

**Change Notice No. 5.9:  
Standards for Law Enforcement Agencies Amendments  
Enacted by the Commission on November 20, 2010**

***Background***

This is the ninth 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 and 5.8 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 and Change Notice 5.8 bear the date March 2010.

***Standards Amendments and Other Revisions Accompanying This Change Notice***

***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.

***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.

# ACKNOWLEDGEMENTS

The Commission is deeply indebted to the 2003 Standards Review Task Force members who unselfishly gave of their time and energy to complete the top-to-bottom review of the *Standards for Law Enforcement Agencies* manual (fourth edition) approved in March 1998.

- Group 1 (Administration)
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## Campus Law Enforcement Standards

Effective January 1, 2011, the Commission approved an addition to the *Standards for Law Enforcement Agencies* of 15 standards to enhance the law enforcement accreditation program specifically for *campus law enforcement agencies*. The Commission is indebted to the following CALEA Commissioners, campus law enforcement and security leaders, and CALEA Staff for their services as members of the ad hoc committee established to develop these standards:

- Commissioner Louis M. Dekmar (CALEA Chair and President), Chief, LaGrange (GA) Police Department
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## **DEDICATION**

We dedicate this 5<sup>th</sup> Edition of Standards for Law Enforcement Agencies to the memory of our dear friend Chief Fredrick J. Clauser of the Barrington Hills (IL) Police Department. Fred was one of CALEA's greatest supporters as the Chief Executive Officer of a client agency, as an outstanding team leader and assessor, and a key member of each review task force of our standards. He will be greatly missed as a friend, colleague, and outstanding professional in the Law Enforcement Profession. Our thoughts and prayers are with his family.



# PREFACE

The Commission on Accreditation for Law Enforcement Agencies, Inc (CALEA®) publishes the following items in support of its credentialing programs:

*Standards for Law Enforcement Agencies* is the single publication for the CALEA Law Enforcement Accreditation Program and the CALEA Advanced Law Enforcement Accreditation Program. The standards signify CALEA's efforts to offer useful and relevant standards that represent the "best professional practices" for law enforcement agencies everywhere.

*Standards for Public Safety Communications Agencies* is a separate collection of standards established for CALEA's Public Safety Communications Accreditation Program. The standards were developed jointly by CALEA and APCO-International (Association of Public-Safety Communications Officials International, Inc.).

*Standards for Public Safety Training Academies* is a separate collection of standards established for CALEA's Public Safety Training Academy Accreditation Program.

*Standards for Campus Security Agencies* is a separate collection of standards established for CALEA's Campus Security Accreditation Program.

*CALEA® Process and Programs Guide* is the single instructional manual applicable to all CALEA credentialing programs. It explains the accreditation process, details aspects of the self-assessment phase, describes the role of assessors, and provides answers to frequently asked questions.

These publications may be ordered from the CALEA Online Store at [www.calea.org](http://www.calea.org).

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# INTRODUCTION

## THE COMMISSION

The Commission on Accreditation for Law Enforcement Agencies, Inc., (CALEA®) was created in 1979 as a credentialing authority through the joint efforts of law enforcement's major executive associations:

- International Association of Chiefs of Police (IACP);
- National Organization of Black Law Enforcement Executives (NOBLE);
- National Sheriffs' Association (NSA); and the
- Police Executive Research Forum (PERF).

CALEA's purpose was to establish a body of professional standards and to develop an accreditation process to administer its initial credentialing program, Law Enforcement Accreditation. This was completed by 1983, and the first agency was accredited in 1984.

The same mission continues today with the development and subsequent launch in 2011 of a tiered accreditation program option: **CALEA® Law Enforcement Accreditation** and **CALEA® Advanced Law Enforcement Accreditation**. Agencies of any size are eligible to participate in the tiered program option and with program manager notification may shift between the levels.

The CALEA Accreditation Process is a proven modern management model; once implemented, it presents the Chief Executive Officer (CEO), on a continuing basis, with a blueprint that promotes the efficient use of resources and improves service delivery – regardless of the size, geographic location, or functional responsibilities of the agency.

