process Described
- 34.1.4 Job Relatedness
- 34.1.5 Promotional Announcement
- 34.1.6 Eligibility Lists
- 34.1.7 Promotional Probation

35.0 Performance Evaluation

- 35.1 Administration
 - 35.1.1 Performance Evaluation System
 - 35.1.2 Annual Evaluation
 - 35.1.3 Quarterly Evaluation of Probationary Employees
 - 35.1.4 Evaluation Criteria
 - 35.1.5 Evaluation Period
 - 35.1.6 Unsatisfactory Performance
 - 35.1.7 Employee Counseling
 - 35.1.8 Rater Evaluation
 - 35.1.9 Personnel Early Warning System

41.0 Patrol

- 41.1 Administration
 - 41.1.1 Shift/Beat Assignment
 - 41.1.2 Shift Briefing
 - 41.1.3 Special-Purpose Vehicles
 - 41.1.4 Agency Animals
- 41.2 Operations
 - 41.2.1 Responding Procedures
 - 41.2.2 Pursuit of Motor Vehicles
 - 41.2.3 Roadblocks and Forcible Stopping
 - 41.2.4 Notification Procedures
 - 41.2.5 Missing Persons
 - 41.2.6 Missing Children
 - 41.2.7 Mental Illness
- 41.3 Equipment
 - 41.3.1 Patrol Vehicles Lights,Sirens
 - 41.3.2 Equipment Specification/Replenishment
 - 41.3.3 Occupant Safety Restraints
 - 41.3.4 Authorized Personal Equipment
 - 41.3.5 Protective Vests
 - 41.3.6 Protective Vests/Pre-Planned, High Risk Situations

41.3.7 Mobile Data Access

41.3.8 In-Car Audio/Video

42.0 Criminal Investigation

42.1 Administration

42.1.1 On-Call Schedule

42.1.2 Case-Screening System

42.1.3 Case File Management

42.1.4 Accountability, Preliminary/Follow-Up Investigations

42.1.5 Habitual/Serious Offenders

42.1.6 Criminal Intelligence

42.2 Operations

42.2.1 Preliminary Investigations Steps

42.2.2 Follow-Up Investigations Steps

42.2.3 Investigative Checklists

42.2.4 Patrol Shift Briefing Attendance

42.2.5 Investigative Task Forces

42.2.6 Polygraph Examinations

42.2.7 Informants

42.2.8 Identity Crimes

42.2.9 Cold Cases

42.2.10 Interview Rooms

42.2.11 Line-ups

42.2.12 Show-ups

43.0 Vice, Drugs, and Organized Crime

43.1 Administration and Operations

43.1.1 Complaint Management

43.1.2 Records, Storage and Security

43.1.3 Confidential Funds

43.1.4 Equipment, Authorization and Control

43.1.5 Covert Operations

44.0 Juvenile Operations

44.1 Administration

44.1.1 Juvenile Operations Policy

44.1.2 Policy Input, Others

44.1.3 Annual Program Review

- 44.2 Operations
 - 44.2.1 Handling Offenders
 - 44.2.2 Procedures for Custody
 - 44.2.3 Custodial Interrogation
 - 44.2.4 School Liaison Program
 - 44.2.5 Community Recreation Programs

45.0 Crime Prevention and Community Involvement

- 45.1 Crime Prevention
 - 45.1.1 Activities
 - 45.1.2 Organizing Prevention Groups
 - 45.1.3 Prevention Input
- 45.2 Community Involvement
 - 45.2.1 Activities
 - 45.2.2 Quarterly Progress Report
 - 45.2.3 Procedures for Transmitting Information
 - 45.2.4 Citizens Survey
 - 45.2.5 Survey Summary to CEO

46.0 Critical Incidents, Special Operations, and Homeland Security

- 46.1 Critical Incidents
 - 46.1.1 Planning Responsibility
 - 46.1.2 All Hazard Plan
 - 46.1.3 Command Function
 - 46.1.4 Operations Function
 - 46.1.5 Planning Function
 - 46.1.6 Logistics Function
 - 46.1.7 Finance/Administration Function
 - 46.1.8 Equipment Inspection
 - 46.1.9 Annual Training
- 46.2 Special Operations
 - 46.2.1 Special Operations Activities
 - 46.2.2 Tactical Team Selection
 - 46.2.3 Tactical Team Equipment
 - 46.2.4 Hostage Negotiator Selection
 - 46.2.5 Search and Rescue
 - 46.2.6 VIP Security Plan
 - 46.2.7 Special Events Plan

