

**Change Notice No. 2.6:
Recognition Standards for Law Enforcement Agencies Amendments
Enacted by the Commission on July 31, 2009**

Background

This is the sixth change notice for the Recognition Standards for Law Enforcement Agencies – 2nd 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 2.1, 2.2, 2.3, 2.4 and 2.5 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 2.1 bear the dates July 2006 and November 2006, Change Notice 2.2 bear the dates July 2007, November 2007, March 2008, Change Notice 2.3 bear the date July 2008, Change Notice 2.4 bear the date December 2008 and Change Notice 2.5 bear the date March 2009.

Standards Amendments and Other Revisions Accompanying This Change Notice

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

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 2.1 (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 2.2 (March 2008)

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 G: FILE CONSTRUCTION AND DOCUMENTATION - Deleted reference to Panel Presentations.

Change Notice 2.3 (July 2008)

Table of Contents: New Standards.
Standard 33.5.4: Language change.
Chapter 42 Introduction: Added paragraph 3.
Standard 42.1.6: Revised.
Standard 71.1.1: New Standard.
Standard 71.5.1: New Standard.
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 2.4 (December 2008)

Standard 1.3.6: Commentary language change.

Standard 1.3.9: Commentary language change.

Appendix A: GLOSSARY – Added new terms:

PHOTOGRAPHIC LINEUP

PHYSICAL LINEUP

SHOW-UP

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 2.5 (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

ACKNOWLEDGEMENTS

The Commission is deeply indebted to the 2005 Recognition Standards Review Committee members who unselfishly gave of their time and energy to complete the top-to-bottom review of the *Recognition Standards for Law Enforcement Agencies* manual (first edition) approved in July 2000.

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Special thanks are extended to Commissioner Louis Dekmar who served as chair of the 2005 Recognition Standards Review Committee. Karen Shepard, Program Manager, served as the CALEA Staff Liaison.

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

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

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

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

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

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

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

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

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

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

DNA samples should only be submitted to laboratories that are accredited for law enforcement DNA analysis. In the United States, only labs accredited by either the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB) or the National Forensic Science Technology Center (NFSTC) can perform DNA analysis for submission to the national DNA database, or NDIS (National DNA Indexing System) administered by the FBI. In Canada, all DNA evidence should be sent to the Royal Canadian Mounted Police for processing and submission to the National DNA Databank. (M M M M)

83.3 Evidence Handling

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

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

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

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

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

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

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

Some items of in-custody property, by their very nature, require extra protection, security, and handling precautions. Items such as money, precious metals, jewelry, firearms, and drugs are some that should be considered. The agency may set its own guidelines and determine the degree of extra security required. Providing locked containers, such as vaults, lockers, or interior rooms, should satisfy the requirements of the standard. Further restrictions on access to certain areas also enhance security precautions. It is not necessary, however, for each type of item to have its own separate secure area.

The agency should have access to secure refrigerated storage for perishable items, such as blood and urine specimens. If the agency maintains a lockable refrigerator on its premises for this purpose, use should be restricted to in-custody property and evidence.

In addition to the general property room(s) or facilities, the agency needs to provide secure storage for large items such as vehicles, bicycles, appliances, and the like. Special areas and/or procedures should be provided. External areas, such as impoundment lots, are vulnerable. When assessing the degree of security to provide, the agency should weigh the importance of the property it is placing in these areas and the consequences if the property is stolen, damaged, or contaminated while in-custody.

(M M M M) Compliance may be OBSERVED.

84.1.3 *Secure facilities are provided for storage of in-custody or evidentiary property during periods when the property room is closed.*

Commentary: Provisions should be made for securing items of property when the property room is closed. Several methods can be followed to achieve this objective, such as installation and use of one-way drop boxes, lockers, and specially designed containers. **(M M M M) Compliance may be OBSERVED.**

84.1.4 *A written directive establishes procedures to ensure security and accountability for controlled substances, weapons, or explosives used for investigative or training purposes.*

Commentary: Some agencies may choose to utilize seized or forfeited controlled substances, weapons, or explosives for investigative or training purposes. It is critical that the agency establish safeguards to maintain security and integrity of these items. The agency should establish guidelines for the periodic accounting of any item utilized in this manner. **(M M M M)**

84.1.5 *Records reflect the status of all property held by the agency.*

Commentary: Fundamental to the operation of the property room is a records system that reflects the location of the property; date and time when the property was received or released; character, type, and amount of property on hand; and chain of custody from the time the property was stored until its destruction or other final disposition. Many agencies have successfully installed a “bar coding” system for property management. **(M M M M)**

84.1.6 *In order to maintain a high degree of evidentiary integrity over agency controlled property and evidence, the following documented inspections, inventory, and audits shall be completed:*