These accreditation programs provide agencies an opportunity to *voluntarily* demonstrate that they meet an established set of professional standards which:

- Require an agency to develop a comprehensive, well thought out, uniform set of written directives. This is one of the most successful methods for reaching administrative and operational goals, while also providing direction to personnel.
- Provide the necessary reports and analyses a CEO needs to make fact-based, informed management decisions.
- Require a preparedness program be put in place – so an agency is ready to address natural or man-made critical incidents.
- Are a means for developing or improving upon an agency's relationship with the community.
- Strengthen an agency's accountability, both within the agency and the community, through a continuum of standards that clearly define authority, performance, and responsibilities.

- Can limit an agency's liability and risk exposure because it demonstrates that internationally recognized standards for law enforcement have been met, as verified by a team of independent outside CALEA-trained assessors.
- Facilitates an agency's pursuit of professional excellence.

### **CALEA Structure**

A Commission Board composed of 21 members governs CALEA. Eleven must be law enforcement practitioners; the balance is selected from the public and private sectors. Generally, they reflect a representation from local, state/provincial and international law enforcement and public safety organizations, along with business, academia, the judiciary, and state/provincial and local government. The Commissioners are appointed by the four founding law enforcement organizations, and serve without compensation.

CALEA operates as an independent, nonprofit (501[c] 3) corporation, and maintains a professional staff managed by an executive director. The staff conducts all administrative and operational duties as directed by the Commission. It maintains a professional website offering a variety of information and education platforms, and publishes several communication tools, such as the tri-yearly *CALEA Update* magazine and a monthly electronic newsletter, entitled *CALEA News*. CALEA offers accreditation related training at its conferences, as well as presentations on current issues in public safety.

## **THE STANDARDS**

### **Standards Manual Evolution**

Following its first organizational meeting in December 1979, the Commission turned its attention to the development of standards. After approval of the draft standards in 1982, the Commission submitted its work to a field review. This accomplished the task of introducing the standards to the law enforcement community, while at the same time, yielding valuable feedback on the quality and value of the standards. Parallel to standards development, was the construction of an accreditation process, including policies, procedures, manuals, and forms. The standards (*Standards for Law Enforcement Agencies*) and process received final approval from the Commission in September 1983.

Since then, the standards have undergone many interpretations, adjustments, and amendments. In May 1987, the Commission printed the 2nd Edition of the *Standards for Law Enforcement Agencies* (also referred to as the Standards Manual) in the current loose-leaf format, incorporating the changes to the standards that had been approved to that date. Subsequent editions of the Standards Manual followed, reflecting comprehensive reviews conducted by law enforcement and other public safety professionals appointed by the Commission. In March 1993, the Commission ordered a top-to-bottom review of the standards and accreditation process. After an extensive, year-long review, the 3rd Edition of the Standards Manual was approved in March 1994 and became effective on April 1, 1994.

In July 1997, the Commission ordered another periodic review of its standards and process. This resulted in the 4th Edition of the Standards Manual, which was approved in March 1998 and took effect on January 1, 1999.

The current 5<sup>th</sup> Edition of the *Standards for Law Enforcement Agencies* was developed over a two year review period. It was approved by the Commission in November 2005 and became effective July 1, 2006. Subsequent additions, deletions, and changes to the standards have been incorporated in the 5<sup>th</sup> Edition by the use of Change Notices.

### **Standards Development and Change**

CALEA's standards are subject to ongoing review and revision. When modifications are recommended, they are presented to the Commission's Standards Review and Interpretation Committee (SRIC) for consideration. If appropriate, SRIC approves draft language and then presents the draft to the Commission for their approval to publicize the proposed change for review and comment from the law enforcement community. Comments are referred back to the SRIC for consideration. The SRIC then makes a recommendation to the Commission for final approval.

