

**Change Notice No. 5.7:
Standards for Law Enforcement Agencies Amendments
Enacted by the Commission on December 31, 2009**

Background

This is the seventh 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 and 5.6 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, and Change Notice 5.6 bear the date July 2009.

Standards Amendments and Other Revisions Accompanying This Change Notice

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.

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

improving the agency efficiency and effectiveness. The agency's system for determining the appropriate proportional distribution should take into account incidents, locations, variations in workload, and deployment strategies. The workload assessment system should be documented and include an outline of the calculations required, plus any source documents, personnel, and/or equipment necessary to accomplish the task. There is no single assessment system that is suited for every agency's needs. Using reliable data and reasonable calculations, the agency should reach valid conclusions about workload within each component of the agency. Periodic assessments of all components of the agency should help support increased agency performance and service delivery with available resources. The assessments may also help identify unusual workload demands that can be addressed through new management strategies. (N/A O M M)

16.2 Specialized Assignment

16.2.1 *A written directive requires an annual documented review of each specialized assignment for the purpose of determining whether it should be continued. This review shall include:*

- a. *a listing of the agency's specialized assignments;*
- b. *a statement of purpose for each listed assignment; and*
- c. *the evaluation of the initial problem or condition that required the implementation of the specialized assignment.*

Commentary: Decisions regarding the continuation of specialized assignments are important to the agency. The agency is given wide latitude in identifying specialized assignments, but should consider standard 16.2.2 and determine which assignments might be better served with agencywide competition and selection criteria. The development of an annual formalized review of all specialized assignments should help avoid overspecialization and ensure the continued effective control of agency specialization. (N/A O O O)

16.2.2 *The agency announces anticipated openings for specialized assignments agencywide and fills those positions through a selection process.*

Commentary: Advertising agencywide for specialized assignment openings provides a large base of candidates and gives employees a greater choice of career opportunities. It also minimizes the feeling that selection is based on favoritism. However, for security reasons, it is not necessary for the agency to announce, in writing, openings for undercover or similar assignments.

The agencywide announcement should describe the selection criteria for the position(s) to be filled. The criteria should be based on the skills, knowledge, and abilities required for the specialized assignment, including formal education, experience, any specialized skills, and length of experience required.

The agency should fill vacant specialized assignments through a selection process. The process may be informal but should consider all responses to the announcement and follow the criteria established.

(N/A O O O)

16.2.3 *If the agency allows temporary or rotating assignment of sworn personnel, a written directive describing the agency procedure, will include:*

- a. *identification of the positions which are available for temporary or rotational assignment;*
- b. *the duration of assignments;*
- c. *the criteria for selection of personnel; and*
- d. *description of the selection procedures.*

Commentary: Through temporary assignments and job rotation, the employee may be afforded an opportunity for individual growth as well as improved job satisfaction and performance. As employees acquire additional skills, knowledge, and abilities, the agency benefits from an expanded pool of employees prepared to assume the responsibilities of a number of positions. **(O O O O)**

16.3 Reserves

16.3.1 *A written directive establishes and describes the agency's reserve officer program.*

Commentary: Terminology describing reserve officers can vary from jurisdiction to jurisdiction and for the purpose of this manual, the glossary term will be used. Reserve officers generally assist full-time sworn personnel in the day-to-day delivery of law enforcement services and for emergencies, consistent with applicable law. To accomplish these tasks, they may require law enforcement powers equivalent to those of full-time officers. The directive should describe the duties and responsibilities of reserve officers, define their authority and discretion in carrying out their duties, including any limitations or restrictions to this authority, and delineate the amount of supervision they are to receive. **(M M M M)**

Commission Interpretation (November 16, 2001)—The Commission acknowledges that some agencies utilize reserve officers who do not meet the definition of an “employee.” For example, some agencies utilize volunteer reserve officers and the absence of wages or salary exclude them from the definition. For the purpose of this Standards Manual all reserve officers shall be considered “employees” when applying standards dealing with performance evaluations. Procedures and forms used for evaluating the performance of the agency’s reserve officers may be the same as those used for full-time sworn officers or they may differ significantly, based on distinctions made in the role, scope of authority, or responsibilities of the reserve officer.

