



Washington Association of
**SHERIFFS &
POLICE CHIEFS**

WASPC LAW ENFORCEMENT ACCREDITATION

Fall Conference 11/20/2024

David Doll
Director of Professional Services

Randy Maynard
Assistant Director of Professional Services





Washington Association of
**SHERIFFS &
POLICE CHIEFS**

- Overview of Accreditation Program
- Role of Accreditation Manager
- Building Files
- Role of the Assessor
- Assessing Files
- Break
- Review of Problematic Standards
- Review of Edited/New Standards
- Anchoring Attachments and Upgrading Assessments (PowerDMS)



Washington Association of
**SHERIFFS &
POLICE CHIEFS**

**WASPC LAW ENFORCEMENT
ACCREDITATION**

THANK YOU!!!



NOTICE

Agencies newly accrediting and re-accrediting in 2025 **DO NOT UPDATE** your PowerDMS platform until accreditation is completed.





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MEMBER LOGIN

WELCOME TO WASPC

Welcome to the Washington Association of Sheriffs & Police Chiefs (WASPC) web page. The association was founded in 1963 and consists of executive and top management personnel from law enforcement agencies statewide. Our membership includes sheriffs, police chiefs, the Washington State Patrol, the Washington Department of Corrections, and representatives of a number of federal agencies. WASPC is governed by its executive board.

WASPC is the only association of its kind in the nation combining representatives from local, state, tribal, and federal law enforcement into a single body, working toward a common goal. WASPC's function is to provide specific materials and services to all law enforcement agencies in the state, members and non-members alike. The 1975 legislature made WASPC a legal entity designating the association as "combination of units of local government." (RCW 36.28A.010)

Please note: Most of our website is public. If you would like access to the members only section, please submit a [membership application](#).

WASPC PRINCIPLES FOR COMMUNITY TRUST (Adopted January 15, 2019 & Revised November 16, 2022)

WASPC has developed a set of principles for community trust. Those include:

- Perceptions of Law Enforcement
- Rule of Law
- Deadly Force
- Criminal Justice Reform
- Behavioral Health

News Releases

- [2024 General Election Governor Interviews](#)
- [Comparison of National Crime Data and WA State Data, 2022-2023 and 2019-2023](#)
- [Response to Juvenile Access Statutory Interpretations](#)
- [DCYF Announcement and WASPC Statement](#)
- [2023 Crime in WA Report](#)
- [Statement on Juvenile Intake Freeze](#)
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Executive Director Newsletter



- 10/28/2024 - Executive Director [Update](#)
- 9/6/2024 - Executive Director [Update](#)
- 8/22/2024 - Executive Director [Update](#)
- 7/29/2024 - Executive Director [Update](#)
- 6/28/2024 - Executive Director [Update](#)
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For Mr. Strachan's Bio, click photo

Wear The Badge WA





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- [Correctional Options Services \(COS\)](#)
- [Crime Statistics \(CJIS/NIBRS/UCR\)](#)
- [Denied Firearms Transactions](#)
- [Executive Recruitment & Selection](#)
- [Jail Booking and Reporting System \(JBRS\)](#)
- [Law Enforcement Wellness App](#)
- [Leadership Training](#)
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- [SECTOR](#)
- [Traffic Safety](#)
- [Victim Information & Notification \(VINE\)](#)
- [VINE Protective Order \(VPO\)](#)



News Releases

- [2024 General Election Governor Interviews](#)
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LE ACCREDITATION GENERAL INFORMATION

- [Informational Brochure](#)
- [Accreditation Commission Charter](#)
- [2024 Accreditation Program Policy and Procedures](#)
- [Sample Accreditation Annual Report](#)
- [2024 Standards of Proof of Compliance Examples](#)
- [Operations LEMAP Report](#)
- [Roster of Washington State Accredited Agencies](#)
- Accreditation Mentor Program: [Program Description](#) | [Mentors](#) | [Accreditation Mentor Workbook for LE Operations](#)
- [Accreditation Commission Members and Term](#)
- [Accreditation Seminar 02-2023](#)
- [Accreditation Seminar 10-2023](#) | [Managers Training](#) | [Standards Training](#)
- [Accreditation Seminar 6-2024](#)

JAIL ACCREDITATION INFORMATION

- [2020 WASPC Jail Accreditation Standards](#)
- [2023 WASPC Jail Accreditation - Standards of Proof](#)
- [2023 Jail LEMAP Report](#)
- [Jail Operations LEMAP Report](#)

CALEA INFORMATION

- [2023 CALEA/WASPC Crosswalk of Standards](#)



WHY ACCREDITATION?

- Pursuit of best practices.
- Agency/individual accountability.
- Organizational discipline and pride.
- Accreditation is about agency PERFORMANCE!

COMMON PITFALLS TO ACCREDITATION

Agency policy vs. practices vs. accreditation standards.

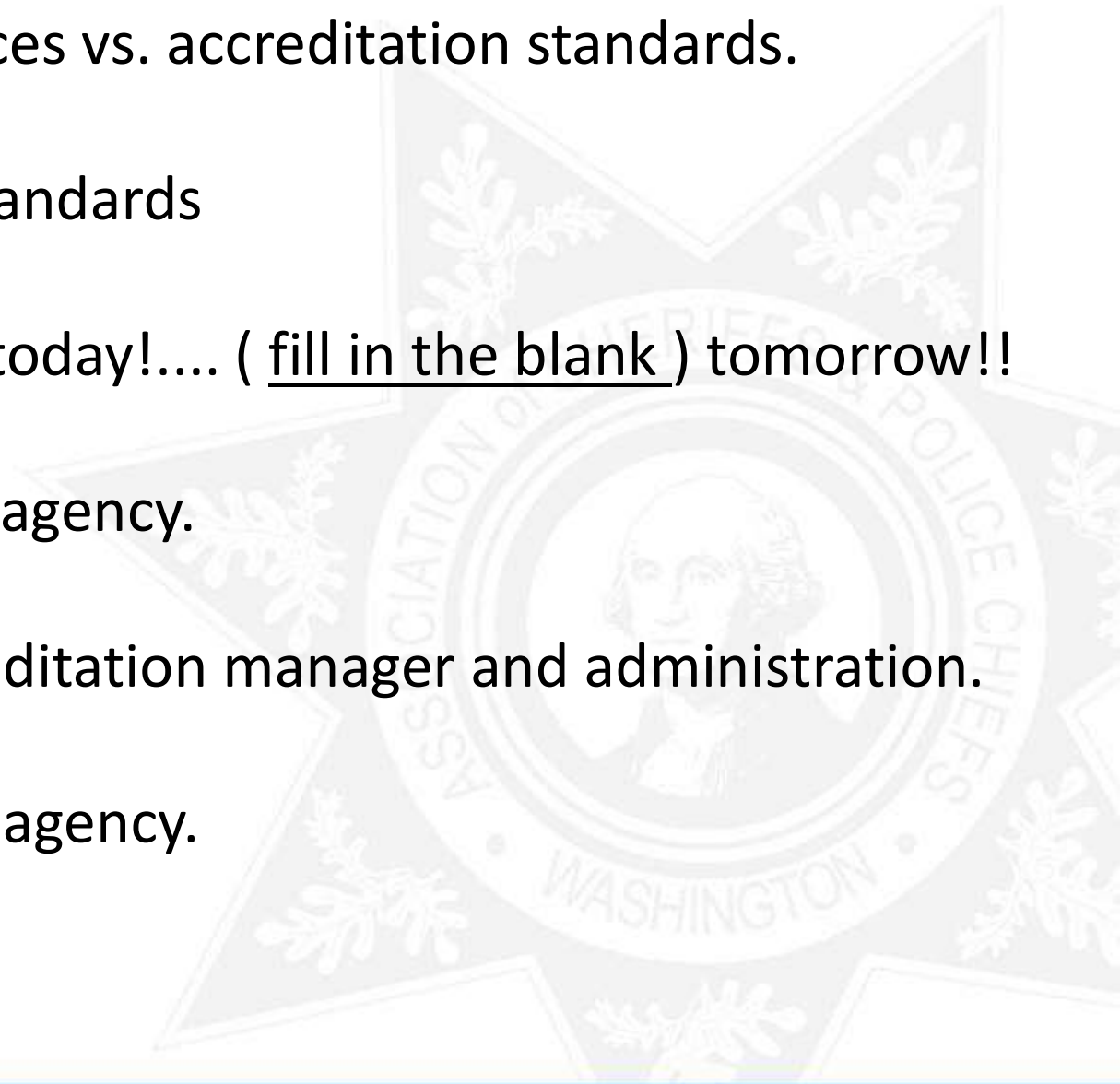
Understanding of the standards

Accreditation manager today!.... (fill in the blank) tomorrow!!

Unrealistic timelines by agency.

Procrastination by accreditation manager and administration.

Poor communication to agency.

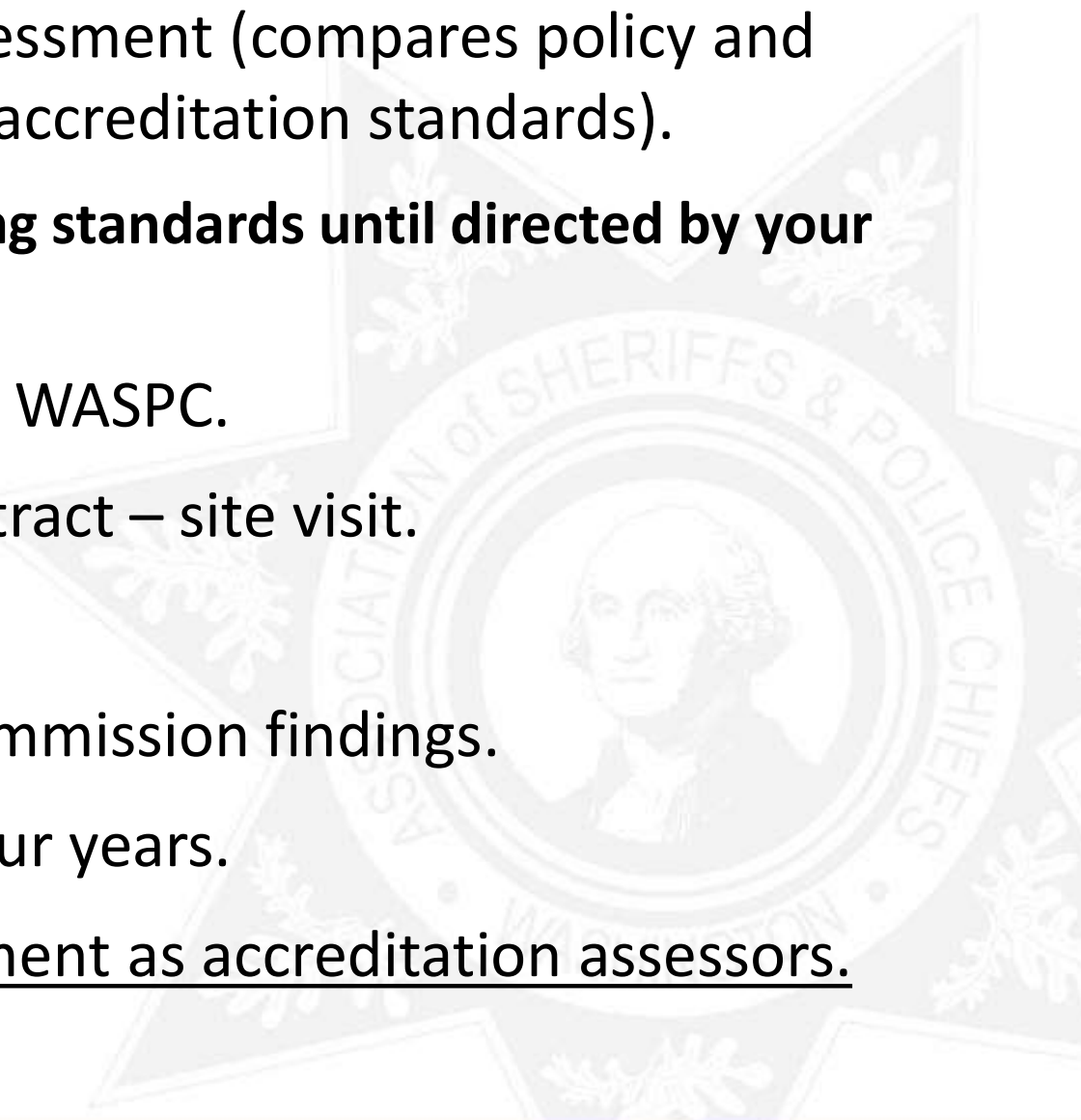


HOW ACCREDITATION IS ACHIEVED

- Agency conducts self assessment (compares policy and practices against WASPC accreditation standards).

NOTE – Do not start proofing standards until directed by your mentor.

- Assignment of mentor by WASPC.
- Virtual assessment – contract – site visit.
- Commission review.
- WASPC Board confers Commission findings.
- Re-accreditation every four years.
- Agency member involvement as accreditation assessors.



Accreditation Timeline

Spring

- Files completed by Jan. 31
- Virtual assessment completed by March 1.
- Site visit completed by May 1.
- Forwarded to Commission by May 10.

Fall

- Files completed by June 30.
- Virtual assessment completed by Aug. 1.
- Site visit completed by Oct. 31.
- Forwarded to Commission by Nov. 5.

Accreditation Timeline

Spring

Fall

- Files complete
- Virtual Assessment by March 1.
- Onsite completion by Oct.
- Forwarded for Commission by May 1.

**WHAT HAPPENED
TO THE MOCK
ASSESSMENT?**

June 30.

1.

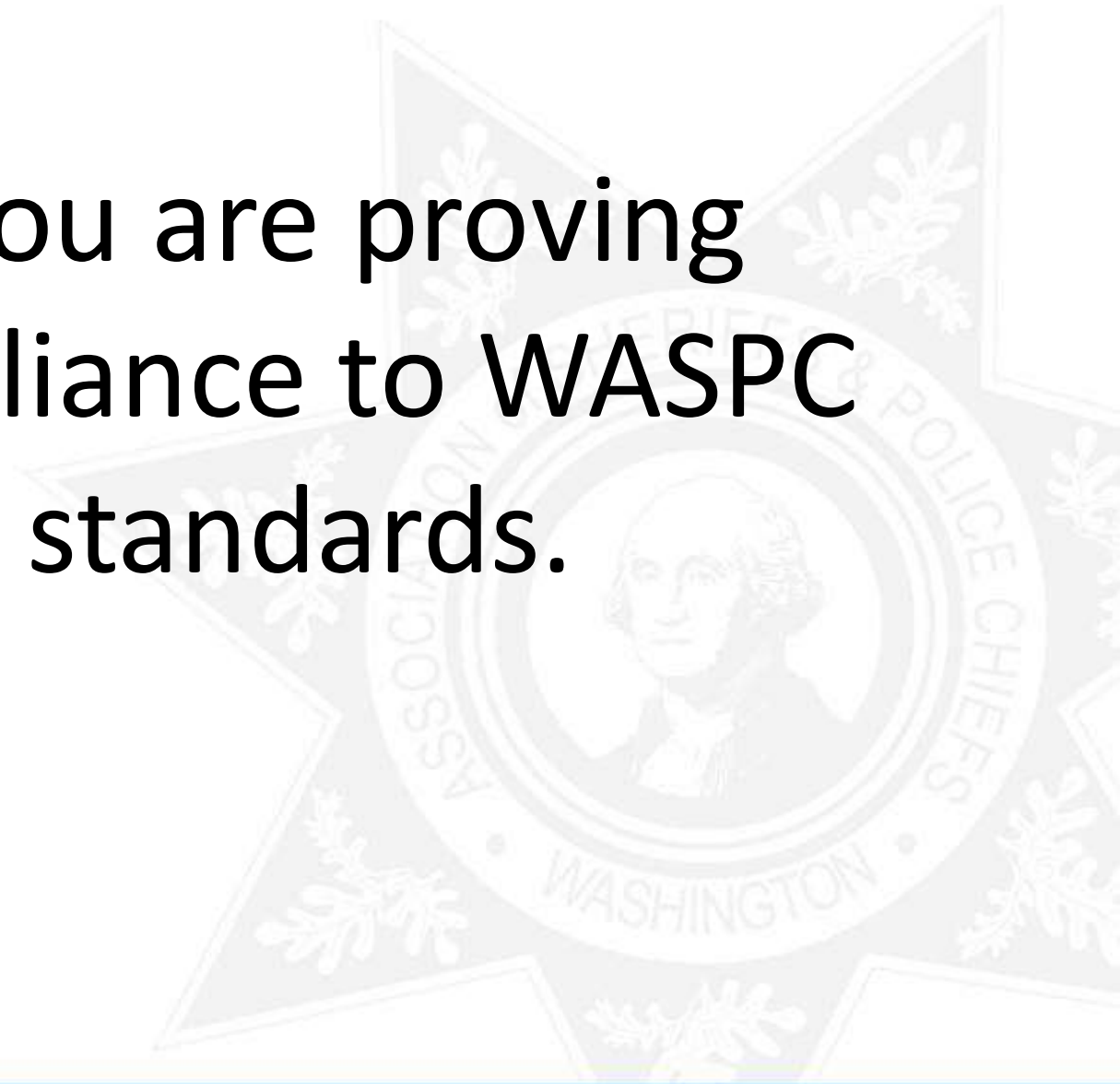
by Oct.

mission

by Nov. 5.