Unless otherwise indicated, new standards or changes to standards become effective upon the date of enactment and agencies must be in compliance within one year. Notification and dissemination of the changes is accomplished by means of a **Change Notice**. This includes hard copy replacement pages for the Standards Manual with the effective date of the enactment printed on the bottom of the page, which clients can access from the CALEA website. Changes are also announced in the *CALEA Update* and on the CALEA website.

While law enforcement practitioners are the primary source for CALEA Standards, any individual can present a standard to the Commission for consideration (see **Appendix C** for the form).

### **Nature and Scope of the Standards**

The current standards in the 5<sup>th</sup> Edition Standards Manual are organized into chapters by subject areas. The **Law Enforcement Accreditation Program** is based on a subset of the **Advanced Law Enforcement Accreditation Program**. The Law Enforcement Accreditation standards are denoted within the chapters and in the list of **Standard Titles (Appendix H)** with shading. Each chapter begins with an *introduction* that provides important guidance to an agency regarding the subject area, its applicability, or any related standards. The standards state *what* must be accomplished by the agency, but generally allow wide latitude in determining *how* to achieve compliance with each applicable standard. This approach maintains agency independence and is the key to understanding the universal nature and flexibility of the standards. Since compliance is never limited to a single means of achievement, consequently, compliance should always be attainable.

In 2010 the Commission approved additional standards that **apply only to campus law enforcement agencies** participating in CALEA's law enforcement accreditation programs. The standards became effective January 1, 2011. The two campus-specific chapters (Chapters 18 and 91) respond to the special responsibilities, service needs, and expectations for law enforcement agencies in a campus environment.

The Commission expects accredited agencies to maintain compliance and live by the *letter* and *spirit* of the standards. The agency must consider its mission, its legally mandated responsibilities, and the

demands of its service community in determining which standards are applicable and how it will comply with them.

Key terms used throughout the Standards Manual are listed in the **Glossary (Appendix A)**. The importance of the glossary cannot be overstated. Many terms in law enforcement are universal; some are not. The glossary defines terms in the manual to correspond with the Commission's intent on the requirements of a standard and to guide the agency in determining how it will comply.

The Commission also developed a series of guiding principles to govern the general application of standards, clarify the intent of others, and amplify actions that assessors may take in verifying compliance. Familiarity with the **Guiding Principles for Agencies and Assessors (Appendix B)** is essential for successfully achieving accreditation.

### **Standard Composition**

Each standard is composed of three parts: the *standard statement*, the *commentary*, and the *levels of compliance*.

The *standard statement* is a declarative sentence that places a clear-cut requirement, or multiple requirements, on an agency. Many statements call for the development and implementation of written directives, such as general or special orders, standard operating procedures, or other documented communication, which articulate the agency's policies, procedures, rules, and regulations. Other standards require an activity, a report, an inspection, equipment, or other action.

The *commentary* supports the standard statement but the commentary is not binding. The commentary can serve as a prompt, as guidance to clarify the intent of the standard, or as an example of *one* possible way to comply with the standard. Since the agency has the latitude to determine "how" it will comply with applicable standards, and since the burden of proof to verify this compliance is also the responsibility of the agency, it can choose to ignore the commentary and comply with the standard on its own terms.

The *levels of compliance* denote the relative importance assigned to each standard, if applicable, based upon agency size. For each of four agency-size categories, the levels of compliance indicate whether a given standard is mandatory (**M**), other-than-mandatory (**O**), or not applicable due to size (**N/A**).

Standards dealing with life, health, and safety issues, legal matters, or are essential law enforcement requirements are classified as mandatory. Standards dealing with important or desirable law enforcement requirements or with exemplary activities are classified as other-than-mandatory. Standards not required of agencies because of their size are classified as not applicable.

Agency size is defined as the total number of authorized full-time personnel (sworn and non-sworn) assigned to the law enforcement function. Correctional officers and firefighters are not counted in the total, unless they are certified for law enforcement duties. The four agency-size categories are **A** (1-24 personnel), **B** (25-74), **C** (75-299), and **D** (300 or more).

