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| **Wisconsin Law Enforcement Accreditation Group****AGENCY NAME HERE****3-Year Proof Verification under the 5th Edition Standards** |
|  *Last Updated 1/30/2017* |  | **First Accreditation** |  | **Re-Accreditation** |
|  |  |  |  |  |  |
|  |  | **Year** | **Year** | **Year** | **Agency Specific Proofs** |
|  |  | **XXXX** | **YYYY** | **ZZZZ** |
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| **Chapter 1** | **Organization and Management**  |  |  |  |  |
|  |  |  |  |  |
| Section 1 | Agency Role |  |  |  |  |
|  | 1.1.1 | Mission Statement |  |  |  |  |
|  | 1.1.2 | Goals and Objectives |  |  |  |  |
| Section 2 | Employee Conduct |  |  |  |  |
|  | 1.2.1 | Oath of Office |  |  |  |  |
|  | 1.2.2 | Code of Ethics |  |  |  |  |
|  | 1.2.3 | Code of Conduct |  |  |  |  |
|  | 1.2.4 | Harassment in the Workplace |  |  |  |  |
|  | 1.2.5 | Locker Room Privacy |  |  |  |  |
| Section 3 | Structure and Accountability |  |  |  |  |
|  | 1.3.1 | Organizational Structure |  |  |  |  |
|  | 1.3.2 | Division Responsibilities |  |  |  |  |
|  | 1.3.3 | Accountability for Authority |  |  |  |  |
|  | 1.3.4 | Supervisor Accountability |  |  |  |  |
|  | 1.3.5 | Administrative Reporting Program |  |  |  |  |
|  | 1.3.6 | Legal Advice |  |  |  |  |
| Section 4 | Command Authority |  |  |  |  |
|  | 1.4.1 | Chief Executive Officer Authority |  |  |  |  |
|  | 1.4.2 | Command Protocol |  |  |
|  | 1.4.2.1 | Normal day-to-day agency operations. |  |  |  |  |
|  | 1.4.2.2 | Exceptional situations. |  |  |  |  |
|  | 1.4.2.3 | Situations involving personnel of different organizational components engaged in a single operation. |  |  |  |  |
|  | 1.4.2.4 | Absence of the chief executive officer. |  |  |  |  |
|  | 1.4.3 | Duty to Obey Lawful Orders |  |  |  |  |
|  | 1.4.4 | Written Directives |  |  |
|  | 1.4.4.1 | Authority of the chief executive officer to issue, modify, or approve written directives. |  |  |  |  |
|  | 1.4.4.2 | Identity of others, by name or position, authorized to issue written directives. |  |  |  |  |
|  | 1.4.4.3 | Procedures for formatting, indexing, purging, updating, and dissemination of written directives. |  |  |  |  |
|  | 1.4.4.4 | Procedures for staff review of draft directives prior to implementation. |  |  |  |  |
|  | 1.4.4.5 | Assurance that all personnel read, acknowledge, and understand written directives upon issuance, and that subsequent to issuance, all directives are placed in a manual, either physical or electronic, that is available to all personnel. |  |  |  |  |
|  | 1.4.4.6 | Periodic review of all written directives at a minimal interval of three years. |  |  |  |  |
| Section 5 | Fiscal Management/Agency Owned Property |  |  |  |  |
|  | 1.5.1 | Purchasing |  |  |  |  |
|  | 1.5.2 | Accounting System |  |  |
|  | 1.5.2.1 | Initial appropriations for each account or program. |  |  |  |  |
|  | 1.5.2.2 | Beginning balances. |  |  |  |  |
|  | 1.5.2.3 | Expenditures made and encumbrances incurred during the period. |  |  |  |  |
|  | 1.5.2.4 | Ending balances. |  |  |  |  |
|  | 1.5.3 | Cash |  |  |
|  | 1.5.3.1 | A balance sheet, ledger, or other system that identifies starting and ending balances and transactions, to include credits (cash received), debits (cash disbursed) and adjustments. |  |  |  |  |
|  | 1.5.3.2 | Receipts and other documentation for cash received. |  |  |  |  |
|  | 1.5.3.3 | Authorization for cash disbursements, including signatures by the CEO or other authorized personnel for expenses over a certain amount, as determined by the agency. |  |  |  |  |
|  | 1.5.3.4 | Records, documentation, or invoice requirements for cash expenditures. |  |  |  |  |
|  | 1.5.3.5 | A listing of authorized persons (or positions) responsible for disbursing or accepting cash. |  |  |  |  |
|  | 1.5.3.6 | A quarterly accounting summary of all agency cash activities. |  |  |  |  |
|  | 1.5.4 | Audits |  |  |  |  |
|  | 1.5.5 | Inventory Control |  |  |  |  |
| Section 6 | Jurisdiction |  |  |  |  |
|  | 1.6.1 | Agency Jurisdiction |  |  |
|  | 1.6.1.1 | The geographic boundaries of the agency’s territorial jurisdiction. |  |  |  |  |
|  | 1.6.1.2 | Guidelines for exercising extraterritorial jurisdiction, both on and off duty, as outlined in §175.40. |  |  |  |  |
|  | 1.6.1.3 | Agency responsibilities with respect to incidents involving concurrent jurisdiction. |  |  |  |  |
|  | 1.6.2 | Mutual Aid |  |  |  |  |
| Section 7 | Law Enforcement Authority |  |  |  |  |
|  | 1.7.1 | Legal Authority |  |  |  |  |
|  | 1.7.2 | Constitutional Requirements |  |  |  |  |
|  | 1.7.3 | Search and Seizure |  |  |
|  | 1.7.3.1 | Search with subject’s consent. |  |  |  |  |
|  | 1.7.3.2 | Stop and frisk in situations where the officer has reasonable suspicion to fear for his/her safety or the safety of others. |  |  |  |  |
|  | 1.7.3.3 | Search of a vehicle (movable vehicle exception). |  |  |  |  |
|  | 1.7.3.4 | Crime scene search. |  |  |  |  |
|  | 1.7.3.5 | Exigent circumstances. |  |  |  |  |
|  | 1.7.3.6 | Inventory searches (seized vehicles or other property). |  |  |  |  |
|  | 1.7.3.7 | Search incident to arrest. |  |  |  |  |
|  | 1.7.3.8 | Search of persons on probation, parole, or extended supervision pursuant to Chapter 302, Wis. Stats. |  |  |  |  |
|  | 1.7.3.9 | Other authorized situations derived from federal or state constitutions, case law, or local/state statute; e.g., licensed premises inspections. |  |  |  |  |
|  | 1.7.4 | Arrest Procedures |  |  |
|  | 1.7.4.1 | Arrest with a warrant. |  |  |  |  |
|  | 1.7.4.2 | Circumstances permitting a warrantless arrest. |  |  |  |  |
|  | 1.7.4.3 | Safeguard of arrestee rights. |  |  |  |  |
|  | 1.7.4.4 | Required reports. |  |  |  |  |
|  | 1.7.4.5 | Fingerprinting, photographing, and DNA collection requirements consistent with §§165.84(1) and 165.84(7)(ah), Wis. Stats. |  |  |  |  |
|  | 1.7.5 | Alternatives to Arrest |  |  |  |  |
|  | 1.7.6 | Use of Discretion |  |  |  |  |
|  | 1.7.7 | Strip Searches |  |  |  |  |
|  | 1.7.8 | Bias-Based Policing |  |  |
|  | 1.7.8.1 | A definition of bias based profiling, to include any law enforcement initiated action that relies upon common traits associated with belonging to a certain group; such as race, color, national origin, ancestry, religion, political affiliation, disability, marital status, ethnicity, gender, sexual orientation, economic status, age, cultural group, or any other identifiable characteristics. |  |  |  |  |
|  | 1.7.8.2 | Agency personnel may use common traits as outlined above in selecting whom they stop when a person matches the specific description of an individual who is suspected of engaging in criminal behavior. |  |  |  |  |
| Section 8 | Contract Services |  |  |  |  |
|  | 1.8.1 | Contractual Services |  |  |  |  |
| Section 9 | Citizen Complaints |  |  |  |  |
|  | 1.9.1 | Agency Investigation of Complaints |  |  |
|  | 1.9.1.1 | Complaints that are to be investigated by line supervisors. |  |  |  |  |
|  | 1.9.1.2 | Complaints that are to be investigated by the internal affairs function. |  |  |  |  |
