

Accreditation Standards

First Edition



Purpose:

**To improve the delivery of law enforcement services
through an agency accreditation program.**

Wisconsin Law Enforcement Accreditation Group

Forward

Accreditation is a progressive and time-proven way of helping institutions evaluate and improve their overall performance. The key to any successful accreditation system lies in the consensus of published standards containing a clear statement of professional objectives.

The practice of accrediting institutions began in this country more than 200 years ago when New York State established a State Board of Regents to charter colleges and private academies. The concept has since been successfully applied in fields as diverse as corrections and health care services.

Law enforcement accreditation got its start in 1978 when William Dean, a staff officer of the IACP convinced the Board of Officers that police service to the American public should be improved and the best vehicle to achieve this goal was to follow the accreditation model already being followed by many other institutions in society. A grant was successfully sought through the United States Department of Justice to begin the accreditation process.

A federal grant was subsequently awarded to the newly established Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA). The original standards were developed by the following four major law enforcement executive membership associations that founded CALEA:

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).

As CALEA struggled to get national accreditation established, there were many law enforcement executives who bought into the accreditation concept, but could not afford the cost. Better financed police agencies seemed to be able to find the moneys to pay the fees, but a large number of others simply could not. This caused some states to develop their own systems which they could justify to their city and county governments and were tailored to meet the needs of the

people living in their region of the United States. The justification for a state law enforcement accreditation program is that the vast majority of the citizens living in the United States are served by police departments that have ten or fewer members. If the majority of citizens in this country are to be protected and served efficiently by upgraded agencies, then the cost of an accreditation program must be within their reach.

The Wisconsin Law Enforcement Accreditation Group program is not intended to compete with CALEA. It only hopes to offer an affordable method of professionalizing police departments and helping them better serve their clients.


We are pleased to submit the Standards, First Edition for the Wisconsin Law Enforcement Accreditation Group program. The original draft of these standards has been endorsed by:

The Accreditation Committee of the Wisconsin Chief's of Police Association on June 2, 1995, meeting at Fond du lac, Wisconsin;

The Wisconsin Police Leadership Foundation on August 14, 1995, meeting at Eau Claire, Wisconsin;

And finally, the standards have been reviewed and revised by the Governing Board of the Wisconsin Law Enforcement Accreditation Group and officially approved as WILEAG Standards, First Edition by the Board on December 3, 1996.

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Wisconsin Law Enforcement Accreditation Group

Standards, First Edition, January 1997

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Wisconsin Law Enforcement Accreditation Group Accreditation Standards

Chapter 1

Law Enforcement Role and Authority

1.1 DEPARTMENT AUTHORITY

A written directive requires all personnel, prior to assuming sworn status, to take an oath of office to enforce the law, uphold the constitution of the United States and the constitution of the state of Wisconsin, and to abide by a code or canon of ethics adopted by the agency.

Intent: That all sworn law enforcement personnel take an oath of office and part of such oath include the Code of Ethics as adopted by the IACP or NSA.

1.2 USE OF FORCE

A written directive states personnel will use only the force necessary to accomplish lawful objectives.

1.3 USE OF FIREARMS / DEADLY FORCE

A written directive governs the use of force by agency personnel and specifies that:

- An officer may use deadly force only when the officer reasonably believes that the action is in defense of human life, including the officer's own life, or in defense of any person in immediate danger of serious physical injury;
- Use of deadly force against a fleeing felon must comply with all statutory requirements;
- The discharge of warning shots is governed; and
- All sworn personnel receive and demonstrate their understanding of such directive before being authorized to carry any firearm

Intent: That agencies have in place written directives that restrict the use of firearms by police to professional standards of the law enforcement community and in compliance with state law.

1.4 LESS LETHAL WEAPONS

A written directive governs the use and possession of less lethal weapons by agency personnel, both on and off duty.

Intent: That less lethal weapons be controlled by the agency seeking accreditation.

1.5 FIREARMS AND AMMUNITION

The use and possession of firearms and ammunition, both on and off duty, are limited to the authorizations and specifications as established by a written directive.

Intent: That police agencies establish rules for the possession of firearms and ammunition by their personnel both on and off duty.

1.6 FIREARMS PROFICIENCY

A written directive requires that an officer, prior to any use or possession of a firearm, demonstrate specified proficiency in the use of that firearm, and such requirement be met at least annually as a condition of continuing use and possession of such firearm.

Intent: That police personnel are safe and proficient in the use of firearms.

1.7 FIREARMS DISCHARGE

A written directive establishes an internal process for the documentation, review and disposition of any incident wherein an officer:

- Discharge a firearm other than in training or for lawful recreational purposes;
- Takes an action that results in, or allegedly results in, the injury or death of another person; or
- Applies force to the person of another through the use of a lethal or less lethal weapon.

Intent: That the agency have in place an internal review process to be used when firearms and non-lethal weapons are discharged by their personnel.

1.8 POST SHOOTING

A written directive requires the removal of any officer from line duty assignment, pending administrative review, when such officer has used force resulting in death.

Intent: To prevent public confrontations with officers who have not exceeded the scope of their authority and to protect the community's interests from those officers who have. To allow time for the completion of appropriate investigations and to assure that the officer is mentally capable of continuing his / her duties.

1.9 USE OF DISCRETION

A written directive governs the use of discretion by sworn officers.

Intent: In many agencies, the exercise of discretion is defined by a combination of written enforcement policies, training, and supervision. The written directive should define the limits of individual discretion and provide guidelines for exercising discretion within those limits.

1.10 CONSTITUTIONAL REQUIREMENTS

A written directive governs procedures for assuring compliance with all applicable constitutional requirements, including:

- Interview and interrogations; and
- Access to counsel

Intent: The areas referred to in this standard are coercion or involuntary nature of confessions and admissions, delay in arraignment, failure to inform defendants of their rights, deprivation of counsel, and pretrial publicity tending to prejudice a fair trial. Juvenile procedures are addressed in Chapter 20.

Chapter 2

Agency Jurisdiction, Mutual Aid, and Regional Services

2.1 AGENCY JURISDICTION

A written directive delineates the jurisdiction and any concurrent jurisdiction of the agency and specifies its responsibilities and authorities therein.

Intent: That all personnel within the agency know the limitations of their geographical jurisdiction, authority and responsibilities.

2.2 PARTICIPATION IN CIB SYSTEM

The agency maintains full participation within the Wisconsin Crime Information Bureau (CIB), identification and criminal history record system.

Intent: That the agency serve its constituents by cooperating with other police agencies.

2.3 TASK FORCES

Any task force or other interagency involvement of the agency is effected and governed by a written agreement which addresses operational objectives and control, participation levels, participant qualifications, and personnel policies.

Intent: That the agency personnel understand the contractual agreement between agencies as they relate to task force operations.

Chapter 3

Contractual Services

3.1 CONTRACTUAL SERVICES

The provisions or receipt of any contractual services by the agency is effected and governed by an appropriate written agreement.

Intent: That agencies be protected by reducing to writing all agreements of a contractual nature.

Chapter 4

Legal Advice and Liability

4.1 LEGAL ADVICE

The agency has effected the availability of legal counsel through employment of a police legal advisor or the assumption / assignment of such responsibility by the office of its city attorney and / or prosecuting attorney.

Intent: That all agency have ready access to legal advice.

4.2 LIABILITY INSURANCE

The agency provides liability insurance or indemnification for its personnel and those asked to assist them.

Intent: That all agency personnel are indemnified when acting for and under the authority of an agency.

Chapter 5

Organization

5.1 ORGANIZATIONAL STRUCTURE

The organizational structure of the agency is described by written statement and / or organizational chart which is updated and made available to all personnel.

Intent: That all personnel can readily determine the span of control and unity of command within the agency.

5.2 PERSONNEL RESPONSIBILITIES

The duties and responsibilities of each position or assignments within the agency, and minimum entry - level requirements therefore, are set forth in a written job or position description which is updated and made available to all personnel.

