



# Suggested Resource



and

# Proof Guide

for the

# Core Standards Verification Program

February 2014

## Foreword

The guide is intended to assist Accreditation Managers in building their folders with proof(s) of compliance for Core Standards Verification and Core Standards Re-verification. This guide is not meant to be a sole resource for this process or to set limits on what kinds of proofs are acceptable for compliance with a Standard or Dimension.

The guide is simply another tool for an Accreditation Manager to use knowing that the suggested proofs have been developed and used by other successful Accreditation Managers.

Compliance of each Standard will still be determined by the team of assessors during file assessment. The WILEAG Governing Board has sole discretion and retains the right to make the final determination on whether compliance was proven and whether an agency shall be awarded Core Standards Verification.

1.2.4	Harassment in the workplace	Policy review sign off-annual or specific training. Harassment policy posted in the workplace, proof that harassment training was covered at hire, in-house department training, any forms used to report an incident, copies of incidents reported showing policy was met.
1.2.5	Locker Room Policy	Policy Review and Locker Room posting. Photo of posting, FTO training check-off sheet, sign posting.
1.6.1	Agency Jurisdiction	Copies or photographs of jurisdictional maps, field-training materials that show training on jurisdiction, dispatch training relative to local and surrounding jurisdictions, outside of city arrests / jurisdiction map.
1.6.1.1	Geographic Boundaries Agency's Jurisdiction	Maps, FTO documents supporting training on boundaries and mutual aid.
1.6.1.2	Guidelines for extraterritorial jurisdiction on and off duty as in SS175.40	Reports showing enforcement action taken outside jurisdictional boundaries.
1.6.1.3	Responsibilities for Concurrent Jurisdiction	Reports, operational plans showing responsibilities for incidents involving multiple agencies.
1.6.2	Mutual Aid	Policy / directive / procedure relative to primary jurisdiction & concurrent jurisdiction addressing responsibilities & authorities granted. Copies of FTO / CTO training on mutual aid, copy of any joint mutual aid agreements and examples of police reports denoting mutual aid requests and assists, mutual aid other depts. to us - us to them.
1.7.7	Strip Searches - Comply With 968.255	May be found in these policies: Arrest procedures, Search & seizure, and Jail lock-up. Excerpts of police reports showing strip searches with and without a search warrant. Any training documents (sessions), e-mails, memos outlying alternative arrest issues or questions, any examples that may be found in evaluations, letters of commendation and / or discipline. If department did not have any strip searches, generate a memo as a proof.
1.9.1	Agency Investigation of Complaints	
1.9.1.1	Complaints Investigated by Line Supervisors	Log or record of proof that agency has reviewed, assigned, recorded, investigated, and adjudicated all complaints per the standard IA notice; minor complaints; email.
1.9.1.2	Complaints Investigated by Internal Affairs	Sample of agency notification to complainant (names, etc. shall be redacted). Copy of internal investigation with routing of complaint and disposition.
1.9.1.3	Complaints Reviewed by Internal Affairs	Copy of internal investigations and / or citizen complaints with routing of complaint and disposition.
1.9.1.4	Written Procedure for Complaint / False Complaint Prohibition	Example of a disposition letter addressing a false complaint, brochure that outlines the consequences for a false complaint.

2.4.5	Medical Examinations	Copy of any examination / invoice required of an employee showing no cost to the employee (names, etc. shall be redacted). Copy of medical, physical and / or psychological exam analysis, copy of letter to applicant showing dates and time of exams, copy of training and standards application.
2.7.1	Part-time Officers	
2.8.1	Auxiliary Personnel	Job description, policy, field training, human resource mandates, copies of training received by auxiliary personnel, copies of assignments, worksheets, or any other documentation showing auxiliary services provided, time spent performing those duties, or any supervisory reports. Outline of position description & assigned duties and corresponding hiring records.
2.8.1.1	Statement Establishing Auxiliaries as Non-Sworn	Position description, city handbook.
2.8.1.2	Duties and Scope of Authority of Auxiliary	Position description and signed training records.
2.8.1.3	Uniforms Clearly Distinguish From Sworn	Department policy/SOP, photograph of different uniforms.
2.8.1.4	Training Related to Duties	Training records that support position description.
2.8.1.5	Liability Protection of Auxiliary	Job description, insurance mandates on insurance coverage, human resource documentation. Training schedule / log showing part time employees received information on options.
4.2.1	Disciplinary System	
4.2.1.1	Criteria for Counseling	Copy of discipline matrix, emails, memos, other forms of documenting coaching and counseling.
4.2.1.2	Criteria for Punitive Actions	Letter of suspension (names redacted) and / or written or verbal reprimand in letter, memo, email format.
4.2.1.3	Recognition of Rights and Safeguards LE Bill of Rights SS 164	Copy of notice read, email or formal notice of meeting / administrative rights.
5.1.1	Use of Force	Department incident reports showing examples of Use of Force events, Use of Force reports or other reports required under Standard 5.3.1, training records, incident review panel records and notes.
6.1.4	Vehicle Pursuits	
6.1.4.1	Evaluating Circumstances	Police reports, pursuit reporting records, e-mails reference pursuits, incident review reports, training records, dispatch records, squad camera videos. Pursuit reports and after action review.
6.1.4.2	Initiating Officer's Responsibilities & Back-up Officer's Responsibilities	Pursuit reporting records, e-mails reference pursuits, incident review reports, training records, dispatch records, squad camera videos.
6.1.4.3	Guidance for Other Vehicles	Pursuit reporting records, e-mails reference pursuits, incident review reports, training records, dispatch records, squad camera videos.
6.1.4.4	Guidance for Use of Roadblocks	Pursuit reporting records, e-mails reference pursuits, incident review reports, training records, dispatch records, squad camera videos.