|  | 1.9.1.3 | Complaints that are to be reviewed by the internal affairs function. |  |  |  |  |
|  | 1.9.1.4 | Written procedures for filing a complaint are made available to the public and include a prohibition against filing a false complaint as outlined in §§66.0511(3) and 946.66, Wis. Stats. |  |  |  |  |
|  | 1.9.2 | Responsible Individual or Position |  |  |  |  |
|  | 1.9.3 | Complainant Notification |  |  |  |  |
|  | 1.9.4 | Employee Notification |  |  |  |  |
|  | 1.9.5 | Maintenance of Records |  |  |  |  |
|  | 1.9.6 | Annual Review |  |  |  |  |
|  |  |  |  |  |  |
| **Chapter 2** | **Personnel Services** |  |  |  |  |
|  |  |  |  |  |
| Section 1 | Collective Bargaining |  |  |  |  |
|  | 2.1.1 | Collective Bargaining Units |  |  |  |  |
|  | 2.1.2 | Labor Agreements and Agency Policy |  |  |
|  | 2.1.2.1 | Obtaining a copy of the finalized, executed labor agreement. |  |  |  |  |
|  | 2.1.2.2 | Making sure all policies/procedures are aligned with the terms of the labor agreement. |  |  |  |  |
|  | 2.1.2.3 | Communicating information regarding new/amended labor agreements and agency policies and procedures to managers and supervisors of affected bargaining unit employees in a timely manner. |  |  |  |  |
| Section 2 | Grievance Procedures |  |  |  |  |
|  | 2.2.1 | Grievance Procedure |  |  |
|  | 2.2.1.1 | Enumerate issues that are permissible subjects of a grievance and what the filing and appeal protocols and timelines are within the agency or governmental subdivision. |  |  |  |  |
|  | 2.2.1.2 | Prescribe the minimum information needed for a grievance to be filed and considered. |  |  |  |  |
|  | 2.2.1.3 | Outline the actual procedural steps and time limitations at every level of the process and cover both grievant and receiving parties. |  |  |  |  |
|  | 2.2.1.4 | Set forth rules for employee representation. |  |  |  |  |
|  | 2.2.2 | Grievance Coordination and Control |  |  |  |  |
| Section 3 | Job Classifications |  |  |  |  |
|  | 2.3.1 | Personnel Responsibilities |  |  |  |  |
| Section 4 | Compensation, Benefits and Conditions of Work |
|  | 2.4.1 | Compensation |  |  |
|  | 2.4.1.1 | Entry-level salaries and ranges for each rank or position. |  |  |  |  |
|  | 2.4.1.2 | Overtime and compensatory time policies. |  |  |  |  |
|  | 2.4.1.3 | Other factors such as, but not limited to, special skill or education pay and night, holiday and weekend differentials. |  |  |  |  |
|  | 2.4.2 | Leave Policies |  |  |  |  |
|  | 2.4.3 | Insurance, Retirement and Other Benefits |  |  |  |  |
|  | 2.4.4 | Uniforms/Equipment |  |  |  |  |
|  | 2.4.5 | Medical Examinations |  |  |  |  |
|  | 2.4.6 | Physical Fitness |  |  |  |  |
|  | 2.4.7 | Secondary Employment |  |  |
|  | 2.4.7.1 | Requirement that sworn personnel secure prior agency permission. |  |  |  |  |
|  | 2.4.7.2 | Permitted behavior and activities of officers. |  |  |  |  |
|  | 2.4.7.3 | An approval and a revocation process. |  |  |  |  |
|  | 2.4.7.4 | Required compliance with agency policies and processes. |  |  |  |  |
|  | 2.4.7.5 | Documentation of each officer’s secondary employment. |  |  |  |  |
| Section 5 | Performance Evaluations |  |  |  |  |
|  | 2.5.1 | Annual Performance Evaluations |  |  |  |  |
|  | 2.5.2 | Performance Evaluation Training |  |  |  |  |
|  | 2.5.3 | Sworn Probationary Employees |  |  |  |  |
|  | 2.5.4 | Performance Evaluation Counseling |  |  |
|  | 2.5.4.1 | Explain the actual performance compared to expectations. |  |  |  |  |
|  | 2.5.4.2 | Establish expectations, measurement criteria and/or goals for the next evaluation period. |  |  |  |  |
|  | 2.5.5 | Required Signatures and Copies of Performance Evaluations |  |  |  |  |
|  | 2.5.6 | Contested Evaluation Reports |  |  |  |  |
|  | 2.5.7 | Retention Period |  |  |  |  |
| Section 6 | Promotional Process |  |  |  |  |
|  | 2.6.1 | Promotion Administration |  |  |  |  |
|  | 2.6.2 | Promotion Procedures |  |  |  |  |
|  | 2.6.3 | Announcement of Promotional Opportunities |  |  |
|  | 2.6.3.1 | A description of the position or job classification. |  |  |  |  |
|  | 2.6.3.2 | Requirements for participation in the promotional process. |  |  |  |  |
|  | 2.6.3.3 | A description of the process including testing and evaluation and dates, times, and locations for all components of the promotional process. |  |  |  |  |
| Section 7 | Part-time Officers |  |  |  |  |
|  | 2.7.1 | Part-time Officers |  |  |  |  |
|  | 2.7.2 | Criteria/Selection Process for Part-time Officers |  |  |  |  |
|  | 2.7.3 | Training for Newly Hired Part-time Officers |  |  |  |  |
|  | 2.7.4 | Field Training for Part-time Officers |  |  |  |  |
|  | 2.7.5 | In-Service Training for Part-time Officers |  |  |  |  |
|  | 2.7.6 | Weapons/Use-of-Force Training for Part-time Officers |  |  |  |  |
|  | 2.7.7 | Liability Protection of Part-time Officers |  |  |  |  |
| Section 8 | Auxiliary Personnel |  |  |  |  |
|  | 2.8.1 | Auxiliary Personnel |  |  |
|  | 2.8.1.1 | A statement establishing auxiliaries as non-sworn personnel. |  |  |  |  |
|  | 2.8.1.2 | An explanation of the duties and scope of authority of auxiliary personnel. |  |  |  |  |
|  | 2.8.1.3 | A requirement that uniforms, if worn, clearly distinguish auxiliary personnel from sworn officers. |  |  |  |  |
|  | 2.8.1.4 | A requirement that auxiliary personnel receive training related to their authorized and assigned duties. |  |  |  |  |
|  | 2.8.1.5 | Liability protection and indemnification for auxiliary personnel acting within the scope of their authority. |  |  |  |  |
|  | 2.8.2 | Reserve Police Officers |  |  |
|  | 2.8.2.1 | A description of the selection process for reserve police officers, which must satisfy all requirements for the hiring of police officers established by the Wisconsin Law Enforcement Standards Board. It is understood that the selection process for reserve police officers might vary from the selection process for full and part-time officers used by the agency. |  |  |  |  |
|  | 2.8.2.2 | An explanation of the duties and responsibilities, scope of authority, and supervision of reserve police officers. |  |  |  |  |
|  | 2.8.2.3 | A requirement that uniforms, if worn, clearly distinguish reserve police officers from full or part-time officers. |  |  |  |  |
|  | 2.8.2.4 | A requirement that reserve police officers receive training related to their authorized and assigned duties, as well as all training necessary to achieve and maintain their status as certified law enforcement officers. |  |  |  |  |
|  | 2.8.2.5 | Liability protection and indemnification for reserve police officers acting within the scope of their authority. |  |  |  |  |
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| **Chapter 3** | **Recruitment/Selection** |  |  |  |  |
|  |  |  |  |  |
| Section 1 | Recruitment |  |  |  |  |
|  | 3.1.1 | Equal Employment Opportunity |  |  |  |  |
|  | 3.1.2 | Job Announcements |  |  |  |  |
| Section 2 | Selection |  |  |  |  |
|  | 3.2.1 | Applicant Selection and Job Relatedness |  |  |  |  |
|  | 3.2.2 | Records Maintenance/Storage |  |  |  |  |
