



**Cities and  
Villages**  
MUTUAL INSURANCE  
COMPANY

# Welcome to Today's Course!

Core Standards Orientation  
October 26<sup>th</sup>, 2015

## Upcoming Webinars

For complete event descriptions and to register please visit our web site:  
[www.cvmic.com/webinars](http://www.cvmic.com/webinars)



### Introduction to Facilitation

October 15<sup>th</sup>

Virtual Webinar

Presenters: Rick Bayer, CVMIC Loss Control  
Manager & Jean Cole, CVMIC EPL Specialist

**Have you ever been in a meeting or been asked to conduct a meeting and nothing seems to go right?**

This webinar is designed to provide you with some tips and suggestions on how to make those meetings more productive and give you the confidence to lead the meeting to a successful outcome.

**Target audience:** supervisors, managers or anyone who may be asked to facilitate a meeting

## Certificate Program

For complete course details visit: <http://www.cvmic.com/personal-development-planning/>



## Personal Development Planning

**This online course is a great starting point before you enroll in either the certificate in supervision or management.**

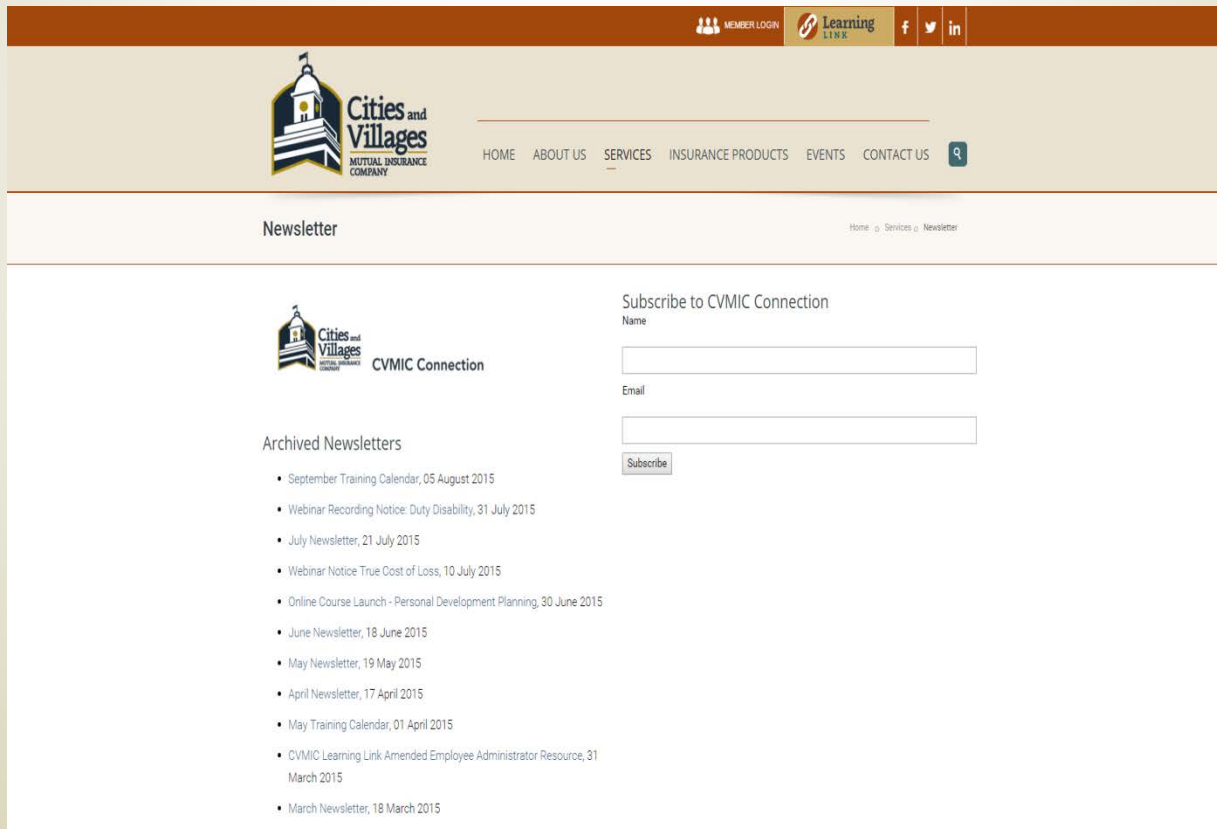
At the end of this course you will have developed a personal development plan, a detailed list of resources available to you, and the framework for your own supervisory resource manual.

**Target Audience:** Employees seeking a plan for career development.

# Getting to Know CVMIC

We send out a monthly newsletter.  
Subscribe today!

<http://www.cvmic.com/services/newsletter/>



The screenshot shows the CVMIC website's newsletter subscription page. At the top, there is a navigation bar with a "MEMBER LOGIN" link, a "Learning LINK" logo, and social media icons for Facebook, Twitter, and LinkedIn. Below this is the CVMIC logo, which includes the text "Cities and Villages MUTUAL INSURANCE COMPANY". A navigation menu contains links for "HOME", "ABOUT US", "SERVICES", "INSURANCE PRODUCTS", "EVENTS", and "CONTACT US", along with a search icon.

The main content area is titled "Newsletter" and includes a breadcrumb trail: "Home > Services > Newsletter". On the left, there is a "CVMIC Connection" logo. On the right, there is a "Subscribe to CVMIC Connection" form with fields for "Name" and "Email", and a "Subscribe" button.

Below the form, there is a section titled "Archived Newsletters" with a list of links to previous newsletters and training materials:

- September Training Calendar, 05 August 2015
- Webinar Recording Notice: Duty Disability, 31 July 2015
- July Newsletter, 21 July 2015
- Webinar Notice True Cost of Loss, 10 July 2015
- Online Course Launch - Personal Development Planning, 30 June 2015
- June Newsletter, 18 June 2015
- May Newsletter, 19 May 2015
- April Newsletter, 17 April 2015
- May Training Calendar, 01 April 2015
- CVMIC Learning Link Amended Employee Administrator Resource, 31 March 2015
- March Newsletter, 18 March 2015

# Cities and Villages Mutual Insurance Company

Find us on your favorite social media site!

**@CVMIC**

**[www.facebook.com/cvmic](http://www.facebook.com/cvmic)**





**Cities and  
Villages**  
MUTUAL INSURANCE  
COMPANY

**Welcome to Today's Course!**  
The training will begin shortly.



# ***CHALLENGING WISCONSIN'S LAW ENFORCEMENT AGENCIES TO ACHIEVE EXCELLENCE***

**Presenter: Rick Balistrieri / WILEAG Program Manager**

**Support Staff: Katie Wrightsman**

October 26, 2015



# Agenda

- Introduction to Law Enforcement Accreditation and WILEAG
- What is the Core Standards Verification Program?
- Definitions & Program Forms
- Explanation of the Process
- File Construction
- Highlighting and Redacting
- File Submission (electronic, paper, CD)
- File Assessment
- Dropbox Demo
- Pdf Demo
- Lines of Communication
- Assessor Documentation
- File Repairs
- Final Report
- Verbal Report to the Governing Board
- Notifications
- Issuance / Delivery of the Award
- 3-year Cycle
- Resources
- Q & A





# Objectives today:

- Fully Understand the Core Standards Verification Program
- Understand Core Program Terminology
- Understand Core Program Forms
- How to Construct Files
- Understand the Assessment Process
- Assessor Documentation
- How Dropbox is used to conduct remote assessments; there is **NO PHYSICAL AGENCY ON-SITE!!!**
- The Final Report & WILEAG Board Review



My personal goal...

**To help you succeed!**

The logo is a shield-shaped emblem with a yellow border. It features a light blue background with a white horizontal band across the middle. At the top, the word "WILEAG" is written in large, bold, yellow capital letters. In the center, there is a red silhouette of the state of Wisconsin, flanked by two yellow laurel branches. At the bottom, the word "ACCREDITED" is written in large, bold, yellow capital letters, and below it, the words "LAW ENFORCEMENT AGENCY" are written in smaller, bold, yellow capital letters.

**INTRODUCTION TO WILEAG**

# Introduction to Law Enforcement Accreditation

- Law enforcement accreditation was conceived in 1978 by the IACP.
- The U.S. Department of Justice granted funding to the Commission on Accreditation for Law Enforcement Agencies (C.A.L.E.A.) in 1979.
- The original standards were developed by:
  - International Association of Chiefs of Police (I.A.C.P.)
  - National Organization of Black Law Enforcement Executives (N.O.B.L.E.)
  - National Sheriffs' Association (N.S.A.)
  - Police Executive Research Forum (P.E.R.F.)
- First agency accredited by C.A.L.E.A. in 1985.





- Expense makes CALEA prohibitive for most law enforcement agencies. As it stands right now, just three Wisconsin police departments are accredited through CALEA:
  1. City of Beloit Police Department
  2. City of Oshkosh Police Department
  3. UW-Madison Police Department
- CALEA is **NOT** Wisconsin Specific – there are **43** Wisconsin standards driven by statutes, department of corrections regulations or employment law that are not recognized by CALEA.



# Wisconsin Law Enforcement Accreditation Group is the initiative of the Wisconsin Chiefs of Police Association (WCPA)

- First Edition Standards approved by the WCPA Accreditation Committee June 02, 1995.
- First Edition Standards officially approved by WILEAG Governing Board December 03, 1996.
- Goal to provide a high quality, affordable alternative to national accreditation.
- Program is tailored to meet the needs and capacities of Wisconsin agencies.



WISCONSIN LAW ENFORCEMENT ACCREDITATION GROUP

# CHALLENGING WISCONSIN'S LAW ENFORCEMENT AGENCIES TO PURSUE EXCELLENCE



**WILEAG is the Governing Board in the accreditation process.**



**Only WILEAG grants Wisconsin accredited or core verified status.**



# WILEAG Governing Board



*WILEAG is a non-profit  
and independent  
organization.*

## Wisconsin Chiefs of Police Association

Greg Peterson – **President**  
Chief of Police  
Grand Chute Police Department

## Wisconsin Police Executive Group

Anna M. Ruzinski – **Vice President**  
Chief of Police  
Menomonee Falls Police Department

## FCCTV Committee – WCPA

Robert Rosch – **Treasurer / Secretary**  
Chief of Police  
Hartland Police Department

## Wisconsin Insurance Alliance

James B. Scrivner  
Retired Insurance Executive

## 4-Year College Program

Stan Stojkovic  
Dean / Professor / UW-Milwaukee

## 2-Year College Program

Rick Cole  
Training Academy Director

## Wisconsin District Attorney's Association

Jacob D. Corr  
Assistant District Attorney  
Milwaukee District Attorney's Office

## Wisconsin Department of Justice

Brian O'Keefe  
Administrator, Division Law Enforcement Services

## Wisconsin City / County Manager's Association

Tamara Mayzik  
City Administrator  
City of South Milwaukee

## Wisconsin Professional Police Association

James L. Palmer  
Executive Director  
Wisconsin Professional Police Association

## Badger Sheriff's Association

John Matz  
Sheriff  
Winnebago County Sheriff's Office

## Cities & Village Mutual Insurance Company

Richard J. Bayer  
Loss Control Manager

## FBI National Academy

Michael J. Jungbluth  
Chief of Police (*retired*)  
West Allis Police Department

## WI-PAC

Mark Ferguson  
WI-PAC President / Captain of Police  
Glendale Police Department

## At Large

Lisa Otterbacher  
Chief of Police  
Whitewater Police Department

We have 2 different programs for agencies pursuing law enforcement excellence...




▶ ▶  
***235 Standards***

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▶ ▶ ▶ ▶  
**for *small* law enforcement agencies**

***39 Standards Identified as "High Risk"***



The logo is a shield-shaped emblem with a blue background and a yellow border. At the top, the word "WILEAG" is written in large, bold, yellow capital letters. In the center, there is a red silhouette of the state of Wisconsin, flanked by two yellow laurel branches. Below the map, the word "ACCREDITED" is written in large, bold, yellow capital letters. At the bottom, the words "LAW ENFORCEMENT AGENCY" are written in smaller, bold, yellow capital letters, stacked on two lines.

**WILEAG**

**THE CORE STANDARDS  
VERIFICATION PROGRAM**

**ACCREDITED**

**LAW ENFORCEMENT  
AGENCY**

The Wisconsin Law Enforcement Accreditation Group (WILEAG) has identified 39 CORE standards from within the 235 4th Edition standards in its ACCREDITATION PROGRAM.

**These 39 select standards and the associated agency policies are at the heart of the program. They are focused on:**

- Key Federal & State statutory mandates related to law enforcement.
- Requirements arising from case law.
- Inherent issues related to high risk law enforcement operations.
- Sensitive areas involving community relations.



**The Core Standards  
Verification Program is  
designed to serve smaller  
Wisconsin law enforcement  
agencies.**

**It is available to agencies  
serving cities, villages and  
towns under 10,000  
population and sheriff's  
offices serving counties with  
a county population of  
30,000 or less.**




**Chief Steven Kopp, Town of Beloit**

*First Successful Core Verified Agency – January 20<sup>th</sup>, 2014*



**4<sup>th</sup> class cities...  
estimated 70% of our  
Wisconsin law  
enforcement agencies;  
what about sheriff's  
departments serving a  
population of 30,000  
or less?**



US-Places.com  
Wisconsin population by County -  
total residents.

U.S. Census Records

[Ancestry.com/Census](#)

Search the U.S. census collection 1790-1940. Find millions of names.

[Home Page](#) [Wisconsin Page](#)

-> Choose a state

Search

The graph below ranks each Wisconsin County by total residents according to the 2006 census estimates.

