

Subject: 5th Edition N/A Standards

Below is a list of those standards from the 5th Edition that have the potential to be not applicable by function for an agency seeking accreditation. Each has an associated “if” element; in other words, **if** the agency carries out the function outlined in the standard, certain requirements apply. The opposite is also true; if the agency does not carry out the function, the standard does not apply.

For some of the standards, for example, 2.7.1 through 2.7.7, the “if” element appears in the first of a string of standards all pertaining to the same topic. In the case of 2.7.1 through 2.7.7, all standards pertain to part-time officers. As such, if the agency does not employ part-time officers, an option afforded by 2.7.1, none of the remaining part-time officer standards would apply.

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| 1.2.5 | Locker Room Privacy |
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| If the agency has a locker room, a written directive addresses privacy in the locker room, as required by §175.22, Wis. Stats. | |

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| 2.4.7 | Secondary Employment | |
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| If the agency permits personnel to engage in secondary employment, a written directive governs the type of employment permitted and includes the following: | | |
| 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. |

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| 2.7.1 | Part-time Officers |
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| Agencies that utilize part-time officers have a written directive that describes duties and responsibilities, delineates authority and discretion and specifies the amount and type of supervision part-time officers are to receive. | |

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| 2.7.2 | Criteria/Selection Process for Part-time Officers |
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| A written directive requires the selection criteria for part-time officers be the same as that for full-time officers. | |

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| 2.7.3 | Training for Newly Hired Part-time Officers |
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| The agency requires that all part-time officers satisfactorily complete the Wisconsin law enforcement officer preparatory training or the Wisconsin Department of Justice, Training and Standards Bureau Reciprocity Examination, prior to any assignment in which the officer is allowed to carry a weapon or is in a position to make an arrest (other than while involved in the agency’s formal field training program). | |

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| 2.7.4 | Field Training for Part-time Officers |
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| The agency requires part-time officers to complete a field training program comparable to that of full-time officers. If the job description for a part-time officer limits or prohibits him or her from performing specific functions, training related to those functions is not required. | |

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| 2.7.5 | In-Service Training for Part-time Officers |
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| Part-time officers are required to receive in-service training comparable to that required for full-time officers where similar functions are performed. | |

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| 2.7.6 | Weapons/Use-of-Force Training for Part-time Officers |
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| Part-time officers are held to the same weapons/use-of-force standard as full-time officers. | |

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| 2.7.7 | Liability Protection of Part-time Officers |
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| The agency provides liability insurance or indemnification for its part-time personnel while acting within their scope of authority. | |

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| 2.8.1 | Auxiliary Personnel | |
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| If the agency utilizes auxiliary personnel, a written directive describes the auxiliary program, to include: | | |
| 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. |

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| 2.8.1 | Reserve Police Officers | |
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| If the agency utilizes reserve police officers, a written directive describes the reserve police officer program, to include: | | |
| 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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| 3.2.4 | Pre-Employment Polygraph Exams | |
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| If the agency uses polygraph examinations in the selection process, they shall be conducted in accordance with §111.37(5)(bm), Wis. Stats. Additionally, | | |
| 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. |

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| 6.1.2 | Special Purpose Vehicles or Animals | |
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| If an agency utilizes special purpose vehicles, or has horse or canine units, a written directive establishes guidelines for each area. | | |
| 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. |

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| 6.1.9 | Mobile/Wearable Video Recorders | |
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| If the agency utilizes mobile or wearable video or audio recording systems, a written directive establishes guidelines for the following: | | |
| 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. |

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| 6.3.5 | Informants | |
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| If used, a written directive requires the agency to have policies and procedures governing the use of informants. The directive shall address the following: | | |
| 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. |

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| 6.5.2 | Event Deconfliction Systems |
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| If the agency participates in a formal event deconfliction system, a written directive establishes guidelines regarding its use. | |

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| 7.2.4 | Temporary Detention Procedures | |
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| If, upon conclusion of processing, testing, and/or interview/interrogation, the agency permits the temporary detention of detainees, without constant supervision, in an area other than a municipal lockup or jail, that area must be designed for the purpose of temporary detention. Furthermore, a written directive shall establish guidelines for the practice, to include, at a minimum: | | |
| 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. |

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| 7.3.1 | Municipal Lockups |
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| If the agency operates a municipal lockup, a written directive identifies the specific areas within the law enforcement facility used for the temporary confinement of detainees before being brought before a court or released on bond. | |

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| 7.3.2 | Operations Training |
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| A written directive requires personnel to be trained on the general operation of the lockup facility, including fire safety, first aid, suicide prevention, and other topics deemed necessary by the agency or the Department of Corrections, to ensure overall security and safety of agency personnel and detainees. | |

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| 7.3.3 | Annual Inspection |
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| The lockup facility is inspected and approved by the Department of Corrections on an annual basis. | |