Intent: That a professionally written position description be written and periodically updated for each position in the police agency.

5.3 DIVISION RESPONSIBILITIES

The responsibilities of each operational component within the agency are set forth by written statement which is updated and made available to all personnel.

Intent: That the responsibilities of operational components within each division of the agency are reduced to writing.

5.4 COMMAND PROTOCOL

A written directive establishes command protocol in situations involving personnel of different organizational components of the agency engaged in a single operation.

Intent: The functional support and lateral cooperative efforts within the agency are reduced to writing.

5.6 ACCOUNTABILITY OF AUTHORITY

A written directive states that each employee is accountable for the use of delegated authority.

Intent: To ensure that all agency personnel understand that only authority is delegated and that the responsibility remains with the delegating authority. Even though the ultimate responsibility rests with the delegating authority, each person is held accountable for their individual actions.

Chapter 6

Command

6.1 CHIEF EXECUTIVE OFFICER AUTHORITY

The chief executive officer of the agency is designated as having full authority and responsibility for the management, direction, and control of the operations and administration of the agency, by written statement issued by the local government, or by law or ordinance, or by a combination of the two.

Intent: That a written document clearly establishes that the chief administrator is duly appointed and is legally responsible for the operation of the agency.

6.2 CHAIN OF COMMAND

A written directive designates the order of command authority in the absence of the chief executive officer of the agency.

Intent: That a written directive, in addition to the organizational chart, is present within the agency clearly establishing a chain of command authority.

6.3 SUPERVISOR ACCOUNTABILITY

A written directive establishes the accountability of supervisory personnel of the agency for the performance of employees under their immediate control.

Intent: That all agency personnel have been put on notice of the fact that their immediate supervisor is responsible for the employee's job performance.

6.4 DUTY TO OBEY LAWFUL ORDERS

A written directive requires employees to obey any lawful order of a superior, including any order relayed from a superior by an employee of the same or lesser rank, and specific procedures to be followed by an employee who receives inconsistent or conflicting orders.

Intent: That the area of conflicting orders has been addressed by the agency and that the established procedure be reduced to writing.

6.5 WRITTEN DIRECTIVES

The agency adheres to an established system for the development and promulgation of written directives, including agency policies, procedures, rules, and regulations, and which:

- Provides procedures for the formatting, indexing, purging, updating, and dissemination of written directives;
- Vests in the chief executive officer of the agency the authority to issue, modify, or approve written directives;
- Identifies by name or position any individual, other than the chief executive officer, authorized to issue written directives;
- Provides procedures for staff review of proposed written directives prior to their implementation ;
- Requires acknowledgment of receipt of the directive by personnel and subsequent placement of the directive into a manual for any subsequent reference or perusal.

Intent: That the agency seeking accreditation has in place a "state-of-the-art" policy and procedures manual with established procedures by which to manage its policies, procedures, rules and regulations.

Chapter 7

General Management

7.1 ADMINISTRATIVE REPORTING PROGRAM

The agency has an administrative reporting program which requires the preparation of periodic reports of the agency activities, and data summaries based on such reports.

Intent: That the agency can demonstrate that it has in operation a professional administrative reporting system.

Chapter 9

Fiscal Management

9.1 ACCOUNTING SYSTEM

The agency has an accounting system which includes the preparation and provision for periodic status reports showing:

- Initial appropriation for each account or program;
- Balances at the commencement of each period;
- Expenditures and encumbrances made during the period; and
- Unencumbered balances.

Intent: That the agency follow normal governmental fund accounting practices.

9.2 AUDITS

A written directive establishes procedures for both the monitoring and auditing of the fiscal activities of the agency.

Intent: That sound business practices be followed within the fiscal management of the agency.

9.3 CASH

A written directive establishes procedures for collecting, safeguarding and dispersing cash.

Intent: That control measures be established within the agency to properly safeguard currency.

9.4 INVENTORY CONTROL

A written directive establishes procedures for inventory control of agency property, equipment, and other assets.

Intent: To ensure that the agency has a written directive establishing procedures for accounting for its property and other assets.

9.5 PURCHASING

A written directive establishes procedures for requisition and purchase of agency equipment and supplies.

Intent: To ensure that a standard purchasing procedure is followed by agency personnel.

Chapter 8

Reserve Officers and Auxiliary Personnel

8.1 RESERVE / AUXILIARY PERSONNEL

Agencies that utilize reserve officers or auxiliary personnel provide a written directive describing duties and responsibilities, authority and discretion in carrying out these duties, limitations or restrictions to this authority, and the amount of supervision reserve officers are to receive.

Intent: That delineation of these duties and responsibilities be broken down in writing governing the agency and these personnel.

Chapter 10

Compensation, Benefits, and Conditions of Work

10.1 COMPENSATION

Complete and updated information is provided to all personnel regarding:

- Entry - level salaries;
- Salary differential within ranks;
- Salary levels for personnel with special skills;
- Compensatory time policy; and
- Overtime policy

Intent: To ensure that all agency personnel are provided with and are knowledgeable of the governmental jurisdiction's compensation package.

10.3 LEAVE

Complete and updated information is provided to all personnel regarding:

- Administrative Leave;
- Holiday Leave;
- Sick Leave; and
- Vacation Leave.

Intent: To ensure that agency personnel are provided with current data on various forms of authorized leave from duty.

10.4 INSURANCE / RETIREMENT

Complete and updated information is provided to all personnel regarding:

- Applicable retirement program(s);
- Applicable health insurance program(s);
- Applicable disability and death benefits; and
- Professional liability protection provided by the agency.

Intent: That the complete package of retirement and insurance benefits is made available to all agency personnel.

10.5 UNIFORMS / EQUIPMENT

A written directive governs the provision of clothing and equipment used by employees in performing law enforcement functions.

Intent: To ensure that each employee knows which articles of clothing and equipment will be provided by the agency; and if not provided what the specifications are for each required article of clothing and each item of equipment.

10.6 MEDICAL EXAMINATIONS

Physical, medical, and psychological examinations required by the agency are provided at no cost to the employee.

Intent: To ensure that there is a clear understanding that if physical, medical, and psychological examinations are required by the agency that the agency will bear the cost rather than the employee.

10.7 PHYSICAL FITNESS

A written directive establishes a standard of general health and physical fitness to which all specified personnel must adhere.

Intent: To ensure that all personnel understand and comply with the agency's standards of physical fitness and general health. Standards of fitness should be those that have been shown to be directly related to the tasks performed, and not serve to eliminate or penalize employees who can otherwise perform the task of their assignment, with or without reasonable accommodation.

10.8 EXTRA / OFF-DUTY EMPLOYMENT

A written directive governs the types of extra / off-duty employment in which agency personnel may engage. This standard applies to both sworn and non-sworn personnel.

Intent: Agencies may want to consider expressing the prohibition of certain types of extra / off-duty employment that, in the opinion of the agency, would constitute a conflict of interest or would tend to bring discredit to the agency. Or the prohibition could be quite specific, such as by focusing on specific jobs or locations.

Chapter 11

Collective Bargaining

11.1 COLLECTIVE BARGAINING UNIT

A written directive specifies the bargaining unit representing any given group of employees and describes the role of the agency therewith and within the collective bargaining process generally.

Intent: If a collective bargaining agreement(s) is present, to ensure that it is duly considered in the management of the agency. Those agencies that are not covered by a collective bargaining agreement may request a waiver on the standards in Chapter 11.

11.2 DISSEMINATION OF AGREEMENT

Any agreement resulting from collective bargaining is disseminated to all affected personnel.

Intent: To ensure that all personnel subject to the collective bargaining agreement are knowledgeable of it.

11.3 SUPERVISORY PERSONNEL

The agency's chief executive officer informs all supervisory and management personnel of the terms of any collective bargaining agreement affecting personnel under their supervision.

Intent: To ensure that all supervisors know their role under the provisions of the collective bargaining agreement.