Wisconsin total population by county

County	Total Population
<a href="#">Milwaukee</a>	915,097
<a href="#">Dane</a>	463,826
<a href="#">Waukesha</a>	380,985
<a href="#">Brown</a>	240,213
<a href="#">Racine</a>	196,096
<a href="#">Outagamie</a>	172,734
<a href="#">Kenosha</a>	162,001
<a href="#">Winnebago</a>	160,593
<a href="#">Rock</a>	159,153
<a href="#">Marathon</a>	130,223
<a href="#">Washington</a>	127,578
<a href="#">Sheboygan</a>	114,756
<a href="#">La Crosse</a>	109,404
<a href="#">Walworth</a>	101,007
<a href="#">Fond du Lac</a>	99,243
<a href="#">Eau Claire</a>	94,741
<a href="#">Dodge</a>	88,983
<a href="#">Ozaukee</a>	86,321
<a href="#">Manitowish</a>	81,911
<a href="#">Jefferson</a>	80,025
<a href="#">St. Croix</a>	80,015
<a href="#">Wood</a>	74,774
<a href="#">Portage</a>	67,484
<a href="#">Chippewa</a>	60,300
<a href="#">Sault</a>	58,261

Wisconsin population  
comparison tables  
Total: [Total](#)  
White: [Total Percentage](#)  
Black: [Total Percentage](#)  
Asian: [Total Percentage](#)  
American Indian: [Total Percentage](#)  
Hawaiian & Pacific  
Islander: [Total Percentage](#)  
Mixed Races: [Total Percentage](#)

[Wisconsin Public  
Records](#)

[Wisconsin Court Records](#)

**30**



# Wisconsin Mandatory Policies

## Policies Mandated by State Law:

- **USE OF FORCE:** [66.0511\(2\)](#) "Each person in charge of a law enforcement agency shall prepare in writing and make available for public scrutiny a policy or standard regulating the use of force by law enforcement officers in the performance of their duties."
- **CITIZEN COMPLAINT:** [66.0511\(3\)](#) "Each person in charge of a law enforcement agency shall prepare in writing and make available for public scrutiny a specific procedure for processing and resolving a complaint by any person regarding the conduct of a law enforcement officer employed by the agency. The writing prepared under this subsection shall include a conspicuous notification of the prohibition and penalty under 946.66 Wis Stats".
- **HIGH SPEED PURSUIT:** [346.03\(6\)](#) "Every law enforcement agency that uses authorized emergency vehicles shall provide written guidelines for its officers and employees regarding exceeding speed limits under the circumstances specified in sub. (4) and when otherwise in pursuit of actual or suspected violators. The guidelines shall consider, among other factors, road conditions, density of population, severity of crime and necessity of pursuit by vehicle." (Information, Model Policy, and Training Materials)
- **OPEN RECORDS:** [19.34\(1\)](#) "Each authority shall adopt, prominently display, and make available for inspection and copying at its offices, for the guidance of the public, a notice containing a description of its organization and the established times and places at which, the legal custodian under 19.33 from whom, and the methods whereby, the public may obtain information and access to records in its custody, make requests for records, or obtain copies of records, and the costs thereof."
- **DOMESTIC ABUSE:** [968.075\(3\)](#) "Each law enforcement agency shall develop, adopt and implement written policies regarding arrest procedures for domestic abuse incidents. The policies shall include, but not be limited to, the following..."
- **EXPANDER OF JURISDICTION:** [175.40\(6\)\(d\)](#) "In order to allow a peace officer to exercise authority under par.(a), the peace officer's supervisory agency must adopt and implement written policies regarding the arrest and other authority under this subsection, including at least a policy on notification to and cooperation with the law enforcement agency of another jurisdiction regarding arrests made and other actions taken in the other jurisdiction.
- **REPORTING ABUSE:** [48.981\(3\)\(b\)3.](#) "Each sheriff and police department shall adopt a written policy specifying the kinds of reports of suspected or threatened abuse, as defined in 48.02(1)(b) to (f), that the sheriff or police department will routinely refer to the district attorney for criminal prosecution".
- **EYEWITNESS IDENTIFICATION:** [175.50\(2\)](#) "Each law enforcement agency shall adopt written policies for using an eyewitness to identify a suspect upon viewing the suspect in person or upon viewing a representation of the suspect. The policies shall be designed to reduce the potential for erroneous identifications by eyewitnesses in criminal cases."



## Recent Additions to the Policies Mandated by State Law

**STRIP SEARCHES:** [968.255\(6\)](#) "Each law enforcement agency, as defined in s. [165.83 \(1\) \(b\)](#), and each facility where a strip search may be conducted pursuant to this section, **shall establish written policies and procedures concerning strip searches** which at least meet the minimum requirements of this agent section and shall provide annual training regarding the policies and procedures to any employee or of the agency or facility who may conduct a strip search."

MILWAUKEE · WISCONSIN  
**JOURNAL SENTINEL**

**Plaintiffs announce in July 2013 the filing of a civil suit on strip searches conducted by Milwaukee police officers. A jury awarded Hardy \$506,000; his attorneys are seeking \$515,000 in fees.**





# Recent Additions to the Policies Mandated by State Law

**REVIEW OF DEATHS INVOLVING OFFICERS:** [175.47\(2\)](#) "Each law enforcement **agency shall have a written policy regarding the investigation of officer-involved deaths** that involve a law enforcement officer employed by the law enforcement agency."



*Gov. Scott Walker signing a bill requiring independent investigations of deaths in police custody.*



# Wisconsin Recommended Policies

## Recommended Policies:

• **OFFICER-INVOLVED DOMESTIC VIOLENCE:** On December 2, 2008, the Law Enforcement Standards Board adopted [this model policy](#) for Officer-Involved Domestic Violence. Although this is not a mandatory policy, the LESB recommends that law enforcement employers adopt this policy.

## Policies Required Under Certain Conditions:

• **PRIVACY IN LOCKER ROOMS:** [175.22](#) "Any person that owns or operates a locker room in this state shall adopt a written policy that does all of the following..."

• **POLICE ESCORTS:** [346.215](#) "The privileges...do not apply...unless...the law enforcement agency...has provided written guidelines...regarding the escorting of vehicles under this section."

• **CRIME VICTIM'S RIGHTS:** [950.08](#) "No later than 24 hours after a law enforcement agency has initial contact with a victim of a crime..., the law enforcement agency shall...provide to the victim written information on all of the following:"

• **DISPOSITION OF PUBLIC RECORDS:** [19.21\(4\)](#), [\(5\)](#) The Wisconsin Historical Society must be notified prior to the destruction of public records. (Information for local government and state government agencies.)

• **EMERGENCY DETENTION:** [51.15\(11m\)](#) "Law enforcement agencies shall designate at least one officer...who shall attend the in-service training on emergency detention and emergency protective placement procedures...if the county department...offers an in-service training program."

# The 39 Standards of the Core Standards Verification Program

Core Standard 01-1.2.4 Harassment in the Workplace

Core Standard 02-1.2.5 **Privacy in Locker Rooms**

Core Standard 03-1.6.1 **Expander of Jurisdiction**

Core Standard 04-1.6.2 Mutual Aid

Core Standard 05-1.7.7 **Strip Searches**

Core Standard 06-1.9.1 **Citizen Complaint**

Core Standard 07-2.4.5 Hiring Medical Exams

Core Standard 08-2.7.1 Part-Time Personnel Selection / Training

Core Standard 09-2.8.1 Auxiliary Personnel / Training

Core Standard 10-4.2.1 Disciplinary System and Punitive Action

Core Standard 11-5.1.1 **Use of Force**

Core Standard 12-6.1.4 **High Speed Pursuit**

Core Standard 13-6.1.8 Anatomical Gifts

Core Standard 14-6.2.5 Traffic Stops / Approach

Core Standard 15-6.3.6 Custodial Interrogation

Core Standard 16-6.3.7 **Eyewitness Identification**

Core Standard 17-6.3.8 **Officer Involved Shooting**

Core Standard 18-6.3.9 **Domestic Abuse**

Core Standard 19-6.6.1 Juvenile Operations

Core Standard 20-6.6.2 Juvenile Offenders

Core Standard 21-6.6.3 Juveniles in Custody

Core Standard 22-6.6.4 Interrogation of Juveniles

Core Standard 23-6.6.5 Missing Juvenile Investigations

Core Standard 24-6.6.6 Relinquishing Custody of Newborns

Core Standard 25-6.6.7 **Reporting Abuse of a Child**

Core Standard 26-7.1.1 Detainee Search

Core Standard 27-7.2.1 Lock-up Facilities

Core Standard 28-9.1.10 Inter-Jurisdictional Communications

Core Standard 29-10.1.1 Separation of Juvenile Records

Core Standard 30-10.2.1 **Open Records**

Core Standard 31-11.1.6 Computer / Electronic Evidence – Chain of Custody

Core Standard 32-12.2.3 Recruit Training

Core Standard 33-12.2.4 Field Training

Core Standard 34-12.2.5 Annual Training

Core Standard 35-12.2.6 Career Development

Core Standard 36-14.1.1 **Victim and Witness Rights**

Core Standard 37-14.1.2 Victim and Witness Services

Core Standard 38-19.21 **Disposition of Public Records – Destruction Contemplated**

Core Standard 39-51.15 **Emergency Detention**



## Core Standard 13-6.1.8

### Anatomical Gifts

#### 6.1.8 Anatomical Gifts

A written directive requires officers to make a determination of prospective donors of anatomical gifts, or those who have refused such a donation, as outlined in §157.06(12), Wis. Stats.

Last Reviewed: December 10, 2012

Last Updated: December 10, 2012

<b>Applicable Wisconsin Statutes</b>	<b>Essential Statutory / Standard Elements and Mandates</b>
§ 157.06(12)	Must comply with §157.06(12), Wis. Stats.

## 157.06 Anatomical gifts

"Anatomical gift" means a donation of all or part of a human body to take effect after the donor's death, as determined in accordance with s. [146.71](#), for the purpose of transplantation, therapy, research, or education.

### (12) Search and notification

(a) If any of the following persons reasonably believes an individual to be dead or near death, the person **shall** make a reasonable search of the individual for a record of gift or a record of refusal or other information identifying the individual as a donor or as an individual who has refused to make an anatomical gift:

1. **A law enforcement officer**, fire fighter, emergency medical technician, first responder, or ambulance service provider.
2. If no other source of information is immediately available, a hospital, as soon as practical after the individual's arrival at the hospital.

# The Process

**Apply with the WILEAG  
Program Manager**

**Complete policies to  
comply with the core  
standards and  
implement**

**Provide policies and  
proofs to the WILEAG  
Program Manager**

**Two assessors will  
review the submission  
and I provide a report  
to WILEAG**



**WILEAG is the Governing Board in the core standards verification process.**



**Only WILEAG has the authority to grant core standards verified status.**

**3-year cycle of re-verification**

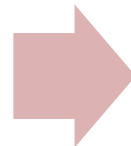




39 Core  
WILEAG  
Standards



Agency  
Policies &  
Practices



WILEAG  
Core  
Standards  
Verification







# Definitions

# Standard

–Complete policies to comply with the core standards and implement

A model of authority or excellence; identified best practices in law enforcement that require compliance by policy and by proof.

*Example:*

## 6.3.6 *Adult Custodial Interrogation*

*A written directive requires the agency to have procedures governing adult custodial interrogations, to include electronic recording for suspects arrested for a felony in conformity with § 968.073(2) Wis. Stats.*

**Note:**

**Standards identify what needs to be addressed but don't dictate how you do it.**



## **Core Standard 25-6.6.7**

### **Reporting Abuse of a Child**

#### 6.6.7 Reporting of Child Abuse - §48.981(2), §48.981(3)(b)3

A written directive establishes an officer’s role as a mandatory reporter of actual or suspected child abuse or neglect, as required by §48.981(2)(a)29, Wis. Stats., and specifies the type of reports of suspected or threatened abuse, as defined in §48.02(1)(b) to (f), Wis. Stats., that the department will routinely refer to the district attorney for criminal prosecution.

Last Reviewed: December 10, 2012

Last Updated: December 10, 2012

<b>Applicable Wisconsin Statutes</b>	<b>Essential Statutory / Standard Elements and Mandates</b>
§ 48.981(2) § 48.981(3)(a)(2) § 48.981(3)(b)(3) § 48.02(1)(b) to (f)	Must comply with § 48.981(2), Wis. Stats.; § 48.981(3)(a)(2), Wis. Stats.; § 48.981(3)(b)(3), Wis. Stats.; § 48.02(1)(b) to (f), Wis. Stats. <ul style="list-style-type: none"><li>• If the police department determines that criminal action is necessary, the police department shall refer the case to the district attorney for criminal prosecution. Each police department shall adopt a written policy specifying the kinds of reports of suspected or threatened abuse, as defined in § 48.02(1)(b) to (f), that the police department will routinely refer to the district attorney for criminal prosecution.</li></ul>



# Dimension

Sub categories of a standard that require compliance by policy and by proof.

*Example:*

## 6.6.4 *Juvenile Custodial Interrogation*

*A written directive establishes agency policies and procedures covering custodial interrogation of juveniles including but not limited to:*

- 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.*





# Compliance

Fulfilling the mandatory requirements of a standard and dimension.

## Proofs

Documentation / demonstration that you comply with the standard and dimension. Proofs may include photos, incident reports, screen shots, etc. Proofs show that you do what your policy says.

### **NOTE:**

First time core assessment will require just one proof for each standard and one proof for each dimension.

Re-verification is required every 3-years and will require one proof from each year for each standard and dimension.



# Context

## Core Standard 01-1.2.4

### Harassment in the Workplace

#### 1.2.4 Harassment in the Workplace

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

#### *Context*

Employees should be protected from any type of a hostile work environment, especially sexual harassment. Training, reporting procedures and support systems shall be provided to all employees.