|  | 3.2.3 | Background Investigations |  |  |
|  | 3.2.3.1 | Criminal and driving history check. |  |  |  |  |
|  | 3.2.3.2 | Credentials (work, education, training, special skills) verification*.* |  |  |  |  |
|  | 3.2.3.3 | Personal reference checks (minimum three). |  |  |  |  |
|  | 3.2.4 | Pre-Employment Polygraph Exams |  |  |
|  | 3.2.4.1 | Candidates must be provided notice of the required polygraph exam at the time of their formal application. The notice must include a list of potential subject areas from which polygraph questions may be taken.  |  |  |  |  |
|  | 3.2.4.2 | The administration of examinations and evaluation of results must be conducted by a polygrapher trained in employment exam techniques. |  |  |  |  |
|  | 3.2.4.3 | The use of results of polygraph examinations as the sole determinant of employment status is prohibited. |  |  |  |  |
|  | 3.2.5 | Medical Exams |  |  |  |  |
|  | 3.2.6 | Psychological Exams |  |  |  |  |
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| **Chapter 4** | **Commendations/Disciplinary Procedures** |
|  |  |  |  |  |
| Section 1 | Commendations |
|  | 4.1.1 | Commendations |  |  |  |  |
| Section 2 | Disciplinary Procedures |  |  |  |  |
|  | 4.2.1 | Disciplinary System |  |  |
|  | 4.2.1.1 | Criteria and procedures for the use of counseling and remedial training. |  |  |  |  |
|  | 4.2.1.2 | Criteria and procedures for punitive actions, such as but not limited to: oral reprimand, written reprimand, loss of leave, suspension, demotion and dismissal. |  |  |  |  |
|  | 4.2.1.3 | Recognition of employment rights and procedural safeguards as outlined in Chapter 164, Wis. Stats., Law Enforcement Officers’ Bill of Rights. |  |  |  |  |
|  | 4.2.2 | Supervisory Role and Authority |  |  |  |  |
|  | 4.2.3 | Punitive Action |  |  |
|  | 4.2.3.1 | Reason, scope, and effective date for the punitive action. |  |  |  |  |
|  | 4.2.3.2 | Employee appeal and hearing rights. |  |  |  |  |
|  | 4.2.4 | Disciplinary Records |  |  |  |  |
|  |  |  |  |  |  |
| **Chapter 5** | **Management of Resistance/Aggression** |  |  |  |  |
|  |  |  |  |  |
| Section 1 | Use of Force |  |  |  |  |
|  | 5.1.1 | Use of Force |  |  |  |  |
|  | 5.1.2 | Deadly Force |  |  |
|  | 5.1.2.1 | Language that an officer may use deadly force as a last resort, in self-defense or defense of another person, only when the officer reasonably believes he or she, or another person, is in imminent danger of death or great bodily harm.  |  |  |  |  |
|  | 5.1.2.2 | A requirement that all sworn personnel receive a copy and demonstrate their understanding of the directive before being authorized to carry any firearm. |  |  |  |  |
|  | 5.1.3 | Warning Shots |  |  |  |  |
|  | 5.1.4 | Use of Less Lethal Weapons |  |  |  |  |
| Section 2 | Rendering Aid |  |  |  |  |
|  | 5.2.1 | Medical Aid |  |  |  |  |
| Section 3 | Reporting and Review |  |  |  |  |
|  | 5.3.1 | Use of Force Reporting |  |  |
|  | 5.3.1.1 | When a firearm is discharged except in a training situation or for lawful recreational purposes.  |  |  |  |  |
|  | 5.3.1.2 | When an action results in, or is alleged to have resulted in, injury or death of another person. |  |  |  |  |
|  | 5.3.1.3 | When force is applied through the use of a lethal or less lethal weapon.  |  |  |  |  |
|  | 5.3.1.4 | When weaponless physical force is applied at a level defined by the agency. |  |  |  |  |
|  | 5.3.2 | Post Use of Force Incident Review |  |  |  |  |
|  | 5.3.3 | Post Use of Force Removal from Duty |  |  |  |  |
|  | 5.3.4 | Annual Use-of-Force Analysis |  |  |  |  |
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| **Chapter 6** | **Operations** |  |  |  |  |
|  |  |  |  |  |
| Section 1 | Patrol |  |  |  |  |
|  | 6.1.1 | 24-Hour Coverage |  |  |  |  |
|  | 6.1.2 | Special Purpose Vehicles or Animals |  |  |
|  | 6.1.2.1 | Authorization, conditions and limitations for use in various situations.  |  |  |  |  |
|  | 6.1.2.2 | Persons or positions authorized to operate the vehicle, vessel, or aircraft and its equipment, or perform canine or equine duties, including required qualifications and training. |  |  |  |  |
|  | 6.1.2.3 | A list of equipment to be kept in or on the vehicle, vessel, or aircraft.  |  |  |  |  |
|  | 6.1.2.4 | The designation of a person or positionresponsible for the condition and maintenance of the vehicle, vessel, or aircraft and equipment, or care of the animal. |  |  |  |  |
|  | 6.1.3 | Response to Routine and Emergency Calls |  |  |  |  |
|  | 6.1.4 | Vehicle Pursuits |  |  |
|  | 6.1.4.1 | Evaluation of the current situation and preceding events.  |  |  |  |  |
|  | 6.1.4.2 | Authority, responsibility and role of the officer initiating the pursuit, back up units, supervisory personnel and dispatchers. |  |  |  |  |
|  | 6.1.4.3 | Guidance on use of marked, unmarked, or other types of police vehicles in the pursuit. |  |  |  |  |
|  | 6.1.4.4 | Guidance on use of roadblocks and other forcible means of stopping a fleeing vehicle. |  |  |  |  |
|  | 6.1.4.5 | Criteria for mandated and voluntary termination of pursuit. |  |  |  |  |
|  | 6.1.4.6 | Guidance for inter-agency pursuits involving agency personnel who initiate a pursuit that leaves the jurisdiction, as well as requests for assistance by another agency in pursuit within or out of its jurisdiction. |  |  |  |  |
|  | 6.1.4.7 | Incident documentation, administrative review, and/or annual state reporting requirements. |  |  |  |  |
|  | 6.1.5 | Missing Adult Investigations |  |  |
|  | 6.1.5.1 | Information to be gathered including a description of the missing person.  |  |  |  |  |
|  | 6.1.5.2 | Entry and removal of the person’s information in criminal justice information systems. |  |  |  |  |
|  | 6.1.5.3 | Follow up investigation. |  |  |  |  |
|  | 6.1.5.4 | Procedures for persons with Alzheimer’s, mental health issues, drug dependencies, or any other at-risk adult persons, to include, as appropriate, the use of the Wisconsin Silver Alert program. |  |  |  |  |
|  | 6.1.6 | Safety Restraining Devices |  |  |  |  |
|  | 6.1.7 | Availability of Body Armor |  |  |  |  |
|  | 6.1.8 | Anatomical Gifts |  |  |  |  |
|  | 6.1.9 | Mobile/Wearable Video Recorders |  |  |
|  | 6.1.9.1 | Circumstances requiring system activation/deactivation.  |  |  |  |  |
|  | 6.1.9.2 | Data security and access. |  |  |  |  |
|  | 6.1.9.3 | Data storage and retention. |  |  |  |  |
|  | 6.1.10 | Emergency Detentions |  |  |  |  |
|  | 6.1.11 | Criminal Trespass to Dwellings |  |  |  |  |
| Section 2 | Traffic |  |  |  |  |
|  | 6.2.1 | Traffic Law Enforcement |  |  |  |  |
|  | 6.2.2 | Special Categories of Violators |  |  |
|  | 6.2.2.1 | Non-residents of the agency’s service area.  |  |  |  |  |
|  | 6.2.2.2 | Juveniles. |  |  |  |  |
|  | 6.2.2.3 | Legislators, foreign diplomats and consulate officers. |  |  |  |  |
|  | 6.2.2.4 | Military personnel. |  |  |  |  |
|  | 6.2.3 | Information Provided to Violator |  |  |  |  |
|  | 6.2.4 | Uniform Enforcement for Specified Violations |  |  |
|  | 6.2.4.1 | Speed violations and other hazardous violations. |  |  |  |  |