The levels of compliance are placed between parentheses at the end of the commentary and appear as a series of bold letters, their sequence corresponding to the four agency-size categories, left to right: **(A B C D)**. Levels of compliance may be the same for all agency sizes, e.g., **(M M M M)**, or may vary according to size, e.g., **(N/A O O M)**.

An example standard:

**43.1.3** *The agency's budget provides for a confidential fund(s) to support the operations of the vice, drug, and organized crime control functions.*

**Commentary:** The nature of the operations of these functions often requires frequent and sometimes large expenditures of money. This can include paying informants, purchasing contraband as evidence, and incurring expenses for surveillance activities and equipment. The intent of this standard is to identify the existence of all such funds and to insure they are strictly administered and accounted for in accordance with standards 17.4.2. **(N/A O M M)**

The standard dictates what must be accomplished. This commentary presents the rationale behind the standard and the intent of the standard. The level of compliance indicates this standard is not applicable to the smallest agencies (**A**), is an other-than-mandatory standard for agencies with 25-74 full time employees (**B**), and is a mandatory requirement for larger agencies that have responsibilities in this area (**C, D**).

### **Applicability of the Standards and Compliance**

As noted above, some standards may not be applicable to an agency because of its size. In addition, standards may or may not be applicable depending on the functions performed or not performed by the agency. Each agency starting the accreditation program must review all standards to identify those that are not applicable to its responsibilities. Standards that fall into this category are considered to be not *applicable by function*; neither those standards nor their corresponding level of compliance would be applicable to the agency.

For example, a municipal police department may not have the responsibility to provide court security (Chapter 73) in its jurisdiction because this function is performed by the county sheriff. If the police department is the agency in question, all standards in Chapter 73 would be considered “not applicable” because it does not perform the function addressed by the chapter. On the other hand, if the sheriff’s office, in this example, is the agency in question, the standards in Chapter 73 would apply and the levels of compliance would become relevant. This example illustrates why a standard may be applicable to one agency and not applicable to another, even when the agencies are the same size. Further information on applicability is found in the Guiding Principles for Agencies and Assessors, Appendix B.

Campus law enforcement agencies participating in the CALEA Law Enforcement Accreditation Program should observe the shaded standards in Chapters 18 and 91 (or **Appendix H**) to determine which are potentially applicable. Those campus law enforcement agencies participating in CALEA Advanced Law Enforcement Accreditation Program must observe all the campus-specific standards potentially applicable, notwithstanding size and function criteria as previously noted.

The Commission reserves the right to make certain standards applicable regardless of whether the agency currently performs the functions addressed by those standards. For example, a municipal police department without crime prevention activities would not be permitted to designate as not applicable the standards addressing those functions merely because they were not being performed.

When the agency has eliminated standards that do not apply, the balance becomes the list of “applicable” standards. An agency applying for accreditation must comply with all applicable mandatory (M) standards (except in rare instances when the Commission grants a waiver) and at least 80 percent of the applicable other-than-mandatory (O) standards. The agency is free to select the applicable other-than-mandatory standards to include in the 80 percent group.

If the level of compliance based on the agency’s size category is not applicable (N/A), the agency is excused from complying with the standard. (Exception: if the agency voluntarily chooses to perform the function or activity required by the standard, it becomes applicable regardless of agency size and the requirements must be met.)

If an agency can not comply with an applicable mandatory standard because of circumstances beyond its control, e.g., labor contract, court decree, it may ask the Commission to “waive” the obligation to comply.

For more information on applicability and compliance with standards, see **Appendix G, File Construction and Documentation.**

### **Types of Standards**

The standards are described according to the following types or categories: written directive, bulleted, conditional, linked, observation, and activity required. A brief description with examples follows:

The most prevalent standard type requires a *written directive*. In addition to requiring a policy, procedure, or other activity, a ‘written directive’ standard also imposes a responsibility on the agency to describe the activity in writing. The written directive requirement creates documentation, which fixes accountability on the agency, its personnel, and provides for standardization and consistency in application.