Last Reviewed: December 10, 2012

Last Updated: December 10, 2012

<b>Applicable Wisconsin Statutes</b>	<b>Essential Statutory / Standard Elements and Mandates</b>
Chapter 111 Subchapter II Fair Employment	Conform with Standard Guidelines and address retaliation in the workplace.

**Prove the standard, not the context...**



# Agency Profile Questionnaire (APQ)

WILEAG Program form to be completed by the candidate agency that provides a snapshot of the agency; submitted to WILEAG at the time of initial application and at the time of file assessment.





**Core Standards  
Verification Program**



**Agency Profile  
Questionnaire  
(APQ)**

WILEAG Core Program form  
to be completed by the  
candidate agency that provides  
a snapshot of the agency;  
submitted to WILEAG at the  
time of application and again at  
the time of file assessment.

The purpose of the Agency Profile Questionnaire (APQ) is to assist the WILEAG Program Manager and Core assessors by providing a snapshot of your community and agency. Please take a moment to complete the APQ and return the completed questionnaire to the WILEAG Program Manager. Do not hesitate to contact the Program Manager with any accreditation questions or concerns.

Sincerely,

Rick Balistreri  
WILEAG Program Manager  
Cell 414-813-0005  
Email [wileag@sbcglobal.net](mailto:wileag@sbcglobal.net)

**AGENCY INFORMATION**

Agency Name:  
Agency Address:

Chief / Sheriff (CEO):  
Daytime CEO Contact #:  
CEO Email:  
Accreditation Manager (AM):  
AM Contact #:  
AM Email:

Agency Size - Full time Employees:    Total                      Sworn                      Civilian

Agency Size – Part time Employees:    Total                      Sworn                      Civilian

**COMMUNITY INFORMATION**

Community Population:  
Square Miles of Service Area:



# Agency Profile Questionnaire (APQ)

Page 2

## Approximate Land Distribution of the Service Area:

Business / Commercial	
Industrial	
Residential	
Residential Rental	
Parks / Public Land	
All Other	
<b>TOTAL</b>	<b>100%</b>

Does the population of your service area change seasonally?    No                      Yes

If yes, explain:

## FUNCTIONS PERFORMED

Function and Standard #	Done by Agency	Under Contract Other Agency	Joint Agreement (MOU)	Not Performed
Hiring / Medical Exams 2.4.5		List Agency:	List Agency:	
Part-time Sworn Personnel 2.7.1		List Agency:	List Agency:	
Auxiliary Personnel 2.8.1		List Agency:	List Agency:	
Search of Prisoners 7.1.1		List Agency:	List Agency:	
Lock-Up Facilities 7.2.1		List Agency:	List Agency:	
Recruit Training 12.2.3		List Agency:	List Agency:	
Field Training 12.2.4		List Agency:	List Agency:	
Annual Training 12.2.5		List Agency:	List Agency:	

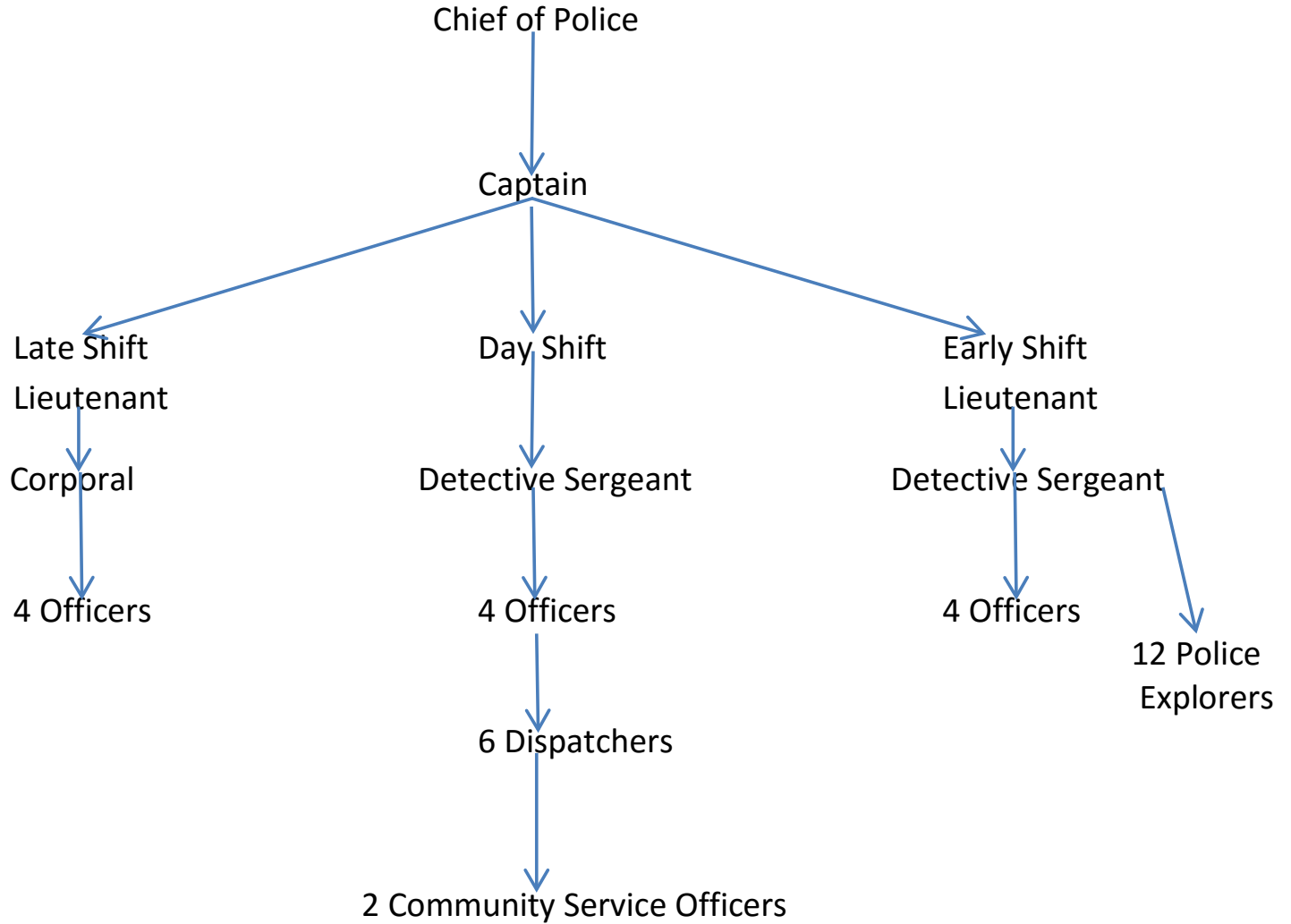
## ADMINISTRATION

Please provide a copy of your agency organizational chart or a list / order of your organization's functions (Word format would be sufficient). Task completed: No                      Yes

What is your agency's total authorized budget for the most recent fiscal year? \$

# WEST MILWAUKEE POLICE DEPARTMENT

## ORGANIZATIONAL STRUCTURE





# Directive

Any written document used to guide or affect the performance or conduct of agency employees.

The term includes policies, procedures, rules and regulations, general orders, special orders, memorandums, and instructional material.



# Example of a Directive



**WET** **ink**

**Newly implemented policy where there was inadequate time to develop proofs to support policy compliance.**

# **WET INK**

**Newly implemented policy where there was inadequate time to develop proofs.**

**If standard is a primary L.E. function then should still have proofs. Example: New policy for patrol, but have been issuing tickets for years.**

***That's not wet ink; that's  
NON-COMPLIANCE***

- *“Wet-ink” directives are those that have been recently developed and remain relatively untested.*

## ASSESS

## WET

- **“Wet-ink” directives generally will not be accepted in a re-verification situation unless they relate to a new or substantially revised standard.**

- **Implementation dates should be considered before accepting that a directive is actually a “wet-ink” directive. A revised standard doesn’t necessarily excuse proofs of procedure requirements.**

## INK

# Functional Compliance

**One of the Guiding Principles of WILEAG is that a written directive presumes functional compliance.**

**Assessors may, on occasion, determine that the agency is not achieving functional compliance.**

**A standard that appears to be in compliance by virtue of a directive included in the file will, in theory, be noncompliant if it is determined the directive is not followed.**



# NAF (Not Applicable by Function)

- If the agency does not perform that function then does not need to comply with the standard/dimension.

**Example: Standard 2.7.1 – Part-time Officers**

- **NAF does not apply to required standards where there were no occurrences during the core verification cycle.**

**Example: Standard 6.3.8 – Officer Involved Shooting**

# Another Example of NAF

Certain standards are “if” or conditional standards:

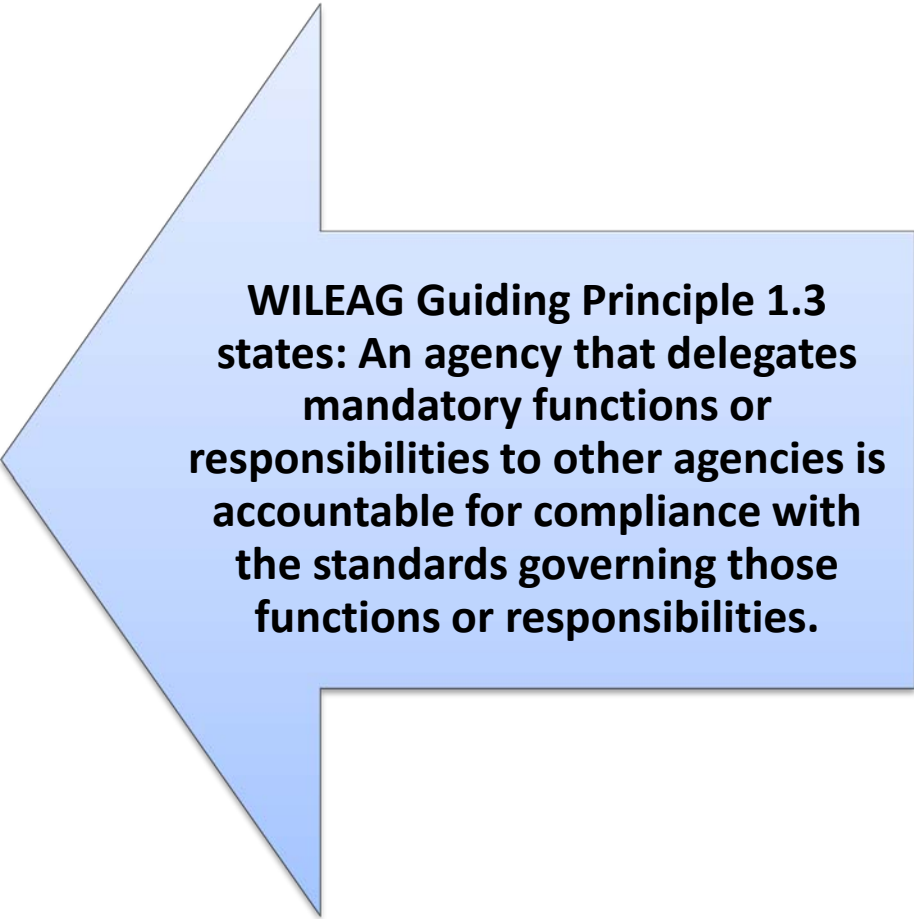
Applicability hinges on whether the agency provides the function that is the subject of the standard.

3.2.4 Pre-employment Polygraph: If polygraph examinations are used in the selection process the following criteria must be met...

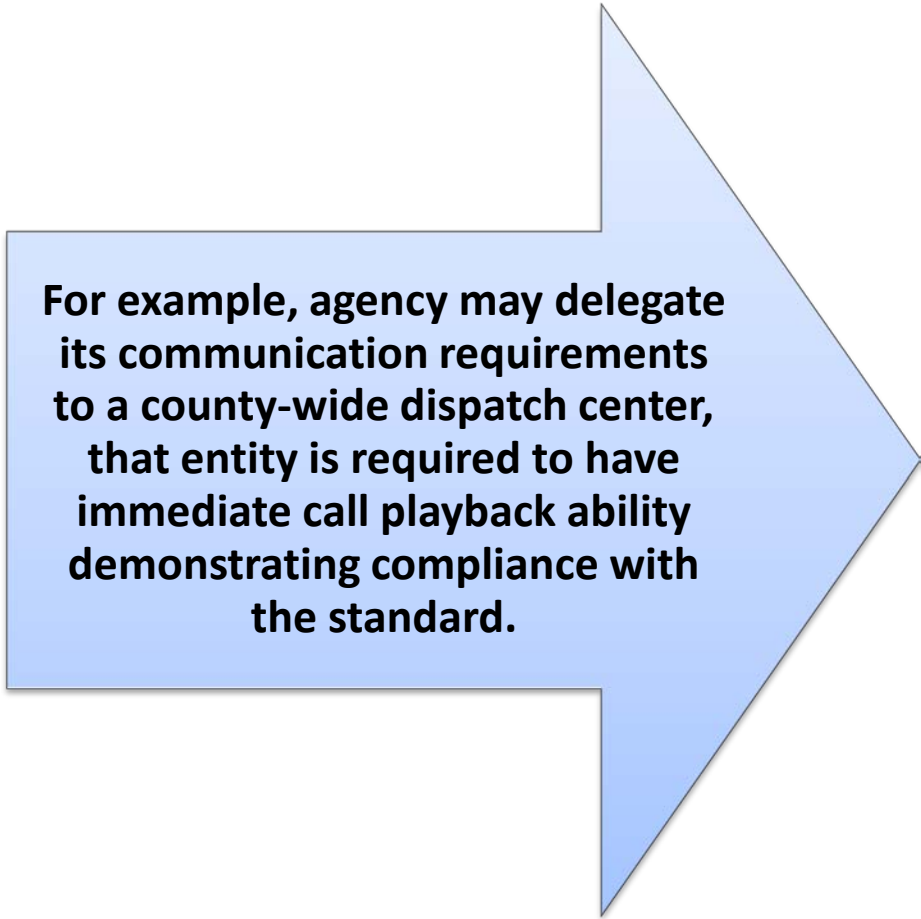
The agency is required to demonstrate compliance **only** if a polygraph is used during the selection process.