- 46.3 Homeland Security
 - 46.3.1 Liaison with other Organizations
 - 46.3.2 Terrorism Related Intelligence
 - 46.3.3 Providing Awareness Information
 - 46.3.4 Hazmat Awareness

52.0 Internal Affairs

- 52.1 Organizational Integrity
 - 52.1.1 Complaint Investigation
 - 52.1.2 Records, Maintenance and Security
 - 52.1.3 CEO, Direct Accessibility
 - 52.1.4 Complaint Registering Procedures
 - 52.1.5 Annual Summaries; Public Availability
- 52.2 Complaint Procedures
 - 52.2.1 Complaint Types
 - 52.2.2 CEO, Notification
 - 52.2.3 Investigation Time Limits
 - 52.2.4 Informing Complainant
 - 52.2.5 Statement of Allegations/Rights
 - 52.2.6 Submission to Tests, Procedures
 - 52.2.7 Relieved from Duty
 - 52.2.8 Conclusion of Fact

53.0 Inspectional Services

- 53.1 Line Inspections
 - 53.1.1 Procedures
- 53.2 Staff Inspections
 - 53.2.1 Procedures

54.0 Public Information

- 54.1 Public Information
 - 54.1.1 Activities
 - 54.1.2 Policy Input
 - 54.1.3 News Media Access

55.0 Victim/Witness Assistance

- 55.1 Administration
 - 55.1.1 Summary of Rights
 - 55.1.2 Analysis, Need/Services
 - 55.1.3 Policy/Procedure Development
- 55.2 Operations
 - 55.2.1 Initial Assistance
 - 55.2.2 Assistance, Threats
 - 55.2.3 Assistance, Preliminary Investigation
 - 55.2.4 Assistance, Follow-Up Investigation
 - 55.2.5 Assistance, Suspect Arrest
 - 55.2.6 Next-of-Kin Notification

61.0 Traffic

- 61.1 Traffic Enforcement
 - 61.1.1 Selective Enforcement Activities
 - 61.1.2 Uniform Enforcement Procedures
 - 61.1.3 Violator Procedures
 - 61.1.4 Informing The Violator
 - 61.1.5 Uniform Enforcement Policies
 - 61.1.6 Enforcement Practices
 - 61.1.7 Stopping/Approaching
 - 61.1.8 Officer-Violator Relations
 - 61.1.9 Speed-Measuring Devices
 - 61.1.10 Alcohol Enforcement Program
 - 61.1.11 DUI Procedures
 - 61.1.12 License Reexamination Referrals
 - 61.1.13 Parking Enforcement
- 61.2 Traffic Collision Investigation
 - 61.2.1 Reporting and Investigation
 - 61.2.2 Collision Scene Responses
 - 61.2.3 Collision Scene Duties
 - 61.2.4 Follow-Up Investigations
- 61.3 Traffic Direction and Control
 - 61.3.1 Traffic Engineering
 - 61.3.2 Direction/Control Procedures
 - 61.3.3 Escorts
 - 61.3.4 Adult School Crossing Guards

- 61.3.5 Student Safety Patrol Program
- 61.3.6 Local/Region Planning Committees
- 61.4 Ancillary Services
 - 61.4.1 Assistance, Highway Users
 - 61.4.2 Hazardous Highway Conditions
 - 61.4.3 Towing
 - 61.4.4 Traffic Safety Materials

70.0 Detainee Transportation

- 70.1 Transport Operations
 - 70.1.1 Pre-Transport Prisoner Searches
 - 70.1.2 Searching Transport Vehicles
 - 70.1.3 Procedures, Transporting by Vehicle
 - 70.1.4 Interruption of Transport
 - 70.1.5 Prisoner Communication
 - 70.1.6 Procedures, Transport Destination
 - 70.1.7 Procedures, Escape
 - 70.1.8 Notify Court of Security Hazard
- 70.2 Restraining Devices
 - 70.2.1 Prisoner Restraint Requirement
- 70.3 Special Transport Situations
 - 70.3.1 Sick, Injured, Disabled
 - 70.3.2 Hospital Security and Control
 - 70.3.3 Special Situations
- 70.4 Transport Equipment
 - 70.4.1 Vehicle Safety Barriers
 - 70.4.2 Rear Compartment Modifications
- 70.5 Documentation
 - 70.5.1 Prisoner ID and Documentation