- a. *an inspection to determine adherence to procedures used for the control of property is conducted semi-annually by the person responsible for the property and evidence control function or his/her designee;*
- b. *an audit of property occurs whenever the property and evidence custodian is assigned to and/or transferred from the position and is conducted jointly by the newly designated property and evidence custodian and a designee of the CEO to ensure that records are correct and properly annotated;*
- c. *an annual audit of property and evidence held by the agency is conducted by a supervisor not routinely or directly connected with control of property and evidence; and*
- d. *unannounced inspections of property storage areas are conducted, as directed by the agency's chief executive officer, at least once a year.*

Commentary: The purpose of this standard is to ensure the integrity of the in-custody property and evidence storage system. The inspection is conducted to determine that the property room is being maintained in a clean and orderly fashion, that the integrity of the property is being maintained, that provisions of agency orders or other directives concerning the property management system are being followed, that property is being protected from damage or deterioration, that proper accountability procedures are being maintained, and that property having no further evidentiary value is being disposed of promptly.

During the joint audit associated with evidence custodian transfers, a sampling of the total amount of high risk (e.g., money, precious metals, jewelry, firearms, and drugs) property records under the agency's care must be reviewed with respect to documentation and accountability. Appendix I should be used to determine the appropriate sample size for high risk items. An error rate that exceeds four percent will require a full inventory of high risk items. For general property the audit associated with evidence custodian transfers should be sufficient to ensure the integrity of the system and accountability of property. The person assuming custody of the property should ensure that records are current and properly annotated. All discrepancies should be recorded prior to the assumption of property accountability by the newly appointed custodian.

The purpose of the annual audit is to ensure the continuity of custody and not to require the accounting of every single item of property. The audit should be sufficient to ensure the integrity of the system and the accountability of property. The annual audit should be a significant representative sampling of property including high-risk items. The person named to conduct the audit should be appointed by the agency's chief executive officer. Under no circumstances should that inspector be appointed by supervisory or command officers having the property function under their control.

The unannounced inspection is not meant to be a time consuming task. It can be as simple as the chief executive officer, or their designee, entering the property and evidence areas and inspecting for cleanliness, orderliness and tracing a few pieces of property and evidence to assure they are in the proper place as stated in the area's records. **(M M M M)**

84.1.7 *Final disposition of found, recovered, and evidentiary property is accomplished within six months after legal requirements have been satisfied.*

Commentary: Prompt, authorized property removal (final disposition/destruction) prevents an overload on the property management system and reduces the requirement for additional storage space. Also, the lack of prompt disposition procedures further deprives owners of the use of their property. Law enforcement agencies should establish procedures for the prompt photographing and return of property to victims, with the prosecutor's approval. (O O O O)

84.1.8 *All property acquired through the civil process function or asset forfeiture proceedings are accounted for in agency records and is disposed of by the agency pursuant to legal authority.*

Commentary: Federal laws, and in most cases, state and provincial laws regulating the seizure and disposition of property forfeited should be incorporated into the agency's procedures. (M M M M)

APPENDIX A

GLOSSARY

A

ABANDONMENT: The situation when a child is told or forced to leave home overnight, or is prevented from returning home overnight by a parent or household adult when no adequate alternative care is arranged, or a child's caretaker makes no effort to recover a child who has run away, or who has been deserted.

ACADEMY: A facility at which agency training programs are conducted, usually housing classrooms, gymnasium, library, and offices for academy instructors and staff. Other facilities, such as a firing range and driver-training track, are usually considered to be part of the academy but may not necessarily be located at the same site. The academy may be located at or near headquarters, on the campus of an institution of higher education, or at some other location.

ADMINISTRATIVE REVIEW: A documented review of an incident or occurrence prepared by or for the CEO or his/her designee. The review should indicate whether policy, training, equipment, or disciplinary issues should be addressed.

ALL HAZARD PLAN: See Emergency Operation Plan.

AMBER ALERT: (America's Missing: Broadcast Emergency Response plan) Law enforcement, media/broadcasters, transportation and other partners working together to disseminate information to the public in response to the most serious child abduction cases. The twelve elements of an AMBER plan include: the name of plan, stakeholders, memorandum of understanding, criteria, quality control, measures, activation protocol, tools to activate, technology training, phone bank, after action reports and oversight committee.

ANALYSIS: A systematic, structured process for dissecting an event into its basic parts to identify any patterns or trends. Analysis should reveal patterns or trends that could be predictive or could indicate program effectiveness, training needs, equipment upgrade needs and/or policy modification needs.

APPLICANT: Any person who applies or makes formal application for employment.

ARREST: To deprive a person of his/her liberty by legal authority. (Black's Law Dictionary.) (See Custody; Full-Custody Arrest; Physical Arrest.)

ARRESTING OFFICER: A sworn law enforcement officer who takes a person into custody, with or without a warrant.