Broadly defined, a written directive is any written documentation that governs or directs the agency or its employees. Written directives may exist internally, e.g., general orders, standard operating procedures, memoranda, and labor contracts; or externally, e.g., laws, judicial decrees, mutual aid agreements, and city-wide rules and procedures. The presence of written directives involves the added responsibilities of dissemination, training, and supervision of affected personnel. The following presents two examples of a written directive standard:

#### **1.3.3** *A written directive governs the discharge of “warning” shots.*

Standard 1.3.3 requires an agency policy for warning shots and the policy must be put in a written directive. The agency has the latitude to establish a policy that prohibits warning shots or a policy that authorizes their use either at all times or conditionally. While professional judgment or community standards may dictate the best policy to develop, the standard simply requires a written directive stating the agency's policy.

Included under written directive standards are ones that present multiple requirements or *bulleted* subcomponents. An alphanumeric designator identifies each item or bullet. Compliance is required of each applicable bullet; bullets that do not apply are treated individually as **N/A**. For example:

*12.1.2 A written directive establishes the command protocol for the following situations, at a minimum:*

- a. in the absence of the chief executive officer;*
- b. in exceptional situations;*
- c. in situations involving personnel of different functions engaged in a single operation; and*
- d. in normal day-to-day agency operations.*

**Conditional** standards, as illustrated below, frequently use the word “if” to identify a condition. The presence of the condition makes the standard applicable; its absence renders the standard **N/A**.

*43.1.4 If the agency possesses, or has access to, surveillance and undercover equipment, a written directive establishes a system for its authorization, distribution, and use.*

**Linked** standards relate one standard to another standard in the chapter, such as:

*1.3.7 The agency has a written procedure for an administrative review of each report required by 1.3.6.*

**Observation** standards are identified by the phrase “**Compliance may be OBSERVED**” following the level of compliance designation, and may *generally* be verified visually. Some of these standards may also require additional documentation (see **Appendix F, Observation Standards**).

*41.3.1 Vehicles used in routine or general patrol service, whether conspicuously marked or unmarked, must be equipped with operational emergency lights and a siren.*

**Commentary:** (omitted here)

**(M M M M) Compliance may be OBSERVED.**

*Activity required* standards require that a specific activity occurs, such as a report, review, analysis, inspection, test, survey, audit and/or inventory. The activity may or may not require a written directive and many are *time sensitive* standards that require the activity to be accomplished at specific periods. For example:

**35.1.2** *A written directive requires a performance evaluation of each employee and reserve officer be conducted and documented at least annually with the exception of the agency CEO, constitutionally elected officials, or those employees exempted by controlling legislation.*

This standard has the following conditions; a written directive, the activity to be performed, and a time line (see **Appendix E, List of Time Sensitive Activities**).

## **THE ACCREDITATION PROCESS**

There are five general phases or steps in the accreditation process:

### **Getting Started and Enrollment:**

An indispensable companion to the *Standards for Law Enforcement Agencies* is the *CALEA Process and Programs Guide (CPPG)*. The CPPG is the instructional manual that provides more in-depth information about the CALEA process and the components of the accreditation program.

Agencies can obtain information or purchase any CALEA publication directly from the CALEA website online store ([www.calea.org](http://www.calea.org)). Accreditation software can also be purchased before enrollment if desired by consulting with CALEA staff. Interested agencies or individuals can also register to attend a CALEA Conference. When an agency is ready to enter the process, it submits an online request for an enrollment package. CALEA staff is available to answer questions or provide general assistance at 703-352-4225.

### **Self-Assessment:**

Once an agency is enrolled, agency representatives will consult with the assigned CALEA program manager to determine its level of program participation and begin the self-assessment period. An agency has 36 months from the date a CALEA representative signs the Accreditation Agreement to complete self-assessment and schedule an on-site assessment. Agreement Extensions are available as necessary to complement the agency's needs for an additional fee.

The agency proceeds with self-assessment by complying with applicable standards, developing proofs of compliance, and preparing for the on-site assessment. During this time, CALEA staff is available to provide guidance on the applicability of standards and attaining compliance.