|  | 6.2.4.2 | Non-hazardous violations. |  |  |  |  |
|  | 6.2.4.3 | Operating while revoked or suspended. |  |  |  |  |
|  | 6.2.4.4 | Vehicle equipment violations. |  |  |  |  |
|  | 6.2.4.5 | Public carrier/commercial vehicle violations. |  |  |  |  |
|  | 6.2.4.6 | Multiple violations. |  |  |  |  |
|  | 6.2.4.7 | Off-road vehicle violations. |  |  |  |  |
|  | 6.2.4.8 | Newly enacted laws and/or regulations. |  |  |  |  |
|  | 6.2.4.9 | Violations resulting in traffic crashes. |  |  |  |  |
|  | 6.2.4.10 | Pedestrian and bicycle violations. |  |  |  |  |
|  | 6.2.5 | Traffic Stops and Approach to Violator’s Vehicle |  |  |
|  | 6.2.5.1 | Approach contacts. |  |  |  |  |
|  | 6.2.5.2 | Non-approach contacts. |  |  |  |  |
|  | 6.2.5.3 | High-risk contacts. |  |  |  |  |
|  | 6.2.6 | Impairment Due to Alcohol and/or Drugs |  |  |
|  | 6.2.6.1 | The proper administration of standard field sobriety tests. |  |  |  |  |
|  | 6.2.6.2 | The safe transportation of the impaired arrestee. |  |  |  |  |
|  | 6.2.6.3 | The proper administration of chemical tests to determine intoxication or impairment. |  |  |  |  |
|  | 6.2.6.4 | The incarceration or release to a responsible third party. |  |  |  |  |
|  | 6.2.6.5 | Disposition of the arrestee's vehicle. |  |  |  |  |
|  | 6.2.6.6 | Other practices consistent with applicable statutes. |  |  |  |  |
|  | 6.2.7 | Motor Vehicle Crash Reporting and Investigation and Officer Response |  |  |
|  | 6.2.7.1 | Death or injury. |  |  |  |  |
|  | 6.2.7.2 | Hit and run. |  |  |  |  |
|  | 6.2.7.3 | Property damage only. |  |  |  |  |
|  | 6.2.7.4 | Damage to public vehicles or property. |  |  |  |  |
|  | 6.2.7.5 | Hazardous materials. |  |  |  |  |
|  | 6.2.7.6 | Occurrences on private property. |  |  |  |  |
|  | 6.2.8 | Crash Scene Procedures |  |  |
|  | 6.2.8.1 | The role of the primary investigator at the scene. |  |  |  |  |
|  | 6.2.8.2 | Tending to injured persons. |  |  |  |  |
|  | 6.2.8.3 | Safety hazards. |  |  |  |  |
|  | 6.2.8.4 | Gathering information. |  |  |  |  |
|  | 6.2.8.5 | Protection of the crash scene. |  |  |  |  |
|  | 6.2.9 | Traffic Direction and Control Function |  |  |  |  |
|  | 6.2.10 | Escort Services |  |  |
|  | 6.2.10.1 | Escorts for dignitaries, convoys, parades, funeral, and oversized vehicles. |  |  |  |  |
|  | 6.2.10.2 | Civilian vehicle escorts in medical emergencies. |  |  |  |  |
|  | 6.2.11 | Roadblocks and Forcible Stopping Techniques |  |  |
|  | 6.2.11.1 | Circumstances justifying the use of roadblocks or forcible stopping techniques. |  |  |  |  |
|  | 6.2.11.2 | Authority and responsibility for implementing and canceling a roadblock or forcible stopping technique and on-scene coordination of personnel. |  |  |  |  |
|  | 6.2.11.3 | Types of roadblocks or forcible stopping techniques permitted, such as moving, fixed, vehicle disabling tire deflation devices, ramming, etc. |  |  |  |  |
|  | 6.2.11.4 | Training on proper use of equipment and techniques. |  |  |  |  |
|  | 6.2.12 | Assistance to Highway Users |  |  |  |  |
|  | 6.2.13 | Hazardous Highway Conditions |  |  |  |  |
|  | 6.2.14 | Abandoned Vehicles |  |  |
|  | 6.2.14.1 | Noting the date, time and place towed from and name of towing service and impoundment location. |  |  |  |  |
|  | 6.2.14.2 | Reason for removal or tow and pending charges, if any. |  |  |  |  |
|  | 6.2.14.3 | Notification or attempted notification of the registered owner. |  |  |  |  |
| Section 3 | Criminal Investigations |  |  |  |  |
|  | 6.3.1 | Investigative Coverage |  |  |  |  |
|  | 6.3.2 | Case File Management |  |  |
|  | 6.3.2.1 | A case status and control system. |  |  |  |  |
|  | 6.3.2.2 | Administrative designators for each case. |  |  |  |  |
|  | 6.3.2.3 | Form and substance of records to be maintained. |  |  |  |  |
|  | 6.3.2.4 | File access and purging guidelines. |  |  |  |  |
|  | 6.3.3 | Preliminary Investigations |  |  |
|  | 6.3.3.1 | Observing and recording conditions, events, and remarks. |  |  |  |  |
|  | 6.3.3.2 | Identifying, locating, and interviewing complainants, witnesses, and suspects. |  |  |  |  |
|  | 6.3.3.3 | Providing crime scene security and arranging for the collection of evidence. |  |  |  |  |
|  | 6.3.3.4 | Preparing required reports. |  |  |  |  |
|  | 6.3.4 | Follow-up Investigations |  |  |
|  | 6.3.4.1 | Reviewing reports prepared during the preliminary investigation. |  |  |  |  |
|  | 6.3.4.2 | Conducting additional interviews and interrogations. |  |  |  |  |
|  | 6.3.4.3 | Gathering additional information from officers, other agencies, electronic databases, informants, etc. |  |  |  |  |
|  | 6.3.4.4 | Conducting surveillance. |  |  |  |  |
|  | 6.3.4.5 | Disseminating information to other officers. |  |  |  |  |
|  | 6.3.4.6 | Obtaining search warrants and planning and executing searches. |  |  |  |  |
|  | 6.3.4.7 | Collecting additional evidence. |  |  |  |  |
|  | 6.3.4.8 | Identifying and apprehending suspects and determining their involvement in other crimes. |  |  |  |  |
|  | 6.3.4.9 | Preparing required reports. |  |  |  |  |
|  | 6.3.4.10 | Preparing cases for court presentation and assisting with prosecution. |  |  |  |  |
|  | 6.3.5 | Informants |  |  |
|  | 6.3.5.1 | Criteria for selecting and, when appropriate, compensating informants. |  |  |  |  |
|  | 6.3.5.2 | Precautions to be taken with informants, including special precautions to be taken with juvenile informants. |  |  |  |  |
|  | 6.3.5.3 | Special procedures for the use of informants by patrol officers. |  |  |  |  |
|  | 6.3.5.4 | Confidentiality requirements including security of the identity of informants, their files and related codes. |  |  |  |  |
|  | 6.3.5.5 | Creation and maintenance of an informant master name file. |  |  |  |  |
|  | 6.3.5.6 | Content requirements for individual informant files including biographical data, general background information, criminal history and driving record. |  |  |  |  |
|  | 6.3.5.7 | Contact officer information and code name or number linked to that informant. |  |  |  |  |
|  | 6.3.5.8 | Maintenance and security of individual informant files. |  |  |  |  |
|  | 6.3.6 | Adult Custodial Interrogation |  |  |  |  |
|  | 6.3.7 | Eyewitness Identification |  |  |  |  |
|  | 6.3.8 | Officer Involved Critical Incidents |  |  |
|  | 6.3.8.1 | Separation of the criminal investigation and administrative review. |  |  |  |  |
|  | 6.3.8.2 | Responsibility for the criminal investigation and administrative review. |  |  |  |  |
|  | 6.3.8.3 | Adherence to guidelines outlined in §175.47, Wis. Stats., in the event the critical incident involves the death of an individual from an act or omission of an officer, or is likely to result in death. |  |  |  |  |
|  | 6.3.8.4 | Protection of the officer’s legal rights and psychological well-being. |  |  |  |  |
|  | 6.3.8.5 | Removal from, and return to, full duty for the involved officer. |  |  |  |  |
|  | 6.3.8.6 | Timely notification of the officer’s family, to include procedures for when the officer is seriously injured or killed. |  |  |  |  |