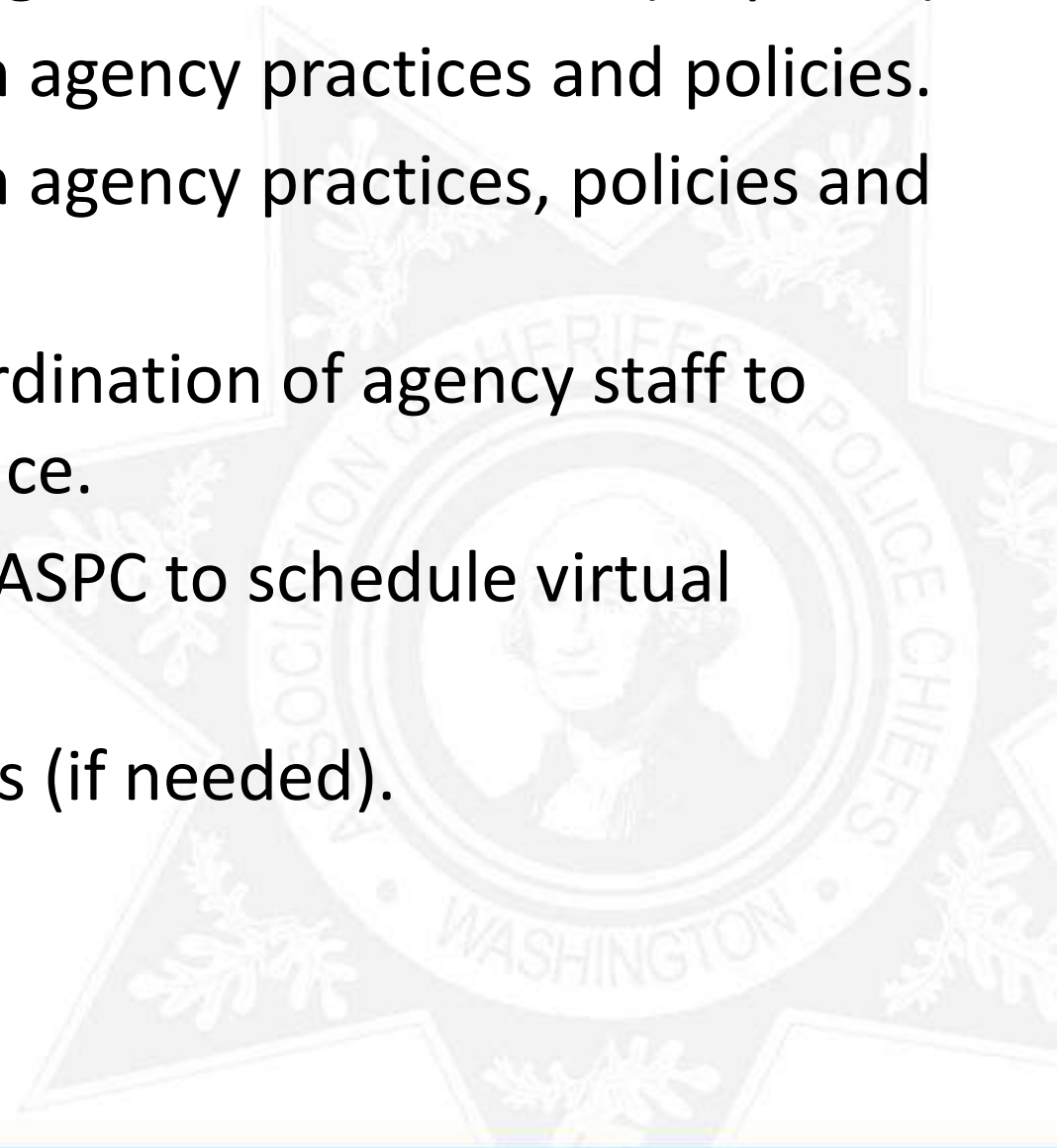
ACCREDITATION MANAGER'S ROLE

Simply put, you are proving agency compliance to WASPC accreditation standards.



ACCREDITATION MANAGER'S ROLE

- When ready to begin, assignment of a mentor (required).
- Identify the gaps between agency practices and policies.
- Identify the gaps between agency practices, policies and accreditation standards.
- File construction and coordination of agency staff to supply proofs of compliance.
- Work with mentor and WASPC to schedule virtual assessment.
- Address compliance issues (if needed).
- Schedule site visit.



WASPC LAW ENFORCEMENT ACCREDITATION TRAINING

A few words on proofs

- ❖ Agencies must show **proof** they follow their own policy.
 - For standards requiring annual work *, agencies must have proof from all four years leading up to re-accreditation.
- ❖ Final arbiter of whether a proof is sufficient for compliance is the Director of Professional Services.

WHAT IS A PROOF

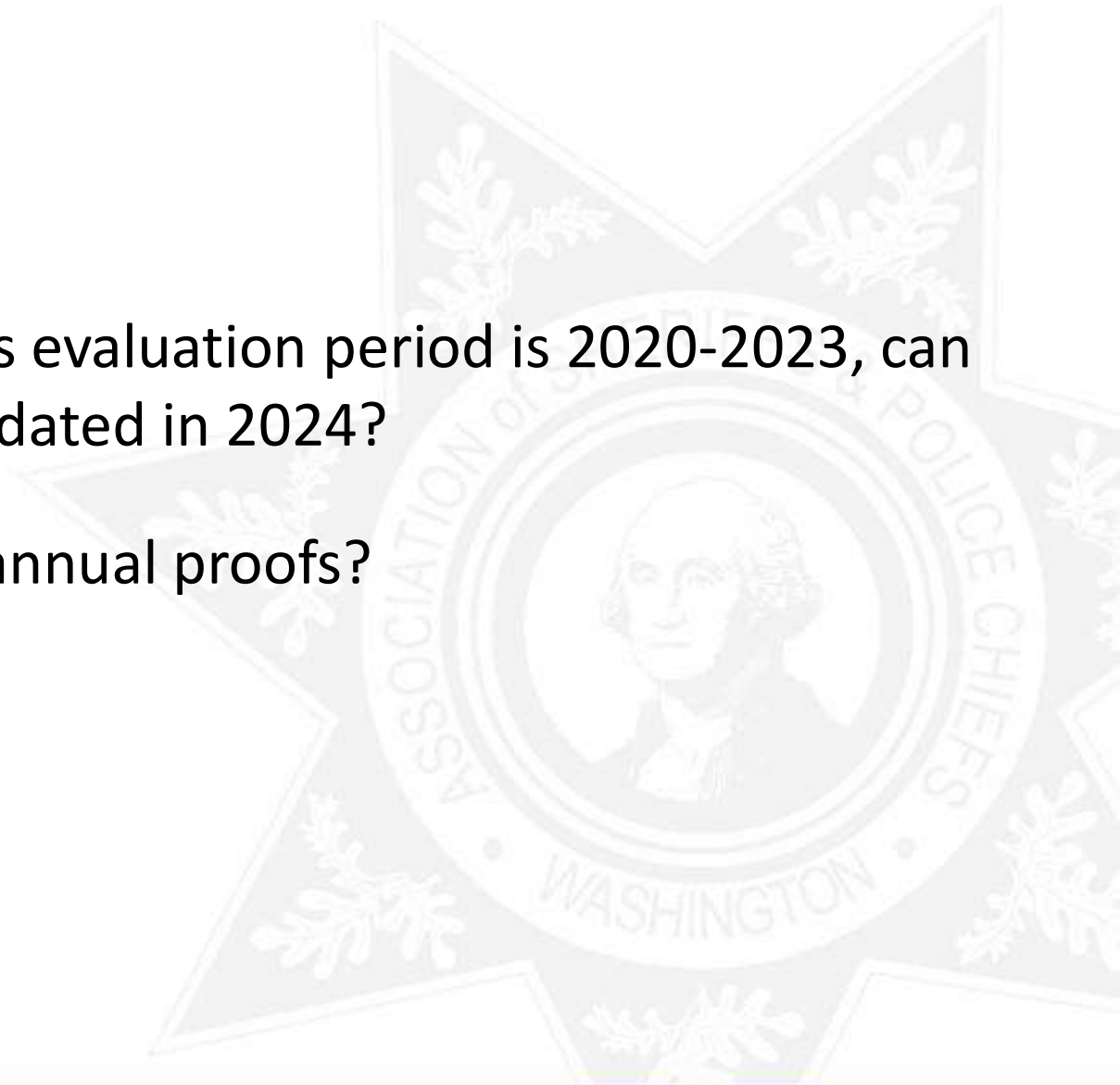
- Evidence supporting compliance with standard.
- Case report, specific form (ex: use of force/completed forms), memo or directive, photos.
- Proofing requirements:
 - New Accrediting agency – supply proofs from no more than one year (12 months) prior to the virtual assessment.
 - Re-Accrediting agency – supply proofs from within the last two years leading up to the re-accrediting year. In some cases, the proof can be from any time over the past four-year accreditation cycle.

WHAT IS A PROOF

Frequent questions:

If a re-accrediting agency's evaluation period is 2020-2023, can they have proofs that are dated in 2024?

Which standards require annual proofs?

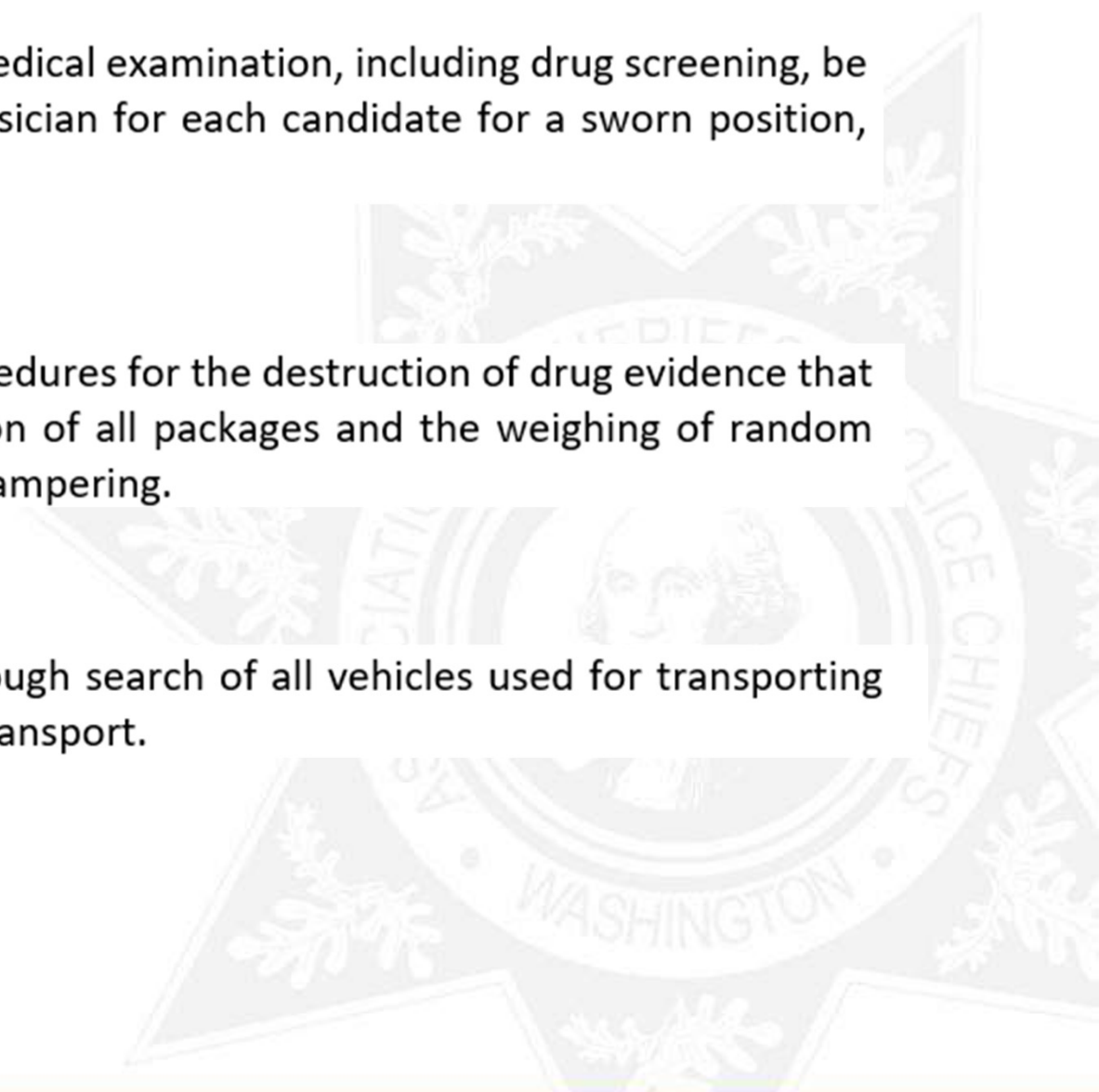


WHEN YOU SEE THE WORDS:

- Policies
- Procedures
- Agency requires
 - A document is required as part of your proofs showing you have some type of policy, procedure or order that satisfies the standard's requirement. Here are a couple examples:
 - 2.1 The agency requires all law enforcement personnel to take and abide by an Oath of Office to support, obey, and defend the Constitution of the United States and the Washington Constitution and the laws of Washington and the governmental subdivisions.
 - 2.4 The agency has policies assuring compliance with all applicable constitutional requirements for in-custody situations including:

WHEN YOU SEE THE WORDS:

- 10.3 The agency requires that a medical examination, including drug screening, be performed by a licensed physician for each candidate for a sworn position, prior to appointment.
- 17.15 The agency has written procedures for the destruction of drug evidence that includes the visual inspection of all packages and the weighing of random samples to detect possible tampering.
- 18.4 The agency requires a thorough search of all vehicles used for transporting prisoners before and after transport.



FILE CONSTRUCTION HINTS!

Work closely with your mentor!!!!

Files are automatically set up in Power DMS and normally only need to be populated in the system.

In Power DMS, hyperlink and highlight sections of policy, reports, or memos specific to show compliance with the standard.

Confirm agency policy complies with the WASPC standards **before** starting the proofing process!

DO NOT OVER PROOF FILES! (more later)

HYPERLINK APPLICABLE POLICY SECTIONS

Summary

History

Tasks (1)

Statuses

Attachments

<> ... / Section 1 - Admin... / Chapter 3 - Use o... / 3.2 Warning Shots

3.2 Warning Shots

Print

The agency has a policy governing the use of warning shots.

Purpose: *If the law enforcement agency permits the use of firearm "warning shots" by agency personnel, the agency shall have a written directive governing their use. Otherwise, the agency shall have a written directive prohibiting the discharge of "warning shots" by agency personnel.*

Atch Hlt

- -

4 2

- -

+ Add New Attachment

▼ Filters: None Applied

📄 POLICY - 306 Firearms
Accreditation Manager

▼ Highlights (1)

● Warning Shots

📄 PROOF - Memo of No Warning Shots
Accreditation Manager

▼ Highlights (1)

● Memo of Non-Occurrence

HYPERLINK APPLICABLE POLICY SECTIONS

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+ Add New Attachment

▼ Filters: None Applied

📄 POLICY - 306 Firearms
Accreditation Manager

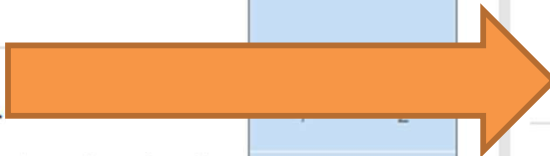
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Accreditation Manager

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HYPERLINK APPLICABLE POLICY SECTIONS

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4	2
-	-

Page 9 of 11 Zoom

Firearms

306.7.3 WARNING SHOTS

An officer shall not use a firearm to fire a warning shot (Washington State Office of the Attorney General Model Use of Force Policy).

306.8 RANGEMASTER DUTIES

The range will be under the exclusive control of the Rangemaster. All members attending will follow the directions of the Rangemaster. The Rangemaster will maintain a roster of all members attending the range and will submit the roster to the Training Sergeant after each range date. Failure of any officer to sign in and out with the Rangemaster may result in non-participation or

+ Add New Attachment

▼ Filters: None Applied

📄 POLICY - 306 Firearms
Accreditation Manager

▼ Highlights (1)

● Warning Shots

📄 PROOF - Memo of No Warning Sho
Accreditation Manager

▼ Highlights (1)

● Memo of Non-Occurrence

■ NO - Non-occurrence
Accreditation Manager

■ Policy and memo to file reviewed a



FILE OVER PROOFING

What is over proofing?