11.4 COMPLIANCE

The agency promulgates written administrative directives necessary to ensure compliance with a collective bargaining agreement.

Intent: To ensure that the agency has a written directive for compliance with the provisions of the collective bargaining agreement.

Chapter 12

Grievance Procedures

12.1 GRIEVANCE PROCEDURE

A written directive establishes a grievance procedure, including

- Identifying matters that are subject to the grievance procedure, i.e., scope;
- Establishing time limitations for filing or presenting the grievance;
- Establishing procedural steps and time limitations at each step of the grievance procedure;
- Establishing criteria for employee representation; and
- Identifying the position or component within the agency responsible for coordination of grievance procedures.

12.2 CONTENTS OF GRIEVANCE

A written directive requires any grievance include:

- A written statement of the grievance and the information upon which it is based;
- A written specification of the alleged wrongful act including any resultant harm; and
- A written description of the remedy, adjustment, or other corrective action sought.

Intent: That a uniform format is followed by the person filing a grievance.

12.3 GRIEVANCE CONTROLS

A written directive establishes procedures for:

- Responding to any grievance received by the agency;
- Appealing any decision made within the grievance process; and
- Maintenance and control of grievance records.

Intent: That an orderly procedure is in place for managing the grievance procedure.

12.4 GRIEVANCE REVIEW

If the agency has a grievance review board, a written directive specifies its composition, function and members.

Intent: In those cases where a grievance review board is in place within the agency, to ensure that its function and member configuration are understood by all personnel.

Chapter 13

Disciplinary Procedures

13.1 CODE OF CONDUCT

A written directive specifies the code of conduct and appearance for agency personnel and is provided to such personnel.

Intent: To ensure that all agency personnel are provided with a written directive that delineates the agency code of conduct and appearance standards.

13.2 DISCIPLINARY SYSTEM

A written directive establishes a disciplinary system, to include:

- Procedures and criteria for using counseling as a function of discipline;
- Procedures and criteria for punitive actions in the interest of discipline including oral reprimand, written reprimand, loss of leave, suspension, demotion, and dismissal; and
- Recognition of employment rights and procedural safeguards provided by applicable statutory and case law.

Intent: To ensure that current police community standards of discipline are in place within the agency. (Agencies should endeavor to keep current on this emerging body of case law. Appellate court level decisions on employee disciplinary matters are rendered frequently.)

13.3 SUPERVISORY AND COMMAND STAFF

A written directive specifies the role of supervisory and command staff in the disciplinary process and the authority of each level thereof relative to disciplinary actions.

Intent: To ensure that supervisors and command staff understand their role and authority in the disciplinary process; and that the principle of unity of command, as it relates to disciplinary matters, is addressed within the agency.

13.4 PUNITIVE ACTION

If an investigation of employee misconduct results in punitive action, a written directive requires that the following information be provided to the officer:

- A statement citing the reason for the punitive action;
- The effective date of the punitive action; and
- Advisement of appeal and hearing rights.

Intent: To ensure that employees are duly notified of the reason for their punitive action and informed of their appeal rights.

13.5 MAINTENANCE OF RECORDS

A written directive specifies the procedures for maintenance of records of disciplinary actions.

Intent: To ensure that a written directive is in place requiring the documentation, filing, and general preservation of disciplinary history.

13.6 SEXUAL HARASSMENT

A written directive prohibits sexual harassment in the work place and provides a means by which sexual harassment can be reported, including a means by which it can be reported if the offending party is in the complainant's chain of command.

Intent: To ensure that employees are protected from sexual harassment and to provide reporting procedures to those offended.

Chapter 14

Recruitment and Selection

14.1 EQUAL EMPLOYMENT OPPORTUNITY

The agency participates in and supports equal employment opportunity in its recruiting and hiring practices.

Intent: To ensure that the EEOC criteria adopted by the agency's governmental jurisdiction is being followed by the police agency.

14.2 JOB ANNOUNCEMENTS

The agency's job announcements and recruitment notices:

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

Intent: To provide the most accurate, precise and relevant information possible regarding the agency's job announcement and recruitment notices.

14.3 SELECTION PROCESS FOR APPLICANTS

The agency utilizes a formal process for the selection of qualified officer applicants incorporating defensible minimum employment standards, job related written tests of mental ability and aptitude and physical agility or a physical proficiency battery. The agency also utilizes an oral interview process, psychological examination, medical examination, drug screening, and an in-depth background investigation.

Intent: To ensure that professional law enforcement selection methods are incorporated into the hiring process.

14.4 PRE-EMPLOYMENT POLYGRAPH

If polygraph examinations are used in the selection process the following criteria must be met:

- Candidates are provided, at the time of their formal application, with a list of areas from which polygraph questions will be drawn.
- The administration of examinations and the evaluation of results are conducted by personnel trained in these procedures.
- Prohibits the use of results of polygraph examinations as the single determinant of employment status.

14.5 RECORD MAINTENANCE

A written directive specifies the maintenance of records regarding the recruitment and selection of all applicants in an agency.

Intent: To ensure that a written directive is in place requiring the documentation, filing, and general preservation of recruitment and selection history.

Chapter 15

Training

15.1 RECRUIT TRAINING

The agency requires all newly sworn officers to complete the recruit academy training program prior to any routine assignment in any capacity in which the officer is allowed to carry a firearm or is in a position to make an arrest, or operates police vehicles in the performance of patrol or enforcement activities, except as part of a field training program.

Intent: To preclude assigning persons to positions enforcing the law or making arrests, without supervision, prior to successfully completing a structured basic training course which includes Emergency Vehicle Operators Course (EVOC).

15.2 REMEDIAL TRAINING

A written directive establishes agency policy concerning remedial training.

Intent: To recognize the circumstances and criteria used to determine the need for remedial instruction, the time tables under which remedial training is provided, and the consequences of participation or non participation by the affected personnel.

15.3 TRAINING RECORDS

A written directive requires the agency to update records of employees following their participation in training programs.

Intent: To maintain complete training files on all employees.

15.4 CAREER DEVELOPMENT

The agency provides skill development to all personnel upon promotion or assignment to specialized positions.

Intent: To ensure that all newly assigned or promoted personnel receive training necessary for the position.

15.5 ANNUAL TRAINING

Every regular officer having responsibility for the enforcement of the criminal laws in general, annually completes at least 24 hours of in-service training, to include legal updates, beyond that routinely provided in roll call.

Intent: To ensure that all sworn officers complete a minimum of 24 hours in-service training mandated by Law Enforcement and Training Board.

15.6 EMPLOYEE ORIENTATION

The written directive requires all newly appointed civilian personnel to receive information regarding:

- The agency's role, purpose, goals, policies, and procedures;
- Working conditions and regulations; and
- Responsibilities and rights of employees.

Intent: To provide instructions, policies, procedures, rules and regulations that are specific to the agency.

Chapter 16

Promotions

16.1 WRITTEN PROMOTION ANNOUNCEMENT

The agency provides an agency-wide written promotion announcement which includes:

- Identification and description of the position or job classification which is intended to be filled through promotion;
- A schedule of dates, times, and locations for all elements of the promotional process;
- Specification of the requirements for participation in the promotional process; and
- Description of the process to be used for the testing, evaluation, and selection of personnel within the promotional process.

Intent: To ensure that all employees are notified of all agency promotions and that professional personnel practices are followed.

16.2 PROMOTION ADMINISTRATION

The responsibility and authority for administering the promotional process for the agency is vested in an identified position within the governmental body.

Intent: To ensure that one position description within the governmental body is charged with the delegated authority to administer or cause to be administered the promotional testing process to employees.

16.3 PROMOTION PROCEDURES

The procedures used for promotion within the agency are job-related and nondiscriminatory.

Intent: To ensure that professional personnel practices are followed.

Chapter 17

Performance Evaluations

17.1 ANNUAL PERFORMANCE EVALUATIONS

A written directive establishes and describes an annual personnel performance evaluation system for the agency, including measurement definitions.