“Not applicable” if the polygraph is not used.

# Not Applicable Standards



**WILEAG Guiding Principle 1.3 states: An agency that delegates mandatory functions or responsibilities to other agencies is accountable for compliance with the standards governing those functions or responsibilities.**



**For example, agency may delegate its communication requirements to a county-wide dispatch center, that entity is required to have immediate call playback ability demonstrating compliance with the standard.**

# Not Applicable Standards

**WILEAG Guiding Principle 1.4 states: An agency for which functions are performed on its behalf by another entity is held accountable to verify compliance with standards governing those functions.**

**For example, an agency that relies upon a city or county human resources department to conduct recruitment, selection, or promotional processes is still accountable for verifying compliance with all standards governing those functions.**

## **Core Standard 28-9.1.10**

### **Inter-Jurisdictional Communications**

#### **9.1.10 Inter-Jurisdictional Communications**

**The agency's communication center has, at a minimum, the necessary equipment to access inter-jurisdictional, regional, or area law enforcement radio systems.**

***What if the county dispatch center cannot fulfill this obligation?***

# Spirit v. Intent / Letter of the Standard

## 6.2.5 Stopping and Approaching

A written directive establishes procedures for stopping and approaching traffic law violators.



### Sample Directive

*It is the policy of this department that all vehicle contacts shall be conducted in a safe manner.*



**Compliance?  
Yes or No?**

# Spirit v. Intent / Letter of the Standard

## 6.2.5 Stopping and Approaching

A written directive establishes procedures for stopping and approaching traffic law violators.

## **6.2.5 Stopping and Approaching**

Commentary: The intent of this standard is to promote safety of officers, the general motoring public and violators. The agency should provide detailed instructions to officers on making effective stops that are safe for the officer and the motorist, approach procedures, and requirements for calling in traffic stop information.

**The instructions should cover all potential situations from routine to high-risk stops.**

# Guiding Principles

See the handout section of your binder...





# Core Verification Report (CVR)

WILEAG Core Program form to be completed by the candidate agency prior to an assessment; a CVR must accompany each standard. The CVR is submitted at the time of assessment along with the agency's written directives and proofs of compliance.





Accreditation Compliance Report (4<sup>th</sup> Edition)

Chapter 10

Records

Section 1

Records

Standard 1

Records Security

Standard #: 10.1.1

Assigned to:

Prepared by:

WILEAG Assessor Use Only

Compliance Verified Non Compliance Not Applicable by Function

Assessor Comments:

Assessor Signature: Date:

Scope and Dimension(s)

A written directive requires the agency to undertake privacy and security precautions for the agency's records which at a minimum include:

- 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, and limitation of access to, agency files.

Agency Compliance Information

Written Directive:

Written Documentation:

Observation of:

Interview with:

Agency Comments:

Not Applicable by Function: Explain:

CVR

Core Verification Report

WILEAG form to be completed by the participating agency prior to an assessment; CVR must accompany each standard.

The completed CVR is produced at the time of assessment along with the agency's written policy and proofs of compliance.

Agency Comments are used to document missing proofs (no occurrences in a given year) and other relevant information regarding compliance.







# Core Verification Report

Open Records  
Verification Core Standard 28\_10.2.1

WILEAG Standard 10.2.1

### WILEAG Assessor Use Only

Compliance Verified  Non Compliance

Assessor Comments:

Assessor:

Date:

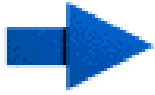
### Scope and Dimension(s)

A written directive requires the agency to establish procedures and criteria for the release of agency records and display a public notice as required in §19.34(1).

### Agency Data - Compliance Information

- Written Directive Attached *Policy 401.2 Open Records and Policy 401.3 DPPA*
- Proof Attached *(1) Denial of continuous request for news releases. (2) Public notice posting. (3) DPPA attachment to redacted reports. (4) Request form. (5) Denial due to safety issue [Monfils Law].*
- Agency Comments:

Agency Comments





# **DIRECTIVES TO STANDARDS**

## 1.2.4 Harassment in the Workplace

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

### *Context*

Employees should be protected from any type of a hostile work environment, especially sexual harassment. Training, reporting procedures and support systems shall be provided to all employees.

Last Reviewed: December 10, 2012

Last Updated: December 10, 2012

<b>Applicable Wisconsin Statutes</b>	<b>Essential Statutory / Standard Elements and Mandates</b>
Chapter 111 Subchapter II Fair Employment	Conform with Standard Guidelines and address retaliation in the workplace.

*Resource guide on your thumb drive...*

# Core Standard 02-1.2.5

## Privacy in Locker Rooms

### 1.2.5 Locker Room Privacy

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

Last Reviewed: December 10, 2012

Last Updated: December 10, 2012

**What does 175.22 say???**

## **175.22 Policy on privacy in locker rooms**

(1) In this section:

(a) "Person" includes the state.

(b) "Recording device" means a camera, a video recorder, or any other device that may be used to record or transfer images.

(2) Any person that owns or operates a locker room in this state shall adopt a written policy that does all of the following:

(a) Specifies who may enter and remain in the locker room to interview or seek information from any individual in the locker room.

(b) Specifies the recording devices that may be used in the locker room and the circumstances under which they may be used.

(c) Reflects the privacy interests of individuals who use the locker room.

(d) Specifies that no person may use a cell phone to capture, record, or transfer a representation of a nude or partially nude person in the locker room.



# Core Standard 39-51.15

## Emergency Detention

Applicable Wisconsin Statutes	Essential Statutory / Standard Elements and Mandates
§ 51.15	Must comply with § 51.15, Wis. Stats.

### What does the State of Wisconsin require?

EMERGENCY DETENTION: [51.15\(11m\)](#) "Law enforcement agencies shall designate at least one officer who shall attend the in-service training on emergency detention and emergency protective placement procedures if the county department offers an in-service training program."

## Core Standard 18-6.3.9

## Domestic Abuse

Proof discussion for 6.3.9.4

### 6.3.9 Domestic Abuse

A written directive establishes agency procedures for handling domestic abuse incidents that are in compliance with §968.075(3), Wis. Stats., and include:

**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** 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.

Last Reviewed: December 10, 2012

Last Updated:

December 10, 2012

# **Core Standard 29-10.1.1**

## **Separation of Juvenile Records**

### **10.1.1 Records Security**

**A written directive requires the agency to undertake privacy and security precautions for the agency's records which at a minimum include:**

- 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, and limitation of access to, agency files.**

#### *Context*

**§48.396 and §938.396, Wis. Stats., require records of juveniles to be kept separate from records of adults. The records system should distinguish between adult and juvenile criminal records. If the agency specifically identifies juvenile records and adult records to prevent unauthorized access and release they will be in compliance with this standard. This identification may include specially marking of juvenile records, computer files that are marked and/or access restricted, or files that are physically separated. (WILEAG interpretation – 03/29/1999)**

**The agency should have procedures in place for access, security and release of records.**

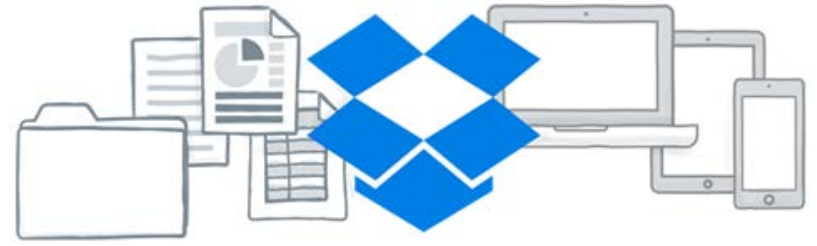
# FILE CONSTRUCTION





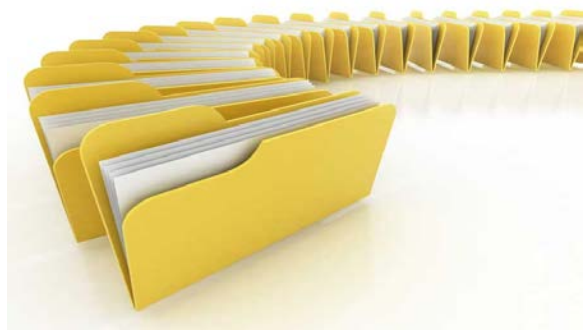
# Files can be assembled and submitted by:

- Dropbox



- Compact disc / Thumb Drive

- Paper



# File Construction

- Standard vs. Context – the context serves as a guide to clarify the intent of the standard and is not binding. **You need to prove the standard, not the context.**
- Written Directives and Proofs of Compliance must directly address the standard / dimension.
- **Each standard and dimension requires individual documentation of compliance.**

# File Construction

**Core Verification  
Report (CVR)**

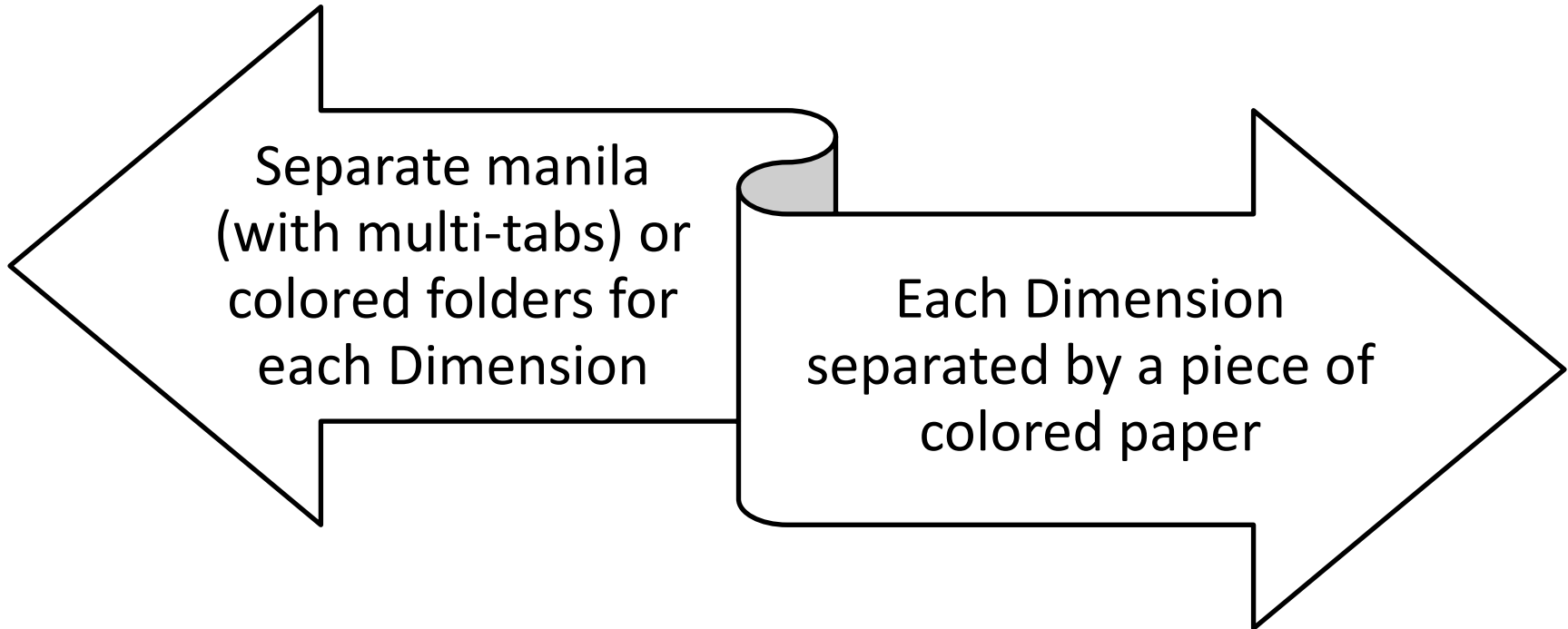


**Documents in  
compliance with the  
standard**

**One CVR per  
standard**

# Dimensions and Paper Files

There are two acceptable methods for organizing inside each folder:



Which ever method is chosen, the folder or colored paper must have the Dimension number clearly marked.



# Core Standards Paper Files

## File Construction

- Any file folder is acceptable; color, letter/legal sized folders are agency decisions.

## File Construction

- 1 hanging file per standard is required.

## File Construction

- Each file must have a CVR, followed by policy/proofs in the order they are listed on the CVR.

## File Construction

- Proofs are in date order; Minimum 1 proof per year filed by most recent to oldest.

# Core Standards Paper Files

## File Construction

- Proofs must be filed in loose leaf fashion, except that multi-page proofs can be stapled or bound.

## File Construction

- Highlight applicable language demonstrating compliance; entire policy/report vs. applicable pages.

## File Construction

- Identify written directives/proofs with corresponding standard/dimension numbers.

# Dimension Labeling

18.6.3.9.1

## 206.5 OFFICER RESPONSIBILITIES

- A. When handling a domestic abuse incident, officers shall conduct a thorough and impartial investigation, interview witnesses, collect evidence, obtain photographic documentation of injuries, property conditions, check available police databases for records of similar occurrences and/or past arrests and convictions, and arrange for the necessary emergency medical assistance.
- B. Take appropriate steps to locate and arrest the suspect.
- C. When probable cause exists for an arrest, charges will be expeditiously filed with the District Attorney, regardless of the officer's immediate success in apprehending the offender.
- D. Officers will inquire if there are firearms on the premises and if so will cause them to be removed until such time the charges are adjudicated and it is reasonable to return the firearm(s)

## 206.6 REQUIRED REPORTS

18.6.3.9.2

A. When an officer has reasonable grounds to believe domestic abuse has occurred, and that a person's actions constitute the commission of a crime, the officer shall prepare a written case report, whether or not the person is arrested.