16.3.2 *Excluding the educational requirements for reserve officers, the selection criteria for reserves are the same as that for full-time officers.*

Commentary: Experience, physical condition, and other selection criteria applicable to full-time officers apply equally to reserves. The process of selection may be different from that of full-time officers, but the criteria are the same, with the exception of educational requirements which are addressed in 16.3.9. **(M M M M)**

16.3.3 *The agency requires all sworn reserve officers to complete a recruit academy training program comparable to that required in standard 33.4.1, prior to any routine assignment in any capacity in which the reserve officer is allowed to carry a weapon or is in a position to make an arrest, except as part of a formal field training program required in standard 33.4.3. If the agency restricts or prohibits reserves from performing specific functions, topics related to those functions may be omitted from the curriculum.*

Commentary: The intent of this standard is to ensure that reserve officers receive training equal to that required of full-time officers in those areas of assigned duties and responsibilities. The training should be the same as that received by full-time officers or an equivalent, parallel course that meets the requirements of standard 33.4.1. The subject matter in the training program should cover topics related to assigned duties and responsibilities to the same extent that full-time officers are trained to perform like functions. Training hours and schedule may vary to accommodate the reserve schedule and the course duration may be extended.

If a comparable recruit-training program for reserves exists in the state, successful completion of this program may fulfill the requirements of this standard. (M M M M)

Commission Interpretation (March 14, 2008)—If the reserve officer state certification training does not include critical task training identified by CALEA for the responsibilities performed by the reserve officer, such training must be delivered. Those critical tasks include: Community Interaction; Introduction to Basic Law; Post Crime Considerations; Introduction to Traffic; Field Activities; Use of Force; First Aid for Criminal Justice Officers; Law Enforcement Vehicle Operations; and Personnel. Further information regarding critical tasks may be found on the CALEA website.

16.3.4 *Uniforms and equipment for reserve officers are the same as those for full-time officers performing like functions.*

Commentary: Equipment and uniforms for reserve officers, except for insignia, patches, or badges, should not be distinguishable from those of full-time officers. However, quantity of uniforms and equipment may be reduced to reflect the level of activity of reserve officers. The purchase of equipment/uniforms may be the responsibility of the reserve officer. (O O O O)

16.3.5 *Reserve officers receive in-service training equivalent to that statutorily required for full-time officers performing like functions.*

Commentary: None. (M M M M)

16.3.6 *Reserve officers are trained in use of force policy(s) and tested for weapons proficiency with the same frequency as full-time officers in accordance with standard 1.3.11.*

Commentary: Reserve officers' schedules may not permit participation in regularly scheduled weapons training. They should qualify either as a part of the regularly scheduled program or in a special reserve qualifications program. Qualifying standards and scores for reserve officers should be identical to those for regular officers. (M M M M)

16.3.7 *Reserve officers are bonded and/or provided with public liability protection equal to that provided to full-time officers.*

Commentary: The protection attached to the functions of full-time officers should be provided to reserve officers. (M M M M)

16.3.8 *A written directive requires performance evaluations for reserve officers be conducted in accordance with the standards in Chapter 35 (Performance Evaluation).*

Commentary: None. (M M M M)

16.3.9 *Reserve officers possess high school equivalency diplomas and meet all state educational requirements at the time of sworn appointment.*

Commentary: Education is an important attribute for both full-time officers and reserve officers. Careful consideration should be given to the function and responsibilities of reserve officers before establishing educational criteria that differ from that of full-time officers. (M M M M)

16.4 Auxiliaries

16.4.1 *A written directive establishes and describes the agency's auxiliary program, to include:*