Intent: To ensure that personnel evaluations take place.

17.2 INSTRUCTION FOR PERFORMANCE EVALUATING

The agency requires that every rater involved with the personnel performance evaluation system receive instruction in rating procedures and rater responsibilities as a precondition of such involvement.

Intent: That supervisors receive proper training before they evaluate subordinates.

17.3 PERFORMANCE EVALUATION COUNSELING

Each employee is counseled at the conclusion of the rating period by the individual responsible for rating such employee, concerning:

- Results of the performance evaluation just completed;
- Level of performance expected, rating criteria or goals for the new reporting period; and
- Career counseling relative to such topics as advancement, specialization, or training appropriate for the employee's position.

Intent: To ensure that all personnel receive counseling regarding performance expectations and the evaluation process and that proper personnel methods are utilized in the evaluation process.

17.4 PROBATIONARY EMPLOYEES

The agency requires and effects a written performance evaluation on all probationary employees on, at least, a bi-monthly basis.

Intent: To ensure that all probationers are supervised and evaluated regularly.

17.5 EVALUATION OF SPECIFIC PERIOD

Evaluation of the employee's performance covers a specific period and such evaluation is based only on performance during that specific period.

Intent: To ensure that all probationers are accurately and fairly evaluated.

17.6 SIGNATURE ON PERFORMANCE EVALUATION

A written directive specifies that the employee has been given the opportunity to sign the completed performance evaluation report to indicate the employee has read it.

Intent: To ensure that proper personnel practices are in effect to protect both the employee and the law enforcement agency.

17.7 RATED BY IMMEDIATE SUPERVISOR

A written directive specifies that employees are rated by their immediate supervisor.

Intent: To ensure that the employee and the agency are protected from non-valid evaluations. Only the immediate supervisor has the necessary knowledge and documentation to adequately evaluate a subordinate.

17.9 CONTESTED EVALUATION REPORTS

A written directive requires a review process for contested evaluation reports.

Intent: To ensure that a procedure is in place describing how evaluation reports may be contested. (This is helpful during times when emotions may be highly charged.)

17.10 RETENTION PERIOD

A written directive establishes the retention period of the performance evaluation report.

Intent: To ensure that a directive establishes the retention period for performance evaluation reports and that proper personnel practices, applicable ordinances and statutes are being followed.

17.11 COPIES OF PERFORMANCE EVALUATIONS

A written directive requires that a copy of the completed evaluation report be provided to the employee if requested.

Intent: To ensure that employees have the opportunity to obtain copies of their individual performance evaluation reports, and that proper personnel practices are being followed by the agency seeking accreditation.

Chapter 18

Patrol

18.1 24 HOUR COVERAGE

If the agency maintains 24 - hour coverage, procedures for shift change provide for continuous patrol coverage.

Intent: To provide patrol coverage at all times for the immediate assignment of officers to emergencies.

18.2 SPECIAL PURPOSE VEHICLES OR ANIMALS

A written directive governs agencies that utilize or have special-purpose vehicles, horses, or canine teams.

Intent: To establish guidelines for the operation of all types of special-purpose vehicles or control of animals utilized by the agency.

18.3 RESPONSE TO ROUTINE AND EMERGENCY CALLS

A written directive establishes procedures for responding to routine and emergency calls and includes guidelines for the use of authorized emergency equipment.

Intent: That a professional emergency driving policy is in effect within the agency and that it conforms to state statute and local ordinances.

18.4 VEHICLE PURSUITS

A written directive governs pursuit of motor vehicles, to include:

- Evaluating the circumstances;
- Initiating officer's responsibilities;
- Designating secondary unit's responsibilities;
- Assigning dispatcher's responsibilities;
- Describing supervisor's responsibilities;
- Using forcible stopping / roadblocks;
- Specifying when to terminate pursuit;
- Engaging in inter and intra- jurisdictional pursuits involving personnel from the agency and/or other jurisdictions; and

- Detailing a procedure for a critique of the pursuit as soon as possible.

Intent: That a professional and responsible policy governing vehicular pursuits is followed by agency personnel. In drafting the policy for this standard consideration should be given to Wisconsin Statute 346.03(6)

18.5 MISSING PERSONS INVESTIGATIONS

A written directive provides procedures for handling missing persons.

Intent: To provide agency personnel with comprehensive guidelines for the investigation of "missing persons" complaints.

18.6 SAFETY RESTRAINING DEVICES

A written directive requires the employee's personal use of safety restraining devices in agency vehicles.

Intent: To establish guidelines for the use of occupant safety restraining devices by the driver and all passengers who are riding in an agency vehicle.

18.7 AVAILABILITY OF BODY ARMOR

If not worn, body armor is immediately available to all officers assigned to routine uniformed field duty.

Intent: To ensure that body armor is immediately available (worn or in close proximity so that it can be put on at a moments notice) for every officer on any given shift.

Chapter 19

Criminal Investigations

19.1 MAINTENANCE OF INVESTIGATIVE COVERAGE

If the criminal investigation function does not provide 24 - hour coverage, an "on-call" schedule of investigators is maintained.

Intent: To maintain 24 - hour availability by investigators.

19.2 CASE FILE MANAGEMENT

A written directive establishes a system of case file management for the criminal investigation function, to include:

- A case status control system;
- Administrative designators for each case;
- Types of records to be maintained;
- Accessibility to the files; and
- Procedures for purging files.

Intent: To establish guidelines for the administration and control of the investigation of cases in which investigative activities are on-going.

19.3 PRELIMINARY INVESTIGATIONS

A written directive establishes steps to be followed in conducting preliminary investigations; to include

- Observing all conditions, events and remarks;
- Locating and identifying witnesses;
- Maintaining and protecting the crime scene and arranging for the collection of evidence; and
- Interviewing the complainant, witnesses, and suspects.

Intent: To establish guidelines for a preliminary investigation sufficient to bring to a satisfactory conclusion. (The standard is not intended to preclude the officer conducting the preliminary investigation from being assigned to the follow-up investigation.)

19.4 CONDUCTING CRIMINAL INVESTIGATIONS

A written directive establishes procedures to be used in criminal investigation, to include;

- Information development;
- Interviews and interrogation;
- Collection, preservation, and use of physical evidence;
- Execution of background investigations, and
- Surveillance.

Intent: To establish guidelines for conducting a criminal investigation.

19.5 INFORMANTS

A written directive specifies policies and procedures to be followed when using informants.

Intent: To establish guidelines for the use and control of confidential informants and related information.

19.6 VICE, DRUGS, AND ORGANIZED CRIME

A written directive specifies policies for receiving, processing, and investigating vice, drug, and organized crime complaints, to include:

- Specifying procedures for receiving and processing complaints;
- Maintaining a record of complaints received; and
- Maintaining a record of information conveyed to and received from outside agencies.

Intent: To establish guidelines for conducting preliminary and follow-up investigations of vice, drug, and organized crime offenses.

Chapter 20

Juvenile Operations

20.1 JUVENILE OPERATIONS

A written directive governs the agency's assignment of its juvenile operations function.

Intent: To ensure that a unit of the agency is responsible for the coordination of juvenile operations; and that juveniles are dealt with fairly; and that they are not taken advantage of because of their age, trust of officials, and inexperience.

20.2 JUVENILE OFFENDERS

A written directive requires that officers dealing with juvenile offenders use the least coercive among reasonable alternatives consistent with preserving public safety, order and individual liberty, and includes, at a minimum, provisions for the following:

- Outright release with no further action;
- Criteria and procedures for issuing written citations or summonses to juvenile offenders to appear at intake in lieu of taking them into custody; and
- Referral to juvenile court.

Intent: To insure that law enforcement agencies have a wide range of alternative remedies they may employ, ranging from warnings to intake. The agency should have guidelines for making diversion decisions, such as the nature of the offense, the age and circumstances of the offender, the offender's record, the availability of community -based rehabilitation programs, and recommendations for diversion from complainants or victims.