ASSESSMENT CENTER: A standardized evaluation of behavior based upon multiple sources of input and using trained observers and multiple techniques. Judgments about behavior are made from specially

developed assessment exercises designed to measure the participant's performance in specific job-related tasks and situations.

AT RISK PERSONS: Any person who is physically or mentally challenged and who poses a risk to themselves or others, e.g., mental disorders, suicidal, Alzheimer's patients, or diabetics.

AUDIT: (Standard 17.4.3) A sampling and review of financial records and practices that conforms to generally accepted standards as prescribed by the American Institute of Certified Public Accountants, Government Finance Officers Association, or local legislation. (Standard 84.1.6b) A documented accounting of high-risk items (e.g. cash, precious metals, jewelry, firearms, and drugs) and other evidence and non-agency property to establish that all property is accounted for and records can reasonably be assumed correct. For high-risk items this requires a two-tailed random sampling method be applied to achieve a 95% confidence level with a confidence interval of +/- 3 percent. If the sampling method reveals discrepancies in the records of the evidence/property that exceeds a 4% error rate, a 100% inventory must be conducted on all high-risk items and additional sampling of items in general storage to the satisfaction of the CEO, to re-establish the accuracy of all records. (Standard 84.1.6c) A significant representative sampling of property including high-risk items.

AUXILIARY: A non-sworn, unarmed, uniformed or non-uniformed, affiliate whose duties contribute to the mission of the agency in a support capacity. Included are police volunteers, law enforcement cadets, law enforcement explorers, senior citizen groups, and other volunteers. Excluded are part-time paid employees of the agency and reserve officers.

AVAILABLE WORK FORCE: The largest potential group or number of individuals eligible, qualified, and capable of assuming specific activities and responsibilities.

B

BIAS BASED PROFILING: The selection of an individual(s) for enforcement action based solely on a trait common to a group. This includes, but is not limited to, race, ethnic background, gender, sexual orientation, religion, economic status, age, cultural group, or any other identifiable group.

BOOKING: A procedure for admitting to a holding facility a person charged with an offense; includes searching, fingerprinting, photographing, medical screening, collecting personal history data, and inventorying and storing a person's property.

C

CANDIDATES: Persons seeking employment who meet the minimum requirements of the agency and have completed a formal application.

CAREER COUNSELING: The relationship (process) between trained counselor and employee that is designed to facilitate an employee's career choices, comprehension of career goals, and achievement of career goals through meaningful and well-informed choices.

CAREER DEVELOPMENT ACTIVITIES: An organized and supervised set of duties or functions designed to stimulate learning, e.g., counseling, training, job rotations.

CHAIN OF COMMAND: Formal lines of communication going downward or upward within the organizational hierarchy through each successive level of command.

CIRCLE SYSTEM: A series of fixed roadblocks intended to contain a vehicle or suspect in a given area.

CIRCULATION PATTERNS: Concern the movement of persons from place to place and for purposes of Chapter 73 standards are divided into three distinct routes. The first pattern is for the movement of the general public, who are usually allowed free movement from place to place, excluding restricted areas. The second pattern provides controlled access in areas used by judges, officers of the court, juries, or visitors whose presence is under control; in many instances, this pattern is also used to move prisoners under escort from a detention area to court and back. The third pattern is under the control of sworn law enforcement officers or custodial officers and is used exclusively for the movement of prisoners and may contain holding areas. The secure area is inaccessible by other than authorized personnel.

CIVIL ARREST: A civil arrest is made pursuant to a written order by a judge of a competent jurisdiction in a civil action or proceeding. Such written orders may be given by a supreme court, the family court, county court, district court, or the surrogate's court, depending upon the area of the country.

CIVIL PROCESS: Those writs, summonses, mandates, or other process issuing from a court of law or equity pertaining to a cause of action of a civil nature. The term includes original, intermediate, and final process to be served by the agency in any action involving civil litigants.

CIVILIAN: A non-sworn person having no arrest authority as defined in "sworn officer" and "full-custody arrest." Civilians may be employed or affiliated with a law enforcement agency in a variety of supporting roles and may be uniformed, but lack the authority to make a full-custody arrest.

CLASS: A grouping of jobs for which duties, responsibilities, qualifications, and conditions of employment are sufficiently alike to justify the same treatment with respect to personnel practices. (See Position for the differentiation among class, job, and position.)

CLASS SPECIFICATION: An official statement or guideline about the general duties, responsibilities, and qualifications involved in the kinds of jobs included in the same class.

COMMENTARY: The "commentary" is the second of the three parts of a "standard" (standard statement, commentary, and levels of compliance). The commentary supports the standard statement but 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.

COMPONENT: See Organizational Component.

CONSTANT SUPERVISION: The direct, personal supervision and control of a detainee by the attending officer who can immediately intervene on behalf of the agency or the detainee.