|  | 6.3.8.7 | Post incident procedures such as critical incident stress debriefing and post-traumatic stress. |  |  |  |  |
|  | 6.3.9 | Domestic Abuse |  |  |
|  | 6.3.9.1 | Actions of the responding officers. |  |  |  |  |
|  | 6.3.9.2 | The circumstances under which an officer should arrest a possible offender. |  |  |  |  |
|  | 6.3.9.3 | Informing the victim when the alleged offender will be released. |  |  |  |  |
|  | 6.3.9.4 | Informing the victim of the availability of shelters and services in the community, the availability of legal rights and remedies, and the right to contact a domestic violence victim service provider to create a personal safety plan. |  |  |  |  |
|  | 6.3.9.5 | Preparation and delivery of a written report to the district attorney if an officer did not arrest a suspect, yet has reasonable grounds to believe that a person is committing or has committed domestic abuse. |  |  |  |  |
|  | 6.3.10 | Officer Involved Domestic Violence |  |  |
|  | 6.3.10.1 | Early intervention and education efforts. |  |  |  |  |
|  | 6.3.10.2 | Incident response guidelines, to include seizing and removing agency-issued weapons from an involved officer. |  |  |  |  |
|  | 6.3.10.3 | Victim safety and protection measures. |  |  |  |  |
|  | 6.3.10.4 | Procedures for post-incident administrative and criminal decisions. |  |  |  |  |
|  | 6.3.11 | Prescription Drug Monitoring Program |  |  |  |  |
| Section 4 | Criminal Intelligence and Information Sharing |  |  |  |  |
|  | 6.4.1 | Criminal Intelligence and Information Sharing |  |  |
|  | 6.4.1.1 | Limiting intelligence information to that which pertains to criminal conduct or activities that present a threat to the community. |  |  |  |  |
|  | 6.4.1.2 | Ensuring safeguards for the security and storage of intelligence information separate from other records. |  |  |  |  |
|  | 6.4.1.3 | Establishing responsibility for the management of intelligence information. |  |  |  |  |
| Section 5 | Special Investigations |  |  |  |  |
|  | 6.5.1 | Vice, Drugs, and Organized Crime |  |  |  |  |
|  | 6.5.2 | Event Deconfliction Systems |  |  |  |  |
| Section 6 | Juvenile Procedures |  |  |  |  |
|  | 6.6.1 | Juvenile Operations |  |  |  |  |
|  | 6.6.2 | Juvenile Offenders |  |  |
|  | 6.6.2.1 | Release with no further action. |  |  |  |  |
|  | 6.6.2.2 | Citations or summonses to appear at intake in lieu of being taken into custody. |  |  |  |  |
|  | 6.6.2.3 | Referral to juvenile court. |  |  |  |  |
|  | 6.6.3 | Juveniles in Custody |  |  |
|  | 6.6.3.1 | Type of offense. |  |  |  |  |
|  | 6.6.3.2 | Threat of harm or danger to, or by, the juvenile. |  |  |  |  |
|  | 6.6.3.3 | Protection of the constitutional rights of juveniles. |  |  |  |  |
|  | 6.6.3.4 | Expeditious transport to and processing at the intake facility (unless there is a need for emergency medical treatment). |  |  |  |  |
|  | 6.6.3.5 | Assurance that a juvenile status offender will not be held in a secure setting, to include municipal lockups, temporary detention areas, or securing to an immovable object. |  |  |  |  |
|  | 6.6.3.6 | Notification of parents/guardians that their child has been taken into custody. |  |  |  |  |
|  | 6.6.4 | Juvenile Custodial Interrogation |  |  |
|  | 6.6.4.1 | Mandatory electronic recording of custodial interviews. |  |  |  |  |
|  | 6.6.4.2 | Contact with parents or guardians. |  |  |  |  |
|  | 6.6.4.3 | Duration of interrogation and the number of officers involved in the interrogation. |  |  |  |  |
|  | 6.6.5 | Missing Juvenile Investigations |  |  |
|  | 6.6.5.1 | Requirements for activation of Amber Alert Systems. |  |  |  |  |
|  | 6.6.5.2 | Requirements for an initial investigation. |  |  |  |  |
|  | 6.6.5.3 | Follow up investigations. |  |  |  |  |
|  | 6.6.5.4 | Supervisory control and notification. |  |  |  |  |
|  | 6.6.6 | Relinquishing Custody of Newborns |  |  |  |  |
|  | 6.6.7 | Reporting of Child Abuse |  |  |  |  |
|  |  |  |  |  |  |
| **Chapter 7** | **Transport, Processing, and Temporary Confinement of Detainees** |
|  |  |  |  |  |
| Section 1 | Search/Transport of Detainees |  |  |  |  |
|  | 7.1.1 | Search of Detainees |  |  |  |  |
|  | 7.1.2 | Search of Transport Vehicles |  |  |
|  | 7.1.2.1 | At the beginning of each shift, for mechanical condition, damage, required equipment, weapons, contraband, and/or personal effects. |  |  |  |  |
|  | 7.1.2.2 | Immediately before and after transporting a detainee for weapons or contraband. |  |  |  |  |
|  | 7.1.3 | Placement of Detainees and Officers in Vehicle |  |  |  |  |
|  | 7.1.4 | Limitation of Communications by Detainees |  |  |  |  |
|  | 7.1.5 | Transfer of Custody at Destination of Transport |  |  |
|  | 7.1.5.1 | Adherence to receiving authority’s requirements. |  |  |  |  |
|  | 7.1.5.2 | Securing firearms. |  |  |  |  |
|  | 7.1.5.3 | Documenting transfer of detainee custody. |  |  |  |  |
|  | 7.1.5.4 | Alerting receiving authority to unusual security threats or medical issues. |  |  |  |  |
|  | 7.1.6 | Escape |  |  |
|  | 7.1.6.1 | Notification per prescribed protocol, including notification of officials in the jurisdiction where the escape occurs. |  |  |  |  |
|  | 7.1.6.2 | Submission of a report on the incident. |  |  |  |  |
|  | 7.1.7 | Unusual Security Risks |  |  |  |  |
|  | 7.1.8 | Transport of Detainees with Special Needs |  |  |  |  |
|  | 7.1.9 | Medical Care |  |  |  |  |
| Section 2 | Processing and Temporary Detention |  |  |  |  |
|  | 7.2.1 | Detainee Processing Areas |  |  |  |  |
|  | 7.2.2 | Security During Detainee Processing and Temporary Detention |  |  |
|  | 7.2.2.1 | Weapons security in processing and detention areas.  |  |  |  |  |
|  | 7.2.2.2 | Search of detainees and area used for processing. |  |  |  |  |
|  | 7.2.2.3 | Limitations on access to the area in which detainees are being processed. |  |  |  |  |
|  | 7.2.2.4 | Alarm systems, if any. |  |  |  |  |
|  | 7.2.2.5 | Escape prevention. |  |  |  |  |
|  | 7.2.3 | Supervision of Detainees |  |  |  |  |
|  | 7.2.4 | Temporary Detention Procedures |  |  |
|  | 7.2.4.1 | Completion of an intake form on each detainee as outlined in 7.3.9. |  |  |  |  |
|  | 7.2.4.2 | Security inspection for weapons, contraband, and overall condition prior to the use of a temporary detention room and immediately after the room is vacated. |  |  |  |  |
|  | 7.2.4.3 | In-person, visual monitoring of detainees at 15 minute intervals. |  |  |  |  |
|  | 7.2.4.4 | Maintenance of observation logs documenting the visual monitoring activities required by 7.2.4.3. |  |  |  |  |
|  | 7.2.4.5 | Visual and auditory separation of adult and juvenile detainees. |  |  |  |  |
|  | 7.2.4.6 | Absent exceptional circumstances, a period of temporary detention of no more than two hours. |  |  |  |  |
|  | 7.2.4.7 | Personnel in direct, continuing contact with detainees require training covering the practice of temporary detention. |  |  |  |  |
|  | 7.2.5 | Securing to Immovable Objects |  |  |  |  |
|  | 7.2.6 | Detainee Amenities |  |  |  |  |
|  | 7.2.7 | Detainee Evacuation Plan |  |  |  |  |
| Section 3 | Temporary Confinement of Detainees in a Municipal Lockup |