20.3 JUVENILES IN CUSTODY

The agency has written procedures for taking a juvenile into custody, including, at a minimum, provisions for the following:

- Determining whether the juvenile is alleged to have engaged in non-criminal misbehavior (a status offense);
- Determining whether the juvenile is alleged to have been harmed or to be in danger of harm;
- Ensuring that the constitutional rights of juveniles are protected;
- Bringing the juveniles to the intake facility or the juvenile component without delay (unless a juvenile is in need of emergency medical treatment); and
- Notifying parents or guardians of juveniles that the latter have been taken into custody.

Intent: To provide guidance to agency personnel in making custody decisions in juvenile matters.

20.4 CUSTODIAL INTERROGATION

A written directive governs procedures for the custodial interrogation of juveniles, to include provisions for the following:

- Conferring with parents or guardians;
- Limiting the duration of interrogation and the number of officers engaging in the interrogation; and
- Explaining agency and juvenile justice system procedures to juveniles being interrogated.

Chapter 21

Unusual Occurrences / Special Operations

21.1 NATURAL AND MANMADE DISASTERS

The agency has a written plan for responding to natural and manmade disasters, including provisions for:

- Communications;
- Situation maps;
- Field command posts;
- Chain of command (to include other agencies);
- Casualty information;
- Community relations/public information (media briefings);
- Other agency support;
- Military support (martial law);
- Public facility security;
- Traffic control;
- Equipment requirements;
- De-escalation procedures;
- Rumor control;
- Post-occurrence (aftermath) duties;
- After-action reports; and
- Transportation.

Intent: To ensure that at least the above listed subjects are included in the agency's disaster plan. When drafting your agency plan consideration should be given to including your county and state disaster plans.

21.2 CIVIL DISTURBANCES

The agency has a written plan for responding to civil disturbances, including provisions for:

- Communications;
- Situation maps;
- Field command posts;
- Chain of command (to include other agencies);
- Casualty information;
- Community relations/public information (media briefings);
- Other agency support;
- Military support (martial law);
- Public facility security;
- Traffic control;
- Equipment requirements;
- De-escalation procedures;
- Rumor control;
- Post-occurrence (aftermath) duties;
- After-action reports; and
- Transportation.

Intent: To ensure that the agency has a plan to cope with crowd control and other large scale civil disturbances.

21.3 ANNUAL REVIEW

The agency's unusual occurrence plans are reviewed annually and updated as necessary.

Intent: To ensure that the plans are ready to be implemented at any time. The position description responsible for planning for unusual occurrences should also be charged with annually reviewing the plans and coordinating with emergency services functions of other governmental agencies.

21.4 EMERGENCY MOBILIZATION PLAN

The agency has a written emergency mobilization plan, including provisions for:

- Communications;
- Alert stages;
- Primary and alternate assembly areas;
- Equipment distribution;
- Special task force activation;
- Key personnel designations;
- Transportation assignments;
- Management control measures;
- Rehearsals; and
- Coordination with emergency management personnel.

21.5 HOSTAGE AND BARRICADED PERSONS

The agency has a written plan for handling a hostage/ barricaded person situation, to include, at a minimum, provisions for the following:

- Attempts to avoid confrontation in favor of controlling and containing the situation until the arrival of trained tactical and/or hostage negotiation personnel;
- Notification of tactical and hostage negotiation personnel, if these functions exist;
- Interaction between tactical and hostage negotiation personnel and responsibilities of each;
- Notification of appropriate persons within and outside the agency, such as command officers, dog handlers, or helicopter pilots;
- Communications with other agencies;
- Establishment of inner and outer perimeters;
- Evacuation of bystanders;
- Evacuation of injured persons;
- Establishment of central command post and appropriate chain of command;
- Request for ambulance, rescue, fire and surveillance equipment;
- Authorization for news media access and news media policy;
- Authorization for use of force and chemical agents;
- Use of trained negotiation and support staff;
- Pursuit/surveillance vehicles and control of travel routes; and
- After-action report.

Intent: Guidelines for hostage/barricaded person situations should be developed and tested prior to their use. Once in effect, they should be subject to annual review and, if necessary, modification.

21.6 BOMB THREAT

The agency has a written plan for handling a bomb threat or bomb emergency and for gaining access to a bomb disposal unit.

Intent: The bomb threat or bomb emergency plan should include, at a minimum, the role of personnel in ascertaining details from the bomb threat caller; notification of appropriate command personnel; formation of a security perimeter; communication procedures; organization of search teams; search procedures; equipment required by search teams; and news media access. The plan should include notification procedures for bomb disposal personnel. An evacuation policy should be established for schools and other buildings. The plan should also provide for coordination with investigators or evidence specialists responsible for apprehending suspects and/or gathering physical evidence. The plan should be reviewed annually.

21.7 EQUIPMENT INSPECTION

Agency equipment designated for use in unusual occurrence situations and special operations is inspected at least once each month for operational readiness.

Intent: To ensure that a monthly inspection program exists within the agency.

21.8 EMERGENCY OPERATIONS MANUAL

The agency has an emergency operations manual for use by command officers and is reviewed annually and updated as needed.

Intent: To ensure that an emergency operations manual exists in the agency and that it is reviewed and updated annually.

21.9 MUTUAL AID AGREEMENTS

The agency has a plan for providing aid to other jurisdictions in unusual occurrence situations and special operations pursuant to mutual aid agreements and Wisconsin State Statute 66.305.

Intent: To encourage the formation of formal written agreements among law enforcement agencies to assist each other in time of need.

21.10 SPECIAL OPERATIONS

A written directive establishes procedures for the following special operations activities at a minimum:

- Full-time or part-time tactical teams;
- Deployment of tactical teams to supplement other operational components; and
- Coordination and cooperation between tactical teams and other operational components.

Intent: To identify where such assistance is available, how it is requested, and what responsibilities agency personnel are to assume until assistance arrives.

21.11 TACTICAL OPERATIONS

If the agency conducts tactical operations, either on a part-time or full-time basis, a written directive establishes criteria for the selection of officers assigned to those operations.

Intent: Officers who are assigned to tactical operations, whether full- or part-time, should be carefully selected.

21.12 SPECIALIZED EQUIPMENT

If the agency has a full-time or part-time tactical team, the agency provides specialized equipment for its operations.

Intent: Special equipment is needed to provide tactical officers with proper protection and to facilitate successful resolution of tactical operations.

21.13 HOSTAGE NEGOTIATORS

If the agency has hostage negotiators, a written directive specifies criteria for selection to those positions.

Intent: Hostage negotiators should be carefully screened and selected.

21.14 SEARCH AND RESCUE TEAMS

If an agency performs search and rescue missions, a written directive defines the scope and procedures of their activities.

21.15 COMMAND AND CONTROL

Unusual occurrence and specialized units plans identify the person who will exercise command and control over all civil law enforcement resources committed to unusual occurrence and specialized operations within the agency's jurisdiction.

Intent: To ensure that prior decisions have been made, agreed to, and reduced to writing that indicate the overall commander of law enforcement resources. (This may take considerable coordination among agencies, but it is better done before an unusual occurrence or specialized operation takes place).

Chapter 22

Criminal Intelligence

22.1 ADMINISTRATION

If the agency performs a criminal intelligence function, the following procedures must be established to ensure the legality and integrity of its operations, to include:

- Procedures for insuring information collected is limited to criminal conduct and relates to activities that present a threat to the community;
- descriptions of the types or quality of information that may be included in the system;
- methods for purging out-of-date or incorrect information; and
- procedures for the utilization of intelligence personnel and techniques.

Intent: To establish agency accountability for the criminal intelligence function in writing. The function should be developed and operated to effectively meet the agency's needs.

22.2 SAFEGUARDS

A written directive governs procedures for the safeguarding of intelligence information and the secure storage of intelligence records separate from all other records.

Intent: Intelligence information should be distributed only on a need -to-know basis and in conformity to applicable Open Records Statutes.