### **On-Site Assessment:**

Once the agency notifies CALEA of its completion of the self-assessment phase and its desire to schedule its initial on-site assessment, staff will schedule a date that is mutually agreeable. A team of

CALEA-trained assessors visit the agency to determine compliance with standards, view agency operations, conduct a public information session, and report its findings to the Commission for final determination of accreditation status.

**Commission Review and Decision:**

At each CALEA Conference held three times a year, the Commission's Review Committees conduct hearings, which are open for public attendance, regarding the agency's compliance to applicable standards. Designated agency representatives are invited to participate in this review. If satisfied the agency has met all compliance requirements, the Commission awards accreditation for a three year period.

**Maintaining Compliance and Reaccreditation:**

During its accreditation award cycle, the agency must maintain compliance with applicable standards, keep its proofs of compliance up-to-date, and live by the *letter and spirit* of those standards. To retain its accredited status, the agency is required to submit to CALEA their appropriate accreditation continuation fees, as well as an annual report. Reaccreditation occurs at the end of the three years, following another successful on-site assessment and hearing before the Commission.



# 18

## CLERY ACT

**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.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires 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.

### 18.1 Administration

**18.1.1** *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 agency's 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. **(M M M M)**



# 31

## RECRUITMENT

A task as important as the recruitment and selection of law enforcement personnel should be approached from a positive viewpoint. Agencies, through the authority of their respective governments and administrations, should identify and employ the best candidates available, not merely eliminate the least qualified. The benefits of effective recruitment and selection policies are manifested in a lower rate of personnel turnover, fewer disciplinary problems, higher morale, better community relations, and more efficient and effective services.

The recruitment standards of the law enforcement accreditation process have embraced several important philosophical concepts in this chapter. The first concept is the expectation that an accredited agency will be an equal opportunity employer. Equal opportunity is the removal of barriers that prevent people from being treated fairly for employment purposes.

The second concept is the expectation that the agency's sworn work force will be representative of the available workforce in the agency's service community relative to its ethnic and gender composition. If any group is underrepresented, the recruitment plan will include proactive steps to encourage members of that group to seek employment opportunities.

Under the accreditation program, the recruitment plan does not mandate hard quotas, such as hiring one female for every two males hired, nor is an agency expected to lower legitimate job-related hiring standards or criteria. Agencies are never expected to hire an individual who is not qualified to perform the duties of the job involved.

Agencies should be aware of several important assumptions that are built into the accreditation standards. Some standards are applicable only to those agencies with ongoing or active recruitment efforts. Agencies that only recruit to fill actual or forecast vacancies are relieved from continuous recruiting requirements but must comply with those standards that apply at the time of each recruiting campaign. However, two of the standards are operative for all agencies regardless of whether there are job vacancies: standard 31.2.1 establishing a recruitment plan and standard 31.2.3 requiring an equal employment opportunity plan.

It is also understood that some agencies are required to handle their personnel through a state or local civil service merit system and are, therefore, linked to that system in the recruitment of law enforcement personnel. Obviously, every agency is obligated to comply with all applicable statutes and policy directives. However, the agency is required to show that the civil service agency upon which it depends is in compliance with applicable standards.

## **31.1 Administrative Practices and Procedures**

### **31.1.1** *The agency actively conducts, or participates in its recruitment program.*

**Commentary:** When the authority for recruitment is shared with other agencies, the law enforcement agency should seek to involve itself directly or indirectly in all activities critical to the recruitment effort. (M M M M)

### **31.1.2** *Individuals assigned to recruitment activities are knowledgeable in personnel matters, especially equal employment opportunity.*

**Commentary:** Prior to initiating recruitment activities, recruiters should undergo a training program that provides knowledge and skills in the following areas: the agency's recruitment needs and commitments; agency career opportunities, salaries, benefits, and training; federal and state compliance guidelines; the community and its needs (including demographic data, community organizations, educational institutions, etc.); cultural awareness, or an understanding of different ethnic groups and subcultures; techniques of informal record-keeping systems for candidate tracking; the selection process utilized by the central personnel operation or agency (including procedures involved in conducting background investigations and written, oral, or physical agility examinations); recruitment programs of other jurisdictions; characteristics that disqualify candidates; and medical requirements. (M M M M)