71.0 Processing and Temporary Detention

- 71.1 Authorization
 - 71.1.1 Designate Rooms or Areas
- 71.2 Training
 - 71.2.1 Training of Personnel

- 71.3 Detainee Processing and Control
 - 71.3.1 Procedures
 - 71.3.2 Immovable Objects
 - 71.3.3 Security
- 71.4 Temporary Detention Facility Conditions
 - 71.4.1 Physical Conditions
 - 71.4.2 Fire Prevention/Suppression
 - 71.4.3 Inspections
- 71.5 Processing and Testing
 - 71.5.1 Security Concerns in Designated Processing or Testing Rooms/Areas

72.0 Holding Facility

- 72.1 Organization, Administration, and Management
 - 72.1.1 Training User Personnel
 - 72.1.2 Access, Nonessential Persons
 - 72.1.3 Records Security
- 72.2 Physical Plant
 - 72.2.1 Minimum Conditions
- 72.3 Safety and Sanitation
 - 72.3.1 Fire, Heat, Smoke Detection System, Inspections
 - 72.3.2 Posted Evacuation Plan
 - 72.3.3 Weekly Sanitation Inspection
- 72.4 Security and Control
 - 72.4.1 Securing Firearms
 - 72.4.2 Entering Occupied Cells
 - 72.4.3 Key Control
 - 72.4.4 Facility Door Security
 - 72.4.5 Security Checks
 - 72.4.6 Security Inspections
 - 72.4.7 Tool and Culinary Equipment
 - 72.4.8 Alerting Control Point
 - 72.4.9 Panic Alarms
 - 72.4.10. Procedures, Escape
 - 72.4.11 Report, Threats to Facility
- 72.5 Detainee Processing
 - 72.5.1 Detainee Searches

- 72.5.2 Intake Forms
- 72.5.3 Sight and Sound Separation
- 72.5.4 Segregation
- 72.5.5 Procedure, Outside Detainees
- 72.5.6 Procedure, Exceeding Capacity
- 72.5.7 Identification, Released Detainees
- 72.6 Medical and Health Care Services
 - 72.6.1 Procedure, Medical Assistance
 - 72.6.2 First Aid Kit
 - 72.6.3 Receiving-Screening Information
 - 72.6.4 Posted Access to Medical Service
 - 72.6.5 Dispensing Pharmaceuticals
- 72.7 Detainee Rights
 - 72.7.1 Procedure, Detainee Rights
- 72.8 Supervision of Detainees
 - 72.8.1 24-Hour Supervision
 - 72.8.2 Audio/Visual Surveillance
 - 72.8.3 Supervision, Opposite Sex
 - 72.8.4 Receiving Mail/Packages
 - 72.8.5 Visiting
- 73.0 Court Security**
 - 73.1 Administration
 - 73.1.1 Role, Authority, Policies
 - 73.2 Operations
 - 73.2.1 Facilities, Equipment, Security Survey
 - 73.3 Security Policy and Procedures
 - 73.3.1 Weapon Lockboxes
 - 73.3.2 Use of Restraints
 - 73.4 Equipment
 - 73.4.1 Identification, Availability, Operational Readiness
 - 73.4.2 External Communications
 - 73.4.3 Duress Alarms
 - 73.5 Court Holding Facilities
 - 73.5.1 Training

- 73.5.2 Detainee Searches
- 73.5.3 Detainee Property Security
- 73.5.4 Segregation
- 73.5.5 Procedure for Medical Assistance
- 73.5.6 First Aid Kit
- 73.5.7 Access of Nonessential Persons
- 73.5.8 Minimum Conditions
- 73.5.9 Fire Alarm System
- 73.5.10 Evacuation Plan
- 73.5.11 Sanitation Inspection
- 73.5.12 Securing Firearms
- 73.5.13 Entering Occupied Cells
- 73.5.14 Key Control
- 73.5.15 Facility Door Security
- 73.5.16 Security Checks
- 73.5.17 Security Inspections
- 73.5.18 Designated Control Point
- 73.5.19 Panic Alarms
- 73.5.20 Escape Procedures
- 73.5.21 Report of Threats to Facility
- 73.5.22 Posted Access to Medical Service
- 73.5.23 Audio/Visual Surveillance
- 73.5.24 Supervision of Opposite Sex