Chapter 23

Internal Affairs

23.1 ADMINISTRATION AND OPERATIONS

A written directive establishes and specifies the activities of the agency's internal affairs component, including:

- Recording , registering, and controlling the investigation of complaints against officers;
- Supervising and controlling the investigation of alleged/suspected misconduct within the agency;
- Maintaining the confidentiality of the internal affairs investigation and records; and
- Notifying the complainant of the findings of the investigation.

Intent: To ensure that the agency has a formal process of internal investigations.

23.2 CATEGORIES OF COMPLAINTS

A written directive specifies the categories of complaints that require investigation by the internal affairs function.

Intent: To ensure that the agency lists and agrees upon the acts of alleged misconduct that require internal investigation.

23.3 RESPONSIBLE INDIVIDUAL OR POSITION

A written directive designates a position or individual within the agency as responsible for the internal affairs function with the authority to report to the agency's chief executive officer.

Intent: That an individual or a position within the agency is designated with the responsibilities for conducting internal investigations. (The individual designated should have the authority of the chief executive officer to conduct internal investigations and should report directly to the chief executive officer of the agency).

23.5 EMPLOYEE NOTIFICATION

When an employee is notified that he/she has become the subject of an internal affairs investigation, the agency issues the employee a written statement of the allegations and the employee rights and responsibilities relative to the investigation.

Intent: That the employee being investigated be notified and furnished with a copy of his/her rights and obligations.

23.6 COMPLAINTS AGAINST AGENCY & EMPLOYEES

A written directive requires the agency to investigate all complaints against the agency or its employee.

Intent: That a policy statement is in effect that requires the agency to investigate all complaints of employee misconduct or wrongdoing received from any citizen or agency employee.

23.7 MAINTENANCE OF RECORDS

A written directive requires the agency to maintain a record of all complaints against the agency or its employees.

Intent: To ensure that a record of complaints exists within the agency.

Chapter 24

Public Information and Community Relations

24.1 PUBLIC INFORMATION FUNCTION

A written directive specifies the position in the agency responsible for the public information function.

Intent: To formally establish a position within the agency that is responsible for providing public information to the mass media.

24.2 PRESS RELEASES

A written directive establishes the procedures for press releases, including:

- Frequency;
- Subject matter; and
- Media recipients.

Intent: To ensure that an orderly and acceptable procedure for issuing press releases is in place.

24.3 RELEASING INFORMATION

A written directive identifies by name or position, those individuals within the agency which may release information to the news media:

- At the scene of an incident;
- From agency files;
- Concerning an ongoing criminal investigation; and
- At any time the public information officer is not available.

Intent: That the agency plan for the release of public information in various types of circumstances.

24.4 MEDIA ACCESS

A written directive governs the access of media representatives, including photographers, to:

- Scenes of major fires, natural disasters, or other catastrophic events; and
- Perimeters of crime scenes.

Intent: That the agency establish media access procedures that are understood by all agency personnel.

24.5 ONGOING CRIMINAL INVESTIGATIONS

A written directive specifies the information that may be released to the news media regarding an ongoing criminal investigation.

Intent: That the agency specify what information may be released to the media during an ongoing criminal investigation. In drafting the policy consideration should be given to the possible detrimental effects that could result when improper or untimely information is released that could put a person involved in the case in jeopardy or compromise the case in court.

Chapter 25

Traffic

25.1 TRAFFIC LAW ENFORCEMENT

A written directive establishes uniform procedures for taking enforcement action attendant to traffic law violations, including physical arrest, notices of infraction and warning.

Intent: That each agency have in place a standardized traffic law enforcement program that is understood and followed by each member of the organization.

25.2 SPECIAL GROUP VIOLATORS

A written directive establishes procedures for handling traffic law violations committed by:

- Non-residents of the agency's service area;
- Juveniles;
- Legislators;
- Foreign diplomats and consulate officers; and
- Military personnel.

Intent: To ensure that the members of the agency have received training and understand how to comply with applicable statutes when dealing with the above listed groups of violators.

25.3 INFORMATION PROVIDED TO VIOLATOR

At the time a motorist is charged with a violation, the agency provides information relative to the specific charge, including:

- Court appearance schedule;
- Whether court appearance by the motorist is mandatory;
- Whether the motorist may be allowed to enter a plea and/or pay the fine by mail or otherwise; and
- Other information that must be provided to the motorist prior to release.

Intent: To ensure that the agency personnel provide traffic violators with the necessary information needed to process the citation/infraction notice issued to them.

25.4 UNIFORM ENFORCEMENT

A written directive establishes uniform enforcement policies and procedures regarding:

- Driving under the influence of alcohol/drugs;
- Speed violations;
- Other hazardous violations;
- Off-road vehicle violations;
- Equipment violations;
- Public carrier/commercial vehicle violations;
- Other non-hazardous violations;
- Multiple violations;
- Newly enacted laws and/or regulations;
- Violations resulting in traffic accidents; and
- Pedestrian and bicycle violations.

Intent: That a policy enumerate the type of enforcement action the officers of the agency will be expected to take on the above listed traffic violations. The policy should provide for officer discretion for deviating from the policy. The officer on the scene must make the final decision on the type of enforcement action to take based on his/her training, experience and common sense. When drafting the policy, consideration should be given to the fact that changing driving behavior is the main purpose of traffic law enforcement. The officer on the scene is in the best position to determine which type of enforcement action will best accomplish this.

25.5 EMERGENCY EQUIPMENT

A written directive establishes guidelines for the use of authorized emergency equipment, including emergency lights, siren, hazardous warning lights, and spotlights.

Intent: To ensure that the agency has guidelines that provide for training in the use of emergency equipment and that officers have been instructed in their civil responsibilities while operating emergency vehicles.

25.6 REPORTING AND INVESTIGATING ACCIDENTS

A written directive establishes procedures and assigns responsibility and accountability for reporting and investigating traffic accidents generally, and specifically involving:

- Death or injury;
- Property damage;
- Hit and run;
- Impairment due to alcohol or drugs;
- Hazardous materials; and
- Occurrences on private property.

Intent: That a policy be in effect within the agency that specifies the type of accidents that require investigation; and that those accidents meeting the state requirements of what constitutes a reportable accident, be sent to the state for processing.

25.7 OFFICER RESPONSE

A written directive requires officer response to the scene of a traffic accident involving any of the following:

- Death or injury;
- Hit and run;
- Impairment of an operator due to alcohol or drugs;
- Damage to public vehicles or property
- Disturbance between principles;

- Major traffic congestion as a result of the accident;
- Damage to vehicles to the extent towing is required; or
- Hazardous materials

Intent: To ensure that civil tort interests of the parties involved in collisions and criminal/civil laws of the jurisdiction are protected. When drafting the policy consideration should be given to officer reporting requirements, the need for supervisory action, the possible destruction and chain of evidence, the importance of recording witness statements in a timely manner, the public's evaluation of officers congregating at accident scenes when their assistance is not needed, and other concerns of the jurisdiction.

25.8 ACCIDENT SCENE PROCEDURES

A written directive specifies accident scene responsibilities for responding officers, including procedures for:

- Determining the officer or investigator who is in charge at the scene;
- Identifying and dealing with injured persons;
- Identifying and dealing with fire hazards and/or hazardous materials;
- Collecting information; and
- Protecting the accident scene.

Intent: To provide procedural guidance to officers responding to accident scenes, who may be the first to arrive, as well as to establish a procedure by which the officer in charge or investigator in charge is determined.

25.9 TRAFFIC DIRECTION AND CONTROL FUNCTION

A written directive governs the agency's traffic direction and control functions.

Intent: To ensure that manual control of traffic is performed uniformly within the agency. Concern should be given to the training of all personnel in manual control of traffic.

25.10 HIGH VISIBILITY CLOTHING

The agency requires personnel to wear high visibility clothing when involved with traffic direction and control.

Intent: When drafting this policy consideration should be given to the state labor and industry rules.