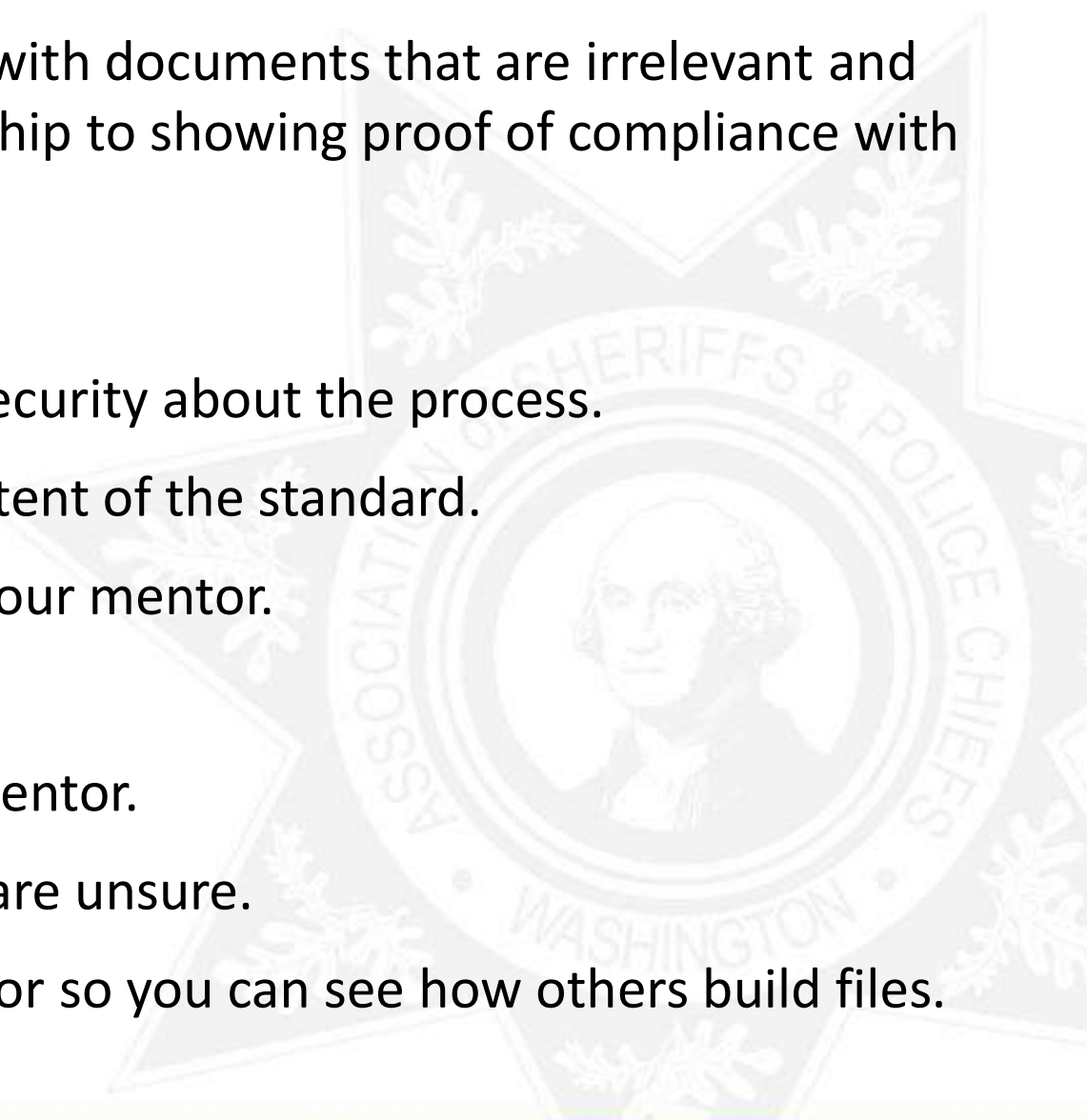
- Filling accreditation files with documents that are irrelevant and do not have any relationship to showing proof of compliance with the standard.

Why does over proofing occur?

- AM inexperience and insecurity about the process.
- Not understanding the intent of the standard.
- Not asking questions of your mentor.

How to avoid over proofing.

- Work closely with your mentor.
- Ask questions when you are unsure.
- Get involved as an assessor so you can see how others build files.



COMMON SHORTCOMINGS

Not understanding, or making assumptions, about accreditation.

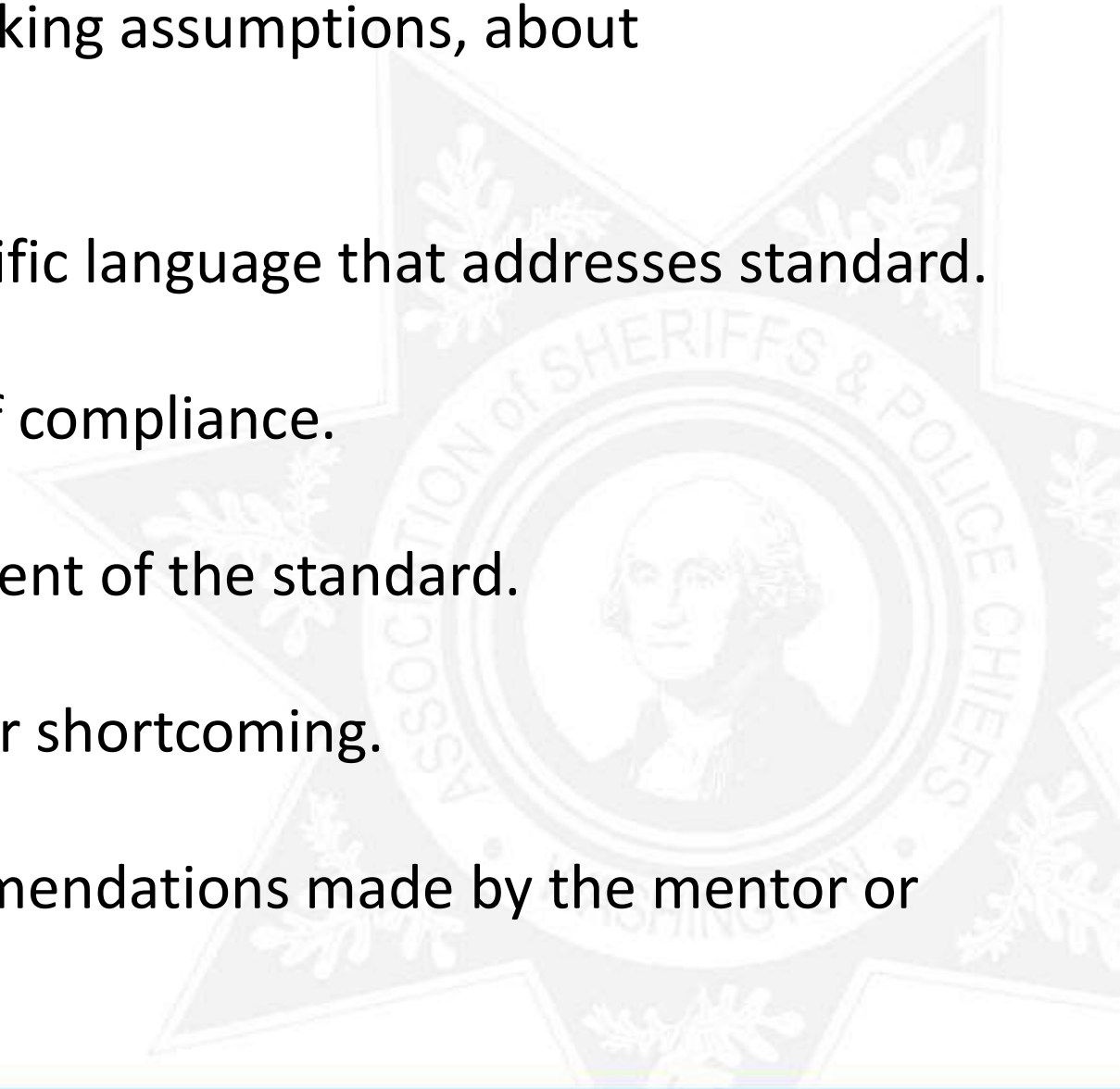
Lacking a policy with specific language that addresses standard.

Lacking adequate proof of compliance.

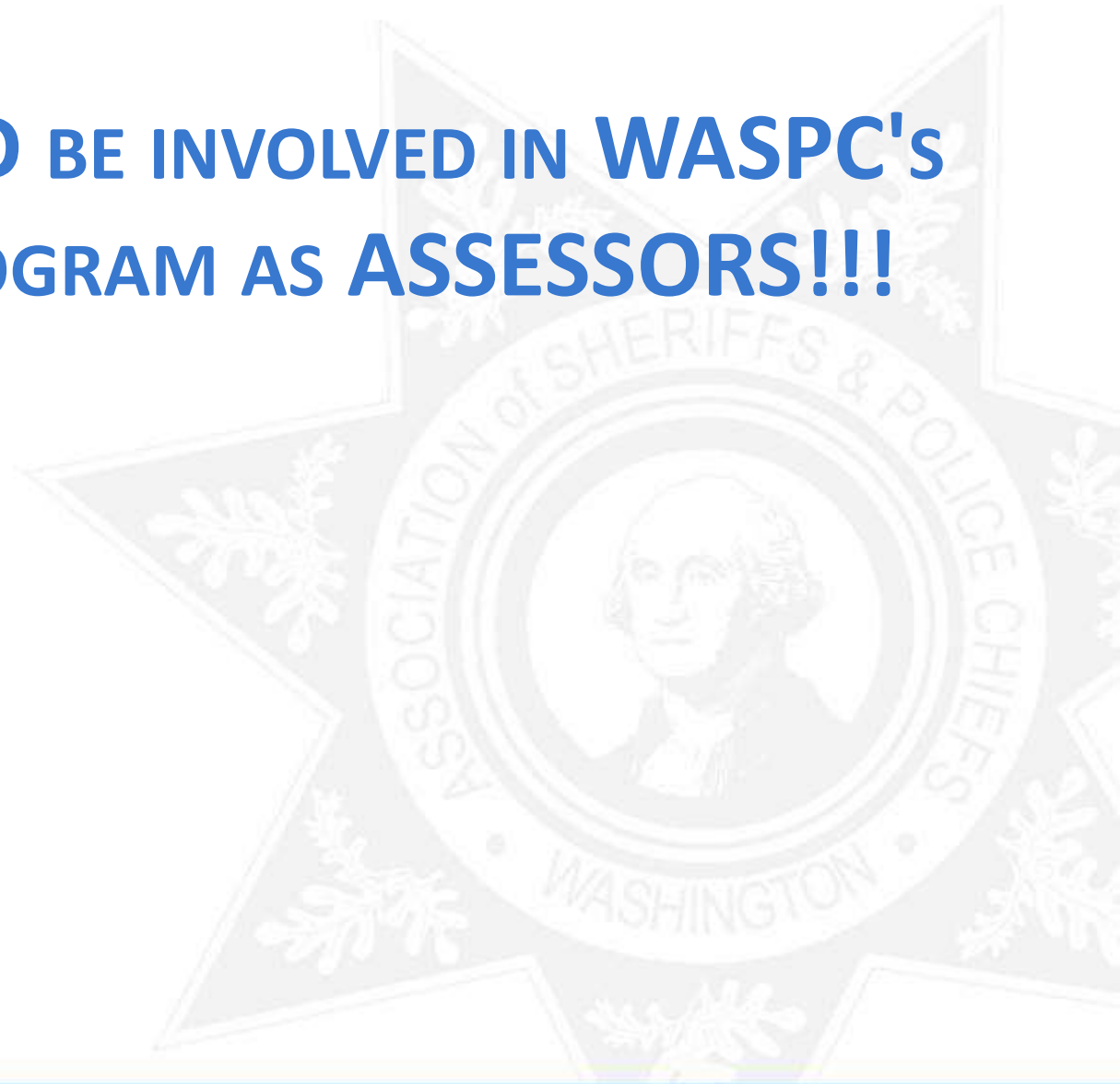
Not understanding the intent of the standard.

Not owning a deficiency or shortcoming.

Not responding to recommendations made by the mentor or assessment team.



**ALL OF YOU SHOULD BE INVOLVED IN WASPC'S
ACCREDITATION PROGRAM AS ASSESSORS!!!**



ROLE OF THE ASSESSOR

- Confirm policy/procedure language adequately addresses the standard.
- Ensure proofs confirm compliance with policy, procedure or standard. **Stay consistent with published standards of proof document.**
 - ✓ Will be interacting with Accreditation Manager during file review.



Standards of proof document

	A	B	C
4	1.1	Mission Statement	Copy of Mission Statement/ Vision Statement.
5	1.2	Goals and Objectives	Copy of department strategic plan or department Goals and Objectives and unit specific goals & objectives. Memo to file explaining annual update process with support documents.
5	2.1	Oath of Office	Signed Oath of Office by an officer (most recent).
7	2.2	Statutory Authorization	Copy of ordinance, RCW or policy that gives CEO authority.
3	2.3	Physical Arrests	Case report with a physical arrest with <u>and</u> without warrant.
9	2.4	Constitutional Requirements	Case report with suspect interview, Miranda and a search/seizure.
0	2.5	Search and Seizure	Case reports covering representative searches.
1	2.6	Strip and Body Cavity Searches	Copy of case report where a strip search was conducted. If no strip searches conducted, place memo in file explaining N/A.
2	2.7	Arrest and Detention of Foreign Nationals	Arrest report with the arrest of a foreign national. If you did not arrest any foreign nationals, place a memo in the file advising that there were no foreign nationals arrested during accreditation cycle. Check with local jail for a proof.
3	2.8	Juvenile Access to Counsel Prior to Interrogation	Incident report that documents efforts made to place the juvenile suspect in contact with counsel prior to interrogation. Make sure you proof all three bullets of the standard.
4	2.9	Electronic Recording of Custodial Interrogations	Incident report, or statement, that documents electronic recording of a custodial interrogation.

Slide 28

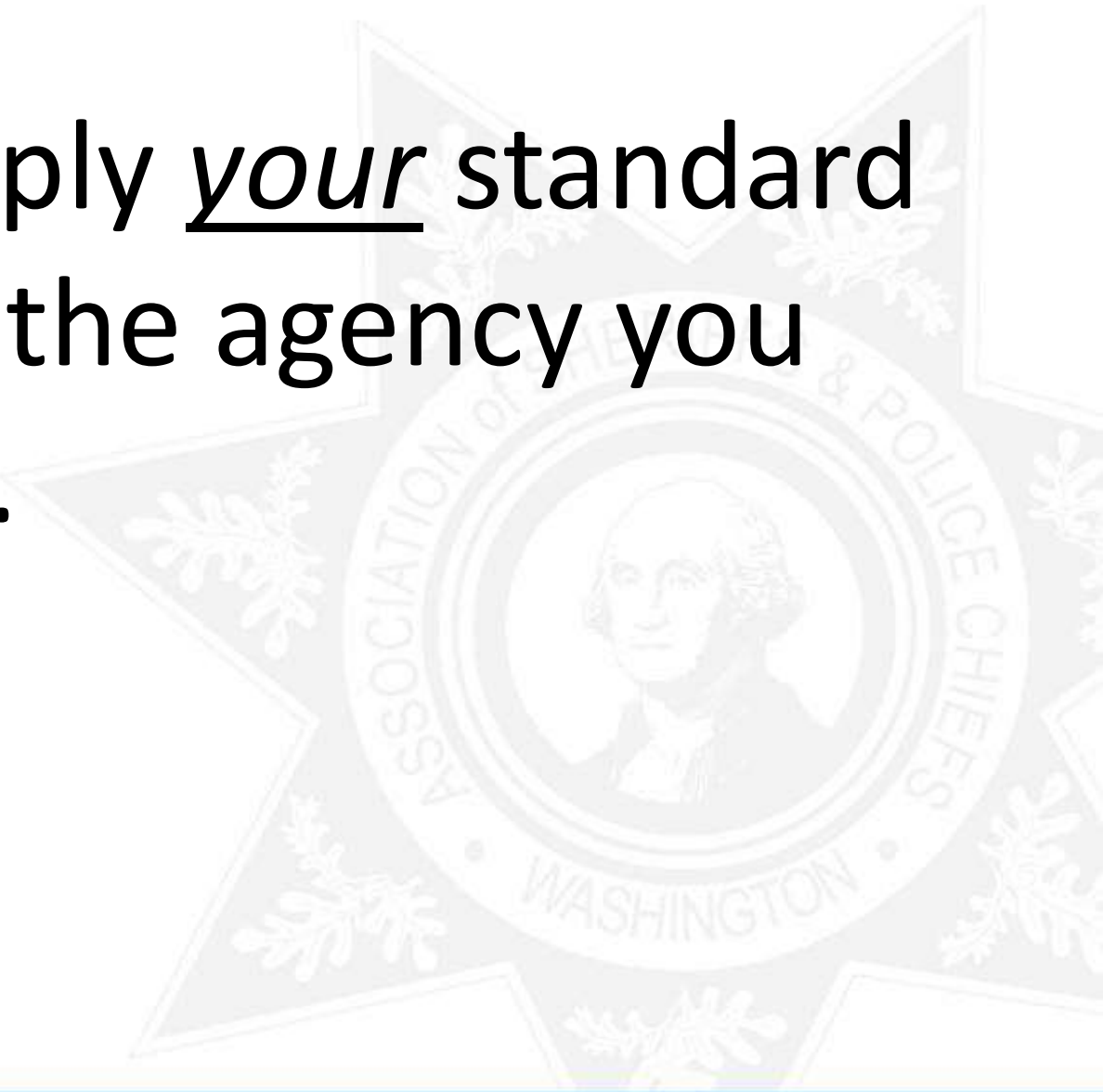
RM0

I think we should introduce the new standards of proof document, and include it here.