CONTRABAND: Any item that is illegal to possess, to include items that are not permitted within a holding facility because of their possible use to disrupt security measures within the facility.

COUNSELING: The giving of advice; advising. As used: discussions between the rated employee and rater leading to advice to the former concerning performance or career development.

COURT HOLDING FACILITY: A holding facility located in or adjacent to a court and outside the confines of a jail, where detainees await their court appearance.

COURT SECURITY OFFICER: A person, employed by the law enforcement agency, who performs or who is responsible for the court security function.

CRIMINAL PROCESS: Those writs, summonses, mandates, warrants, or other process issuing from a court of law compelling a person to answer for a crime. The term also includes process issued to aid in crime detection or suppression, such as search warrants.

CRITICAL INCIDENT: An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response, such as major planned events and law enforcement incidents.

CRITICAL MISSING: A reported missing person who is missing and foul play may be a factor; or any child (as defined by the local jurisdiction) or any at risk person.

CUSTODY: Legal or physical control of a person in an area or facility or while in transit; legal, supervisory, or physical responsibility for a person. (See Arrest; Full-Custody Arrest; Physical Arrest.)

D

DEMONSTRATED PROFICIENCY: Attaining and demonstrating a knowledge of the laws concerning the use of authorized weapons and knowledge of agency policy(s) on the use of force, escalating force, and deadly force; and being familiar with recognized safe-handling procedures for the use of these weapons. The instruction on and qualification with all weapons should be provided by a certified weapons instructor. Proficiency for firearms includes qualifying on a prescribed course. Proficiency for electronic control weapons includes successfully loading, unloading, deploying and discharging the prongs of the weapon on an annual basis.

DETAINEE: A person in the custody of agency personnel and whose freedom of movement is at the will of agency personnel.

DISABLED DETAINEE: A detainee with an anatomical, physiological, or mental impairment that hinders mobility.

DIVERSION: In the broadest sense, any procedure that (1) substitutes non-entry for official entry into the justice process, (2) substitutes the suspension of criminal or juvenile proceedings for the continuation

of those proceedings, (3) substitutes lesser supervision or referral to a non-justice agency or no supervision for conventional supervision, or (4) substitutes any kind of non-confinement status for confinement.

E

EMERGENCY OPERATION PLAN (EOP): Commonly referred to as an “ALL HAZARD PLAN,” an EOP is a written plan containing general objectives reflecting the overall strategy for responding to and managing critical incidents. The plan defines the scope of preparedness and incident management activity required of the agency, and is flexible enough for use in all emergencies.

EMOTIONAL STABILITY/PSYCHOLOGICAL FITNESS EXAMINATION: Professional screening designed to identify candidate behavior patterns and/or personality traits that may prove either deleterious or advantageous to successful job performance.

EMPLOYEE ASSISTANCE PROGRAM (EAP): A formal program designed to assist in the identification and resolution of concerns or problems (personal or job related), which may adversely affect an employee’s personal or professional well-being or job performance. These personal concerns may include, but are not limited to, health, marital status, family, financial, substance abuse, emotional/stress, and other personal matters.

EQUAL EMPLOYMENT OPPORTUNITY: The provision of equitable opportunities for employment and conditions of employment to all employees regardless of race, creed, color, age, sex, religion, national origin, or physical impairment. Where a recruitment plan focuses on additional recruitment steps to be taken to increase the likelihood of hiring a member of an underrepresented group, EEO focuses on ensuring that applicants are treated fairly in the selection process (and in other personnel activities) by giving them the same opportunities for employment. The role of equal opportunity is to create a “level playing field” for all applicants and employees. An equal employment opportunity plan is a document that is designed to state the steps the agency intends to take to ensure that there are no artificial barriers that would prevent members of a protected group from a fair and equitable opportunity to be hired, promoted, or to otherwise take advantage of employment opportunities.

EVALUATION: A careful appraisal and study to determine the significance and/or worth or condition, and to draw conclusions pertaining to an item, project, or undertaking.

EXECUTION: The performance of an act required by a writ, warrant, or other legal process commanding the seizure of a person or thing, as opposed to mere delivery of an instrument without any concomitant seizure. For the purposes of Chapter 74, a legal attachment is deemed an execution.

EXERCISE: Gathering of individuals inclusive of government and private sector persons, to develop plans, practice simulated implementation, and to discuss each agency’s role in handling unusual occurrence incidents. This could include tabletop, functional, and/or full field exercises.

F

FIELD TRAINING: A structured and closely supervised program provided to recruit officers to facilitate the application of skills and knowledge obtained in the academy/classroom to actual performance in on-the-job situations.

FIELD TRAINING OFFICER (FTO): An officer who has been carefully selected and trained to deliver the field training program to recruit officers.

FIXED ROADBLOCK: A full or partial roadblock established at a fixed point.