25.11 ESCORT SERVICES

A written directive governs provision of law enforcement escort services.

Intent: That a policy is in effect to guide agency personnel in making decisions whether to agree to escort the public, dignitaries, funerals, emergency vehicles, oversize loads, potentially hazardous loads, etc. Consideration should also be given to any statutes or ordinances regulating the escort of certain vehicles. Personnel who operate emergency vehicles should be trained in the potential dangers that develop when escorting another vehicle.

25.12 ASSISTANCE TO HIGHWAY USERS

A written directive governs the provision of assistance and protection to highway users.

Intent: That a policy be in place within the agency that guides personnel in their efforts to render assistance and protection to motorists in need of emergency assistance.

25.13 HAZARDOUS HIGHWAY CONDITIONS

A written directive specifies procedures for taking action to correct hazardous highway conditions.

Intent: That a policy be in place within the agency that indicates to all personnel the gravity of street and highway hazards and sets forth a procedure for the officers to report hazards and to protect the public from them.

25.14 ABANDONED VEHICLES

A written directive specifies procedures for the handling of abandoned vehicles.

Intent: That a policy be in place within the agency that provides guidance to personnel on how to handle abandoned vehicles. In drafting the policy on this standard consideration should be given to local ordinances and several state statutes on the subject.

25.15 TOWED VEHICLES

A written directive specifies procedures for **the** following;

- Removal and towing of vehicles **from** public and private property ; and
- Maintaining records of all vehicles **removed**, stored, or towed at the direction of an officer.

Intent: The directive should define **the** circumstances under which vehicles are considered abandoned **and** when and how they are to be removed.

Chapter 26 **Prisoner Transportation**

26.1 SEARCH OF PRISONERS

A written directive requires the transporting officer to search the prisoner before being transported.

Intent: The transporting officer is legally responsible for the safety and custody of the prisoner being transported.

26.2 SEARCH OF TRANSPORTATION VEHICLES

A written directive requires examination at the beginning of each shift of all vehicles used for transporting prisoners and the search of any transport vehicles prior to and after transporting prisoners.

Intent: To ensure that any vehicle used to transport a prisoner is free of weapons and contraband before and after the prisoner comes in contact with the vehicle.

26.3 LOCATION OF OFFICERS IN VEHICLE

A written directive requires that transporting officers be seated in specific locations within the vehicle, depending upon the number of prisoners to be transported and the number of escort officers used.

Intent: For safety reasons, the prisoner should be under observation at all times.

26.4 COMMUNICATION BY PRISONERS

A written directive prescribes circumstances under which the prisoner may communicate with others while being transported.

Intent: The prisoner's right to communicate with counsel and others will not normally be exercised during the period that the prisoner is being transported.

26.5 ACTIONS AT DESTINATION OF TRANSPORT

A written directive prescribes actions, at the destination, of officers transporting prisoners from one facility to another, to include at a minimum:

- Securing firearms for safekeeping;
- Removing restraining devices just prior to placing the prisoner in the cell;
- Delivering documentation to the receiving officer ; and
- Obtaining the signature of the receiving officer.

Intent: To provide guidelines for actions to be taken by transporting officers who transport prisoners to other facilities.

26.6 PRISONER ESCAPE

Following an escape of a prisoner while being transported, the transporting officer takes actions prescribed by a written directive, to include, at a minimum, the following:

- Persons to be notified;
- Reports to be prepared; and
- Further actions to be taken.

Intent: Dependent upon where the prisoner escapes, all necessary jurisdictions must be notified and the authority of the escort officer to take action in recovering the prisoner will depend upon the powers officers have in that jurisdiction.

26.7 RESTRAINING DEVICES DURING TRANSPORT

A written directive requires all prisoners to be restrained during transport, with exceptions noted.

Intent: It is necessary for officers to know when and how prisoners are to be restrained.

26.8 SPECIAL TRANSPORT SITUATIONS

A written directive prescribes procedures for transporting prisoners in special situations, to include the following:

- Opposite sex prisoners;
- Sick, injured, or disabled prisoners; and
- Prisoners in need of transport to medical care facilities/hospitals

Intent: Due to the unusual circumstances surrounding some transports, special precautions and security measures should be stipulated and employed.

Chapter 27

Custodial Care Standards

27.1 CUSTODIAL CARE STANDARDS

If an agency maintains a holding facility or jail, the agency has established written standards regarding facility operation and custodial care.

Intent: To ensure that holding facilities and jails are administered in a professional manner and that both the prisoner's and the public's interest are protected. Written standards must exist and be in effect within the agency as a guide for the operation of the holding facility or jail. Department of Corrections Administrative Code, Chapter 349 may be used as a guide.

Chapter 28

Communications

28.1 AGREEMENTS FOR AUTHORIZING DOCUMENTS

If the communications function is provided by a shared or multi-jurisdictional entity, written agreements or authorizing documents govern the authority and responsibility of both the agency and the entity, and include, at a minimum, provisions for complying with all applicable standards for this function on behalf of the agency.

Intent: When the communications function is shared or delegated to another entity, it is necessary to specify accountability and achieve compliance with this chapter.

28.2 FEDERAL COMMUNICATIONS COMMISSION REQUIREMENTS

A written directive requires that the agency's radio operations be conducted in accordance with Federal Communications Commission (FCC) procedures and requirements.

Intent: To ensure that all agencies comply with Federal regulations and standards.

28.3 TELEPHONIC EMERGENCY CALLS FOR SERVICE

The agency provides 24-hour, toll-free telephone access for emergency calls for service or other area single police emergency numbers.

Intent: Access to law enforcement agencies by the public at all times is crucial in obtaining information or assistance that may be needed in emergencies.

28.4 CONTINUOUS COMMUNICATIONS

The agency has 24-hour two-way radio capability providing continuous communication between the communications center and officers on duty.

Intent: Immediate communications capability provides a measure of safety and security to law enforcement officers and the public.

28.5 OBTAINING AND RECORDING INFORMATION

A written directive establishes procedures for obtaining and recording relevant information of each request for criminal and non-criminal service or self-initiated activity, to include:

- Control number;
- Date and time of request;
- Name and address of complainant, if possible;
- Type of incident reported;
- Location of incident reported;
- Identification of officer(s) assigned as primary and backup;
- Time of dispatch;
- Time of officer arrival;
- Time of officer return to service; and
- Disposition or status of reported incident.

Intent: A control system can be a card, log, or computer entry that permits a permanent record to be maintained.

28.6 RADIO COMMUNICATIONS TO AND FROM FIELD PERSONNEL

A written directive establishes procedures for radio communications to and from field officers, to include:

- Specification of the circumstances requiring radio communications by field personnel;
- The recording of the status of officers when out of service;
- The methods used for identifying officers during radio transmissions;
- Communication with interacting agencies;
- Criteria for the assignment of the number of officers in response to an incident; and

- Circumstances that require the presence of a patrol supervisor at the scene for the purpose of assuming command.

Intent: Operations are more efficient and officer safety is enhanced when dispatchers, supervisors, and fellow officers know officer identification numbers, the status of officers, their locations, the nature of cases, and the developments in their investigations.

28.7 ACCESS TO INFORMATION BY COMMUNICATIONS PERSONNEL

Communications personnel have immediate access to at least the following departmental resources:

- Officer in charge;
- Duty roster of all personnel;
- Residential telephone number of every agency member;
- Visual maps detailing the agency's service area;
- Officer status indicators;
- Written procedures and telephone numbers for procuring emergency and necessary external services to the agency; and
- Tactical dispatching plans

Intent: Communications personnel should have immediate access to such information as all agency members working hours and residential telephone numbers and other pertinent non agency numbers.

28.8 IMMEDIATE PLAYBACK CAPABILITY

The agency has the capability of immediate playback of recorded telephone and radio conversations while it maintains a continuous recording of radio transmissions and emergency telephone conversations within the communications center. A written directive establishes procedures for the following:

- A requirement that recordings be retained for a minimum period of 30 days;
- Secure handling and storage for recordings; and,
- Criteria and procedures for reviewing recorded conversations.