6.1.4.5	Criteria for Mandated & Voluntary Termination	Pursuit reporting records, e-mails reference pursuits, incident review reports, training records, dispatch records, squad camera videos.
6.1.4.6	Inter and Intra-Jurisdictional Guidelines	Signed department agreements, incident review reports, training records, dispatch records, squad camera videos.
6.1.4.7	Documentation, Review, and State Reporting	Incident reports, supervisory review to command staff, state pursuit reports.
6.1.8	Anatomical Gifts	Form from death investigation check list, medical reports.
6.2.5	Traffic Stops & Approach to Vehicle	Citations, CAD entry, department incident reports, squad camera videos FTO training records.
6.2.5.1	Approach Contacts	Squad camera videos, FTO training records, incident reports.
6.2.5.2	Non-Approach Contacts	Squad camera videos, FTO training records, incident reports.
6.2.5.3	High-Risk Contacts	Squad camera videos, FTO training records, incident reports.
6.3.6	Adult Custodial Interrogation	Incident reports, Miranda recording, recorded interview, photo of interview room.
6.3.7	Eyewitness Identification	Eyewitness forms read prior to reviewing line-up, copy of photo array / live lineup, video, FTO training records.
6.3.8	Officer Involved Shooting	Department incident reports, after-action reports, Use of Force reports or other reports required under Standard 5.3.1. Administrative review reports, dispatch records, training records, personnel records, discipline/commendations. If department did not have any incidents, generate a memo as a proof.
6.3.8.1	Separate Criminal and Administrative Review	Garrity as applicable, assignments specific to sworn investigation and command staff investigation.
6.3.8.2	Responsibility for Criminal Investigation & Admin Review	Garrity as applicable, assignments specific to sworn investigation and command staff investigation. Department incident reports, Use of Force reports or other reports required under standard 5.3.1, after-action / debriefing reports, administrative personnel reports, discipline records (names redacted), internal memos, training records, employee assistance programs.
6.3.8.3	Protection of Officer's Legal rights & Psychological Well Being	Psychological re-evaluation as needed, emails, letter correspondence with union representative, legal representation.
6.3.8.4	Removal from, return to duty	Administrative leave, copy of leave guidelines (transitional duty) and associated guidelines.
6.3.8.5	Timely Notification of Officer's Family	Line of duty death notification information, copy of delegation team member form.
6.3.8.6	Critical Debrief and Post Traumatic Stress	Emails, letters of request for critical incident stress debriefing, letters seeking psychological evaluation as applicable.
6.3.9	Domestic Abuse	
6.3.9.1	Actions of Responding Officers	Department incident reports, 72 hr No Contact Prohibition records, victim / witness contact paperwork, FTO training records, discipline / commendations.
6.3.9.2	Arrest Circumstances Detailed	Department incident reports, 72 hr No Contact Prohibition records, victim / witness contact paperwork, FTO training records, discipline / commendations.
6.3.9.3	Inform Victim of Offender's Release	Victim brochure and corresponding VINE contact information.

6.3.9.4	Reports to DA When No Arrest is Made	Lead sheet requesting report to DA, follow-up supplements of notifying victim of no-prosecution, copy of DA lead sheet information.
6.6.1	Juvenile Operations	Department incident reports, organizational chart, juvenile bureau reports and memos, special assignments, meetings with schools, organizational chart.
6.6.2	Juvenile Offenders	
6.6.2.1	Release with no Further Action	Incident report, corresponding “warn and release” form.
6.6.2.2	Citation or Summonses	Department incident reports, traffic and ordinance citations, warnings, dispatch records, juvenile (teen) court options, detention and referral paperwork.
6.6.2.3	Referral to a Juvenile court	Order in to Children’s Court
6.6.3	Juveniles in Custody	
6.6.3.1	Type of Offense	Incident report.
6.6.3.2	Threat of Harm or Danger to the Juvenile	MO or Child abuse incident report.
6.6.3.3	Protection of Constitutional Rights	Rights form; indicating recording.
6.6.3.4	Transport to Intake Facility	Incident report, juvenile custody order / transfer, human service intake report to detention.
6.6.3.5	Notification to Parents/Guardians	Incident report, date / time parent notified captured in report and / or recording (audio / video).
6.6.4	Juvenile Custodial Interrogation	
6.6.4.1	Mandatory Electronic Recording	Incident report; actual recording.
6.6.4.2	Contact with Parents or Guardians	Incident report, recording of when parents were contacted; arrival, who was in room / forms, etc.
6.6.4.3	Duration and Number of Officers	Incident reports, video and / or interview recording.
6.6.5	Missing Juvenile Investigations	Department incident reports, Amber Alert bulletins, teletypes, FTO training records.
6.6.5.1	Amber Alert Systems	Department incident reports, court case records, newspaper articles, dispatch records, FTO training records, in-service training records.
6.6.5.2	Initial Investigations	Department incident reports, audio / video recordings and equipment for juvenile interrogations, FTO training records, interviews.
6.6.5.3	Follow Up Investigations	Department incident reports, audio / video recordings and equipment for juvenile interrogations, FTO training records, incident report checking for juvenile.
6.6.5.4	Supervisory Control and Notification	Supervisor review of incident and corresponding signature.
6.6.6	Relinquishing Custody of Newborns	Department incident reports, court case records, newspaper articles, dispatch records, FTO training records, in-service training records.
6.6.7	Reporting of Child Abuse	Department incident reports, briefing logs.