18.6.3.9.4

- B. When an arrest is made, the incident shall be referred to the Milwaukee County District Attorney's Office for review by 8:30AM the next business day. If an arrest is not made when the officer has reasonable grounds to believe that a person is committing or has committed domestic abuse and that person's acts constitute the commission of a crime, a report shall be sent to the district attorney indicating the officer's reasons for not making an arrest per s. 968.075(4).
- C. All incident reports should include all of the information regularly completed during any criminal investigation plus:

# Core Standards Files

## File Construction

- List all relevant documentation on CVR.

## File Construction

- If an entire standard is not applicable by function, only one file folder and CVR is required to demonstrate this.

## File Construction

- Each file folder must have the standard number clearly marked on the outside.

# Core Standards Files

## File Construction

- One CAD entry per year with each dimension marked as to what dimension is proven is acceptable.

## File Construction

- If one document proves compliance with all of the dimensions, it is acceptable to use this document for each dimension.

## File Construction

- A file returned for maintenance will include some form of guidance from the assessor returning the file.

## File Construction

- It is common for standards to appear non-compliant on initial file review, later found compliant after a simple file adjustment.

# Core Standards Files

## File Return

- Missing or irrelevant proofs, and/or adding other proofs; padding files.

## File Return

- Missing or incorrect CVR information; a policy isn't listed or missing information.

## File Return

- Policy failure, policy doesn't support the standard.

## File Return

- File maintenance, failing to highlight relevant proofs , policies, procedures.

# File Construction

## Agency Comments



Used to inform assessor why a proof is not applicable; make note under agency comment. "Memo to the File" is not needed.

Example: an agency did not hire new personnel within a given year. - A proof is not required for that year.



# Policy and Proof Highlighting:

Policy verbiage and proofs that meet the mandatory language in a standard should be highlighted. The following example is an excerpt regarding locker room privacy:

*In compliance with Wisconsin State Statute 175.22 - Privacy in Locker Rooms the following guidelines have been established.*

- *Interviews of any nature (audio or video) WILL NOT be permitted in a department locker room.*
- *Excluding department tours, the media or any other interview source WILL NOT be permitted in a department locker room. Department tours will only be permitted if the locker room is not being utilized.*
- *Recording devices ARE NOT permitted to be utilized by department personnel under any circumstances in a department locker room, unless approved by the Chief of Police and/or his designee for special circumstances.*
- *The locker room, as described in this standard, is to include the attached shower facilities and restroom facilities.*

Assessors will be looking for specific terminology within your policy and proofs; highlight the applicable verbiage within what could be a lengthy policy or proof. *The excerpt cited above was taken from a 6-page policy on Harassment and Discrimination In The Workplace; you can appreciate the importance of highlighting the required standard elements. Do not submit the whole policy... only the applicable (and highlighted) page.*



Properly  
Highlighted  
Policy  
Pointing Out  
Language In  
Compliance  
With Standard  
Requirements

VILLAGE OF JACKSON POLICE DEPARTMENT

POLICY# 301.1

GENERAL ORDER # 2011-3

PRIVACY IN LOCKER ROOMS

MAY 6, 2011

CHIEF JED DOLNICK

I. PURPOSE

The purpose of this policy is to communicate Wisconsin law relating to individual's right to privacy while in an area operated as a locker room facility. The further purpose of this policy is to fulfill the statutory requirement that any person that owns or operates a locker room in the State of Wisconsin adopt and implement a written policy that conforms with the provisions of § 175.22, Wis. Stats.

II. POLICY

A. All persons who utilize department locker rooms may reasonably expect a high level of privacy. The following is expressly prohibited in Department locker rooms:

1. Use of a recording or surveillance device, which includes a cellular phone, to capture, record, or transfer an image of a nude or partially nude person in this locker room.

2. Capturing a representation of a person depicting that person nude or partially nude without that person's knowledge and consent.

3. Capture, record, transfer, display, reproduce or distribute, a representation of a nude or partially nude person depicted without that person's knowledge and consent.

B. No person may enter a department locker room to conduct an interview without the permission of the person to be interviewed. However, no visual recording may take place without the consent of all persons in the locker room.





# REDACT NAMES FROM PROOFS

*“A citizen complained that Officer ██████ used excessive force during an arrest. The Use of Force Review Board determined that the complaint was sustained.”*

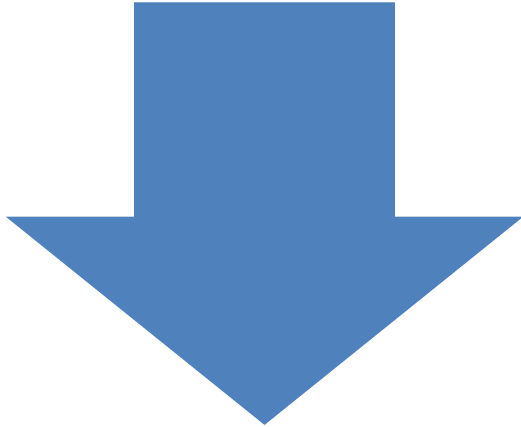
**Names of juveniles shall be REDACTED** from proofs (incident reports, contact forms, etc.).

**Names of employees shall be REDACTED** from disciplinary or citizen complaint proofs.

**Note:**

**Redacting names of juveniles is not a requirement under full accreditation as sworn personnel from outside agencies conduct the assessment at the candidate agency (on-site). Officer / employee names shall always be redacted from disciplinary proofs.**

# Are Blank Forms as a Proof Okay?



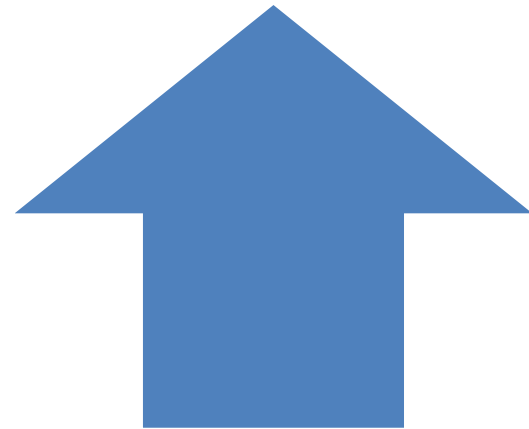
When department forms are used as written documentation, the assessor will require completed examples rather than blank forms.

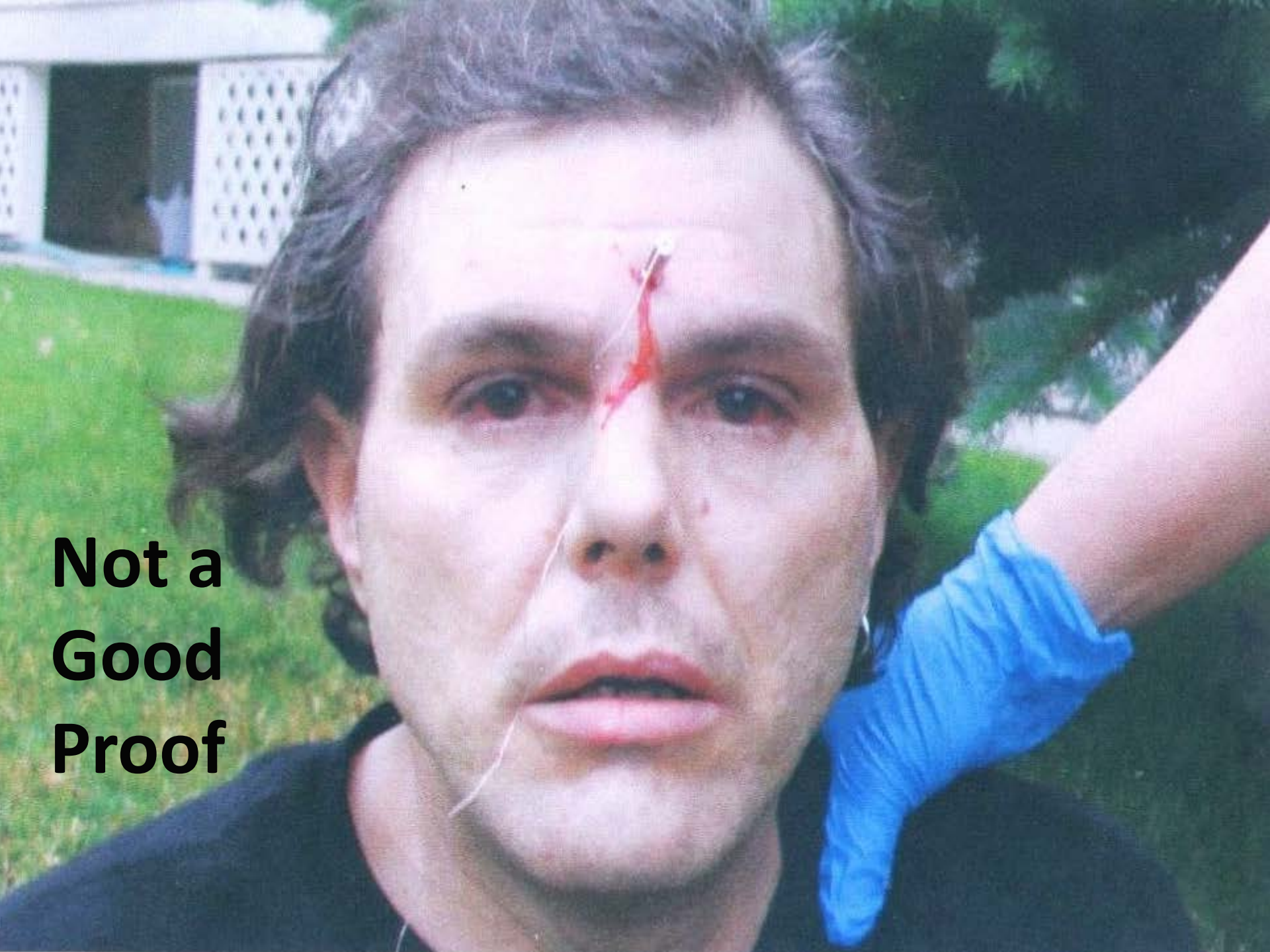


**5.3.1.1 requires a written report whenever an employee discharges a firearm.**

No completed form because there were no firearm discharges?

Use the AGENCY COMMENTS on the CVR





**Not a  
Good  
Proof**

# **Core Standard 03-1.6.1**

## **Expander of Jurisdiction**

### 1.6.1 Agency Jurisdiction

A written directive establishes the limits of the agency's jurisdiction, to include:

- 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.

#### *Context*

All personnel within the agency should know the limitations of their geographical jurisdiction, authority, and responsibilities.



Weekly Performance Summary for the week # 1 of 05/03/12 to 05/08/12

Probationer: J. Brinks Step I II III IV E/T

FTO: J. Frieled

Enter Total Training Time  Enter if NRT

DOR#	DOR#	DOR#	DOR#	DOR#	DOR#	DOR#
1	2	3	4			

Weekly Total Training Time	Continued Area of Corrective Action Necessary? <input type="checkbox"/>	Pending Area of NRT? <input type="checkbox"/>
----------------------------	---	---

1. Interpersonal Relationships			15	10				25		
2. Jurisdictional Geography and Orientation	20	10	15	15				60		
3. Motor Vehicle Operation and Use of Emergency Equipment	15	10	10	5				40		
4. Telecommunications Protocols and Skills	40	5	10	10				65		
5. Directed Patrol Strategies and SIFA				10				10		
Self Initiated Field Activity %	5		5	5				SIFA Average 5%		
6. Patrol Tactics	20	10						30		
7. Criminal Statutes/Ordinances										
8. Information Processing and Case Building	10	35	85					130		
9. Problem Solving and Decision Making			10					10		
10. Traffic Enforcement and Accident Scene Management/Investigation			65					65		



# Making a Pdf after Dimension Labeling in a Word Document

18.6.3.9.1

## 206.5 OFFICER RESPONSIBILITIES

- A. When handling a domestic abuse incident, officers shall conduct a thorough and impartial investigation, interview witnesses, collect evidence, obtain photographic documentation of injuries, property conditions, check available police databases for records of similar occurrences and/or past arrests and convictions, and arrange for the necessary emergency medical assistance.
- B. Take appropriate steps to locate and arrest the suspect.
- C. When probable cause exists for an arrest, charges will be expeditiously filed with the District Attorney, regardless of the officer's immediate success in apprehending the offender.
- D. Officers will inquire if there are firearms on the premises and if so will cause them to be removed until such time the charges are adjudicated and it is reasonable to return the firearm(s)

## 206.6 REQUIRED REPORTS

18.6.3.9.2

A. When an officer has reasonable grounds to believe domestic abuse has occurred, and that a person's actions constitute the commission of a crime, the officer shall prepare a written case report, whether or not the person is arrested.

18.6.3.9.4

- B. When an arrest is made, the incident shall be referred to the Milwaukee County District Attorney's Office for review by 8:30AM the next business day. If an arrest is not made when the officer has reasonable grounds to believe that a person is committing or has committed domestic abuse and that person's acts constitute the commission of a crime, a report shall be sent to the district attorney indicating the officer's reasons for not making an arrest per s. 968.075(4).
- C. All incident reports should include all of the information regularly completed during any criminal investigation plus:



## CutePDF™ Writer

### Convert to PDF documents on the fly — Free Software

Portable Document Format (PDF) is the de facto standard for the secure and reliable distribution and exchange of electronic documents and forms around the world. CutePDF Writer is the free version of commercial **PDF converter** software. CutePDF Writer installs itself as a "printer subsystem". This enables virtually any Windows applications (must be able to print) to convert to professional quality PDF documents - with just a push of a button!