Randy Maynard, 2024-11-04T19:46:46.722

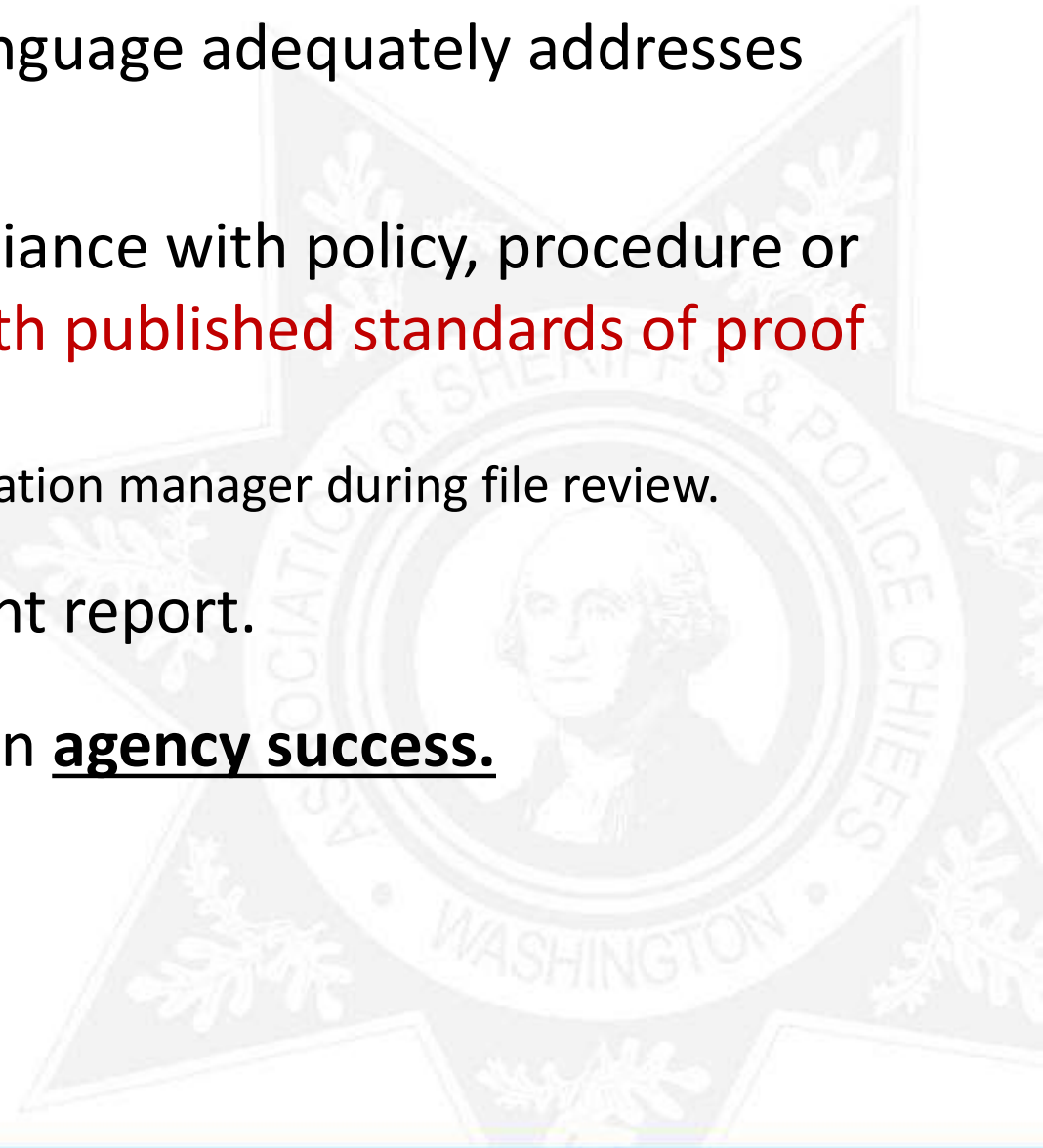
OVERREACH

When you apply your standard of work onto the agency you are assessing.



ROLE OF THE ASSESSOR (CONT.)

- Confirm policy/procedure language adequately addresses the standard.
- Ensure proofs confirm compliance with policy, procedure or standard. **Stay consistent with published standards of proof document.**
 - ✓ Will be interacting with accreditation manager during file review.
- Contribute to final assessment report.
- Assessment team's focus is on **agency success.**



The Best ASSESSORS.....

- ❖ Are able to balance current workload and conduct file reviews over a three-day period
- ❖ Have very strong analytical skills
- ❖ Have heightened attention to detail
- ❖ Have above average written and verbal skills
- ❖ Have an understanding of all WASPC standards and can explain the why of the standard

The ONE BOX Rule!



WWPD Assessments

WASPC Law Enforcement Accreditation Standards Manual © - December 2022 (2nd Revision)

Summary

History

Tasks (1)

Statuses

Attachments

<> ... / Section 1 - Admin... / Chapter 4 - Manag... / 4.3* Review of In...

4.3* Review of Incidents

Print

WASPC/CALEA CROSSWALK ACCREDITATION STANDARD

The agency has a policy that requires an annual management review and analysis, with final review approved by the chief executive officer, of the following incidents:

- Vehicle pursuits
- Use of force events
- Internal investigations
- Biased based profiling incidents

Purpose: It is the intent that agencies require ongoing first level supervisory and administrative review of these high liability incidents. Additionally, an annual review and analysis of these incidents shall be conducted at the command level, with approval by the CEO, and can be used as an early warning system. Agencies should address policy, procedure, training and/or personnel issues that are identified during this review process.

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-	-	
5	21	<input type="checkbox"/>
5	2	<input type="checkbox"/>
4	1	<input type="checkbox"/>
5	2	<input type="checkbox"/>
5	3	<input type="checkbox"/>
-	-	

Type

Simple Note

Standard

0 points selected

* Notes

Only Check One Box

Save Cancel

Filters: None Applied

POLICY: 300 Use Of Force
Accreditation Manager

Highlights (1)

300.9 UOF Analysis

307 Vehicle Pursuits
Accreditation Team

Highlights (1)

The ONE Simple Note Rule!!

7.3 Regional Planning

Print

WASPC/CALEA CROSSWALK ACCREDITATION STANDARD

The agency works with the County and/or regional agencies in developing a county or regional disaster or emergency response plan.

Atch	Hlt
-	-
4	3

PROOF - POTUS VISIT, 4/22/2022

Accreditation Manager

Highlights (2)

- Event Operations Plan with Activation of the Emergency Operations Center (EOC) for President of the United State (POTUS) Visit
- Coordination and Activation of the Emergency Operations Center for POTUS Visit at Green River Community College

PROOF - EOC Activation for Presidential Visit, 4/22/2022

Accreditation Manager

Highlights (1)

- E-mail correspondence to Department Directors of EOC Activation for Presidential Visit

Proofs include operations plan and EOC activation for presidential visit. Emergency response plan included local, regional and national inclusion with partnering agencies.
WASPC Assessor

Only create ONE simple note

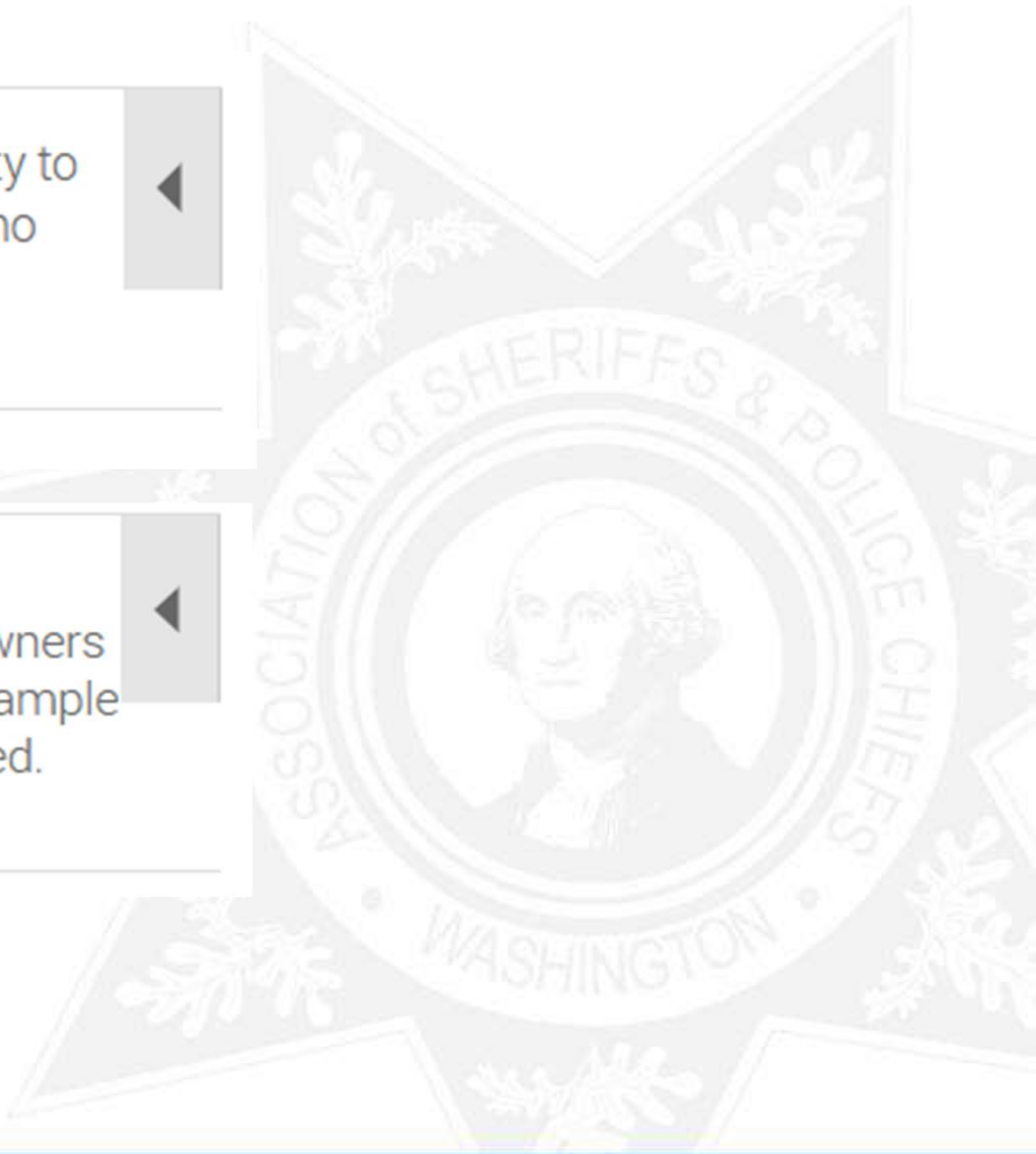
GOOD DOCUMENTATION

■ Proof in file included POLICY Duty to Intervene and memo to file stating no incidents of duty to intervene.

WASPC Assessor

■ Agency policy 17.20 outlines procedures for notifying property owners of property in agency's custody. A sample property notification letter is provided.

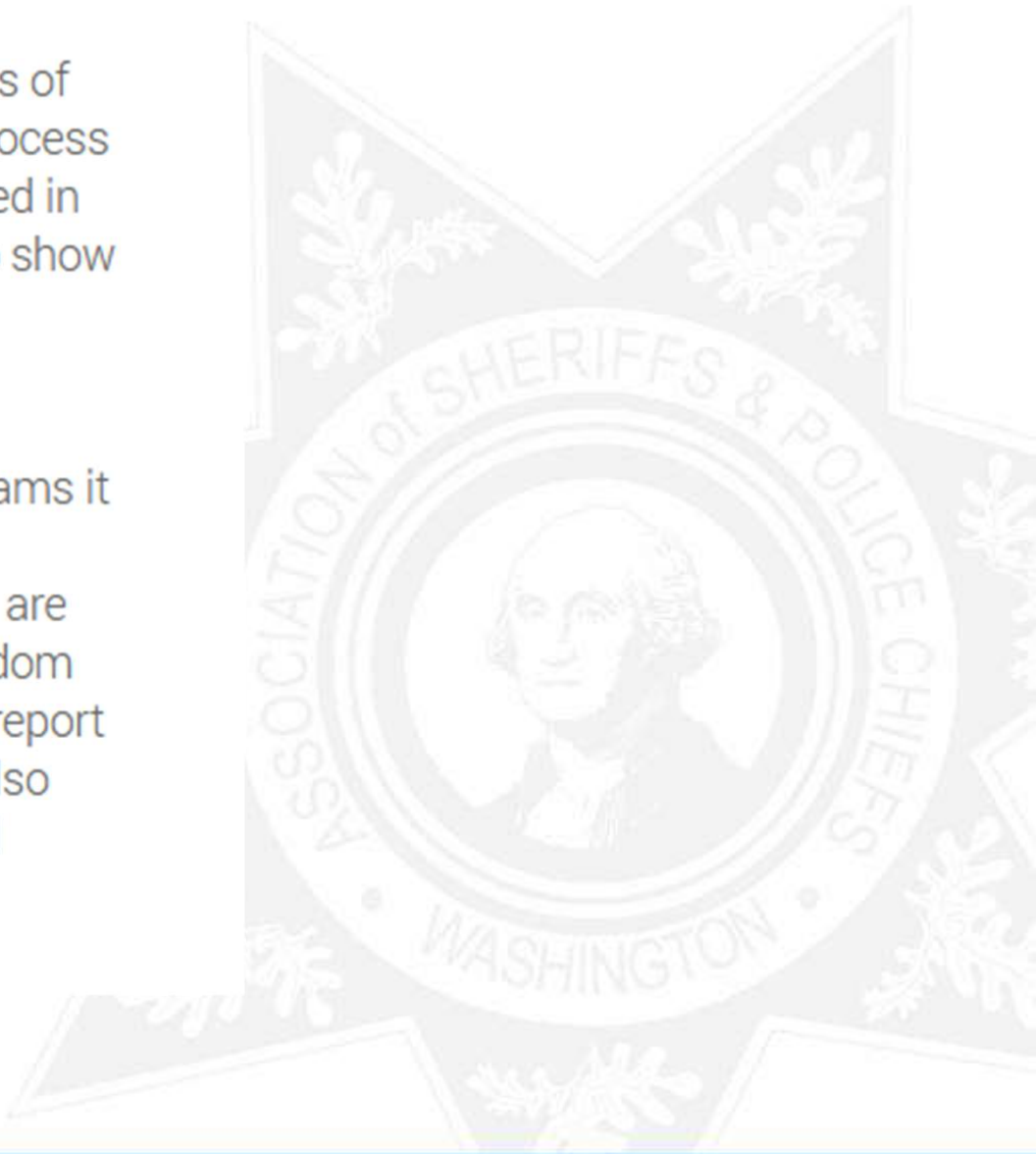
WASPC Assessor



GOOD DOCUMENTATION

■ Agency has provided detailed information about the full process of destroying drug evidence. The process is explained well and then followed in the provided proof of standard to show the preparation, transport, and completion of the burn. Site Visit (10/02/2023) David Doll: During agency interview with Tech. Williams it was affirmed that when drug destruction is done, all packages are inspected for tampering and random packages are weighed. A recent report of destruction was done which also documented the inspections and weighing.

WASPC Assessor

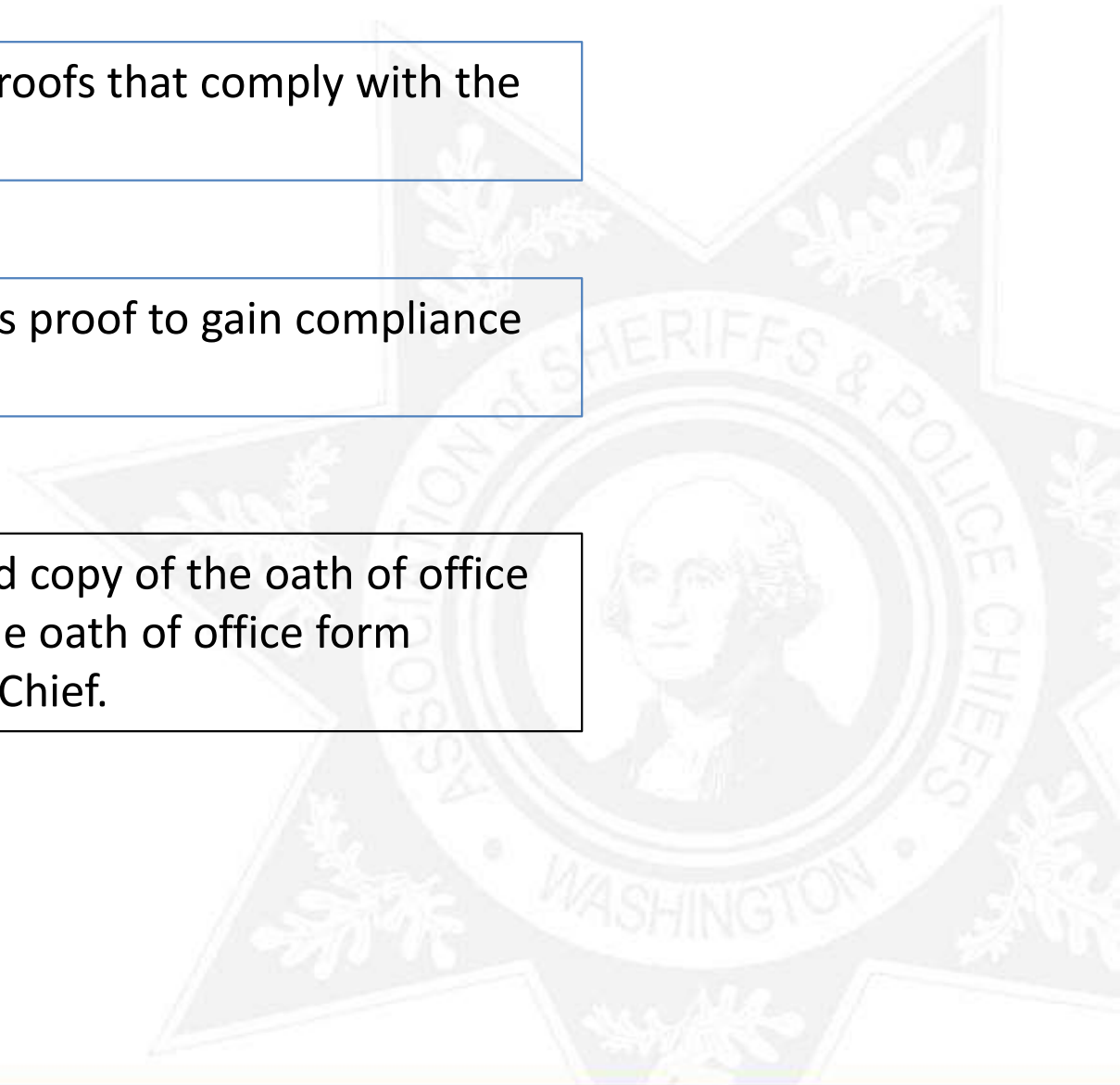


NOT SO GOOD DOCUMENTATION

Agency provided policy and proofs that comply with the standard.