Intent: These recordings are or may be crucial to on-going agency activity and must therefore be limited and available only through a specific procedural method.

28.9 CRIMINAL JUSTICE INFORMATION SYSTEMS

If local, state, and federal criminal justice information systems exist, the agency participates and/or has access to such a system.

Intent: Agencies should have the equipment they need to gain access to information from other local, state, and federal agencies.

28.10 INTER-JURISDICTIONAL COMMUNICATIONS

If the agency is required to access an inter-jurisdictional, regional, or area law enforcement radio system, the communications function has, at a minimum, the necessary equipment to access that system.

Intent: That the agency has the capability to access such a system if necessary.

28.11 MISDIRECTED EMERGENCY CALLS

A written directive establishes procedures for prompt handling and appropriate routing of misdirected emergency calls.

Intent: To ensure the proper services are rendered in an expeditious fashion.

28.12 PRIVATE SECURITY ALARMS

A written directive establishes procedures for monitoring and responding to private security alarms.

Intent: That an agency has formal documentation regarding the monitoring and responding to these types of alarms.

28.13 COMMUNICATIONS CENTER SECURITY

Security measures for the communications center are in place to:

- Limit access to the communications center authorized personnel;
- Protect equipment;
- Provide for back-up resources; and
- Provide security for transmission lines, antennas and power sources.

Intent: That security measures be implemented to protect communications personnel and equipment.

28.14 ALTERNATE POWER SOURCE

The agency has an alternate source of electrical power that is sufficient to ensure continued operation of emergency communication equipment in the event of the failure of the primary power source. A documented inspection and test of the alternate power source is completed weekly.

Intent: To ensure continuous emergency communications capability through an alternate power source, usually a generator.

Chapter 29

Records

29.1 RECORDS SECURITY

A written directive establishes privacy and security precautions for the agency's records and, at a minimum, includes the following:

- Procedures for the separation of juvenile criminal records from adult criminal records;
- Procedures for the collection, dissemination, and retention of fingerprints, photographs, and other forms of identification pertaining to juveniles;
- Physical security and controlling access to agency files; and,
- Procedures and criteria for the release of agency records.

Intent: Privacy and security precautions for the central records function should be in place.

29.2 ACCESSIBILITY OF RECORDS TO PERSONNEL

Central records information is accessible to operations personnel at all times.

Intent: That records personnel are always available.

29.3 FIELD REPORTING SYSTEM

A written directive establishes a field-reporting system to include:

- Guidelines to indicate when reports must be written;
- Forms to be used in field reporting;
- Information required in field reports;
- Procedures to be followed in completing field reports; and
- Procedure for submitting and processing field reports

Intent: That a document be on file describing and illustrating the necessary information to be included on report forms.

29.4 INCIDENT REPORTING

A written directive requires the reporting of every incident in one or more of the following categories if the incident is alleged to have occurred in the agency's service area:

- Citizen reports of crimes;
- Citizen complaints;
- Incidents resulting in an employee being dispatched or assigned;
- Criminal and non-criminal cases initiated by law enforcement employees; and,
- Incidents involving arrests, citations, or summonses.

Intent: That the agency possess a comprehensive reporting system.

29.5 CASE - NUMBERING SYSTEM

A written directive establishes a case-numbering system, with provisions for the assignment of a unique number to every case.

Intent: To ensure that all cases receive a number, that no numbers are omitted, and that no numbers are duplicated.

29.6 SUPERVISORY REVIEW OF REPORTS

A written directive requires supervisory review of reports to ensure specific procedures are being followed as outlined in the field-reporting system required in standard 29.3.

Intent: To ensure that the assignment has been satisfactorily completed and reported consistent with the field-reporting system.

29.7 ALPHABETICAL MASTER NAME INDEX

The agency maintains an alphabetical master name index.

Intent: That the agency maintain such a file including the names of people identified in field reports.

29.8 TRAFFIC CITATION RECORDS MAINTENANCE

A written directive establishes procedures for maintaining records of traffic citations, to include:

- Issuing citation forms to officers;
- Accounting for citations; and
- Storing citations in a secure area.

Intent: Issuing and accounting for traffic citations should be rigidly controlled.

29.9 IDENTIFICATION NUMBERS AND CRIMINAL HISTORY FILES

The agency has a system for assigning an identification number and maintaining a criminal history file for each person custodially arrested.

Intent: To ensure that identification numbers are not duplicated or skipped.

29.10 RECORDING ARREST INFORMATION

A written directive establishes criteria for recording arrest information, to include:

- Preparing reports;
- Fingerprinting; and
- Photographing.

Intent: To provide guidance in keeping existing file information current for persons subsequently arrested, e.g., address, photograph.

29.11 MAINTENANCE OF WARRANT AND WANTED PERSON FILES

A written directive establishes procedures for maintaining a warrant and wanted persons file, to include:

- Establishing criteria for entering notices in regional, state, and federal information systems
- Establishing criteria for receiving information from other jurisdictions;
- Recording the information in agency files;
- Verifying information;
- Canceling information; and
- Requiring 24-hour access to the warrant section.

Intent: That an agency maintain such records in a manner that would leave them immediately accessible to all agency personnel.

Chapter 30

Collection and Preservation of Evidence

30.1 GENERAL GUIDELINES

A written directive establishes guidelines and procedures used for the following:

- Collecting, processing, and preserving physical evidence;
- Use of photographs and/or video tapes; and
- Processing, developing, lifting, and labeling all fingerprints

Intent: To ensure that proper methods are adhered to in collecting, processing, and preserving evidence at a crime scene.

30.2 DOCUMENTATION OF TRANSFER OF CUSTODY

A written directive requires that the transfer of custody of physical evidence be documented.

Intent: That all vital information pertaining to the physical evidence in transfer be documented with the proper paper trail.

30.3 TRANSMITTAL OF EVIDENCE TO THE LAB

A written directive governs procedures, responsibility, and conditions for submitting evidence to a forensic laboratory, to include:

- Identification of the person responsible for submitting the evidence;
- Methods for packaging and transmitting evidence to the laboratory;
- Types of documentation to accompany evidence when transmitted;
- Receipts to ensure maintenance of chain of evidence; and
- Stipulation that laboratory results be submitted in writing.

Intent: To provide guidelines for the types and preparation of transmittal documents with the assurance of maintaining the chain of custody.

Chapter 31

Property and Evidence Collection

31.1 RECEIPT OF PROPERTY

A written directive establishes procedures for receiving all in-custody and evidentiary property obtained by employees into agency control, to include:

- Requiring all property to be logged into agency records as soon as possible;
- Requiring all property to be placed under the control of the property and evidence control function before the officer ends his/her tour of duty;
- Requiring a written report detailing the circumstances by which the property came into the agency's possession and describing each item of property obtained;
- Providing guidelines for packaging and labeling property prior to storage;
- Establishing extra security measures for handling exceptional, valuable, or sensitive items of property;
- Requiring an effort to identify and notify the owner or custodian of property in the agency's custody; and
- Establishing procedures for the temporary and final release of property items from the control of the property and evidence function.

Intent: The agency has a duty to protect, control and secure all property taken into the agency's custody.

31.2 EVIDENCE AND PROPERTY CONTROLS

All in-custody property and evidence is stored within designated, secure areas.

- Secure facilities are provided for storage of in-custody or evidentiary property during periods when the property room is closed;
- Only authorized personnel have access to areas used by the agency for storage of in-custody or evidentiary property; and
- Records reflect the status of all property held by the agency.

Intent: The agency has a duty to protect, control and secure all in-custody or evidentiary property taken into the agency's custody.

31.3 INSPECTIONS

The following inspections and reports shall be completed:

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

Intent: That agency officers who are not in the same chain of command as those officers charged with the responsibility of departmental evidence, conduct independent audits of evidence, found property and other property that is owned, borrowed or rented by the agency.