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(Ver. 3.0; 1.91 MB)

 [Free Converter](#)

(GPLGS8.15; 5.01 MB)

 [Get Zipped Setup](#)

#### Installation Requirements

- Supports Microsoft Windows 98/ME/2000/XP/2003/Vista/7/2012/8/8.1 (32-bit/64-bit).
- Requires PS2PDF converter such as Ghostscript (recommended). You can get the free GPL Ghostscript 8.15 [here](#).

► GNU Ghostscript is a free open-source interpreter for the PostScript language and the PDF file format. It is distributed under the [GNU General Public License](#). You may obtain the latest version of free GPL Ghostscript and its source code [here](#).

[FAQs](#)

#### What's New

- Added support for both 32-bit and 64-bit Windows 8, 8.1. **NEW**
- Added support for both 32-bit and 64-bit GPL GS. **NEW**
- Added support for both 32-bit and 64-bit Windows 7.
- Added support for both 32-bit and 64-bit Windows Vista.
- Added support for 64-bit Windows XP/2003.
- Seamlessly integrate with [CutePDF Professional](#).
- New version works with the [latest version of Ghostscript](#).
- To use with other PS2PDF application, please refer to [FAQs](#).
- Supports foreign language Windows better.
- No longer include Ghostscript. You may download and install it separately.

*Creating a PDF with this free PDF converter couldn't be easier.*

*CNet Power Downloader's weekly pick*



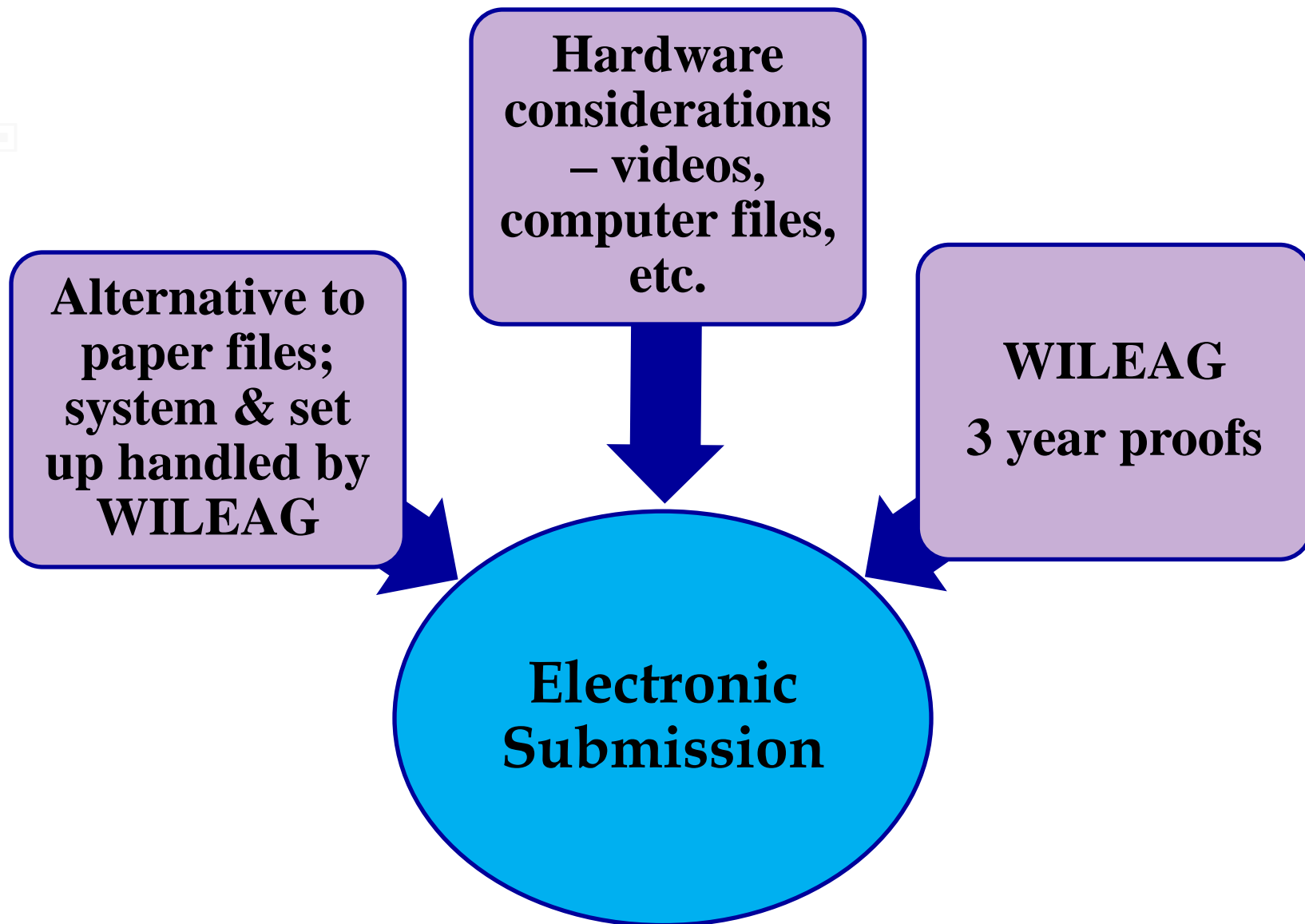
Selected as One of the "50 Best free downloads" by Computer Shopper

<http://www.cutepdf.com>

# Pdf DEMO



# File Construction



# How does Dropbox work?

<https://www.dropbox.com/home>





**Assessors want you to succeed!**  
**They are NOT setting you up for failure.**

# File Maintenance Errors

Files may be returned to the accreditation manager for maintenance for a variety of reasons:

- Directive (policy) language.
- Missing or irrelevant proofs.
- Missing or incorrect CVRs.
- Adding other proofs; padding files.
- Failing to highlight relevant proofs.

**A file returned for maintenance will always include some form of guidance from the assessor returning the file.**

It is common for standards to appear non-compliant upon initial file review only to be found in compliance following simple file maintenance.

# Mock Assessment

Once an agency is satisfied it can demonstrate compliance with **all** applicable standards, you may want to consider a mock assessment in advance of submitting your files for review.

*The objective of the mock assessment is to have outside, knowledgeable assessors conduct a dry run review of all CVR files. The feedback obtained from a mock assessment often means the difference between a smooth assessment and an arduous experience.*

# Ready to Have Your Files Reviewed?

Complete the APQ, sign the Core Program [Disclaimer](#); send both to the Program Manager

Provide policies and proofs to the WILEAG Program Manager

Two assessors will review the submission

## **NOTE:**

First time core assessment will require just one proof for each standard and one proof for each dimension.

Re-verification is required every 3-years and will require one proof from each year for each standard and dimension.







# Notification email from me to the CEO or Accreditation Manager



Chief Nasci,

Your Core Standards Verification Program files are now in the hands of two assessors, Deputy Inspector Todd Christopherson (Winnebago County Sheriff's Office) and Lieutenant Kevin Konrad (Oshkosh Police Department).

Core file review allows for both assessors to conduct their daily business and review your agency files as time allows. Quite frankly, utilizing this assessor format is how we are keeping the program costs to a minimum. Once I am notified by the assessors that they are done with your program assessment, I will make each of their CVRs into a Pdf to protect the integrity of the process. I then create a final report, utilizing assessor CVR comments, that is submitted to the WILEAG Board at a meeting I anticipate will take place on July 28<sup>th</sup>. I will keep you posted as we proceed, I will notify you of the Board review date and outcome. You will receive a copy of the final report upon successful completion of the Core Standards Verification Program.

Final note: The assessors are encouraged to confer with each other should they have interpretation issues; if they are unable to come to an agreement, or there are non-compliance issues, one assessor will contact you directly to seek an answer or advise you of the non-compliance issue in need of repair. You can then enter the Dropbox folder, make the correction and notify the assessor of the new posting (via email).

Please do not hesitate to contact me with any questions and/or concerns.

Good luck,

Rick



# Assessing Agency Compliance

## REVIEW

**During assessment, systematic review of all standards is undertaken.**

**Assessors use their knowledge and expertise to judge the agency's compliance.**

**They are volunteering their time to do your file assessment and may take several weeks to accomplish the task.**





# Assessing Agency Compliance

## REVIEW

### General Proof of Compliance Issues:

- First time agencies may have “wet-ink” and less history of compliance.
- Re-verification agencies will be required to show a 3-year history of compliance.



# Assessing Agency Compliance

## REVIEW

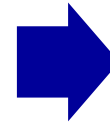
Would you approve this directive as meeting the standard?

**WHY or WHY NOT?**

6.2.5 Stopping and Approaching: A written directive establishes procedures for stopping and approaching traffic law violators.



Sample Directive:  
“It is the policy of this department that all vehicle contacts shall be conducted in a safe manner.”



Compliance? Yes  
or No?



# Assessing Agency Compliance

## REVIEW

### Spirit v. Intent/Letter of the Standard

#### 6.2.5 Stopping and Approaching

**Commentary:** The intent of this standard is to promote safety of officers, the general motoring public, and violators. The agency should provide detailed instructions to officers on making effective stops that are safe for the officer and the motorist, approach procedures, and requirements for calling in traffic stop information. The instructions should cover all potential situations from routine to high-risk stops.

# **Assessing Agency Compliance**

## **REVIEW**

### **Assessing Compliance Through Written Directives:**

- **A written directive can be a policy, plan, procedure, rule, general or special order, training directive, or other document that is binding upon agency personnel.**
- **A standard requiring a written directive cannot be found in compliance without a directive present.**



# Assessing Agency Compliance

## REVIEW

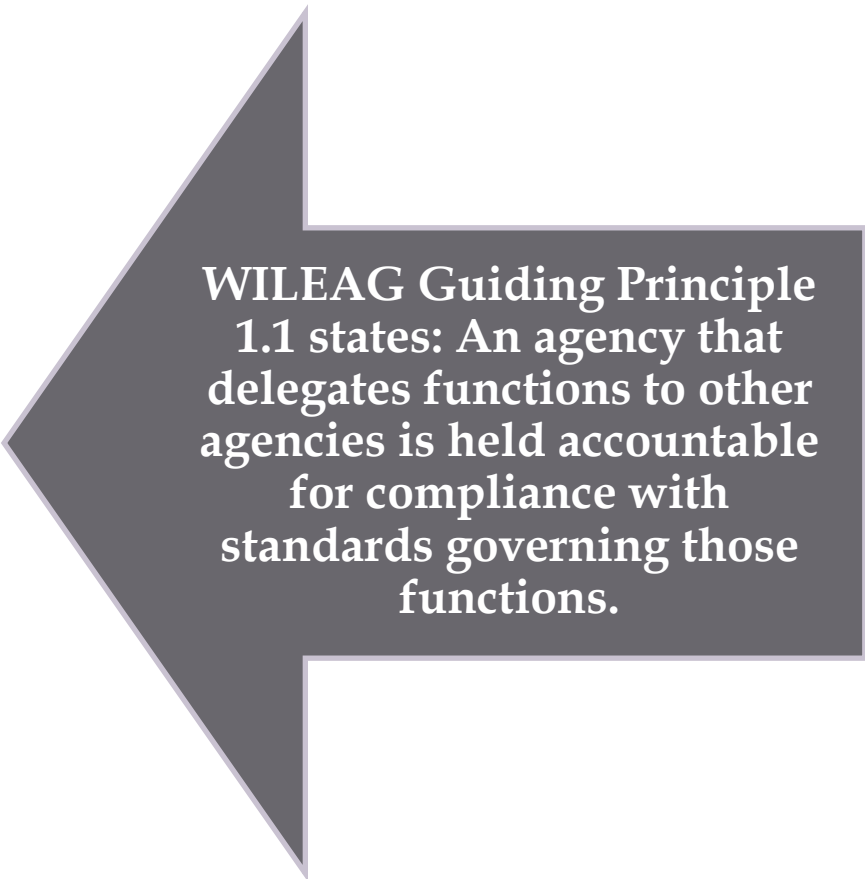
### Non-applicable Standards:

- Assessors are aware that agencies may not have to comply with certain standards deemed not applicable.
- The agency needs to explain in detail, on the CVR, why this Standard does not apply to them.