FOLLOW-UP INVESTIGATION: An extension of the preliminary investigation. The purpose is to provide additional investigation in order to close a case, arrest an offender, and/or recover stolen property.

FORMAL APPLICATION: A written form used to express interest in employment and to request information on a person's basic occupational qualifications, work experience, educational background, training, and special skills or abilities.

FULL-CUSTODY ARREST: Arrest authority, with or without a warrant, which includes the legal authority to physically remove a person from their location, taking that person to a place of confinement or judicial authority.

For interpretive purposes, the line of demarcation between sworn and non-sworn (or civilian) agency personnel exists with the authority to make a full-custody arrest. A sworn officer has authority to make a full-custody arrest; a non-sworn person does not.

Non-sworn personnel (civilians) may have limited authority to stop and detain persons (such as authority granted security guards), or stop and issue a notice to appear in court (such as authority granted traffic enforcement aides), but they do not possess authority to make a full-custody arrest. A full-custody arrest includes the authority to deny persons their freedom, using force if necessary, to effect the arrest. (See Arrest, Custody; Physical Arrest.)

FUNCTION: A general term for the required or expected activity of a person or an organizational component, e.g., patrol function, communications function, the planning function, the crime analysis function.

G

GENERAL ORDER: A term used by some agencies to describe directives of a long standing nature concerned with policy, rules, and procedures affecting more than one organizational component.

GOAL: A relatively broad statement of the end or result that one intends ultimately to achieve. A goal usually requires a relatively long time span to achieve and, whenever possible, should be stated in a way that permits measurement of its achievement.

H

HOLDING FACILITY: A confinement facility outside of a jail where detainees are housed, receive meals, and can be detained for periods involving days and overnight stays for a period of not more than 72 hours, excluding holidays and weekends.

I

IDENTITY THEFT: The wrongful use of another person's identifying information, such as credit card, social security, or driver's license numbers to commit financial or other crimes.

INCIDENT: An event that requires law enforcement action, documentation, or the dispatching of agency personnel in response to citizen requests for law enforcement services. This includes any incident, whether criminal or non-criminal, which involves a response to the scene, an investigation, or the preparation of an oral or written report.

INCIDENT COMMAND SYSTEM (ICS): A system for command, control, and coordination of a response that provides a means to coordinate the efforts of individual persons and agencies as they work toward the common goal of stabilizing an incident while protecting life, property and the environment. There are five major components: command, planning, operation, logistics, and finance/administration.

IN CUSTODY: Being under the full control of a law enforcement officer. (See Full-Custody Arrest.)

IN-SERVICE TRAINING: Training in addition to recruit training, which may include periodic retraining or refresher training, specialized training, career development, promotional training, advanced training, and shift briefing training.

INSPECTION: A careful and critical examination; a formal review of all components of a particular requirement and an examination of their application.

INSTITUTION: A facility that confines persons against their will and/or provides care for persons, e.g., mentally ill, adult or juvenile offenders.

INTAKE: The point at which a juvenile offender enters the juvenile justice system. "Intake" may be initiated on request of the law enforcement agency, but the intake process is generally supervised by a probation agency, juvenile court, or special intake unit.

INVENTORY: A detailed, itemized list, report, or record of items in one's possession or the process of making such a list, report, or record. (Standard 17.5.1) A detailed itemized list of agency owned or controlled property in possession of the agency, which includes a definition (or value) of what is to be itemized, and a written certification by the person conducting the listing.

J

JAIL: A confinement facility where detainees are housed in excess of 72 hours.

JOB DESCRIPTION: An official written statement setting forth the duties and responsibilities of a job, and the skills, knowledge, and abilities necessary to perform it.

JOB RELATED: A procedure, test, or requirement either predictive of job performance or indicative of the work behavior expected or necessary in the position.

L

LATERAL ENTRY: The hiring of new employees at advanced ranks or salary based on prior experience elsewhere and/or other job credentials.

LAW ENFORCEMENT SERVICES UNDER CONTRACT: The provision of paid law enforcement services in accordance with a written contract. This does not encompass a situation in which an individual performs services for an agency under a personal services contract.

LEGAL PROCESS: Any item of civil or criminal process, whether original, intermediate, or final that is valid on its face and is to be served or executed by the law enforcement agency.

LESSON PLAN: A detailed guide from which an instructor teaches. The plan includes the goals, specific subject matter, performance objectives, references, resources, and method of evaluating or testing students.

LINE INSPECTION: Inspection conducted by personnel in control of the persons, facilities, procedures, or other elements being inspected. Line inspection may be carried out by any supervisor within the chain of command and is often conducted by supervisory personnel who may also be responsible for ensuring that any substandard conditions revealed in the inspection are corrected.

M

MEMORANDUM: An informal, written document that may or may not convey an order; it is generally used to clarify, inform, or inquire.