- a. a statement that auxiliaries are not sworn officers; and*
- b. a description of the duties of auxiliaries, including their role and scope of authority.*

Commentary: Auxiliaries are not commissioned as law enforcement officers and do not have the authority to make a full custody arrest. Auxiliaries may be assigned to law enforcement related community service functions. They can also be used as a resource in emergencies and large-scale special events. Generally, they receive significantly less training than sworn officers or full-time employees. However if the agency chooses to involve them in various activities to assist in the day-to-day delivery of law enforcement services, it should ensure that their duties do not require the status of a sworn officer, their level of training is adjusted according to the scope of their authority, and that unauthorized weapons or equipment are not carried in the performance of their duties. (M M M M)

16.4.2 *Auxiliaries receive training in those authorized and assigned duties.*

Commentary: Auxiliaries may provide services to support any law enforcement duties not requiring sworn officer status. However, if the agency chooses to use them, auxiliaries should receive training appropriate to the duties anticipated. (M M M M)

16.4.3 *If auxiliaries wear uniforms, the uniforms clearly distinguish them from sworn officers.*

Commentary: To have an auxiliary appear to be a regularly sworn officer can be hazardous to the auxiliary, confusing to the public, and a potential detriment to the image of the agency. Unless the auxiliary is clearly distinguishable from the sworn officer, members of the community may expect assistance in situations for which the auxiliary is not trained or empowered to act. Purchase of the uniform may be the responsibility of the auxiliary. (M M M M) **Compliance may be OBSERVED.**

22.3 Conditions of Work

22.3.1 *A written directive describes the agency's policy regarding physical examinations for employees. Any examination required of employees in permanent, full-time jobs must be provided at no cost to the employee.*

Commentary: A physical examination is a benefit to both the employee and the agency. Any physical examination should be conducted only to confirm the employees' continued fitness to perform the tasks of their assignments and to inform them of their general physical condition, not to identify employees with disabilities who are otherwise able to perform their assigned duties, with or without reasonable accommodation.

The nature of some specific positions or responsibilities may necessitate periodic specific health screenings, such as those for crime scene personnel, firearms instructors, or range technicians who are repeatedly exposed to hazardous chemicals or lead contaminants. (M M M M)

22.3.2 *A written directive describes the agency's policy regarding general health and physical fitness to perform job tasks identified for sworn employees.*

Commentary: The functions of a law enforcement agency require a level of physical fitness not demanded by many other occupations, and fitness requirements should be specified. Standards of fitness should be those that have been shown to be directly related to the tasks performed, and not serve to eliminate or penalize employees who can otherwise perform the tasks of their assignment, with or without reasonable accommodation. (M M M M)

22.3.3 *The agency has a written directive that addresses a fitness and wellness program which includes:*

- a.. mandatory or voluntary participation by agency personnel;*
- b. a trained program coordinator;*
- c. individual health screening and fitness assessment;*
- d. individual education and goal setting; and*
- e. ongoing support and evaluation.*

Commentary: A fitness and wellness program has two main elements. The first is physical performance, i.e., the development and maintenance of physical performance capability to satisfactorily perform job tasks and personal activities. The second is the individual's present health status as well as the risk for future disease. This is impacted greatly by lifestyle choices, including smoking, nutrition, weight, stress management, inactivity, etc. The agency should also consider incentives to encourage employee participation. (O O O O)

22.3.4 *A written directive governs the types of off-duty employment in which agency personnel may engage.*

Commentary: This standard applies to both sworn and non-sworn personnel. It pertains to secondary employment of the off-duty type—that is, outside employment wherein the use of law enforcement powers is not anticipated. Agencies may want to consider expressing the prohibition of certain types of off-duty employment in general terms, such as proscribing off-duty employment that, in the opinion of the agency, would constitute a conflict of interest or would tend to bring discredit to the agency. The prohibition could be quite specific, such as by focusing on specific jobs or locations. (O O O O)