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| 7.3.4 | Weapons Security |
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| A written directive specifies that firearms (as well as any other weapons the agency chooses to limit) will be secured before entering the lockup facility. There may be an exception permitted in emergencies, if spelled out in the procedure. | |

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| 7.3.5 | Cell Security Checks |
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| A written directive requires a security check, including searching for weapons and contraband and assessing overall conditions, prior to each use of an unoccupied cell, and an additional search immediately upon the cell being vacated: | |

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| 7.3.6 | Tools/Culinary Control |
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| A written directive establishes agency control and movement of, and access to, tools and culinary utensils inside the lockup facility. | |

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| 7.3.7 | Emergency Control Point |
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| The agency has a system in the lockup facility to alert a designated control point in the event of an emergency. | |

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| 7.3.8 | Detainee Search and Identification | |
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| A written directive requires the detainee be positively identified and searched prior to being confined in the lockup facility, and includes: | | |
| 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. |

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| 7.3.9 | Intake Forms | |
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| A written directive requires that a booking intake form be completed on every detainee placed in the lockup facility. At a minimum, the form should capture the following information: | | |
| 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. |

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| 7.3.10 | Separation of Adults and Juveniles |
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| The agency requires that adults and juveniles confined in the lockup facility have visual and auditory separation. | |

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| 7.3.11 | Special Circumstances Detainees §349.12(1) | |
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| A written directive requires procedures for confinement of inmates who have been identified by lockup staff as having a special problem, such as mental disturbance, a suicidal tendency, severe impairment by alcohol or other drugs, severe alcohol or drug withdrawal, or who are otherwise violent or self-destructive. | | |
| 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. |

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| 7.3.12 | Detainees from Other Agencies |
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| The agency has specific procedures for receiving detainees from outside agencies. Positive identification is required of the person presenting the detainee for confinement, as well as confirmation of the person’s authority to make the commitment. | |

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| 7.3.13 | Mass Arrest |
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| A written directive governs the standards for space arrangements and procedures in the event of a mass arrest that exceeds the capacity of the lockup facility. | |

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| 7.3.14 | Identification of Detainee upon Release |
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| A written directive requires that each detainee be positively identified before being released to ensure the right person is being released. | |

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| 7.3.15 | Medical Assistance Procedures |
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| A written directive requires the agency to have policies and procedures governing detainee medical assistance. | |

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| 7.3.16 | First-Aid Kit |
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| The agency has a properly stocked first aid kit available inside the lockup facility and it is inspected weekly. | |

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| 7.3.17 | Pharmaceuticals |
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| The agency monitors and controls storage, distribution, administration and documentation of pharmaceuticals within the facility including over the counter medications and medications belonging to the prisoner. | |

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| 7.3.18 | 24-Hour Supervision |
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| A written directive requires the agency to maintain 24-hour supervision of detainees by agency staff. This includes visual observation at least once every 60 minutes. | |

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| 7.3.19 | Surveillance Equipment |
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| A written directive requires the agency to regulate the use of audio and/or visual electronic surveillance equipment (if used) to reduce the possibility of invading a detainee’s personal privacy while helping maintain a safe environment. | |

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| 7.3.20 | Mail | |
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| A written directive regulates detainee mail and/or packages. This may include a complete prohibition on all in-bound mail/packages. If mail or packages are allowed, the written directive shall address the following: | | |
| 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. |

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| 7.3.21 | Visitors |
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| A written directive regulates visitation of detainees. | |

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| 9.1.1 | Accountability and Responsibility |
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| If the communications function is performed by another agency, there should be written agreements and/or authorizing documents/contracts that specify the authority and responsibility of the agency and the entity, including, at a minimum, provisions that the other parties will comply with all applicable standards on behalf of the agency. | |

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| 9.1.13 | First Aid Instruction |
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| If the agency communication center staff is authorized to provide emergency first-aid instruction over the telephone or radio, those staff members must be trained and appropriate support materials (first aid guidelines, etc.) must be immediately available. | |

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| 12.2.7 | Tactical/Negotiator Training |
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| If the agency has a tactical and/or negotiation team, or appoints personnel to another agency’s team, all assigned agency personnel participate in training that involves skill building and readiness exercises. | |

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| 13.1.3 | Tactical Teams Selection and Training |
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| A written directive governs criteria for the selection and training of officers assigned to tactical operations, if the agency has either full or part-time tactical team, or participates in a multi-jurisdictional team. | |

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| 13.1.4 | Specialized Equipment |
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| An agency provides specialized equipment for all personnel assigned to a tactical team. | |

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| 13.1.5 | Hostage Negotiator Selection and Training |
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| A written directive governs criteria for the selection and training of officers assigned as hostage negotiators if the agency has hostage negotiators or appoints them to a multi-jurisdictional team. | |

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| 13.1.6 | Search and Rescue Teams | |
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| If the agency has a specialized search/rescue unit, a written directive addresses the following: | | |
| 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. |