MENTAL ILLNESS: Any condition characterized by impairment of an individual's normal cognitive, emotional, or behavioral functioning, and caused by social, psychological, biochemical, genetic, or other factors, such as infection or head trauma.

MOVING ROADBLOCK: Use of one or more moving vehicles to block the roadway and prevent approaching vehicles from continuing.

N

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS): A system for incident management that provides a consistent nationwide approach for federal, state, local and non-governmental organizations to work effectively and efficiently to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

O

OBJECTIVE: An objective is an end or result that one intends to attain in order to achieve partial fulfillment of a goal. An objective is a subgoal or an element of a goal, and therefore, requires a shorter time to accomplish than does a goal.

ORGANIZATIONAL COMPONENT: A subdivision of the agency, such as a bureau, division, section, unit, or position that is established to provide a specific function.

OUTSIDE ACADEMY: An academy not operated by the agency, such as a regional or state training academy providing recruit, in-service, or specialized training.

P

PERSONNEL EARLY WARNING SYSTEM: A system for the early identification of agency employees who may need some type of corrective action or intervention and a procedure for collecting and evaluating materials required for implementing such corrective action.

PERSONAL EQUIPMENT: Equipment items issued and/or approved by the agency for employee use, e.g., badge, baton and holder, belts, cartridge carrier, departmental and rank insignia, flashlight, handcuffs and case, notebook, raincoat and cap cover, side arm and holster, tear gas canister, and whistle.

PHOTOGRAPHIC LINEUP: A selected group of photographs of persons presented to a witness containing a single suspect and several fillers for the purpose of determining whether the witness is able to identify the suspect as the perpetrator of the crime.

PHYSICAL ARREST: Any enforcement action that consists of taking persons into custody for the purpose of holding or detaining them to answer a charge of law violation before the court. (See Arrest; Custody; Full Custody Arrest.)

PHYSICAL LINEUP: A selected group of persons presented to a witness containing a suspect and several fillers for the purpose of determining whether the witness is able to identify the suspect as the perpetrator of the crime.

PHYSICAL PLANT: The real property facilities housing the agency, its employees and property, including buildings, garages, and other structures. For a holding facility, its physical confines, including the reception area, sallyport, holding cells, and related spaces. If used only for booking detainees into the holding facility, the booking area is also included.

PLAN: Documented identification of methods to achieve desirable goals or conditions.

POLICY: A written directive that is a broad statement of agency principles. Policy statements may be characterized by such words as “may” or “should” and usually do not establish fixed rules or set procedures for conduct of a particular activity but rather provide a framework for development of procedures and rules and regulations.

POSITION: The duties and responsibilities, or work, assignable to one employee. A position may be filled or vacant. For purposes of comparison, a patrol officer assigned as a court officer would occupy a “position.” Patrol officer would be the “job.” A position may have functional responsibility for a single task, e.g., court officer, patrol officer, crime prevention officer, or over several combined tasks, e.g., administrative lieutenant responsible for planning, budget, staff inspections, and internal affairs.

PRELIMINARY INVESTIGATION: Generally, the activity that begins when personnel arrive at the scene of an incident. The activity should continue until such time as a postponement of the investigation or transfer of responsibility will not jeopardize the successful completion of the investigation.

PROCEDURE: A written directive that is a guideline for carrying out agency activities. A procedure may be made mandatory in tone through the use of “shall” rather than “should,” or “must” rather than “may.” Procedures sometimes allow some latitude and discretion in carrying out an activity.

PROCESSING: Includes pre-booking activities involving detainees in custody, after which detainees may either be released from custody by one of several means or be escorted to a holding facility, at which time they would be booked.

PROPERTY AND EVIDENCE CUSTODIAN: The person who holds authority for the day to day supervision and operation of the property and evidence function.

PURSUIT: An active attempt by a law enforcement officer in a motor vehicle to apprehend one or more occupants of another moving motor vehicle, where the driver of the fleeing vehicle is aware of the attempt and is resisting apprehension.

R

REASONABLE BELIEF: The facts or circumstances the officer knows, or should know, are such as to cause an ordinary and prudent person to act or think in a similar way under similar circumstances.

RECRUITMENT ACTIVITIES: A systematic method of seeking potentially qualified job applicants.

RECRUITMENT LITERATURE: Written materials or brochures designed to attract qualified applicants for jobs.

RECRUITMENT PLAN: A written plan for actively recruiting underrepresented minorities and women. A recruitment plan assumes the agency is doing more than just fairly implementing their selection procedures and instruments, e.g., providing equal opportunity. Proactive recruitment requires additional

steps, where necessary, to increase the likelihood of attracting qualified applicants of protected groups that are insufficiently represented in the agency's sworn ranks.