22.3.5 *If the agency permits sworn personnel to engage in extra-duty employment, a written directive addresses the following:*

- a. the requirement that sworn personnel must receive agency permission to engage in extra duty employment;*
- b. policies that address the behavior and activities of officers during extra-duty employment;*
- c. approval, review, and revocation processes pertaining to officers' extra-duty employment;*
- d. designation of a point of coordination or administration within the agency to oversee adherence to the aforementioned policies, processes, and other matters deemed appropriate by the agency; and*
- e. documentation of the significant aspects of each officer's extra-duty employment.*

Commentary: This standard pertains to sworn personnel whose secondary employment is of the extra-duty type, that is, outside employment wherein the actual or potential use of law enforcement powers is anticipated.

Bullet (a) requires sworn officers to obtain permission of the agency to engage in extra-duty employment. In addition, the relationship between the extra-duty employer and the officer-employee may be governed by a written agreement between the agency and extra-duty employer. Among other provisions, an agreement might specify that payment by the extra-duty employer for the officer-employee's services shall be remitted to the agency, which will promptly compensate the extra-duty officer.

Regarding policies referred to in bullet (b), the agency might address the following matters, among others, if not already covered by the agreement: authority of officers while working in an extra-duty capacity; responsibilities of the officers to the agency and to extra-duty employers; matters of jurisdiction; callback, if required; limitations, if any, on the number of hours worked per given time period and on the number of hours worked immediately prior to reporting to the agency; use of agency property (weapons, uniforms, and the like); and liability, compensation, and indemnification issues arising from injuries or other incidents occurring during extra-duty employment.

Regarding the approval, review, and revocation processes noted in bullet (c), the agency's written directive should cover a description of those processes, types of extra-duty employment that are prohibited, and agreement by the extra-duty employer to restrictions, if any, on the types and conditions of employment, including an assessment of the potential risk of injury.

With respect to bullet (e), documentation should reflect the unique needs of the agency, the relevant sections of its collective bargaining agreement, if any, as well as pertinent statutory requirements, e.g., the federal Fair Labor Standards Act. Among the significant aspects of extra-duty employment to document, the agency should consider the following: date, time, and place of employment; incidents that

Agencies outside the United States should contact CALEA staff for special interpretation of this standard as it relates to the differences in defining the terms “informants” and “agents.” (M M M M)

42.2.8 *The agency has a written directive concerning identity crime and procedures for:*

- a. *taking identity crime reports;*
- b. *specialized report forms, if any;*
- c. *providing information and assistance to identity crime victims;*
- d. *coordination of investigations with other agencies; and*
- e. *providing public information on prevention of identity crime.*

Commentary: Identity crime costs businesses, end consumers, and individuals billions of dollars. Significant credit problems and financial loss often affect an individual for years. Identity crime has been directly linked to terrorist activities in both funding operations and obtaining documents for illegal purposes.

The initial agency report information may require the use of a special form designed to obtain information unique to this crime. Information from government agencies is readily available to assist a victim in providing notices of identity theft, re-establishing their identity and credit, and for public awareness presentations. (O O O O)

42.2.9 *A written directive describes the procedures for the investigation of cold case files, which includes:*

- a. *defining a cold case;*
- b. *establishing cold case evaluation criteria; and*
- c. *recording agency investigative actions or activities.*

Commentary: Over time the position of persons involved and other factors in the situation may change and present new opportunities for law enforcement to solve the case. With recent advances in DNA (deoxyribonucleic acid) analysis, law enforcement has made a great advancement in its ability to identify unknown offenders, even years after the crime occurred.