|  | 7.3.1 | Municipal Lockups |  |  |  |  |
|  | 7.3.2 | Operations Training |  |  |  |  |
|  | 7.3.3 | Annual Inspection |  |  |  |  |
|  | 7.3.4 | Weapons Security |  |  |  |  |
|  | 7.3.5 | Cell Security Checks |  |  |  |  |
|  | 7.3.6 | Tools/Culinary Control |  |  |  |  |
|  | 7.3.7 | Emergency Control Point |  |  |  |  |
|  | 7.3.8 | Detainee Search and Identification |  |  |
|  | 7.3.8.1 | A process to positively identify the detainee. |  |  |  |  |
|  | 7.3.8.2 | A physical inventory search of the detainee prior to entry to the lockup facility. |  |  |  |  |
|  | 7.3.9 | Intake Forms |  |  |
|  | 7.3.9.1 | Reason for detention. |  |  |  |  |
|  | 7.3.9.2 | Current physical and mental health of the detainee, to include any suicidal thoughts or past attempts. |  |  |  |  |
|  | 7.3.9.3 | Medications (prescriptions and over the counter) taken by detainee. |  |  |  |  |
|  | 7.3.9.4 | Behavior, including state of consciousness and mental acuity. |  |  |  |  |
|  | 7.3.9.5 | Physical impairments, deformities, trauma markings, bruises, lesions, jaundice, mobility issues, injuries (treated or untreated) etc. |  |  |  |  |
|  | 7.3.9.6 | Inventory of property taken from a detainee and maintained in secure storage while in the lockup facility, to include disposition of detainee property upon release. |  |  |  |  |
|  | 7.3.9.1 | Reason for detention. |  |  |  |  |
|  | 7.3.9.2 | Current physical and mental health of the detainee, to include any suicidal thoughts or past attempts. |  |  |  |  |
|  | 7.3.9.3 | Medications (prescriptions and over the counter) taken by detainee. |  |  |  |  |
|  | 7.3.10 | Separation of Adults and Juveniles |  |  |  |  |
|  | 7.3.11 | Special Circumstances Detainees  |  |  |
|  | 7.3.11.1 | These procedures shall include the requirement that areas occupied by such inmates shall be physically inspected at least once every 15 minutes. |  |  |  |  |
|  | 7.3.11.2 | Each inspection conducted according to 7.3.11.1 shall be recorded in the lockup log, including the time of the inspection and the inspecting staff member's initials. |  |  |  |  |
|  | 7.3.12 | Detainees from Other Agencies |  |  |  |  |
|  | 7.3.13 | Mass Arrest |  |  |  |  |
|  | 7.3.14 | Identification of Detainee upon Release |  |  |  |  |
|  | 7.3.15 | Medical Assistance Procedures |  |  |  |  |
|  | 7.3.16 | First-Aid Kit |  |  |  |  |
|  | 7.3.17 | Pharmaceuticals |  |  |  |  |
|  | 7.3.18 | 24-Hour Supervision |  |  |  |  |
|  | 7.3.19 | Surveillance Equipment |  |  |  |  |
|  | 7.3.20 | Mail |  |  |
|  | 7.3.20.1 | Procedures for accepting and inspecting items. |  |  |  |  |
|  | 7.3.20.2 | A listing of items that are prohibited. |  |  |  |  |
|  | 7.3.20.3 | Documentation of received/rejected items. |  |  |  |  |
|  | 7.3.20.4 | Distribution to and obtaining a receipt from the detainee. |  |  |  |  |
|  | 7.3.21 | Visitors |  |  |  |  |
|  |  |  |  |  |  |
| **Chapter 8** | **Community Relations** |  |  |  |  |
|  |  |  |  |  |
| Section 1 | Public Information Processes |  |  |  |  |
|  | 8.1.1 | Public Information Function |  |  |
|  | 8.1.1.1 | Providing news media with timely access to information about newsworthy occurrences, both at the scene and on a follow up basis. |  |  |  |  |
|  | 8.1.1.2 | News releases and news conferences. |  |  |  |  |
|  | 8.1.1.3 | Release of information about victims, witnesses, and suspects, as well as confidential agency investigations and operations. |  |  |  |  |
|  | 8.1.1.4 | Joint release of information involving other agencies or entities. |  |  |  |  |
|  | 8.1.2 | Media Access |  |  |
|  | 8.1.2.1 | At the scene of major events such as fires, natural disasters, or other catastrophes. |  |  |  |  |
|  | 8.1.2.2 | Inside the perimeter of a crime scene. |  |  |  |  |
|  |  |  |  |  |  |
| **Chapter 9** | **Communications** |  |  |  |  |
|  |  |  |  |  |
| Section 1 | Communications Processes |  |  |  |  |
|  | 9.1.1 | Accountability and Responsibility |  |  |  |  |
|  | 9.1.2 | Federal Communications Commission Requirements |  |  |  |  |
|  | 9.1.3 | Emergency Calls for Service by Telephone |  |  |  |  |
|  | 9.1.4 | Continuous Communications with On-Duty Officers |  |  |  |  |
|  | 9.1.5 | Information Capture |  |  |
|  | 9.1.5.1 | Control (case or incident) number. |  |  |  |  |
|  | 9.1.5.2 | Date and time of request or self-initiated activity. |  |  |  |  |
|  | 9.1.5.3 | Complainant information (name, address), when possible. |  |  |  |  |
|  | 9.1.5.4 | Type of incident. |  |  |  |  |
|  | 9.1.5.5 | Location of incident. |  |  |  |  |
|  | 9.1.5.6 | Officer(s) assigned/responding. |  |  |  |  |
|  | 9.1.5.7 | Dispatch time. |  |  |  |  |
|  | 9.1.5.8 | Arrival time. |  |  |  |  |
|  | 9.1.5.9 | Officer return-to-service time. |  |  |  |  |
|  | 9.1.5.10 | Disposition or status of case. |  |  |  |  |
|  | 9.1.6 | Radio Communications to and from Field Personnel |  |  |
|  | 9.1.6.1 | Enumeration of situations requiring contact with the communications center by field personnel. |  |  |  |  |
|  | 9.1.6.2 | Reporting and recording of out-of-service status of officers. |  |  |  |  |
|  | 9.1.6.3 | Proper call signs. |  |  |  |  |
|  | 9.1.6.4 | Interagency communication. |  |  |  |  |
|  | 9.1.6.5 | Criteria for dispatching personnel (number, types of units, etc.) in response to a call for service or as backup on self-initiated activities including situations requiring a supervisory presence. |  |  |  |  |
|  | 9.1.7 | Resource Availability for Communications Personnel |  |  |
|  | 9.1.7.1 | Current officer in charge (name and contact information). |  |  |  |  |
|  | 9.1.7.2 | Current duty roster of all personnel. |  |  |  |  |
|  | 9.1.7.3 | Contact information (on and off-duty) of agency personnel. |  |  |  |  |
|  | 9.1.7.4 | Maps and other information covering the agency’s service area. |  |  |  |  |
|  | 9.1.7.5 | Officer status indicators. |  |  |  |  |
|  | 9.1.7.6 | Procedures and contact information for securing support services from outside the agency. |  |  |  |  |
|  | 9.1.8 | Immediate Playback Capability |  |  |
|  | 9.1.8.1 | Security (access to, handling and storage) of recordings. |  |  |  |  |
|  | 9.1.8.2 | Retention of recordings for at least 30 days. |  |  |  |  |
|  | 9.1.8.3 | Procedures for reviewing recordings. |  |  |  |  |
|  | 9.1.9 | Criminal Justice Information Systems |  |  |  |  |
|  | 9.1.10 | Inter-Jurisdictional Communications |  |  |  |  |
|  | 9.1.11 | Misdirected Emergency Calls |  |  |  |  |
|  | 9.1.12 | Private Security Alarms |  |  |  |  |
|  | 9.1.13 | First Aid Instruction |  |  |  |  |
|  | 9.1.14 | Communication Center Security |  |  |
|  | 9.1.14.1 | Limitations on access to the communications center. |  |  |  |  |
|  | 9.1.14.2 | Protection of equipment including security of transmission lines, antennas and power sources. |  |  |  |  |
|  | 9.1.14.3 | Provision of back-up resources. |  |  |  |  |
|  | 9.1.15 | Alternate Power Source |  |  |  |  |
|  |  |  |  |  |  |
| **Chapter 10** | **Records** |  |  |  |  |
|  |  |  |  |  |
| Section 1 | Records |  |  |  |  |
|  | 10.1.1 | Records Security |  |  |