74.0 Legal Process

- 74.1 Records
 - 74.1.1 Information, Recording
 - 74.1.2 Execution/Attempt Service, Recording
 - 74.1.3 Warrant/Wanted Person Procedures
- 74.2 Civil Process
 - 74.2.1 Procedure, Civil Service
- 74.3 Criminal Process
 - 74.3.1 Procedure, Criminal Process
 - 74.3.2 Arrest Warrants Require Sworn Service

81.0 Communications

- 81.1 Administration
 - 81.1.1 Agreements, Shared/Regional Facility
 - 81.1.2 Operations Meet FCC Requirements

- 81.2 Operations
 - 81.2.1 24 Hour, Toll-Free Service
 - 81.2.2 Continuous, Two-Way Capability
 - 81.2.3 Recording Information
 - 81.2.4 Radio Communications Procedures
 - 81.2.5 Access to Resources
 - 81.2.6 Victim/Witness Calls
 - 81.2.7 Victim/Witness Requests for Information
 - 81.2.8 Recording and Playback
 - 81.2.9 Local/State/Federal CJI Systems
 - 81.2.10 Alternative Methods of Communication
 - 81.2.11 Emergency Messages
 - 81.2.12 Misdirected Emergency Calls
 - 81.2.13 Private Security Alarms
 - 81.2.14 First Aid Over Phone
- 81.3 Facilities and Equipment
 - 81.3.1 Communications Center Security
 - 81.3.2 Alternate Power Source
 - 81.3.3 Telephone System
 - 81.3.4 Mobile/Portable Radios

82.0 Central Records

- 82.1 Administration
 - 82.1.1 Privacy and Security
 - 82.1.2 Juvenile Records
 - 82.1.3 Records Retention Schedule
 - 82.1.4 UCR/NIBRS
 - 82.1.5 Report Accounting System
 - 82.1.6 Computer File Backup and Storage
 - 82.1.7 Computerized Security Protocol
- 82.2 Field Reporting and Management
 - 82.2.1 Field Reporting System
 - 82.2.2 Reporting Requirements
 - 82.2.3 Case Numbering System
 - 82.2.4 Report Distribution
 - 82.2.5 Reports by Phone, Mail or Internet
- 82.3 Records
 - 82.3.1 Master Name Index
 - 82.3.2 Index File

- 82.3.3 Traffic Records System
- 82.3.4 Traffic Citation Maintenance
- 82.3.5 Operational Component Record
- 82.3.6 ID Number and Criminal History

83.0 Collection and Preservation of Evidence

- 83.1 Administration
 - 83.1.1 24 Hour Availability
- 83.2 Operations
 - 83.2.1 Guidelines and Procedures
 - 83.2.2 Photography and Video Tapes
 - 83.2.3 Fingerprinting
 - 83.2.4 Equipment and Supplies
 - 83.2.5 Procedures, Seizure of Computer Equipment
 - 83.2.6 Report Preparation
 - 83.2.7 DNA Evidence Collection
- 83.3 Evidence Handling
 - 83.3.1 Collecting from Known Source
 - 83.3.2 Evidence, Laboratory Submission

84.0 Property and Evidence Control

- 84.1 Administration and Operation
 - 84.1.1 Evidence/Property Control System
 - 84.1.2 Storage and Security
 - 84.1.3 Temporary Security
 - 84.1.4 Security of Controlled Substances, Weapons for Training
 - 84.1.5 Records, Status of Property
 - 84.1.6 Inspections and Reports
 - 84.1.7 Final Disposition
 - 84.1.8 Property Acquired through the Civil Process

91.0 Campus Law Enforcement

- 91.1 General Supplement
 - 91.1.1 Risk Assessment and Analysis
 - 91.1.2 Out of Agency Budget Coordination
 - 91.1.3 Campus Background Investigation
 - 91.1.4 Campus Security Escort Service
 - 91.1.5 Emergency Notification System

- 91.1.6 Active Gunman or Terrorism
- 91.1.7 Behavioral Threat Assessment
- 91.1.8 Security Camera Responsibilities
- 91.1.9 Emergency Only Phones and Devices
- 91.1.10 Administrative Investigation Procedures
- 91.2 Medical Centers
 - 91.2.1 Agency Role and Responsibilities
 - 91.2.2 Personnel Assigned to Medical Centers
 - 91.2.3 First Responses Responsibilities
- 91.3 Research Intensive Facilities
 - 91.3.1 Agency Role and Responsibilities