Law enforcement agencies should have a procedure where unsolved/cold cases are reviewed for new information or where the application of new technology may be successful in solving the cases. This is particularly important with serious crimes against persons, as these offenders tend to continue to commit similar acts. (O O O O)

42.2.10 *The agency has a written directive governing procedures for both uniformed and non-uniformed personnel utilizing designated rooms for interviews and interrogation, to include:*

- a. *weapons control;*
- b. *security concerns;*
- c. *number of personnel allowed in the interview room;*
- d. *means and methods for summoning assistance, if needed;*
- e. *equipment or items to be kept in the interview room or area; and*
- f. *access to restrooms, water, or comfort breaks.*

Commentary: For the purpose of this standard, designated rooms include polygraph rooms, voice stress analyzer rooms, and other rooms where it is likely that an interview could turn into an interrogation and arrest of a person. The intent of this standard is to establish safe conditions for the various situations that law enforcement officers may encounter when conducting interviews or interrogations at law enforcement facilities. Occasionally, however, serious conditions unexpectedly develop such as an apparently cooperative suspect becoming combative. The agency should provide clear direction for the use of the interview room to ensure safety and the admissibility of any statements made therein.

Standard 42.2.1, interviews and interrogations, is concerned with techniques to enhance the development of information relating to a crime.

Standard 1.2.3 addresses applicable constitutional requirements concerning interviews and interrogations including access to counsel. (M M M M)

42.2.11 *In the absence of controlling authority, a written directive describes the procedures for using photographic or physical line-ups in eyewitness identification to include the following:*

- a. *composition of line-up;*
- b. *using video and/or audio recording;*
- c. *situations where more than one eye witness is available;*
- d. *instructing witnesses prior to viewing line-up;*
- e. *identifying the level of confidence expressed by the witness;*
- f. *prohibiting feedback by the administrator; and*
- g. *documenting line-up and the results.*

Commentary: The intent of this standard is to establish reliable identification testimony by a witness. This standard needs to be evaluated in terms of the following factors that the courts have found to be relevant in identification testimony, namely: 1) the witness' opportunity to view the criminal during the crime; 2) the length of time between the crime and subsequent identification; 3) the level of certainty demonstrated by the witness at the identification; 4) the accuracy of the witness' prior description of the suspect; and 5) the witness' degree of attention during the crime. In addition, the confidence level of the witness should be evaluated in terms of the witness' statement, conduct or other relevant observations. (M M M M)

42.2.12 *In the absence of controlling authority, a written directive describes the procedures for using show-ups in eyewitness identification to include the following:*

- a. *compelling reasons under which a show-up may occur;*
- b. *manner of transportation to the show-up;*
- c. *situations where more than one eye witness is available;*
- d. *instructing witnesses prior to viewing show-up;*
- e. *identifying the level of confidence expressed by the witness;*
- f. *prohibiting feedback by the administrator; and*
- g. *documenting show-up and the results.*

Commentary: The intent of this standard is to establish reliable identification testimony by a witness. It should be noted that a show-up carries with it a dangerous degree of improper suggestiveness and should not be used absent compelling reasons for not using a physical or photographic line-up. This standard needs to be evaluated in terms of the following factors that the courts have found to be relevant in identification testimony, namely: 1) the witness' opportunity to view the criminal during the crime; 2) the length of time between the crime and subsequent identification; 3) the level of certainty demonstrated by the witness at the identification; 4) the accuracy of the witness' prior description of the suspect; and 5) the witness' degree of attention during the crime. In addition, the confidence level of the witness should be evaluated in terms of the witness' statement, conduct or other relevant observations.

(M M M M)

45.1.2 *The agency assists in organizing crime prevention groups in residential and business areas targeted for such activity in standard 45.1.1 and maintains liaison with these and other interested community groups.*

Commentary: None. (O O O O)

45.1.3 *The agency provides crime prevention input into development and/or revision of zoning policies, building codes, fire codes, and residential/commercial building permits.*

Commentary: The agency should become proactively involved in this process as an integral element in ensuring that crime prevention concerns, from the law enforcement perspective, are addressed prior to legal enactment or construction. Programs such as Crime Free Multi-Housing (CFMH) and Crime Prevention Through Environmental Design (CPTED) are valuable resources that can aid in the development of partnerships to reduce the opportunity for criminal activity to occur. (O O O O)