## **31.2 Equal Employment Opportunity and Recruitment**

**31.2.1** *The agency has a recruitment plan for full-time sworn personnel. The recruitment plan shall outline agency steps to achieve the goal of an ethnic, racial, and gender workforce composition in the sworn law enforcement ranks in approximate proportion to the makeup of the available workforce in the law enforcement agency's service community. The recruitment plan shall include the following:*

- a. statement of objectives;*
- b. plan of action designed to achieve the objectives identified in bullet (a); and*
- c. identify employees, inside or outside the agency, responsible for plan administration.*

**Commentary:** Recruitment steps should be directed toward the goal of approximating within the sworn ranks the demographic workforce composition of the community that it serves with regards to ethnic, cultural, racial, and gender makeup. The recruitment plan should be very specific with regards to the stated objectives and should clearly outline specific steps to be taken to achieve the objectives. The recruitment plan should also identify agency employees/position responsible for the administration of the recruitment process or identify other employees or positions with recruitment responsibility (i.e. civil service commissions, police commissions, human resources department, etc.).

The recruitment plan should be written so that it can be easily understood and followed. The foundation of a successful recruitment drive should include strong management commitments, and analysis of demographically/geographic feature of the agency's service area, and specific knowledge of past

recruitment efforts by similar agencies. The recruitment plan may be a part of the written directive system or a separate and distinct planning document. The plan should govern agency activities relating to recruitment during a specific period of time, which should not exceed three years without being reviewed and having objectives updated.

The objectives of a recruitment plan should be reasonable, obtainable, and directed toward the goal of achieving a sworn workforce that is representative of the composition of the available workforce it serves. The specific action steps contained in the agency's recruitment plan should be reasonable likely to cause the agency to meet the objectives identified in the plan.

Examples of specific action steps that may be identified in an agency's recruitment plan include:

- Identify impediments and articulate specific steps taken based on an analysis to overcome those impediments;
- Utilizing in the agency's recruitment activities minority personnel who are fluent in the community's non-English languages and are aware of the cultural environment, where this would be applicable;
- Depicting females and representatives of ethnic/cultural/race minority groups in law enforcement roles in the agency's recruitment literature;
- Conducting recruitment activities outside of the agency's jurisdiction to attract viable law enforcement candidates; and
- Establishing relationships with groups in and outside the community who represent targeted groups.

Statistics on the composition of the workforce in the agency's service community are available from a variety of sources, such as the U.S. Department of Labor's Bureau of Labor Statistics or national labor statistics. For the purposes of this standard, available workforce may be determined by considering several factors; for example, the residential makeup, those working in the agency's community, applicant demographics, and the parameters of any officer residency requirements, if applicable. **(MMMM)**

**31.2.2** *The agency shall conduct an annual analysis on the recruitment plan. The analysis report shall include the following:*

- a. progress toward stated objectives; and*
- b. revisions to the plan, as needed.*

**Commentary:** The analysis report should include a description of progress toward the objectives. It should also include the results of recruitment efforts such as number of applicants from each recruitment source and the number of successful candidate hires. **(MMMM)**

### **31.2.3** *The agency has an equal employment opportunity plan.*

**Commentary:** The equal employment opportunity (EEO) plan should ensure equal opportunities for employment and employment conditions for minority persons and women. The equal employment opportunity plan should be based on an annual analysis of the agency's present employment policies, practices, and procedures relevant to their effective impact on the employment and utilization of minorities and women. The equal employment opportunity plan, which may be produced in the form of a written directive, may contain such provisions as: (1) a strongly worded statement from the agency's CEO that it is agency policy to ensure that all individuals be given equal opportunity for employment, regardless of race, sex, creed, color, age, religion, national origin, or physical impairment; (2) a procedure for filing complaints relating to EEO; and (3) specific action steps that the agency should take to ensure equal employment opportunity is a reality, such as advertising as an "equal opportunity employer" or providing applications or testing processes at decentralized, easily accessible locations. The policies relating to harassment in the workplace may also be incorporated into the agency's overall EEO effort (see standard 26.1.3). **(M M M M)**