More work is needed with this proof to gain compliance to the standard.

Policy 101 (Oath of Office) and copy of the oath of office meetings the standard, but the oath of office form provided is not signed by the Chief.



SPECIFY WHAT IS NEEDED TO COMPLY

File information is needed. Agency Policy Section 13.12 (Polygraph - Examiner Qualifications) indicates they will use a polygrapher who is professionally trained, credentialed and in good standing with the American Polygraph Association. You have provided a printout from the Northwest Polygraph Association for membership but **American Polygraphy Association credentials are needed and confirmation of 30 hour training every two years, if available.** Redacted polygraph is provided. Agency Policy Section 15.1 indicates a polygraphy test will be administered to all employment candidates.

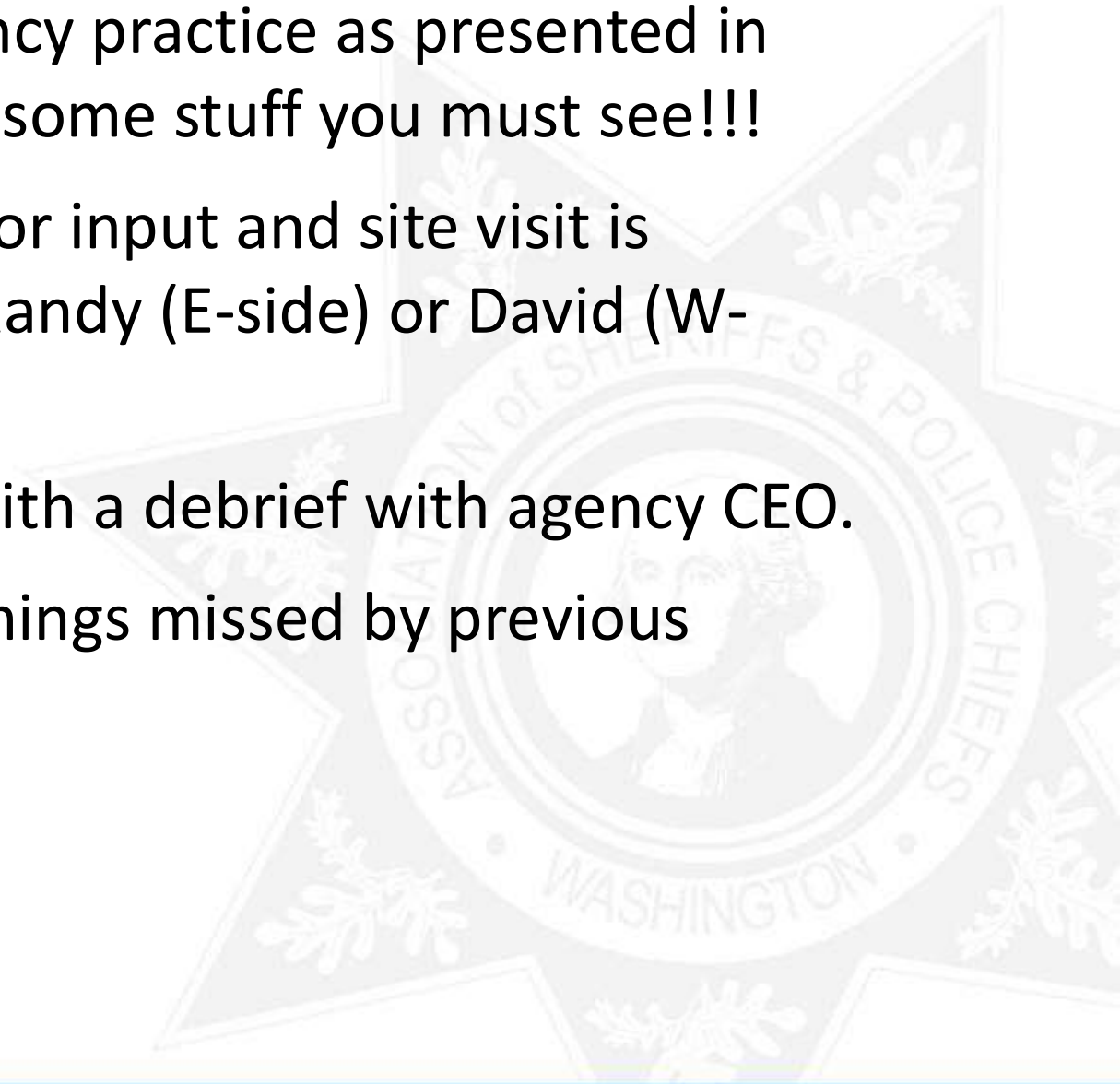
OUT OF COMPLIANCE CORRECTIONS

If the agency is deemed out of compliance with any standards:

- WASPC staff briefs the AM and often the CEO of any problem areas and provides solutions.
- WASPC staff is the contact for agencies working on non-compliance issues.
- Final documents, including corrective measures taken, are forwarded to the Director of Professional Services (in one package) at least 30 days prior to the next Accreditation Commission meeting.

THE SITE VISIT

- Purpose: Affirm agency practice as presented in proofs + There's just some stuff you must see!!!
- Assessors are asked for input and site visit is facilitated by either Randy (E-side) or David (W-side).
- Site visit concludes with a debrief with agency CEO.
- Sometimes we find things missed by previous assessments.



ACCREDITATION COMMISSION ACTIONS

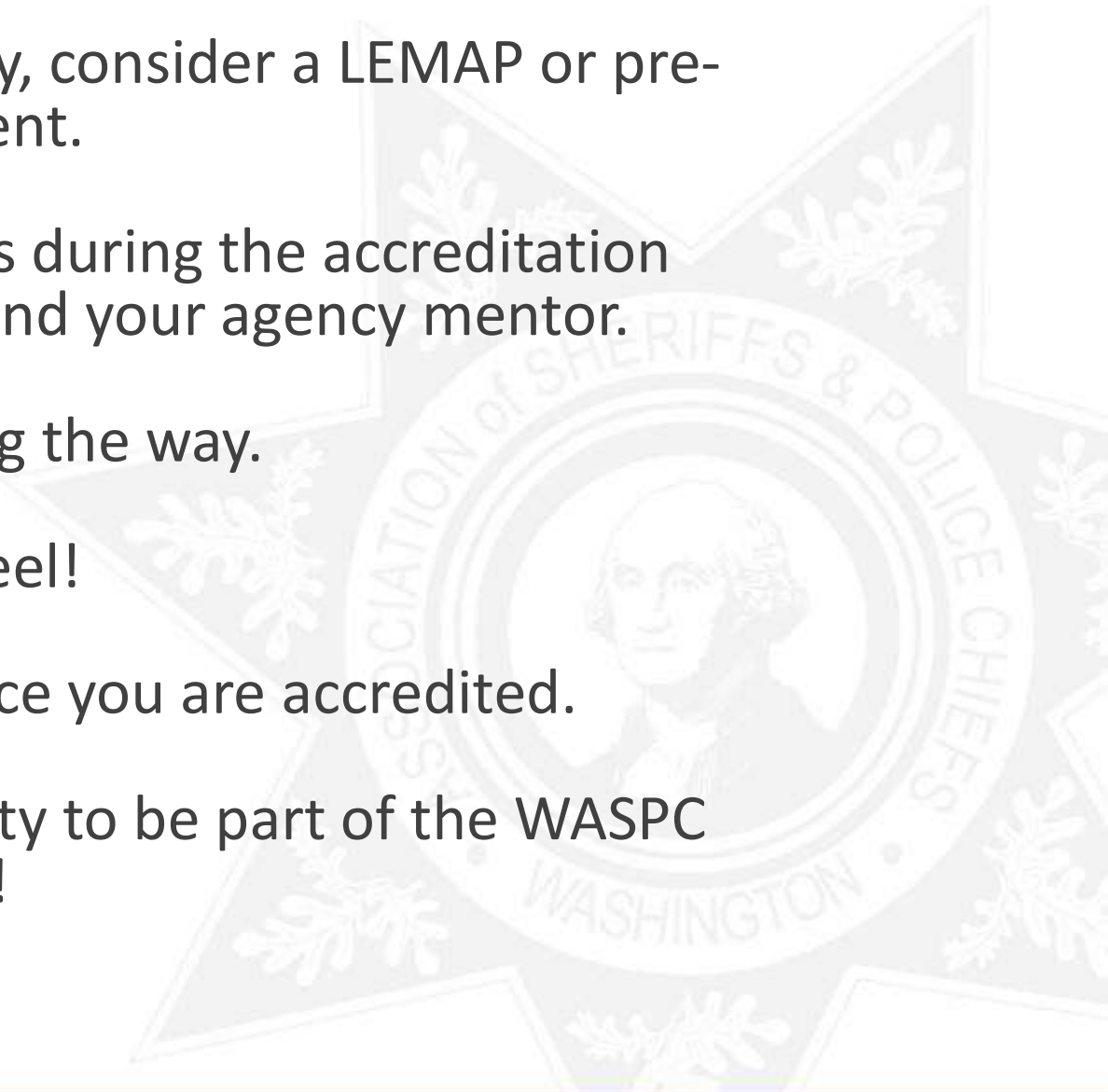
- Commission convenes at Fall/Spring WASPC Conference.
 - Accrediting agencies are required to attend.
- Reviews agency final reports.
- Agency CEO may need to mitigate non-compliant issues.
- Commission Chair presents to WASPC Executive Board at the next Executive Board meeting.
- WASPC Executive Board confer Commission findings.
- Appeals for reconsideration are only heard by the Accreditation Commission.

RE-ACCREDITATION PROCESS

- Accreditation is a 4-year cycle and re-accreditation is more difficult than initial accreditation.
- **DO NOT** park the process until the year leading up to your re-accreditation onsite. Re-accreditation work should begin immediately after your last on-site.
- Be active in the WASPC Accreditation program. Give back. Standards are updated regularly. Stay current with changes and adjust policy and practices to meet new standards.
- **LIVE ACCREDITATION!**

FINAL HINTS!!

- If you are a new agency, consider a LEMAP or pre-accreditation assessment.
- Coordinate major steps during the accreditation process with the DPS and your agency mentor.
- Ask for assistance along the way.
- Don't reinvent the wheel!
- Avoid complacency once you are accredited.
- Fulfill your responsibility to be part of the WASPC accreditation program!



QUESTIONS??

SHORT BREAK

SELECTED/EDITED/NEW STANDARDS





VS





Washington Association of
**SHERIFFS &
POLICE CHIEFS**

WASPC LAW ENFORCEMENT ACCREDITATION

Review of Selected Standards National Standards

Process

- Application to DOJ
- Fall Conference
- Feedback and editing with DOJ for compliance
- Zoom PSC to finalize standard changes
- February 5 Executive Board
- Newly adopted standards effective 3/01/2025



NATIONAL STANDARDS FOR INDEPENDENT CREDENTIALING BODIES

EXECUTIVE ORDER 14074

SECTION 19



Updated May 2024



National Standards for Independent Credentialing Bodies

Executive Order 14074 Section 19

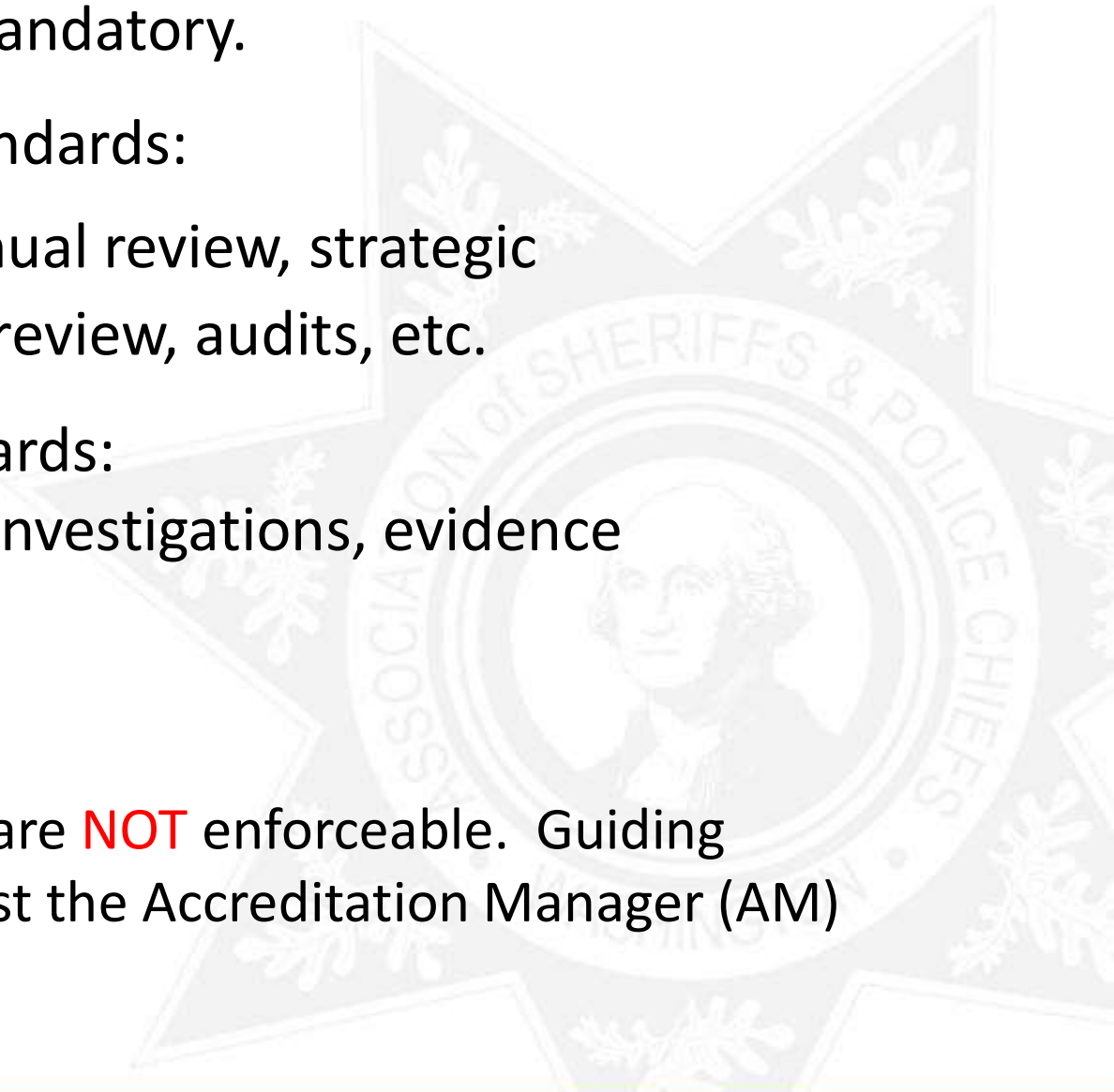
cops.usdoj.gov

- **Recruitment Plan**
- Selection Processes
- Personnel Evaluations
- **Career Development**
- Officer Wellness
- De-escalation
- UOF
- Officer Intervention
- Render Aid
- In-Service Training
- Early Intervention
- Discipline
- Implicit Bias Training
- Complaint Investigations
- “No knock” warrants
- Data collection/reporting
- Hiring Process Background
- Strip/Body Cavity Searches
- Evidence Security
- **BWC**



ABOUT THE STANDARDS

- 151 standards – all mandatory.
- 98 Administrative standards:
 - ✓ Budget, policy manual review, strategic planning, incident review, audits, etc.
- 53 Operational standards:
 - ✓ Patrol operations, investigations, evidence handling, etc.
- Purpose statements
 - ✓ Purpose Statements are **NOT** enforceable. Guiding language only to assist the Accreditation Manager (AM)