45.2 Community Involvement

45.2.1 *The community involvement function provides the following, at a minimum:*

- a. establishing liaison with existing community organizations or establishing community groups where they are needed;*
- b. assisting in the development of community involvement policies for the agency;*
- c. publicizing agency objectives, community problems, and successes;*
- d. conveying information transmitted from citizens' organizations to the agency;*
- e. improving agency practices bearing on police community interaction; and*
- f. developing problem oriented or community policing strategies, if any.*

Commentary: Law enforcement agencies should establish direct contacts with the community served. Without “grass roots” community support, successful enforcement of many laws may be difficult, if not impossible. Community involvement can be an effective means of eliciting public support, can serve to identify problems in the making, and may foster cooperative efforts in resolving community issues. Input from the community can also help ensure that agency policies accurately reflect the needs of the community.

The intent of this standard is to establish agency accountability for the community involvement function in writing. The function should be developed and operated to effectively meet the needs of the agency, as well as the community it serves. Placement of the function within the organizational structure is also addressed by standard 11.1.1. Proving compliance with this standard may be accomplished through a series of documents or a single, all-inclusive directive.

Because the conduct of each employee reflects on the agency as a whole, the burden of achieving the agency's community relations objectives should be shared. A unified, coordinated effort should require the participation, enthusiasm, and skills of all agency personnel. (O O O O)

45.2.2 *At least quarterly, the person or persons responsible for the community involvement function prepares and submits to the chief executive officer a report that includes, at a minimum, the following elements:*

- a. a description of current concerns voiced by the community;*
- b. a description of potential problems that have a bearing on law enforcement activities within the community;*
- c. a statement of recommended actions that address previously identified concerns and problems; and*
- d. a statement of progress made toward addressing previously identified concerns and problems.*

Commentary: These concerns and problems should, at a minimum, be communicated to the chief executive officer, both to provide information on conditions in the community and to allow the chief executive officer to react in a timely manner to alleviate concerns and avert problems. Ideally, these reports should also be disseminated to other concerned command level personnel. (N/A O O O)

45.2.3 *A written directive establishes procedures for transmitting relevant information received by any agency member to the person responsible for preparing the report found in standard 45.2.2.*

Commentary: The purpose of the standard is to insure that there is an evaluative loop in the community involvement/community-policing actions of the agency. Compliance with the standard reduces the likelihood of misinterpretation by the person preparing the quarterly report and insures that information being gathered by agency personnel is incorporated into the decision-making processes. (N/A O O O)

45.2.4 *A documented survey of citizen attitudes and opinions is conducted at least once every three years with respect to:*

- a. overall agency performance;*
- b. overall competence of agency employees;*
- c. citizens' perception of officers' attitudes and behavior;*
- d. community concern over safety and security within the agency's service area; and*
- e. citizens' recommendations and suggestions for improvements.*

Commentary: Surveys are useful for several purposes; however, the survey should be used as a platform for organizational learning, asking specific questions about the quality of policing in the community. It should also address a broad section of the community: victims and others who have had recent contact with the police, employees, and/or direct observation.

The survey may be conducted by mail, in person, electronically, or by telephone and may be combined with questions relating to victimization and other issues. The results of the survey may be provided to the community. The survey may be carried out directly by agency personnel or by others with agency guidance. (O O O O)

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
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

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
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
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
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

STANDARD TITLES

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
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 - 11.4.1 Administrative Reporting Program
 - 11.4.2 Accountability for Agency Forms
 - 11.4.3 Accreditation Maintenance
 - 11.4.4 Computer Software Policy
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 - 12.1.1 CEO Authority and Responsibility
 - 12.1.2 Command Protocol
 - 12.1.3 Obey Lawful Orders
 - 12.1.4 Functional Communication/Cooperation
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 - 12.2.1 The Written Directive System
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 - 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
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 - 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
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