REMEDIAL TRAINING: Personalized training to correct a specific deficiency, which is usually identified by either testing or other evaluation during training or supervisory evaluation during routine job performance.

RESERVE: A sworn officer, armed or unarmed, who works less than full time, with or without compensation, and who, by their assigned function or as implied by their uniform, performs duties associated with those of a police officer.

RESTRAINING DEVICES: Equipment used to restrain the movement of the prisoner, such as handcuffs, flex-cuffs, waist chains, ankle chains, restraining straps, straight jackets, or tie-down stretchers.

REVIEW: To examine or study; less formal than an analysis.

ROADBLOCK: A restriction, obstruction, or device used or intended for the purpose of preventing free passage of motor vehicles on a roadway in order to effect the apprehension of a suspect.

ROAD SIDE SAFETY CHECK: A temporary operation in which law enforcement or other authorized personnel stop some or all traffic to inspect individual vehicles or their contents or to interview drivers.

RULES AND REGULATIONS: A set of specific guidelines to which all employees must adhere.

S

SALARY AUGMENTATION: Pay that is added to the base salary of the employee. Such augmentation may be considered as premium pay, merit pay, differential pay, or a temporary increase because of a temporary assignment to a position with higher base salary.

SEARCH AND RESCUE: A coordinated effort to locate individuals missing in a wilderness area, in large bodies of water, or elsewhere. Search and rescue missions usually involve use of aircraft, boats, or other special purpose vehicles and specialized personnel such as scuba divers, mountain climbers, or spelunkers.

SECONDARY EMPLOYMENT: Any outside employment, which is either extra-duty or off-duty. Extra-duty employment is any secondary employment that is conditioned on the actual or potential use of law enforcement powers by the officer-employee. Off-duty employment is any secondary employment that is not conditioned on the actual or potential use of law enforcement powers by the off-duty employee.

SECURITY HAZARD: Any threat to the security of the prisoner, to the facility in which he or she is held, or to others with whom the prisoner may come into contact. Estimations of the degree of security hazard will govern the means of transport, the kinds of restraining devices to be used, and other actions to be taken by the escort officer to provide proper protection for and security of the prisoner.

SECURITY SURVEY: An on-site examination and analysis of security needs that determines the nature and degree of the threat, the exact kind and degree of protective measures used, and the precise kinds of security measures that are required and recommends the appropriate policies, procedures, and equipment needed for the security function.

SELECTION CRITERIA: Rules, standards, procedures, or directives upon which a judgment or decision concerning employment can be based.

SELECTION MATERIALS: All written tests, test scores, answer sheets, study materials, evaluations, ratings, questionnaires, reports, and forms used in the selection process that have a bearing upon the employment decision.

SELECTION PROCEDURE: Any established method or combination of methods used in any way as the basis for an employment decision.

SELECTION PROCESS: The combined effect of components and procedures leading to the final employment decision, including minimum qualifications, e.g., education, experience, physical attributes, citizenship, residency-written tests, performance tests, oral exams, interviews, background investigations, medical exams, polygraph tests, police academy ratings, probationary period ratings, personality inventories, interest inventories, psychiatric evaluations, veteran's preference, cut-off scores, and ranking procedures.

SERIOUS PHYSICAL INJURY: A bodily injury that creates a substantial risk of death; causes serious, permanent disfigurement; or results in long-term loss or impairment of the functioning of any bodily member or organ.

SERVICE: The delivery of any item of civil process that is complete with the act of delivery and does not require physical or legal seizure of a person or thing.

SEXUAL HARASSMENT: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

SHIFT BRIEFING: Training or informational sessions of short duration administered to law enforcement personnel just prior to, or after, their tour of duty.

SHOW-UP: A witness views a single suspect for purposes of identification of the suspect as the perpetrator of the crime.

SKILLS, KNOWLEDGE, AND ABILITIES: Skills are the proficiency with which an individual performs. Knowledge is a body of information or the understanding gained through learning, education, experience, or associations. Abilities are processes required to perform the various job responsibilities.

SPECIAL EVENT: An activity, such as a parade, athletic contest, or public demonstration, that results in the need for control of traffic, crowds, or crimes.

SPECIAL PURPOSE VEHICLE: A vehicle that requires special training or authorization for deployment. This includes, but is not limited to: SWAT trucks, bomb disposal vehicles, mobile command posts, aircraft, watercraft, and motorcycles. Bicycles, all-terrain vehicles, snowmobiles, and *Segways* may fall under the definition of a special purpose vehicle, if the agency or law requires special licensing or training prior to their use.

SPECIALIZED ASSIGNMENT: An assignment often characterized by increased levels of responsibility and specialized training, but within a given position classification; a specialized assignment may involve higher pay or additional benefits.