Slide 49

DDO

This will need to be updated to reflect new standards

David Doll, 2024-11-06T02:59:33.153

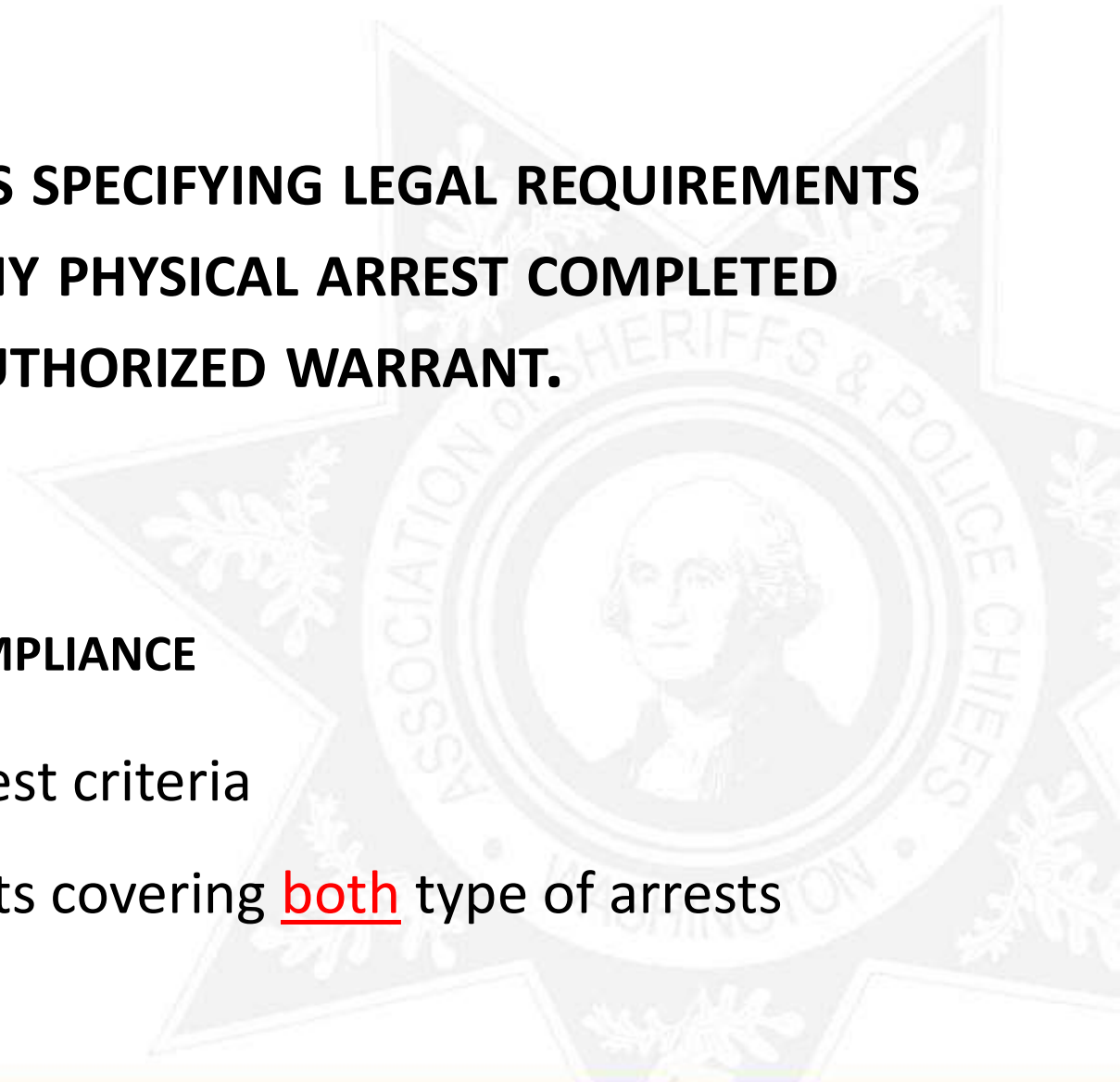
Role and Authority 2.3

Physical Arrests

THE AGENCY HAS POLICIES SPECIFYING LEGAL REQUIREMENTS AND PROCEDURES FOR ANY PHYSICAL ARREST COMPLETED WITH OR WITHOUT AN AUTHORIZED WARRANT.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policies covering arrest criteria
- ❖ Copies of case reports covering both type of arrests



Edit 2.6 Strip and Body Cavity Searches

The agency has policies for conducting strip and/or body cavity searches that include:

- Authority for conducting such searches with and without a search warrant;
- Provisions for circumstances involving juveniles;
- Privacy provisions with search by same gender (including gender identity and / or expression); and
- Any required reporting procedures when such searches are conducted.

Purpose: Strip searches and body cavity searches by law enforcement personnel, even when legally permissible, are controversial. They should be done out of public view, with appropriate regard for the dignity of the suspect, and shall be considered legally necessary and reasonable. When possible, all such search incidents should be witnessed. Body cavity searches should be conducted in a hygienic setting and by qualified medical personnel.



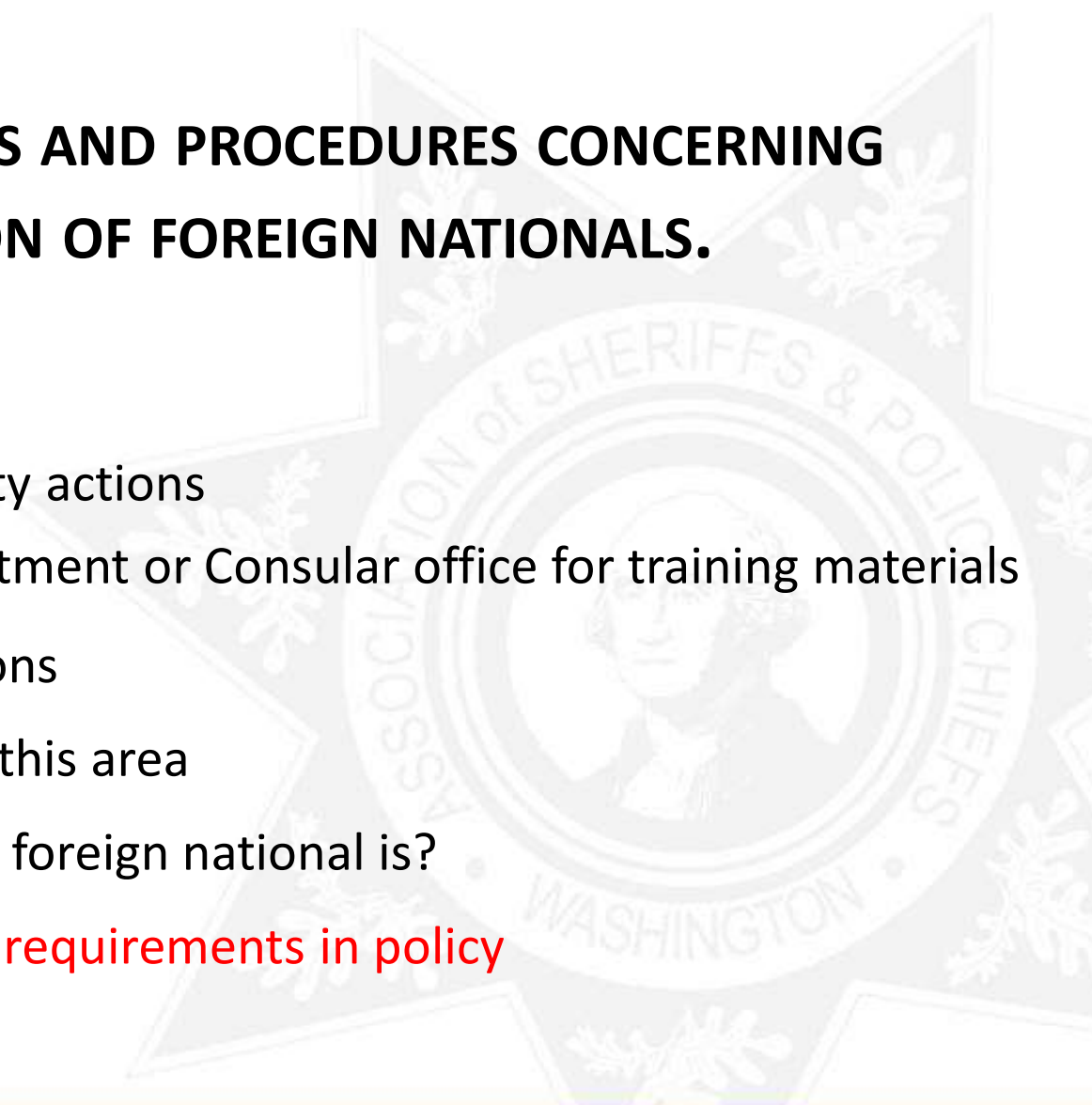
Role and Authority 2.7

Arrest and Detention of Foreign Nationals

THE AGENCY HAS POLICIES AND PROCEDURES CONCERNING THE ARREST OR DETENTION OF FOREIGN NATIONALS.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy to guide Officer/Deputy actions
 - Contact the State Department or Consular office for training materials
- ❖ Case reports to support actions
- ❖ Memo to file if not action in this area
- ❖ Do agency staff know what a foreign national is?
- ❖ **Watch for in-service training requirements in policy**



Juvenile Access to Counsel Prior to Interrogation 2.8 (updated 1/1/2023)

THE AGENCY HAS POLICIES THAT ENSURE ANY JUVENILE (UNDER AGE 18) WILL HAVE ACCESS TO AN ATTORNEY FOR CONSULTATION BEFORE THE JUVENILE WAIVES ANY CONSTITUTIONAL RIGHTS IF THE OFFICER/DEPUTY:

- **QUESTIONS A JUVENILE DURING A CUSTODIAL INTERROGATION,**
- **DETAINS A JUVENILE BASED UPON PROBABLE CAUSE OF INVOLVEMENT IN CRIMINAL ACTIVITY, OR;**
- **ASKS A JUVENILE TO AUTHORIZE A CONSENT SEARCH OF THEIR PERSON, PROPERTY, DWELLING OR VEHICLE UNDER THE JUVENILE'S CONTROL.**

Juvenile Access to Counsel Prior to Interrogation 2.8 (cont'd)

Proof of Compliance

- Agency policy
- Incident or supplemental report narrative documenting contact with counsel
- Memo to file if no incidents



Edit 3.1 Use of Force/Deadly Force

The agency has policies directing personnel to utilize force as prescribed by federal, state, and local laws. **In the event of a deadly force incident, agency policy requires a verbal warning, if feasible.**

- ***Purpose: To provide clear direction to peace officers that comply with ~~the~~ RCW 10.120.020 law and provide a clear understanding of the limitations on their authority to use force, up to and including deadly force.***

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy that meets standard
- ❖ Case report that supports compliance with policy



Use of Force 3.1

Use of Force

Watch for this template language from Lexipol:

300.3.3 USE OF FORCE TO SEIZE EVIDENCE

In general, officers may use physical force reasonable under the totality of the circumstances to lawfully seize evidence and to prevent the destruction of evidence. However, officers are discouraged from using force solely to prevent a person from swallowing evidence or contraband. In the instance when force is used, officers should not intentionally use any technique that restricts blood flow to the head, restricts respiration or which creates a reasonable likelihood that blood flow to the head or respiration would be restricted. Officers are encouraged to use techniques and methods taught by the Snoqualmie Police Department for this specific purpose.

Edit 3.2 Warning Shots

The agency has a policy governing the use of warning shots.

If the agency permits use of firearm “warning shots”, the agency policy shall require:

1. The officer must have a defined target;
2. The use of deadly force is justified;
3. The warning shot will not pose a substantial risk of injury or death to the officer and others; and
4. The officer reasonably believes the warning shot will reduce the possibility deadly force will have to be used.

~~• **Purpose:** If the law enforcement agency permits the use of firearm “warning shots” by agency personnel, the agency shall have a written directive governing their use. Otherwise, the agency shall have a written directive prohibiting the discharge of “warning shots” by agency personnel.~~



Edit 3.5 Reporting Use of Force

The agency has a policy requiring personnel to submit a use of force report to the agency Chief Executive Officer or designee when they:

- Discharge a firearm (other than routine training or recreational purposes);
- Take any action that is capable of injuring a person.

Purpose: To ensure that any force used that can cause injury is recorded and that a formal ~~review~~ process is established to review use of force incidents for compliance with existing policy and law, **which includes timely and consistent discipline, if warranted**. ~~The collection of use of force incidents should be analyzed to determine if there are training issues, equipment issues, or policy issues that should be addressed.~~



New Standard

3.7* Annual Weapons Inventory

The agency conducts an annual inventory of all agency-owned handguns and rifles with the final report delivered to the agency CEO.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Annual inventory and report to agency CEO
- ❖ Note this is an annual standard*



Edit 3.8 Neck Restraints

The agency has policies that direct employees in using neck restraints that conform to *RCW 10.16.020* ~~state law.~~



Edit 3.10 Shooting at Moving Vehicles

The agency has a policy that clearly defines the circumstances when a peace officer may discharge a firearm at a moving vehicle *in compliance with RCW 10.116.060*.

- ~~• **Purpose:** *Albeit rare, circumstances may require a peace officer to discharge a firearm at a moving vehicle (i.e., to protect against an imminent threat of harm by the operator's use of the vehicle as a deadly weapon). The agency shall have policies defining circumstances when it is permissible to use force this way.*~~



Chapter 3 Use of Force

(renumbering)

3.1 Use of Force/Deadly Force

3.2 Warning Shots

3.3 Non-Lethal Weapons

3.4 Requesting Medical Aid

3.5 Reporting Use of Force

3.6 Investigations of Deadly Force

3.7 Annual Weapons Inventory

3.8 Authorized Weapons

3.9 Neck Restraints

3.10 Duty to Intervene

3.11 Shooting at moving vehicles



Management, Staffing, Organization and Utilization of Personnel 4.1

Situation Protocol

THE AGENCY HAS A PROTOCOL AND PROCEDURES FOR SITUATIONS INCLUDING THE FOLLOWING:

- ❖ **ABSENCE OF THE CHIEF EXECUTIVE OFFICER**
- ❖ **EXCEPTIONAL SITUATIONS INVOLVING DIFFERENT SPECIALTY UNITS DEPLOYED IN A COMMON JOINT OPERATION**
- ❖ **ROUTINE, DAY-TO-DAY OPERATIONS**

EVIDENCE/PROOF OF COMPLIANCE

- Policy or procedures that meets standard
- Email, employee schedule, operation plans or after-action reports **Make sure command authority is detailed**

Management, Staffing, Organization and Utilization of Personnel 4.2

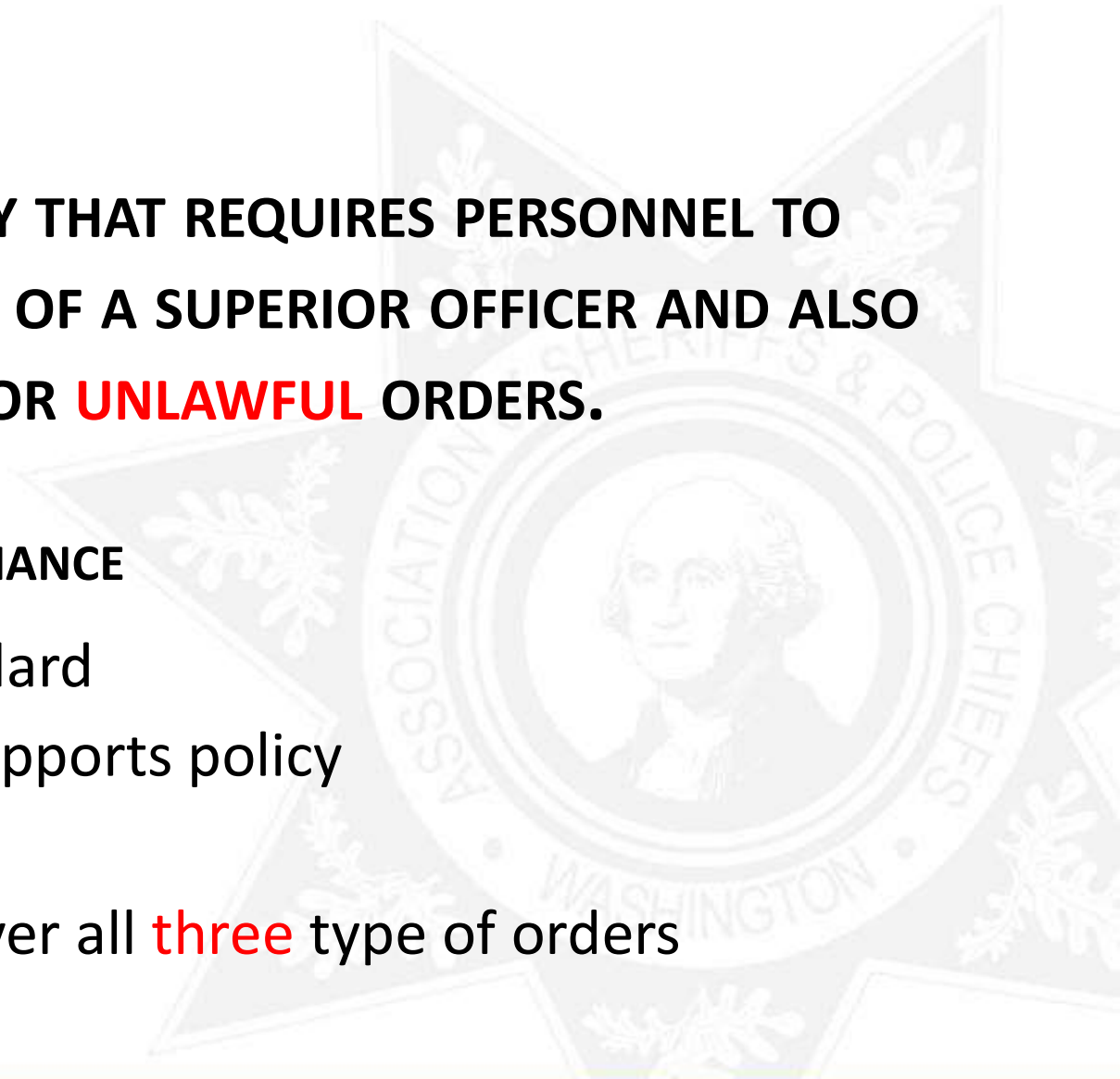
Obeying Orders

THE AGENCY HAS A POLICY THAT REQUIRES PERSONNEL TO OBEY ANY **LAWFUL ORDER OF A SUPERIOR OFFICER AND ALSO ADDRESSES **CONFLICTING** OR **UNLAWFUL** ORDERS.**

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy that meets standard
- ❖ Documentation that supports policy
- ❖ Memo to file

*Note – policy must cover all **three** type of orders



Edit 4.3 Annual Review/Analysis

The agency has a policy that requires an annual management review and analysis, with final review approved by the chief executive officer, of the following incidents:

- Vehicle pursuits
- Use of force events
- Internal investigations
- Biased based profiling incidents

Purpose: Agencies require ongoing first-level supervisory and administrative review of these high liability incidents. Additionally, an annual review and analysis of these incidents shall be conducted at the command level, with approval by the CEO, and can be used as an early warning system **to identify problematic conduct and conduct appropriate interventions**. Agencies should address policy, procedure, training and/or personnel issues identified during this review process.