## **31.3 Job Announcements and Publicity**

### **31.3.1** *The agency's job announcements and recruitment notices for all personnel:*

- a. provide a description of the duties, responsibilities, requisite skills, educational level, and other minimum qualifications or requirements;*
- b. advertise entry-level job vacancies through electronic, print, or other media;*
- c. advertise the agency as an equal opportunity employer on all employment applications and recruitment advertisements; and*
- d. advertise official application filing deadlines.*

**Commentary:** The agency should provide the most accurate and precise job description possible to avoid undue delay and wasted time on the part of the agency and the applicant. When the most important performance dimensions are known, potential applicants are in a better position to relate their particular knowledge, understanding, and skills to those required by the position to be filled. The agency saves the time and expense of making determinations that the applicants could have made, had they been fully apprised.

The agency should ensure that job announcements do not set standards or criteria that even unintentionally screen out, or tend to screen out, an individual with a disability or class of individuals with disabilities, unless the criteria are job-related and consistent with business necessity. Job announcements should not set standards that cannot be specifically supported and should avoid general requirements such as "excellent health" or "no history of psychological or emotional disorders." (Refer to Section 102, Americans with Disabilities Act.) **(M M M M)**

### **31.3.2** *The agency posts all job announcements with community service organizations and/or seeks cooperative assistance from community organization key leaders.*

**Commentary:** The agency should seek permission to post job announcements with community organizations that are in contact with individuals who are likely candidates for recruitment. The agency should seek to achieve broader dissemination and greater exposure of recruitment information. The agency should consider technological resources, such as the Internet, when posting all job announcements. **(O M M M)**

**31.3.3** *Contact is maintained with applicants for all positions from initial application to final employment disposition.*

**Commentary:** Applicants should be periodically informed of the status of their applications. Applicant contacts should be documented and logged. The agency should consider technological resources for maintaining contact with applicants. **(M M M M)**

**31.3.4** *Applications for all positions are not rejected because of minor omissions or deficiencies that can be corrected prior to the testing or interview process.*

**Commentary:** Applications that are deficient should be processed routinely if the deficiency can be rectified prior to the testing or interview process. **(M M M M)**



# 91

## CAMPUS LAW ENFORCEMENT

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

### 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. **(M M M M)**

**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. **(M M M M)**

**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 stake holders 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)

# APPENDIX C

## FORM FOR RAISING STANDARDS-RELATED ISSUES

COMMISSION ON ACCREDITATION FOR LAW ENFORCEMENT AGENCIES, INC.

### STANDARDS REVIEW FORM

(Use one form per standard and attach additional pages if more space is required for submitting information. Duplicate form for additional standards.)

**STANDARD NUMBER:** \_\_\_\_\_

Check one of the following:

New Standard       Deletion       Revision       Interpretation

**Explanation of Action Requested:**

**Proposal:** (Use current standard, commentary, and/or level of compliance that appears in the manual. Use lower case for existing text; strikeout text that is to be changed or deleted; present new or suggested language in **BOLD CAPS**. As an alternative, you may present your exhibit twice: as it currently appears in the manual followed by the format you are recommending.)

**Submitted by:**

**Name:**  
**Title:**  
**Agency:**  
**Address:**  
**City, State, Zip:**  
**Phone:**  
**Email:**  
**FAX:**

**Send to:**

**CALEA®**  
**13575 Heathcote Boulevard**  
**Suite 320**  
**Gainesville, VA 20155**  
**(703) 352-4225**  
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# 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
18.1.1 (a)	Report	Clery Act	M M M M	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
35.1.3	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

## 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
18.1.1 (a)	Report	Clery Act	M M M M	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
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
  - 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