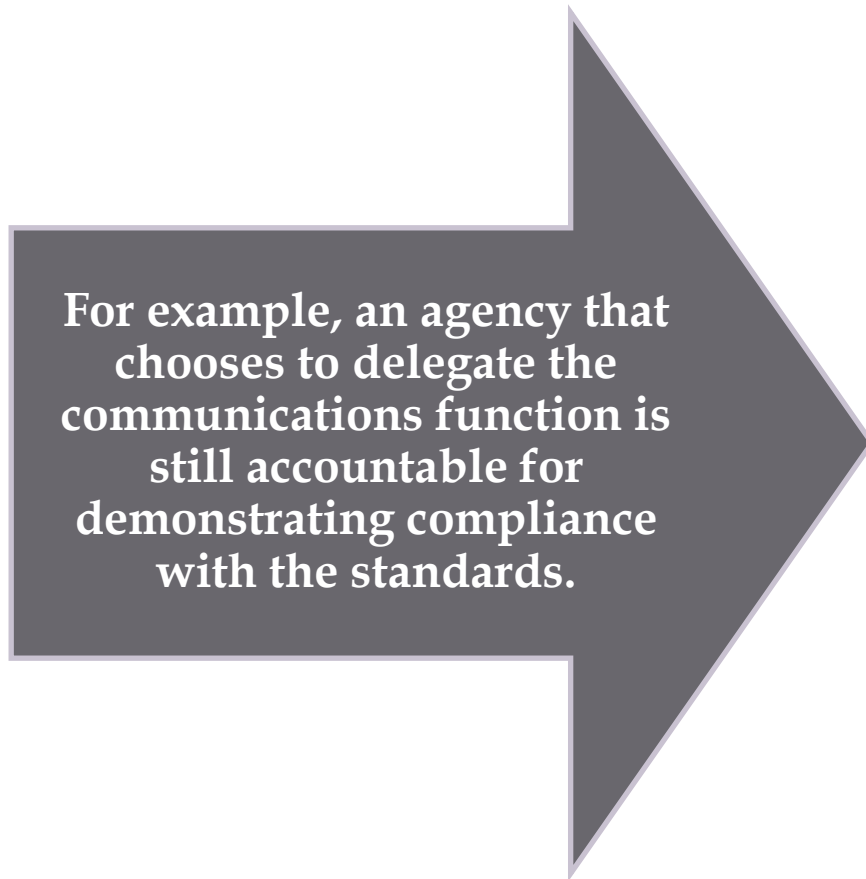
# Assessing Agency Compliance

## REVIEW

### Non-applicable Standards... Don't Forget



WILEAG Guiding Principle 1.1 states: An agency that delegates functions to other agencies is held accountable for compliance with standards governing those functions.



For example, an agency that chooses to delegate the communications function is still accountable for demonstrating compliance with the standards.



# Assessing Agency Compliance

## Non-applicable Standards

### REVIEW

WILEAG Guiding Principle 1.2 states: An agency for which functions are performed on its behalf by another entity is held accountable to verify compliance with standards governing those functions.

For example, an agency that relies upon a city or county human resources department to conduct recruitment, selection, or promotional processes is still accountable for verifying compliance with all standards governing those functions.

# EXAMPLE OF A DIRECTIVE & ASSESSOR COMMENTS

POLICY #506.2

GENERAL ORDER # 2014-3

ARREST PROCEDURES

JANUARY 12, 2014

Section III. A. 11. is amended as follows:

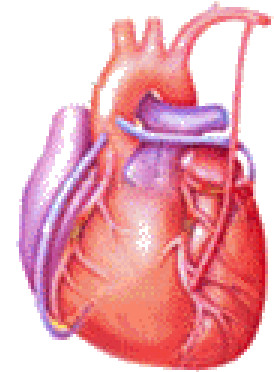
11. The officer ~~should~~ shall make a reasonable search of the victim for a record of gift or a record of refusal or other information identifying the person either as an anatomical donor or as having refused to make an anatomical gift. The officer shall also check the victim's DMV record for a possible gift designation. If the victim is taken to a hospital, this information ~~should~~ shall be provided to personnel there.

BY ORDER OF THE CHIEF OF POLICE

## Assessor comments:

***"Policy is in conflict with the statutory requirement that officers "shall" (not "should") make a reasonable search of the individual for a record and "shall" (not "should") send the record to the hospital."***

# §157.06(12), Wis. Stats. Anatomical Gifts



## §157.06(12), Wis. Stats. Anatomical gifts:

### Search and notification

(a) If any of the following persons reasonably believes an individual to be dead or near death, the person **shall** make a reasonable search of the individual for a record of gift or a record of refusal or other information identifying the individual as a donor or as an individual who has refused to make an anatomical gift:

1. A law enforcement officer, fire fighter, emergency medical technician, first responder, or ambulance service provider.

*The agency could provide a completed checklist / form they utilize during a death investigation, medical reports, or an incident report completed by an investigator who explained that they searched the individual for a record of gift or a record of refusal or other information identifying the individual as a donor or as an individual who has refused to make an anatomical gift.*



# Core Verification Report

Custodial Interrogation  
Verification Core Standard 17\_6.3.6

WILEAG Standard 6.3.6

WILEAG Assessor Use Only	
<input type="checkbox"/> Compliance Verified	<input checked="" type="checkbox"/> Non Compliance
Assessor Comments: Nothing in provided pages of policy addresses the reading of Miranda prior to adult custodial interrogations.	
- Provided proof document records is read	
- Relevant sections of Constitutional Rights policy should be included for reference.	
Assessor: <i>J. Kelly</i>	Date: 12/04/13

Scope and Dimension(s)
A written directive requires the agency to have procedures governing adult custodial <del>w-a</del> interrogations, to include electronic recording for suspects arrested for a felony in conformity with § 908.073(2) Wis. Stats.

Agency Data - Compliance Information
<input checked="" type="checkbox"/> Written Directive Attached
<input checked="" type="checkbox"/> Proof Attached
<input type="checkbox"/> Agency Comments:



# Core Verification Report

**REPAIR**

Custodial Interrogation  
Verification Core Standard 17\_6.3.6

WILEAG Standard 6.3.6

### WILEAG Assessor Use Only

Compliance Verified       Non Compliance

Assessor Comments: One original assessor noted, "NOTHING IN PAGES OF POLICY ADDRESSES THE READING OF MIRANDA PRIOR TO ADULT CUSTODIAL INTERROGATIONS..." Policy language (repair) now eliminates the assessor's concern; high-lighted policy has been provided. Assessor concurs with my finding.

Assessor:

Date: 12/12/2013

### Scope and Dimension(s)

A written directive requires the agency to have procedures governing adult custodial interrogations, to include electronic recording for suspects arrested for a felony in conformity with § 968.073(2) Wis. Stats.

### Agency Data - Compliance Information

Written Directive Attached Excerpt from General Order OP4300

Proof Attached

Agency Comments: This CVR includes only repair items. Other proofs of compliance are listed on the original CVR previously submitted.



# Core Verification Report

## Citizen Complaint Verification Core Standard 06\_1.9.1

WILEAG Standard **1.9.1**  
WILEAG Dimension **1.9.1.1**  
**1.9.1.2**  
**1.9.1.3**  
**1.9.1.4**

WILEAG Assessor Use Only	
<input checked="" type="checkbox"/> Compliance Verified	<input type="checkbox"/> Non Compliance
<p>Assessor Comments: Policy and proofs in compliance with the standard.            From reviewing the policy it can be inferred the Chief serves as the IA function. If the policy specifically enumerated this it would be beneficial.            The proof submitted for dimension 1.9.1.4 did not satisfy the requirements. However, the blank Citizen Complaint submitted did meet the requirement. Ideally, a completed Citizen Complaint form would have been best to submit if one existed for the evaluation period.</p>	
Assessor: Todd Christopherson	Date: 04-02-14

Scope and Dimension(s)
<p>A written directive requires that all complaints against the agency or its employees are investigated, and further specifies:</p> <ul style="list-style-type: none"> <li>1.9.1.1 Complaints that are to be investigated by line supervisors.</li> <li>1.9.1.2 Complaints that are to be investigated by the internal affairs function.</li> <li>1.9.1.3 Complaints that are to be reviewed by the internal affairs function.</li> <li>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.</li> </ul>

Agency Data - Compliance Information
<input checked="" type="checkbox"/> Written Directive Attached
<input checked="" type="checkbox"/> All Proofs Attached
<input type="checkbox"/> Agency Comments:

# Repairs and Correspondence

- Assessors will collaborate
- Non-compliance issues identified
- One assessor will contact the CEO
- Label your repair as **REPAIR DIRECTIVE** or **REPAIR PROOF** or **REPAIR CVR**
- Notify me when repairs are done
- I notify the assessors

**By the time we are done, your agency WILL be in compliance with all 39 standards.**

# Post Assessment Activities

## Final Report:

- **Compilation of all on-site activities.**
- **Completed by the WILEAG Program Manager.**
- **The WILEAG review and decision timeline is based upon the next scheduled board meeting.**
- **The completed report and all attachments is forwarded to the Governing Board.**
- **A copy of the final report is forwarded to the agency CEO and accreditation manager.**





If agency appears to be in compliance, a hearing before the WILEAG Board will be scheduled

I will provide a written report to the Governing Board

I provide a verbal overview of the assessors comments, highlighting strengths & weaknesses of the agency



# Core Standards Verification Program



## Assessor Review - Results

Agency Assessed: Village of West Milwaukee Police Department  
 CEO: Chief Dennis Nasci  
 County: Milwaukee  
 Date of Completed Assessment: 07/17/2014  
 Assessor #1: Chief Deputy Todd Christopherson - Winnebago County Sheriff's Office  
 Assessor #2: Lieutenant Kevin Konrad - Oshkosh Police Department

Population	Square Miles	# Full Time Sworn	# Part Time Sworn	# Non-sworn Staff	1 <sup>st</sup> or Re-Verif
4,200	1.3	19	2	5	1st

Core Standard	Assessor #1 Compliance Determination	Assessor #2 Compliance Determination	Comments
01-1.2.4 Harassment in the Workplace	X Yes <input type="checkbox"/> No	X Yes <input type="checkbox"/> No	1: Policy and proofs in compliance with the standard. Issues with highlighting to address the necessary requirements and assessor had to search to find compliance. WMPD Harassment Policy does not address harassment within the chain of command that would involve the Captain or Chief as the offending party. The Village Handbook, however, does address harassment procedures that extend to all Village employees. Strong Policy and great proof of compliance. 2: Department policy and Municipal policy together address harassment.
02-1.2.5 Privacy in Locker Rooms	X Yes <input type="checkbox"/> No	X Yes <input type="checkbox"/> No	1: Policy and proofs in compliance with the standard. 2: The locker room policy and images of the notices on the locker room doors are good proofs of compliance with this Standard and State Statute.
03-1.6.1 Expander of Jurisdiction	X Yes <input type="checkbox"/> No	X Yes <input type="checkbox"/> No	1: Incident reports with highlighting were submitted as sufficient proofs for dimensions 1.6.1.2 and 1.6.1.3. However, an incident report as proof to meet the requirements of 1.6.1.1 was not submitted. Maps showing primary and expander jurisdictional boundaries were provided but an incident report of a traffic stop or call for service within the agency's jurisdiction would have been best to satisfy this dimension. 2: Policy is clear on jurisdiction. Use of maps illustrates boundaries and immediate area around

**Sample #1:  
Assessor  
comments and/or  
suggestions.**



# Core Standards Verification Program

## Assessor Review - Results



Agency Assessed: City of Phillips  
 CEO: Acting Chief / Lieutenant Michael S. Hauschild  
*\*Pilot Agency Contact in November of 2013 with Chief David Sonntag*  
 County: Price  
 Date of Completed Assessment: 07/23/2014  
 Assessor #1: Chief Tom Frank (Cedarburg Police Department)  
 Assessor #2: Captain Jill Kallay (South Milwaukee Police Department)

Population	Square Miles	# Full Time Sworn	# Part Time Sworn	# Non-sworn Staff	1 <sup>st</sup> or Re-Verif
1,478	3.51	5	4	4	1 <sup>st</sup>

Core Standard	Assessor #1 Compliance Determination	Assessor #2 Compliance Determination	Comments
01-1.2.4 Harassment in the Workplace	X Yes <input type="checkbox"/> No	X Yes <input type="checkbox"/> No	1: The sections on retaliation were missing from the proof but I was able to locate it in the policy. 2: Highlighted copy should also have included the relevant language on retaliation. That language was found in the document that contained the full policy. Good proof showing review of policy.
02-1.2.5 Privacy in Locker Rooms	X Yes <input type="checkbox"/> No	<u>Original Finding</u> <input type="checkbox"/> Yes X No  <b>File repaired; Now in compliance.</b>  X Yes <input type="checkbox"/> No	1: This would be a stronger policy if the cell phone section from the state statute was added. 2: Locker Room Privacy Policy appears to be missing language that is required to be in the policy as part of the State Statute—specifically the part that “specifies that no person may use a cell phone to capture, record, or transfer a representation of a nude or partially nude person in the locker room.” An additional good proof for this standard would be a photo showing that the locker room policy is posted in each locker room.
03-1.6.1 Expander of Jurisdiction	X Yes <input type="checkbox"/> No	X Yes <input type="checkbox"/> No	1: Good policy and proofs. 2: Good policy and good proofs.
04-1.6.2 Mutual Aid	X Yes <input type="checkbox"/> No	X Yes <input type="checkbox"/> No	1: Good policy. 2: Good policy.
05-1.7.7 Strip Searches	X Yes <input type="checkbox"/> No	X Yes <input type="checkbox"/> No	1: Very good policy. One highlighted proof was not sufficient. 2: Good comprehensive policy on strip and body cavity searches. Highlighted section was lacking. Entire policy was necessary to ensure all areas of statute were covered.