4.3 Annual Review and Analysis

THE AGENCY HAS A POLICY THAT REQUIRES AN ANNUAL* MANAGEMENT REVIEW AND ANALYSIS, WITH FINAL REVIEW **APPROVED BY THE CHIEF EXECUTIVE OFFICER**, OF THE FOLLOWING INCIDENTS:

- ❖ VEHICLE PURSUITS
- ❖ USE OF FORCE EVENTS
- ❖ INTERNAL INVESTIGATIONS
- ❖ BIAS BASED PROFILING INCIDENTS

EVIDENCE/PROOF OF COMPLIANCE

- Policy which meets standard – watch for permissive language
- Documentation supporting policy
 - Memo to CEO with analysis covering each area of standard
 - Can combine all four areas into one annual memo

Management, Staffing, Organization and Utilization of Personnel 4.4

Written Directives

THE AGENCY HAS A SYSTEM OF WRITTEN DIRECTIVES THAT INCLUDES PROCEDURES FOR DEVELOPING, APPROVING AND DISSEMINATING DIRECTIVES TO ALL PERSONNEL. THE SYSTEM WILL INCLUDE:

- ❖ **METHODS FOR TRACKING CHANGES AND ARCHIVING PRIOR VERSIONS OF POLICIES;**
- ❖ **A PROCESS THAT CONFIRMS RECEIPT OF DIRECTIVES BY AFFECTED PERSONNEL.**

EVIDENCE/PROOF OF COMPLIANCE

- Policy which meets standard
- Read receipt, report or acknowledgement roster of policy updates and directives accepted by employees

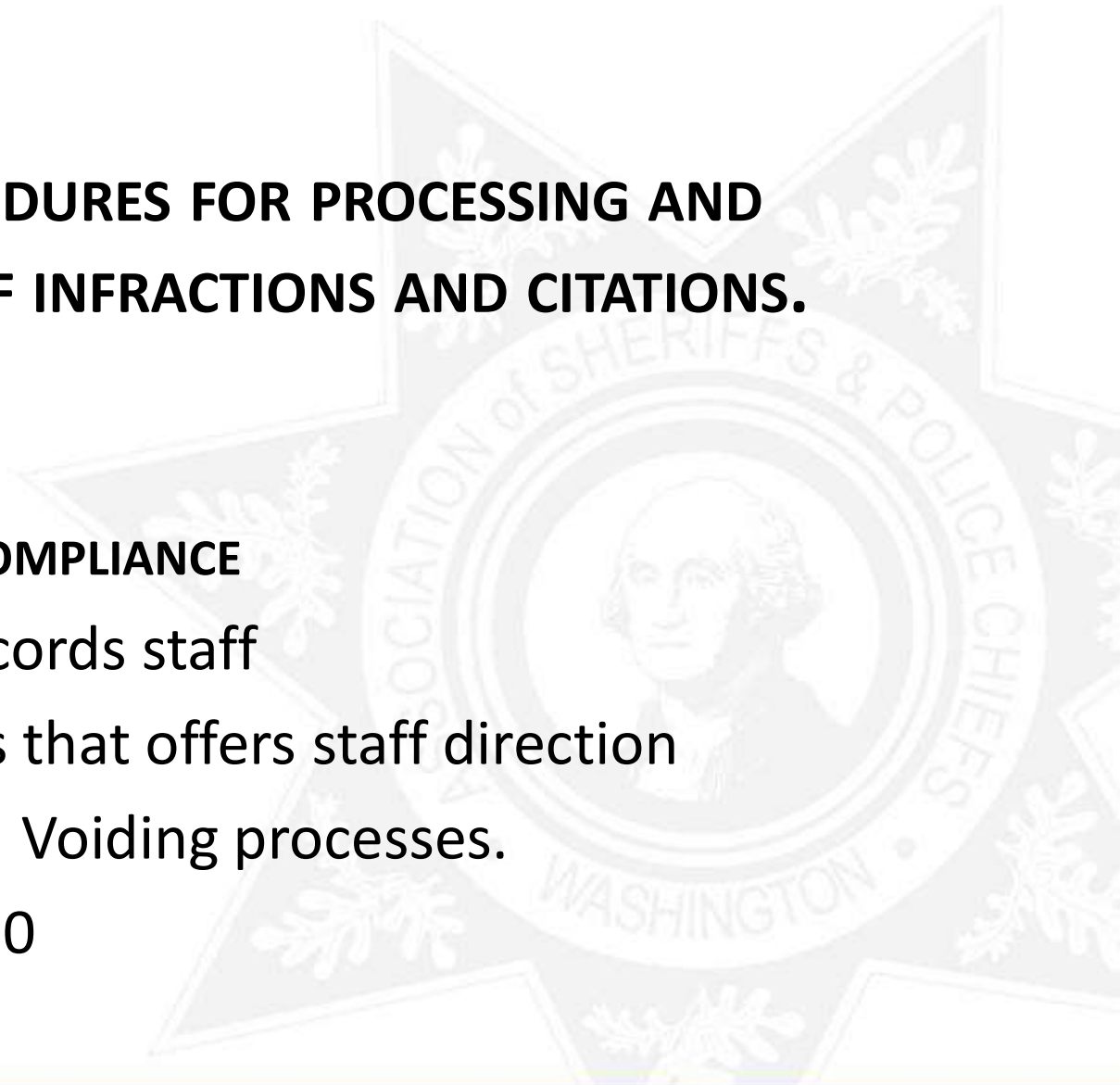
Records Management 5.7

Traffic Citations

THE AGENCY HAS PROCEDURES FOR PROCESSING AND MAINTAINING NOTICE OF INFRACTIONS AND CITATIONS.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Interview with Records staff
- ❖ Policy or protocols that offers staff direction
- ❖ Security? Audits? Voiding processes.
- ❖ See RCW 46.64.010



New Standard

5.13 Data Reporting

The agency collects and submits data (or is actively working towards) to the following collection efforts:

- FBI's Law Enforcement Suicide Data Collection
- FBI's National Use of Force Data Collection
- Office of Justice Program's Deaths in Custody Reporting Act Data Collection
- National Law Enforcement Accountability Database (when operational)

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Memo to file describing data submission or work plan to submit at a later date.



Chapter 5 Records Management

(new standard)

5.1 RMS

5.2 Recording Calls

5.3 ACCESS Compliancy

5.4 Privacy and Security

5.5 Dissemination

5.6 Preservation and Destruction

5.7 Written Citations

5.8 Public Information

5.9 Sex Offender Notification

5.10 Missing Persons

5.11 Impounding/Stolen Vehicles

5.12 UCR/NIBRS Reporting

5.13 Data Reporting



BWC/In-car cameras 6.6

An agency, which has in-car and/or body-worn cameras, has a policy that includes, at a minimum, the following:

- Requirements and restrictions for activation and deactivation of the device;
- Data storage and retention requirements; and
- Requirements for recorded video access and review.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy containing language to satisfy above bulleted points.
- ❖ Interview with agency personnel.
- ❖ We do **not want** to review BWC footage for this standard.

Unusual Occurrences 7.3

Regional/State Mobilization Planning

THE AGENCY WORKS WITH THE COUNTY AND/OR REGIONAL AGENCIES IN DEVELOPING A COUNTY OR REGIONAL DISASTER OR EMERGENCY RESPONSE PLAN.

- ❖ Standard is about **regional** collaboration and **participation**
- ❖ Documentation that shows collaboration (training, meetings, exercising) at the Regional level.
- ❖ Interview with EMD officer or Command liaison to discuss Regional involvement.

Health and Safety 8.3

Soft Body Armor

THE AGENCY PROVIDES SOFT BODY ARMOR AND REQUIRES ITS USE FOR PERSONNEL ENGAGED IN UNIFORM FIELD DUTIES OR HIGH-RISK SITUATIONS.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy supporting the standard
- ❖ Copy of current replacement schedule/roster
- ❖ Interview with person responsible for replacement

Lexipol template policy:

1013.3.1 USE OF SOFT BODY ARMOR

Generally, the use of body armor is required subject to the following:

- (a) Officers shall only wear agency-approved body armor.
- (b) Officers shall wear body armor anytime they are in a situation where they could reasonably be expected to take enforcement action.
- (c) Officers may be excused from wearing body armor when they are functioning primarily in an administrative or support capacity and could not reasonably be expected to take enforcement action.
- (d) Body armor shall be worn when an officer is working in uniform or taking part in Department range training.
- (e) An officer may be excused from wearing body armor when he/she is involved in undercover or plainclothes work that his/her supervisor determines could be compromised by wearing body armor, or when a supervisor determines that other circumstances make it inappropriate to mandate wearing body armor.

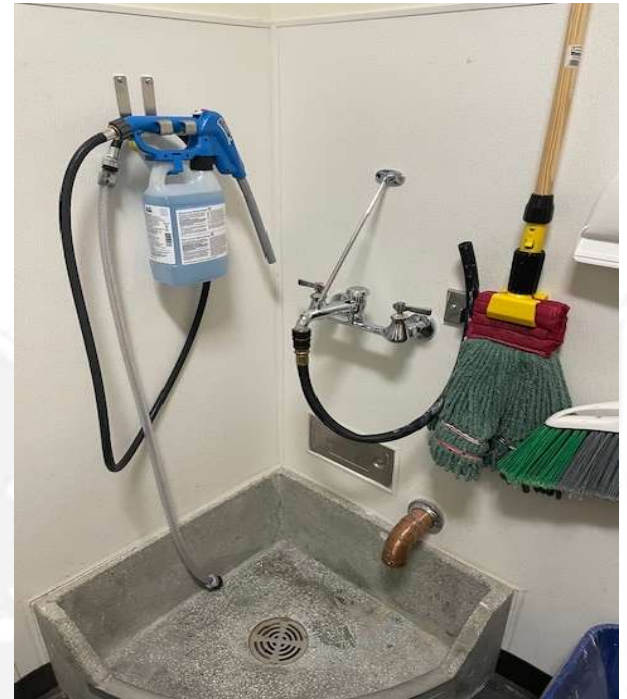
Health and Safety 8.5

Biohazard Disposal and Decontamination

THE AGENCY HAS **PROCEDURES FOR DISPOSAL AND DECONTAMINATION** WHEN THERE IS AN EVENT OR CONTACT INVOLVING BIOHAZARD MATERIAL INCLUDING BLOOD OR BODILY FLUIDS.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Equipment, space, processes to facilitate decontamination
- ❖ Policy or exposure control plan that supports standard
 - Beware of training requirements listed in policy
- ❖ Interview of officer/deputy or supervisor to ensure compliance



Fiscal Management 9.6

Recording Expenditure/Disbursements

CASH CONTROL – THE AGENCY HAS A SYSTEM TO DOCUMENT AND RECORD THE USE OF CASH FUNDS THAT INCLUDE RECEIPTS, SUPERVISORY APPROVAL, AND PERIODIC **AUDIT*.**

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy or procedure that supports standard
- ❖ Areas to focus on – petty cash, investigative funds
- ❖ Interview with employee(s) responsible for cash fund
 - Copies of receipts and supervisory approval of reimbursement
- ❖ Copy of audit for each year of the accreditation cycle

Edit 10.2 Background Investigations

The agency requires background investigations on each candidate for a sworn position prior to appointment and that proof is submitted to the Washington State Criminal Justice Training Commission **and in compliance with RCW 43.101.095.**

~~Purpose: The critical and important nature of law enforcement employment require that only the most qualified people are hired to work as law enforcement officers. One of the most important aspects of the selection process is the background investigation.~~ Along with verifying qualifying credentials, A a comprehensive background investigation includes criminal history report, references verification, employment history and education verification, and a review of publicly available internet and information sharing sites to identify any activity promoting or supporting unlawful violence or bias against any person(s).



Recruitment and Selection 10.3

Medical Examinations

THE AGENCY REQUIRES THAT A MEDICAL EXAMINATION, INCLUDING DRUG SCREENING, BE PERFORMED BY A LICENSED PHYSICIAN FOR EACH CANDIDATE FOR A SWORN POSITION, PRIOR TO APPOINTMENT.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Redacted medical report **with** drug screen proof
- ❖ Invoice for exam/drug testing related to new hire
- ❖ Licensing credentials for practitioner from DOL/DOH
- ❖ **Policy or procedure supporting the standard**

Recruitment and Selection 10.5

Polygraph Examinations

THE AGENCY REQUIRES THAT A POLYGRAPH EXAMINATION BE ADMINISTERED BY A QUALIFIED TECHNICIAN FOR EACH CANDIDATE FOR A SWORN POSITION, PRIOR TO APPOINTMENT.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Interview with hiring officer or polygraphist
- ❖ Copy of policy or procedure supporting the standard
- ❖ Qualified technician must have current polygraph credentials
 - ❖ **proof of at least 30 hours of APA-approved continuing education within the past 24 months.**

Recruitment and Selection 10.6

Applicant File Privacy

APPLICANT FILES ARE SECURED AND AVAILABLE ONLY TO THOSE WHO ARE AUTHORIZED TO PARTICIPATE IN THE SELECTION PROCESS.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Interview with hiring officer or background investigator
- ❖ Memo to file from investigator outlining file security measures they employ while conducting background

Recruitment and Selection 10.7

Personnel File Security

EMPLOYEE PERSONNEL FILES ARE SEPARATE AND SECURED FROM OTHER FILES. MEDICAL TESTS, PSYCHOLOGICAL EVALUATIONS AND POLYGRAPH RESULTS ARE KEPT SEPARATE FROM PERSONNEL FILES IN SECURE LOCATIONS.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Interview of records custodian
- ❖ Physical inspection of files and cabinets
 - Ensure files are separate and secure from hiring files

New Standard

10.8 Recruitment Strategy

The agency demonstrates a strategy for recruitment and hiring that prioritizes hiring personnel who are representative of the communities they are sworn to serve.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Example of recruitment efforts focusing on community members



Chapter 10 Recruitment/Selection

(new standard)

10.1 Hiring Criteria

10.2 Background Investigations

10.3 Medical Examinations

10.4 Psychological Examinations

10.5 Polygraph Examinations

10.6 Applicant File Security

10.7 Personnel File Security

10.8 Recruitment Strategy



Training 11.6

Weapons Proficiency

AGENCY PERSONNEL ARE REQUIRED TO DEMONSTRATE SATISFACTORY SKILL AND PROFICIENCY WITH AGENCY AUTHORIZED WEAPONS BEFORE BEING APPROVED TO CARRY AND/OR USE SUCH WEAPONS*.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy that supports standard
- ❖ Lesson plan pages for introducing new employee to weapon(s)
- ❖ Random, representative proficiency score sheets for each weapon
- ❖ Memo to file explaining process

*** NOTE: This standard applies to all agency supplied or authorized weapons (lethal and non-lethal), not just firearms.**

Training 11.7

WSCJTC Certifications

STAFF MEMBERS WHO ARE DESIGNATED AS FULL-TIME SUPERVISORS OR MANAGERS HAVE EARNED THE APPROPRIATE CERTIFICATION BY THE WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Roster of employees at the rank of sergeant and above, including CEO and promotion dates.
- ❖ **The 40-hour class alone does not equate to career-level certification.**
- ❖ **Copies of all** CLC Certificates.