SPECIALIZED TRAINING: Training to enhance skills, knowledge, and abilities taught in either recruit or other in-service programs. Specialized training may address supervisory, management, and/or executive development training, or it may include technical and job-specific subjects, e.g., homicide investigation, fingerprint examination, juvenile investigation.

SPECIAL ORDER: A directive affecting only a specific segment of the organization or a statement of policy or procedure regarding a specific circumstance or event that is of a temporary nature.

STAFF INSPECTION: Inspection conducted by personnel who do not have control of the persons, facilities, or procedures being inspected. Staff inspectors in larger agencies are generally members of a specialized component responsible for conducting inspections throughout the agency. The results of staff inspections are usually reported to the agency's chief executive officer.

STATUS OFFENSE: An act or conduct declared by statute to be an offense only when committed or engaged in by a juvenile, and adjudicated only by a juvenile court.

SWORN OFFICER: A person who is granted those general peace officer powers prescribed by constitution, statute, or ordinance in the jurisdiction, including those persons who possess authority to make a full-custody arrest for limited or specific violations of law within the same jurisdiction.

T

TACTICAL TEAM: A group of officers who are specially selected, trained, and equipped to handle high-risk incidents, such as those involving snipers, barricaded persons, hostage-takers, selected warrant services, and other situations or activities as deemed necessary by command leadership.

TASK: A unit of work performed by an individual to accomplish the goal of a job.

TASK ANALYSIS: A systematic, structured process for dissecting a job into its basic parts. A task analysis identifies the important or essential elements of a job, the key work behaviors, and the knowledge, skills, and abilities required for these work behaviors.

TASK FORCE: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

TEMPORARY DETENTION: Temporary detention is measured in hours and does not involve housing or feeding detainees except in extenuating circumstances.

TERRORISM: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping.

TRAFFIC ENGINEERING AUTHORITIES: Persons responsible for traffic engineering in various local, regional, and state agencies, e.g., street or highway department, public works department, transportation department.

TRAFFIC SURVEY: An examination of traffic characteristics, such as volume, speed, delay, accidents, origin, destination, etc.

TRANSPORT VEHICLE: The vehicle used for transporting a prisoner from one point to another. The transport vehicle may be the patrol vehicle, such as in the case of transporting a prisoner after an arrest; a vehicle of a correction facility designated for prisoner transport but also used for other purposes; or a specially designed prisoner transport vehicle, such as a bus or van. This term does not refer to commercial vehicles, such as buses, trains, or airplanes that may be used for prisoner transport.

TRANSPORTING OFFICER: A person who is responsible for transporting a prisoner from one point to another. This may be the arresting officer or another agency employee who is assigned to the responsibility for transport.

U

UNITY OF COMMAND: The concept that each individual in the organization has one, and only one, immediate supervisor.

UNIFIED COMMAND: Unified Command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability.

UNLAWFUL HARASSMENT: Conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

V

VALIDITY: Proof through statistical data that a given component of the selection process is job related either by predicting a candidate's job performance or by detecting important aspects of the work behavior related to the position.

VICTIM: A person who suffers physical, financial, or emotional harm as the direct result of a specified crime committed upon his or her person or property.

VIP: A “very important person,” dignitary, famous personality, notorious person, or any other person in need of special security.

VOLUNTEERS: See Auxiliary.

W

WORKLOAD: The sum total of cases and other measurable activities occurring within a given area or time period.

WRITTEN DIRECTIVE: Any written document used to guide or affect the performance or conduct of agency employees. The term includes policies, procedures, rules and regulations, general orders, special orders, memorandums, and instructional material.

APPENDIX I

SAMPLE SIZE TABLE EVIDENCE CUSTODIAN CHANGE AUDITS

The below table has been developed as a tool for use by agencies when determining the appropriate sample size for conducting audits of high risk property as required by *Standard 84.1.6 (b) – Evidence Audits*. This table only applies to high risk property and only for those circumstances when there is a change in evidence custodian. The sample sizes in this table have been calculated based on a 95 percent confidence level and a confidence interval of +/- 3 percent.

When using this table, agencies should determine the total amount of high risk property they currently possess and find that number under “Pieces of High Risk Evidence/Property”. The corresponding “Required Sample Size” should be applied when conducting the respective audit. If the exact number for “Pieces of High Risk Evidence/Property” is not listed, the next higher number should be used.

If an error rate of more than 4 percent is discovered when conducting the audit, a complete inventory of the high risk property must be performed. However, agencies should consider a complete inventory when other factors suggest it is necessary.

Pieces of High Risk Evidence/Property	Required Sample Size
100	92
250	203
500	341
1000	516
1500	624
2000	696
2500	748
3000	787
3500	818
4000	843
4500	863
5000	880
5500	894
6000	906
6500	917
7000	926
7500	934
8000	942
8500	948
9000	959
10000	964
15000	996
20000	1013
25000	1023
50000	1045
100000	1056