7.1.1	Search of Prisoners	Department incident reports requiring / defining circumstances when prisoner is to be searched. Copies of narratives from written reports where search was conducted. Search of individual prior to being taken into custody. Search of prisoner being picked up from another agency. Photo of an officer searching a prisoner before transportation.
7.2.1	Lockup Facility	Review of lockup policy / new officer training, FTO training, DOC documents.
9.1.10	Inter-Jurisdictional Communications	Training documents, incident report.
10.1.1	Records Security	
10.1.1.1	Separation of Juvenile / Adult Criminal Record	Incident reports, physical markings on the reports or system for identifying separation.
10.1.1.2	Juvenile ID / Photographs / Fingerprints	Incident reports, physical markings on the reports or system for identifying separation.
10.1.1.3	Physical Security / Limitation of Access	Records system observation and reports, booking records, fingerprint cards, mug shots, secure log-in screen shots, open record request forms, police reports.
10.2.1	Open Records	Completed open records requests, copy of public notice.
11.1.6	Computer / Electronic Evidence	
11.1.6.1	Precautions and Responsibilities	Agency logs or reports documenting computer / electronic equipment collection and preservation. Sample records of status of property held by agency.
11.1.6.2	Collecting, Transporting and Storage	Agency logs or reports documenting transfer of custody of evidence, DNA collected.
11.1.6.3	Submission of Evidence to Labs	Agency logs or reports documenting transmittal of evidence to laboratory. Incident report receipt from Crime Lab.
11.1.6.4	Training for Personnel	Training records, policy review sign-off sheet
12.2.3	Recruit Training	Copy of completed recruit training and follow up letter from State.
12.2.4	Field Training	
12.2.4.1	Minimum Duration 4 Weeks	DORs / task list.
12.2.4.2	Rotation of Assignments	Recruit training schedule, Emails showing movement of recruit, completed DORs.
12.2.4.3	Evaluation and Reporting on Recruits	Copies of completed DORs, weekly, monthly quarterly evaluations, completed tests.
12.2.4.4	Selection and Training of FTOs	Requirements to become a FTO, selection process, completed training for new FTOs, memos from FTO training meetings.
12.2.4.5	Supervision of Field Training Officers	DORs reviewed by supervisor; supervisor training that addresses FTO overview.
12.2.5	Annual Training	Copies of training records, core training schedule, policy revision receipts, legal update training materials, in-house and video training sign-off receipts, training attendance sheets-assignments for specialty team training. Spreadsheet or tracking system for training records.
12.2.6	Career Development	

12.2.6.1	Career Counseling	Copy of evaluations that address training goals, memos from personnel outlining career development, training with new assignment, specialized training records.
12.2.6.2	Post-Promotional Training	Training records on newly promoted positions, training outline for “mentor training” for newly promoted personnel.
14.1.1	Victim and Witness Rights	Department incident reports showing brochures were distributed, brochures, cards, etc., copy of applicable State victim bill-of-rights, training records on victim rights, if department has a special team (Sensitive Crimes Team) training documents or materials addressing victim bill of rights. Victim / witness forms issued and noted in an incident report.
14.1.2	Victim and Witness Services	
14.1.2.1	List of Rights under 950.04	Department incident report showing brochures were given to victim, victim restitution forms, reports showing victim’s rights were adhered to (telephone calls to victim when suspect is released), sample brochures or cards that are given to victims / witnesses, copy of lead-sheets having victim advocate notified of incident, sample property return form.
14.1.2.2	Compensation Availability	Excerpt of incident report showing victim provided info, brochure with compensation outlined.
14.1.2.3	Contact Information	Victim brochure on contact information.
14.1.2.4	Provide Contact Information for victim Re: arrest information	VINE, victim brochure.
14.1.2.5	Provide Information Re: Suspect release	VINE, victim brochure.
14.1.2.6	Threats or Intimidation	Excerpt of intimidation arrest / charges from jail calls, VINE, victim brochure.
14.1.2.7	Victim services/Medical	Excerpt of incident report on dispatched medical services, VINE, victim brochure.