|  | 10.1.1.1 | Separation of juvenile criminal records from adult criminal records. |  |  |  |  |
|  | 10.1.1.2 | Policies and procedures governing collection, retention, storage and release of juvenile fingerprints, photographs, and other methods of identification. |  |  |  |  |
|  | 10.1.1.3 | Appropriate security measures for agency files, to include access limitations. |  |  |  |  |
|  | 10.1.2 | Access to Records by Personnel |  |  |  |  |
|  | 10.1.3 | Field Reports |  |  |
|  | 10.1.3.1 | Types of calls and self-initiated activity subject to reporting. |  |  |  |  |
|  | 10.1.3.2 | Format of reports. |  |  |  |  |
|  | 10.1.3.3 | Information required. |  |  |  |  |
|  | 10.1.3.4 | Procedures, including timelines for completion and submission of reports. |  |  |  |  |
|  | 10.1.4 | Required Reporting |  |  |
|  | 10.1.4.1 | Citizen reports of crimes. |  |  |  |  |
|  | 10.1.4.2 | Criminal and non-criminal cases initiated by law enforcement employees. |  |  |  |  |
|  | 10.1.4.3 | Situations involving arrests, citations, or summonses. |  |  |  |  |
|  | 10.1.4.4 | Citizen reports of incidents other than crimes. |  |  |  |  |
|  | 10.1.4.5 | Any time an agency employee is dispatched or assigned. |  |  |  |  |
|  | 10.1.5 | Case Numbering System |  |  |  |  |
|  | 10.1.6 | Supervisory Review of Reports |  |  |  |  |
|  | 10.1.7 | Alphabetical Master Name Index |  |  |  |  |
|  | 10.1.8 | Traffic Citation Records Maintenance |  |  |
|  | 10.1.8.1 | Recording, by number, blocks of citation forms assigned to officers or blocks of electronic citations loaded onto an electronic device. |  |  |  |  |
|  | 10.1.8.2 | Accounting for all citations. |  |  |  |  |
|  | 10.1.8.3 | Storage of citations in a secure area. |  |  |  |  |
|  | 10.1.9 | Identification Numbers and Criminal History Files |  |  |  |  |
|  | 10.1.10 | Warrant and Wanted Person Files |  |  |
|  | 10.1.10.1 | Entry of locally generated information in agency files and regional, state, and federal information systems. |  |  |  |  |
|  | 10.1.10.2 | Receipt and entry of information from other jurisdictions. |  |  |  |  |
|  | 10.1.10.3 | Verification of information. |  |  |  |  |
|  | 10.1.10.4 | Cancellation of information. |  |  |  |  |
|  | 10.1.10.5 | Requirement for 24-hour access to the agency’s warrant and wanted person information. |  |  |  |  |
| Section 2 | Release of Records |  |  |  |  |
|  | 10.2.1 | Open Records |  |  |  |  |
|  | 10.2.2 | Records Retention |  |  |  |  |
|  |  |  |  |  |  |
| **Chapter 11** | **Evidence/Property Integrity** |  |  |  |  |
|  |  |  |  |  |
| Section 1 | Collection and Preservation of Evidence/Property |
|  | 11.1.1 | 24 Hour Availability |  |  |  |  |
|  | 11.1.2 | Evidence Collection |  |  |  |  |
|  | 11.1.3 | Photographic Evidence |  |  |  |  |
|  | 11.1.4 | Fingerprint Processing |  |  |  |  |
|  | 11.1.5 | DNA (Deoxyribonucleic acid) Evidence |  |  |
|  | 11.1.5.1 | First responder precautions and responsibilities. |  |  |  |  |
|  | 11.1.5.2 | Collecting, transporting, and storage of DNA evidence. |  |  |  |  |
|  | 11.1.5.3 | Submission of DNA evidence to the Wisconsin State Crime Lab or other DNA processing agencies. |  |  |  |  |
|  | 11.1.5.4 | Training for personnel collecting and preserving DNA evidence. |  |  |  |  |
|  | 11.1.6 | Computer/Electronic Evidence |  |  |
|  | 11.1.6.1 | First responder precautions and responsibilities. |  |  |  |  |
|  | 11.1.6.2 | Collecting, transporting, and storage of computer/other electronic evidence. |  |  |  |  |
|  | 11.1.6.3 | Submission of computer/other electronic evidence to the Wisconsin State Crime Lab or other processing agencies. |  |  |  |  |
|  | 11.1.6.4 | Training for personnel collecting and preserving computer/electronic evidence. |  |  |  |  |
|  | 11.1.7 | Documentation of Transfer of Custody of Evidence |  |  |  |  |
|  | 11.1.8 | Transmittal of Evidence to a Lab |  |  |
|  | 11.1.8.1 | Name and contact information of the person submitting the evidence. |  |  |  |  |
|  | 11.1.8.2 | Packaging and conveyance of evidence to the laboratory. |  |  |  |  |
|  | 11.1.8.3 | Documentation needed to accompany evidence at time of transmittal. |  |  |  |  |
|  | 11.1.8.4 | Adequate receipts to support chain of custody. |  |  |  |  |
|  | 11.1.8.5 | Instructions directing that lab results be submitted in writing. |  |  |  |  |
| Section 2 | Maintenance of Evidence/Property |
|  | 11.2.1 | Receipt of Evidence/Property |  |  |
|  | 11.2.1.1 | Inventoried and logged into agency records as soon as possible. |  |  |  |  |
|  | 11.2.1.2 | Transferred to the property and evidence control function before personnel end their tour of duty. |  |  |  |  |
|  | 11.2.1.3 | Properly referenced to case numbers and described in a written report that also explains how the property came into the agency’s possession. |  |  |  |  |
|  | 11.2.1.4 | Properly packaged and labeled prior to being put in storage. |  |  |  |  |
|  | 11.2.1.5 | Properly secured, with additional precautions taken for high value, sensitive or high-risk property, such as currency, jewelry, narcotics, firearms, or biohazards.  |  |  |  |  |
|  | 11.2.1.6 | Researched for ownership, with an attempt made to notify the owner. |  |  |  |  |
|  | 11.2.1.7 | Temporarily or permanently released from storage according to agency protocol. |  |  |  |  |
|  | 11.2.2 | Evidence and Property Security |  |  |  |  |
|  | 11.2.3 | After Hours Temporary Storage of Property |  |  |  |  |
|  | 11.2.4 | Authorized Access to Property Storage |  |  |  |  |
|  | 11.2.5 | Records Status |  |  |  |  |
|  | 11.2.6 | System Integrity |  |  |
|  | 11.2.6.1 | Semi-annual inspections, by the person in charge of the property and evidence control function (or his/her designee), intended to assess compliance with policies and procedures governing property and evidence management and control. These inspections must be conducted independent of any other required inspections or audits. The “person in charge of the property and evidence control function” implies an individual in the organization who oversees the person(s) performing the property and evidence control function. |  |  |  |  |
|  | 11.2.6.2 | An annual audit of property and evidence conducted by a supervisor not directly associated with the property control function. This audit must be conducted independent of other required audits or inspections. It should focus on high risk items; e.g., money, drugs, jewelry, firearms, but may be expanded to include other items. To ensure the integrity of the system and accountability for all property and evidence, the audit should incorporate a one-tailed test of statistical significance to test accuracy within a 95% degree of confidence and a +/- error rate of 4%. The appropriate sample size for such a test can be found in the table located in the context. |  |  |  |  |
|  | 11.2.6.3 | Random, unannounced inspections and/or audits are conducted at the discretion of the agency’s chief executive officer. At least one random inspection and/or audit will occur annually. In the event of a random audit, the size of the sample to be audited will be determined by the chief executive officer. |  |  |  |  |