Sample #2:



# Core Standards Verification Program

## Assessor Review Results




Agency Assessed: Jackson  
 CEO: Chief Jed Dolnick  
 County: Washington  
 Date of Completed Assessment: 01/13/2013  
 Assessor #1: Chief Tom Frank / Cedarburg Police Department  
 Assessor #2: Chief Deputy Todd Christopherson / Winnebago County Sheriff

Population	Square Miles	# Full Time Sworn	# Part Time Sworn	# Non-sworn Staff	1 <sup>st</sup> or Re-Verif
6,700	3	11	0	1.5	1st

Core Standard	Assessor #1 Compliance Determination	Assessor #2 Compliance Determination	Comments
01-1.2.4 Harassment in the Workplace	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> <del>No</del> <b>File repaired by CEO 01/13/2014; Now in compliance.</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> <del>No</del> <b>File repaired by CEO 01/13/2014; Now in compliance.</b>	#1: The policy should be worded to include all forms of harassment not just sexual harassment. There should be wording for the prohibition of retaliation. Repair made, very nice policy. #2: Policy only references sexual harassment and should be broader in scope to include all forms of harassment. Repairs made.
02-1.2.5 Privacy in Locker Rooms	X Yes <input type="checkbox"/> No	X Yes <input type="checkbox"/> No	#1: Good policy, in regards to the agency comments, I believe the standard is applicable in that it is possible for a person to place a recording device in the locker room unattended. #2: The agency comments can be construed that the agency does not believe their structure meets the definition of a locker room; which would preclude the agency from having to adopt a policy. Because they have a policy and an on-site inspection is not taking place, a photographic proof of the locker room would be beneficial and sufficient enough to support the standard.
03-1.6.1 Expander of Jurisdiction	X Yes <input type="checkbox"/> No	X Yes <input type="checkbox"/> No	#1: Good policy and proofs. #2: Policy is in compliance with the standard. The labeling and highlighting with respect to the various dimensions for the standard were improperly labeled which made it somewhat confusing. The proofs provided support for dimension 1.6.1.1. Proof not provided for 1.6.1.2 as no arrests were made outside of the agency's jurisdiction. Dimension 1.6.1.3 was not accounted for by either

Sample #3:



**WILEAG is the Governing Board that developed the accreditation and core verification process.**



**Only WILEAG has the authority to grant verified status.**

**3-year cycle of re-verification**



# Awards Issued at Chief / Sheriff Conferences





# The Core Standards Verification Program serves two purposes for agencies that successfully participate:

1. It provides independent verification that the agency is meeting minimum expectations in essential areas of operations and management.
2. It serves as a stepping stone to full accreditation for those agencies that aspire to that level of professional excellence.



# 2016 FEE SCHEDULE

**\$100 Sign-on  
Application**

**\$300 Annual Fee**

**No Cost for the File  
Assessment!!!**

***Member benefits include FREE attendance at all CVMIC – WILEAG Sponsored training courses, FREE access to CVMIC legally reviewed model policies and access to the CVMIC newsletter.***



## **Town of Beloit Police Department**

*Has fully demonstrated its voluntary commitment to law enforcement excellence by its compliance with a body of 39 core standards deemed essential to the protection of life, safety, and rights of the citizens it serves.*

*Certificate of*

## **Core Standards Verification**

*Upon recommendation of the members of the Governing Board of the Wisconsin Law Enforcement Accreditation Group, The Town of Beloit Police Department is recognized with verification of the 39 Core standards for a period of three years.*













*Effective the 20<sup>th</sup> day of January, 2014*

**Greg Peterson**  
*President, WILEAG*



# Annual Renewal and Forms

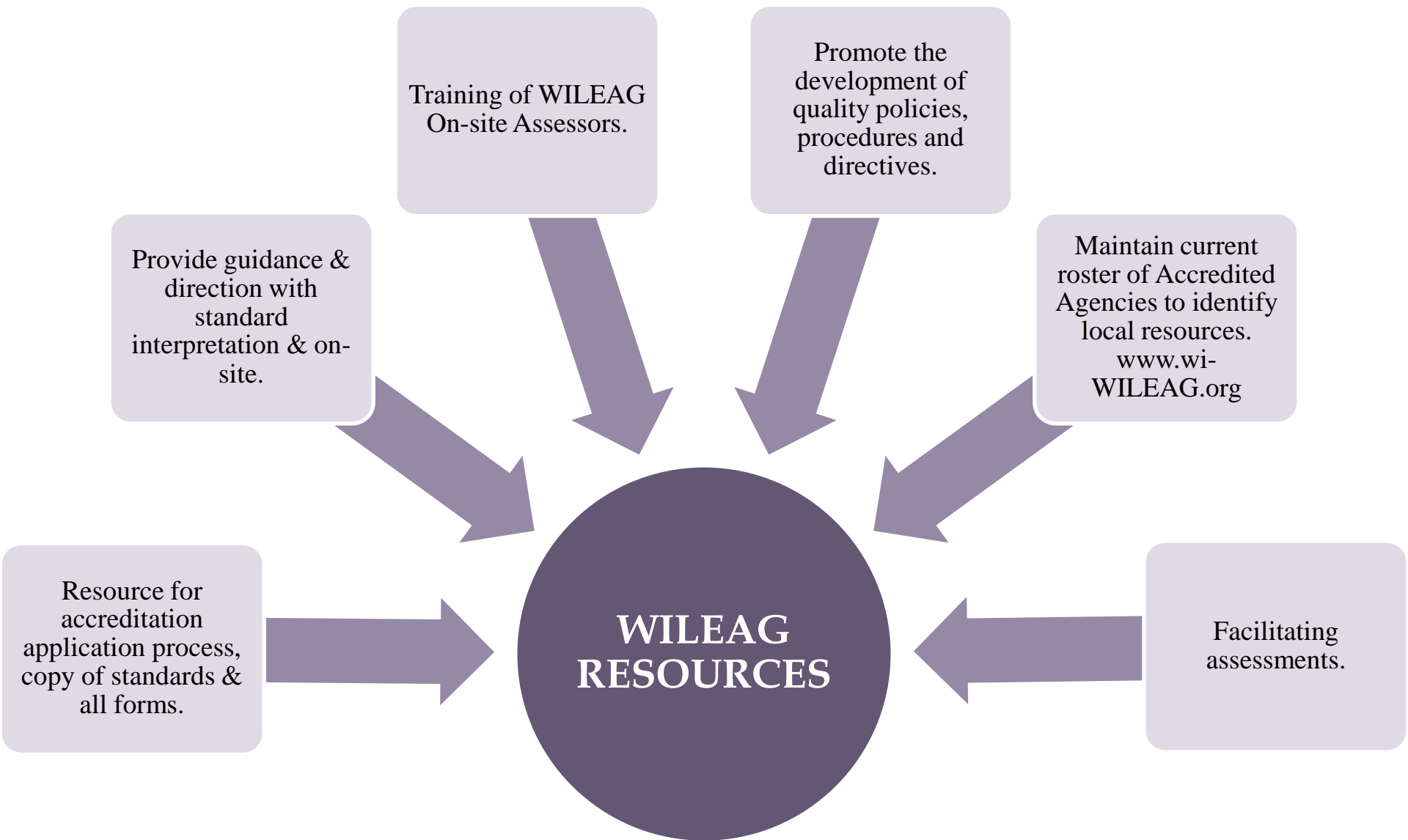
- December Invoice - \$300
- Questionnaire
- Certification
- Disclaimer
- All due by February 28<sup>th</sup>

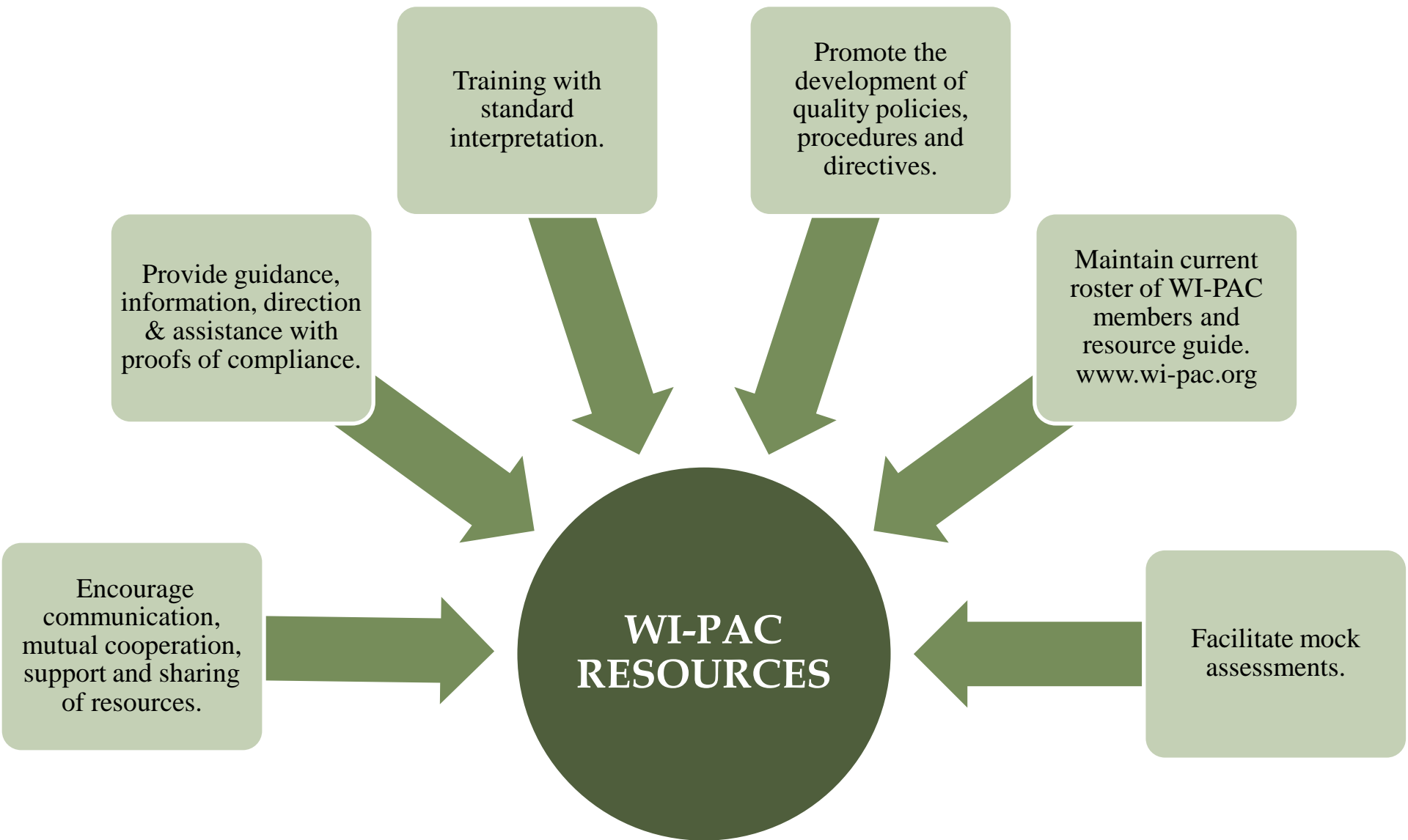
Resources	Contact Info	What you can expect...
 <i>Custom Service Information - LLC</i>	Tim Kriz Email: <a href="mailto:csi-llc@hotmail.com">csi-llc@hotmail.com</a> <a href="http://www.csi-llc.net">http://www.csi-llc.net</a>  <b>Bronze Sponsor</b>	Policy writing, organization, guidance with proofs and/or role of Accreditation Manager. 2015 fees based upon agency size and needs. Note: CVMIC reimburses agencies up to ½ half of the fee (up to \$1500).
	<a href="http://www.cvmic.com/">http://www.cvmic.com/</a>  <b>Gold Sponsor</b>	Access to up-to-date standards that have gone through legal review, the CVMIC newsletter, have staff trained as assessors (the level of understanding about accreditation goes up dramatically) and members can attend CVMIC / WILEAG co-sponsored programs for free.
	Tom Frank Email: <a href="mailto:tfrank@deercreektech.com">tfrank@deercreektech.com</a> <a href="http://www.deercreektech.com">http://www.deercreektech.com</a>	Deer Creek Technologies provides software applications for: Document Management/Training/Testing/Review/Compliance Employee Early Warning System provides complete reporting and review functionality. Pricing is affordable for every budget.
<b>International Association of Chiefs of Police</b>	<a href="http://www.theiacp.org/">http://www.theiacp.org/</a>	Free Model Policies
	Jerry Matysik - Regional Support Manager Office: 949-276-9970 Cell: 715-828-6337 <a href="http://www.Lexipol.com">www.Lexipol.com</a>  <b>Gold Sponsor</b>	Policy Writing, Policy Updates, and Training. The training (Daily Training Bulletins) consists of real-life scenario-based training with an emphasis on high-risk, low-frequency events. The Daily Training Bulletins can be completed in just a few minutes. Fee based on agency size. WMMIC, CVMIC, and WCMIC each contribute to the costs of a subscription.
 <i>Next Generation Public Safety Software</i>	Email: <a href="mailto:sales@prophoenix.com">sales@prophoenix.com</a> <a href="http://www.prophoenix.com">http://www.prophoenix.com</a>  <b>Gold Sponsor</b>	ProPhoenix has a singular vision to shift the paradigm of the public safety industry by creating and delivering leading application software through the use of state of the art technology and techniques. They are achieving this goal by providing competitively priced solutions, employing best practices and lessons learned, and most of all by listening to the needs and ideas of our clients in the evolution of the Phoenix software.
	<a href="http://www.wi-pac.org/">http://www.wi-pac.org/</a>	Organization of Accreditation & Policy Managers who have proven to be an outstanding network of support. \$50 annual membership fee, quarterly meetings.
	Rick Balistrieri – Program Manager 414-813-0005 Email: <a href="mailto:wileag@sbcglobal.net">wileag@sbcglobal.net</a> <a href="http://www.wileag.info/">http://www.wileag.info/</a> 	WILEAG staff member providing guidance, forms and templates while serving as a liaison to the Wisconsin Law Enforcement Accreditation Group Governing Board.

# DIFFERENCE BETWEEN WILEAG & WI-PAC

WILEAG is the Governing Board that developed the accreditation process. WILEAG has the only authority to grant accreditation status. WILEAG interprets and provides guidance on the standards.

WI-PAC is the support network to WILEAG. WI-PAC is a resource that provides guidance to build the infrastructure of policies, procedures and proofs of compliance to assist in seeking accreditation.







# Differences between the accomplishment of Full Accreditation and Core Standards Verification



**Program Manager**  
**Mike Jungbluth**  
**Administrative Secretary**  
**Katie Wrightsman**

**262-468-1008**

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