|  | 11.2.6.4 | A comprehensive audit of property and evidence whenever the primary person responsible for property and evidence control is replaced for any reason. The audit should be conducted jointly by the new property custodian and a person designated by the CEO. To ensure the integrity of the system and accountability for all property and evidence, the audit should incorporate a two-tailed test of statistical significance to test accuracy within a 95% degree of confidence and a +/- error rate of 4%. The appropriate sample size for such a test can be found in the table located in the context. An error rate that exceeds 5% of the sample size will require a full inventory of all high-risk property and evidence. |  |  |  |  |
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| **Chapter 12** | **Training** |  |  |  |  |
|  |  |  |  |  |
| Section 1 | Weapons and Ammunition |  |  |  |  |
|  | 12.1.1 | Firearms, Ammunition and Other Weapons |  |  |
|  | 12.1.1.1 | Types and specifications of authorized/approved lethal and less lethal weapons. |  |  |  |  |
|  | 12.1.1.2 | Types and specifications of authorized/approved ammunition. |  |  |  |  |
|  | 12.1.1.3 | The protocol for review, inspection, and approval of all weapons intended for use by each employee in the performance of duty prior to them being carried. The process is administered by a qualified weapons instructor or armorer and includes a process for removing unsafe weapons. |  |  |  |  |
|  | 12.1.1.4 | Maintaining a record of each firearm approved for official use. |  |  |  |  |
|  | 12.1.2 | Weapons Proficiency |  |  |  |  |
|  | 12.1.3 | Lethal Weapons Training and Qualification |  |  |
|  | 12.1.3.1 | A certified weapons instructor must monitor proficiency training. |  |  |  |  |
|  | 12.1.3.2 | Training and proficiency must be documented. |  |  |  |  |
|  | 12.1.3.3 | Where a course of fire or curriculum is established by the State of Wisconsin, officers must satisfy these requirements. |  |  |  |  |
|  | 12.1.3.4 | The agency must have procedures for remedial training for those employees who fail to meet minimum agency defined proficiency levels with an authorized weapon. Remediation must occur prior to resuming official duties. |  |  |  |  |
|  | 12.1.4 | Less Lethal Weapons/Techniques Training |  |  |  |  |
| Section 2 | Employee Training |  |  |  |  |
|  | 12.2.1 | Training Records |  |  |  |  |
|  | 12.2.2 | Class Records  |  |  |  |  |
|  | 12.2.3 | Recruit Training  |  |  |  |  |
|  | 12.2.4 | Field Training |  |  |
|  | 12.2.4.1 | A minimum duration of four weeks.  |  |  |  |  |
|  | 12.2.4.2 | A rotation of field training assignments to ensure broad experience. |  |  |  |  |
|  | 12.2.4.3 | Structured evaluation of, and reporting on, a recruit’s performance by field training officers.  |  |  |  |  |
|  | 12.2.4.4 | Selection and training criteria for field training officers. |  |  |  |  |
|  | 12.2.4.5 | Active supervision of field training officers. |  |  |  |  |
|  | 12.2.5 | Annual Training |  |  |  |  |
|  | 12.2.6 | Career Development |  |  |
|  | 12.2.6.1 | Offering career counseling covering topics such as advancement, specialization or training, to enhance performance in the employee’s current position.  |  |  |  |  |
|  | 12.2.6.2 | Providing position specific training to officers receiving promotion or assignment to specialized positions. |  |  |  |  |
|  | 12.2.7 | Tactical/Negotiator Training |  |  |  |  |
|  | 12.2.8 | Employee Orientation |  |  |  |  |
|  | 12.2.9 | Remedial Training |  |  |  |  |
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| **Chapter 13** | **Critical Incidents** |  |  |  |  |
|  |  |  |  |  |
| Section 1 | Operations |  |  |  |  |
|  | 13.1.1 | All Hazard Plan |  |  |
|  | 13.1.1.1 | Civil disturbances. |  |  |  |  |
|  | 13.1.1.2 | Mass arrests. |  |  |  |  |
|  | 13.1.1.3 | Bomb threats. |  |  |  |  |
|  | 13.1.1.4 | Hostage/barricaded person situations. |  |  |  |  |
|  | 13.1.1.5 | Acts of terrorism. |  |  |  |  |
|  | 13.1.1.6 | Other unusual incidents or disasters. |  |  |  |  |
|  | 13.1.2 | Special Operations |  |  |
|  | 13.1.2.1 | Access to a tactical team. |  |  |  |  |
|  | 13.1.2.2 | Guidelines for deployment of a tactical team to supplement field units.  |  |  |  |  |
|  | 13.1.2.3 | The responsibilities of operational personnel prior to the arrival of the tactical team. |  |  |  |  |
|  | 13.1.2.4 | Coordination between the tactical team and other operational units.  |  |  |  |  |
|  | 13.1.3 | Tactical Teams Selection and Training |  |  |  |  |
|  | 13.1.4 | Specialized Equipment |  |  |  |  |
|  | 13.1.5 | Hostage Negotiator Selection and Training |  |  |  |  |
|  | 13.1.6 | Search and Rescue Teams |  |  |
|  | 13.1.6.1 | Nature and scope of permitted search and rescue operations. |  |  |  |  |
|  | 13.1.6.2 | Availability of necessary equipment/resources.  |  |  |  |  |
|  | 13.1.6.3 | Required training/certification for officers conducting search and rescue operations. |  |  |  |  |
| Section 2 | Planning and Organization |  |  |  |  |
|  | 13.2.1 | Planning Responsibility |  |  |  |  |
|  | 13.2.2 | Equipment Inspection |  |  |  |  |
|  | 13.2.3 | Annual Training |  |  |  |  |
|  |  |  |  |  |  |
| **Chapter 14** | **Victim/Witness Assistance** |  |  |  |  |
|  |  |  |  |  |
| Section 1 | Victim/Witness Assistance |  |  |  |  |
|  | 14.1.1 | Victim and Witness Rights |  |  |  |  |
|  | 14.1.2 | Victim and Witness Services |  |  |
|  | 14.1.2.1 | A list of rights of victims under §950.04(1v). |  |  |  |  |
|  | 14.1.2.2 | The availability of compensation and the address and telephone number at which to contact the department for information concerning compensation. |  |  |  |  |
|  | 14.1.2.3 | The address and telephone number of the intake worker, corporation counsel, or district attorney whom the victim may contact to obtain information concerning the rights of victims and to request notice of court proceedings and the opportunity to confer. |  |  |  |  |
|  | 14.1.2.4 | The address and telephone number of the custodial agency that the victim may contact to obtain information concerning the arrest and/or custody of a suspect in connection with the crime of which he or she is a victim. |  |  |  |  |
|  | 14.1.2.5 | The address and telephone number of the custodial agency the victim may contact for information concerning release of a person arrested or taken into custody for the crime of which he or she is a victim. |  |  |  |  |
|  | 14.1.2.6 | Suggested procedures for the victim to follow if he or she is subject to threats or intimidation arising out of his or her cooperation with law enforcement and prosecution efforts relating to a crime of which he or she is a victim. |  |  |  |  |
|  | 14.1.2.7 | The address and telephone number at which the victim may contact the department or any local agency that provides victim assistance in order to obtain further information about services available for victims, including medical services. |  |  |  |  |

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