Edit 11.8 Use of Force/Deadly Force

At least annually, agency personnel receive in-service training on the agency's use of force and deadly force policies, legal updates, duty to intervene and requesting/rendering medical aid.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Employee training roster for annual training on all above listed items.
- ❖ Lesson plan for each policy training session



Training 11.9

Non-lethal Training

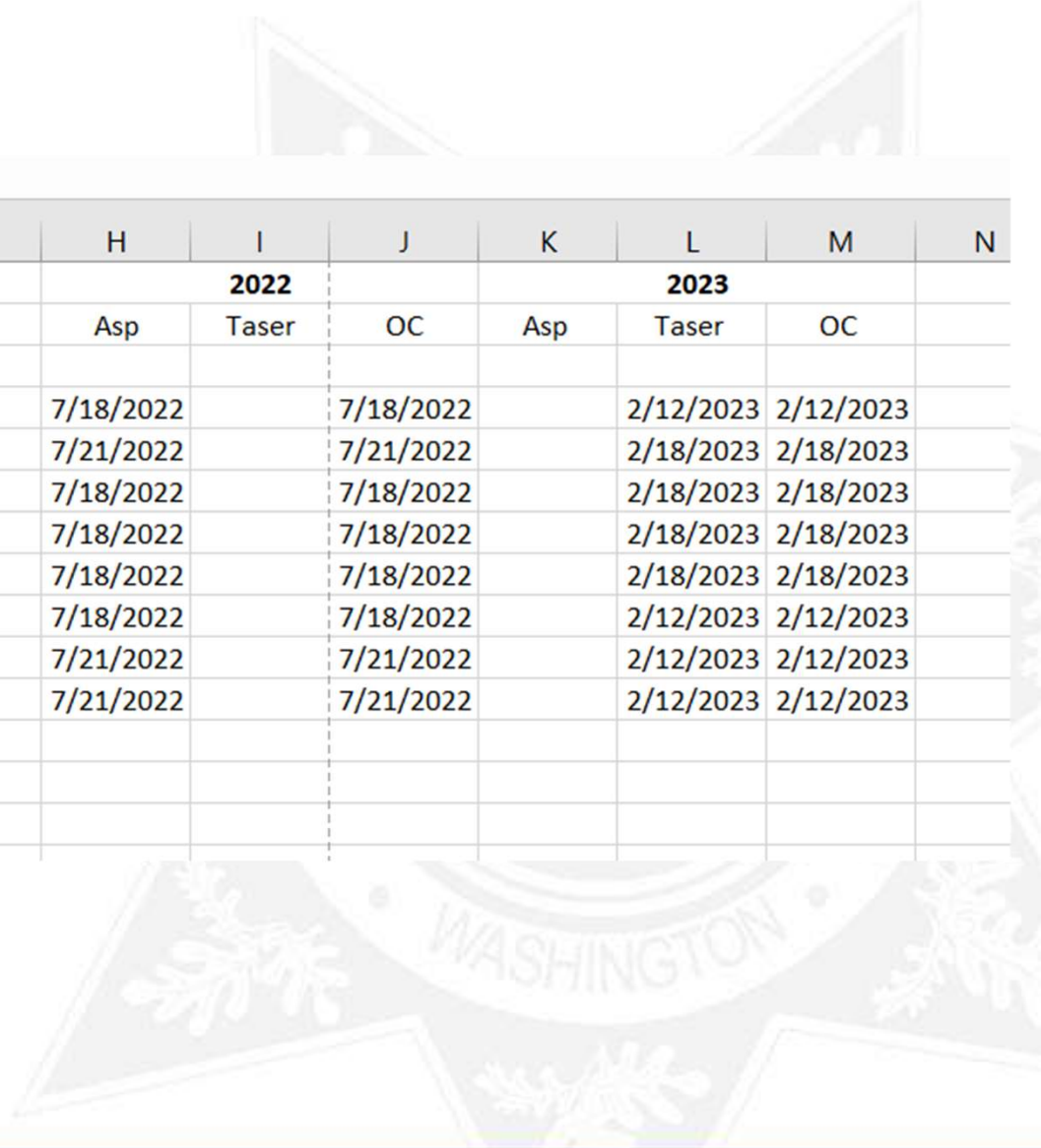
IN-SERVICE TRAINING FOR NON LETHAL WEAPONS SHALL OCCUR AT LEAST ONCE EVERY TWO YEARS.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Spreadsheet of all employees who carry authorized less lethal weapons including a list of all authorized weapons and dates of training.
- ❖ Bi-annual training roster
- ❖ **Challenging standard to prove/maintain compliance**

Proof example for less-lethal training standard

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Name	2020			2021			2022			2023			
2		Asp	Taser	OC	Asp	Taser	OC	Asp	Taser	OC	Asp	Taser	OC	
3														
4	Jones, M.	4/17/2020		4/17/2020		6/12/2021		7/18/2022		7/18/2022		2/12/2023	2/12/2023	
5	Harris, P.	4/23/2020		4/23/2020		6/14/2021		7/21/2022		7/21/2022		2/18/2023	2/18/2023	
6	Hill, J.	4/23/2020		4/23/2020		6/14/2021		7/18/2022		7/18/2022		2/18/2023	2/18/2023	
7	Dralle, F.	4/17/2020		4/17/2020		6/12/2021		7/18/2022		7/18/2022		2/18/2023	2/18/2023	
8	Hind, L.	4/23/2020		4/23/2020		6/12/2021		7/18/2022		7/18/2022		2/18/2023	2/18/2023	
9	Wallace, K	4/23/2020		4/23/2020		6/12/2021		7/18/2022		7/18/2022		2/12/2023	2/12/2023	
10	Till, J.	4/17/2020		4/17/2020		6/14/2021		7/21/2022		7/21/2022		2/12/2023	2/12/2023	
11	Perez, Y.	4/23/2020		4/23/2020		6/14/2021		7/21/2022		7/21/2022		2/12/2023	2/12/2023	
12														
13														
14														
15														

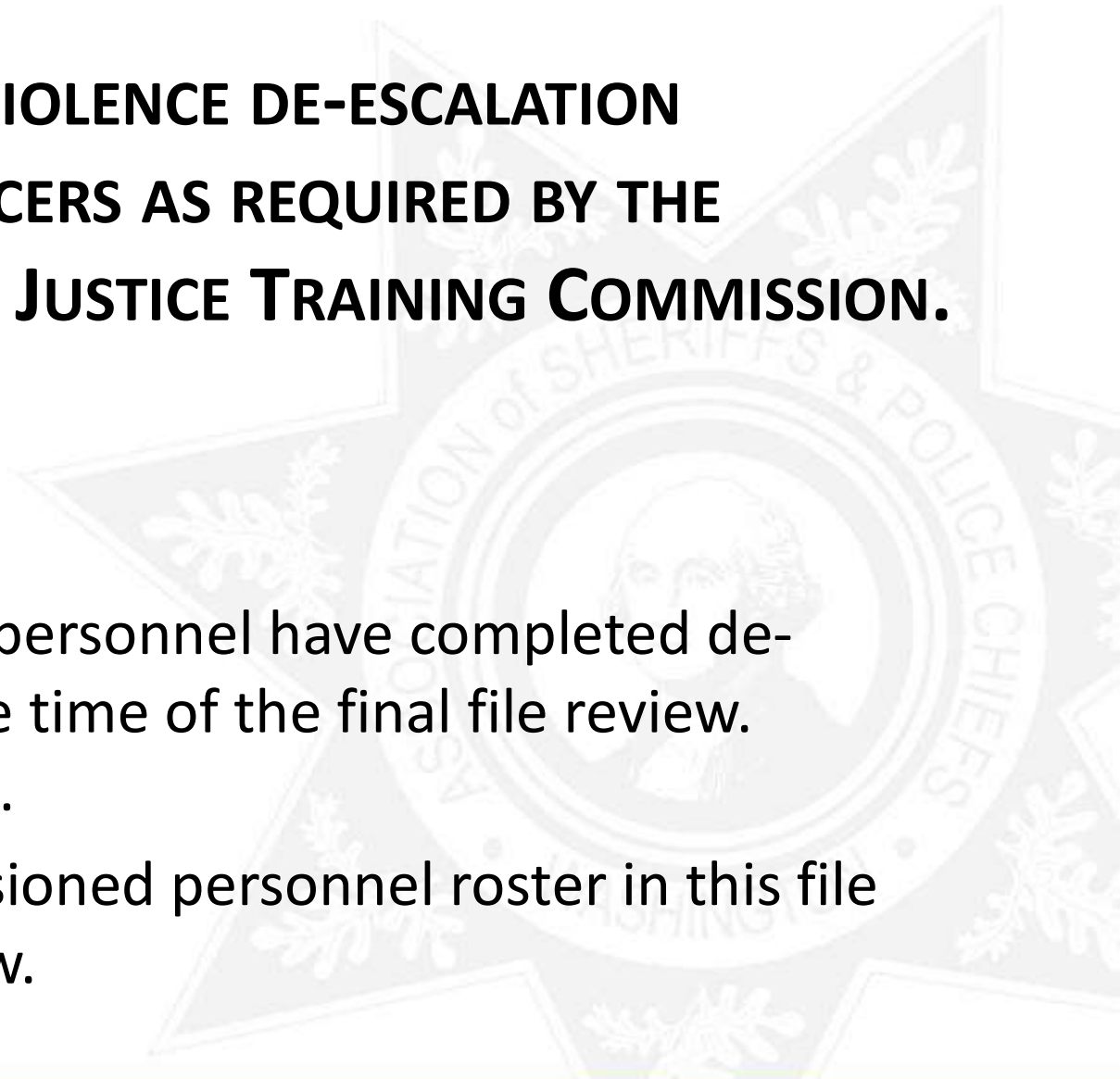


De-escalation Training 11.10

THE AGENCY PROVIDES VIOLENCE DE-ESCALATION TRAINING TO PEACE OFFICERS AS REQUIRED BY THE WASHINGTON CRIMINAL JUSTICE TRAINING COMMISSION.

PROOF OF COMPLIANCE

- ❖ Training roster showing personnel have completed de-escalation training at the time of the final file review. Include dates of training.
- ❖ Copy of agency commissioned personnel roster in this file for the year of file review.



Edit 11.11 Bias-based Policy Training*

The agency has a policy requiring annual training on the prohibition of bias-based policing, ~~also known as racial profiling.~~

PROOF OF COMPLIANCE

- ❖ Policy requiring annual training.
- ❖ Training curriculum delivered
- ❖ Roster of training completed.



Edit 12.1 Annual Evaluations

The agency has an evaluation policy that requires formal written review of the work performance of each employee and is conducted annually. For commissioned personnel evaluation dimensions shall include:

1. For officers, an assessment of adherence to agency policies.
2. For supervisors, an assessment of effectiveness in addressing misconduct by officers they supervise.

***Purpose:** To ensure that regular evaluations of employee performance take place that includes identification of levels of performance, supervisory responsibility, and disposition of completed evaluations.*

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Applies to all command staff and political appointees (Sheriff's offices) except for the chief or sheriff
- ❖ Roster of employee evaluations (and dates) completed for each year during the evaluation period.
- ❖ Agency policy



Performance Evaluation 12.2

Probationary Employee Evaluations

THE AGENCY HAS A SYSTEM FOR EVALUATING THE PERFORMANCE OF **ALL PROBATIONARY EMPLOYEES.**

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Agency policy on probationary employee evaluations
- ❖ Redacted DOR, MOR, end of block/phase evaluation and/or final probationary evaluation
- ❖ Applies to civilians
- ❖ May apply to newly promoted employees if promulgated in agency policy.
- ❖ Tough standard – look for policy language requirements and timelines for delivery of evaluations

New Standard

12.3 Career Development

The agency has a career development strategy for all personnel that encourages mentorship, promotes retention, and provides leadership development opportunities.

PROOF OF COMPLIANCE

- ❖ Memo to file explaining career development plan for both sworn and civilian personnel.



Chapter 12 Performance Evaluation

(new standard)

12.1 Annual Evaluations

12.2 Probationary Evaluations

12.3 Career Development



Edit 14.1 Documentation and Investigation of Complaints

The agency requires the documentation and investigation of all complaints of **policy violations and / or criminal conduct, misconduct or illegal behavior, including allegations of improper profiling or bias**, against the agency or its members.

Purpose: *To establish procedures for the reporting, investigation, and disposition of complaints received against the agency or any employee of the agency.*



Internal Affairs 14.5

Records of Complaints/Dispositions

THE AGENCY MAINTAINS RECORDS OF COMPLAINTS AND THEIR DISPOSITIONS IN ACCORDANCE WITH WASHINGTON STATE RETENTION GUIDELINES.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Current/recent destruction log
- ❖ Interview with Records custodian or I/A investigator

Patrol Function 15.12

Protection Orders

AGENCY HAS POLICY **AND PROVIDES TRAINING ON THE SERVICE OF PROTECTION ORDERS, EXTREME RISK PROTECTION ORDERS (ERPOs), AND ORDERS TO SURRENDER WEAPONS. POLICY DIRECTS PERSONNEL TO ATTEMPT PERSONAL SERVICE NOT MORE THAN 10 DAYS AFTER THE AGENCY HAS RECEIVED THE ORDER (RCW 7.94.060).**

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy/Procedure/Directive which meets the standard
- ❖ Training lesson plan or related documents and roster of attendees
- ❖ Redacted case reports or memo to file

Investigative Function 16.7

Use of Informants

THE AGENCY HAS POLICIES AND PROCEDURES GOVERNING THE USE OF INFORMANTS.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy or procedure which meets the standard
- ❖ Interview with detective or sergeant
- ❖ Redacted informant file to confirm compliance with standard and local agency policies.
- ❖ Audits of investigative funds? (see 9.6)

Evidence and Property Control Function 17.3

Booking - Booking Before End of Shift

BOOKING – THE AGENCY HAS POLICY THAT REQUIRE PROPERTY AND EVIDENCE IS PLACED UNDER THE CONTROL OF THE PROPERTY AND EVIDENCE FUNCTION BEFORE THE OFFICER COMPLETES THEIR SHIFT.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy or procedure which meets the standard
- ❖ Copy of case report indicating chain of custody and timing
- ❖ Interview with officer/deputy to confirm protocols
- ❖ **No exceptions to this standard**



Slide 101

RM0

I would consider splitting these into two separate slides so we can enlarge the photo to make it more viewable.

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David Doll, 2024-11-06T02:57:38.332



Evidence and Property Control Function 17.5

Perishable Evidence or Property

BOOKING – THE AGENCY HAS THE MEANS TO PROPERLY PRESERVE AND SECURE PERISHABLE PROPERTY BOTH TEMPORARILY AND AFTER IT IS RECEIVED IN THE PERMANENT STORAGE FACILITY.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Inspection of property room
- ❖ Interview with property room officer to confirm drying cabinet or freezer(s)

Evidence and Property Control Function 17.5

Perishable Evidence or Property



Evidence and Property Control Function 17.7

Facility Security

THE PERMANENT STORAGE FACILITY HAS CONTROLS TO KEEP PROPERTY PROTECTED FROM UNAUTHORIZED ENTRY, FIRE, MOISTURE, EXTREME TEMPERATURE, AND PESTS. AT A MINIMUM, ALARMS FOR UNAUTHORIZED ENTRY AND FIRE MUST BE MONITORED 24/7.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Inspection of property room to check for standard compliance and alarms for both entry and fire.
- ❖ Interview with property room officer

Evidence and Property Control Function 17.8

Employee Exposure

The permanent storage facility containing biohazards or organic matter has systems in place to prevent the exposure of hazards and noxious odors to agency employees and the public.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Simple note, or memo to file explaining ventilation system. Photos.
- ❖ Onsite inspection.

Evidence and Property Control Function 17.8 Employee Exposure



Evidence and Property Control Function 17.11

Security of Sensitive Property

PHYSICAL SECURITY – THE AGENCY PROVIDES ADDITIONAL SECURITY FOR GUNS, DRUGS, CASH, JEWELRY, OR OTHER SENSITIVE OR VALUABLE PROPERTY, THAT IS OVER AND ABOVE THAT PROVIDED FOR OTHER PROPERTY AND EVIDENCE.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Inspection of property room to confirm additional security measures
- ❖ Interview with property room officer

Evidence Weighing and Destruction 17.14

**DRUGS ARE WEIGHED USING A CALIBRATED SCALE
WHENEVER THEY ENTER OR LEAVE THE SECURED FACILITY
UNLESS THEY ARE BEING PREPARED FOR DESTRUCTION.**

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy or procedure to support standard
- ❖ Inspection of scale with calibration sticker or documents
- ❖ Evidence chain of custody documents, or property records, showing weighing of drugs as they exit/enter the property room.

Evidence Weighing and Destruction 17.15

(Language changes effective 01/01/2023)

THE AGENCY HAS WRITTEN PROCEDURES FOR THE DESTRUCTION OF DRUG EVIDENCE THAT INCLUDES THE VISUAL INSPECTION OF ALL PACKAGES AND THE WEIGHING OF RANDOM PACKAGES TO DETECT POSSIBLE TAMPERING.

Purpose: Agencies should provide additional processes to ensure that drug evidence is not tampered with prior to destruction. This process and the destruction are witnessed by at least one other person who does not have access to the property room.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Written procedure to support standard
- ❖ Memo to file explaining each destruction event including checking of package seals and weighing of random drug items at destruction

Evidence and Property Control Function 17.20

Audits of Property

AUDITS – THE AGENCY ENSURES THAT AN UNANNOUNCED AUDIT OF EVIDENCE AND PROPERTY, INCLUDING DRUGS, MONEY, JEWELRY AND FIREARMS IS CONDUCTED AT LEAST ANNUALLY* BY PERSONNEL NOT DIRECTLY IN THE EVIDENCE UNIT'S CHAIN OF COMMAND.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy or procedure to support standard
- ❖ Copy of memo or report documenting audit
 - Scope of audit is at the discretion of the CEO but must include at least those items identified in the standard

Evidence and Property Control Function 17.21

Inventory After Change of Command

A FULL **INVENTORY** OF SENSITIVE ITEMS, TO INCLUDE MONEY, JEWELRY, DRUGS AND GUNS, IS CONDUCTED WHENEVER A CHANGE OF THE **PROPERTY ROOM MANAGER** OCCURS.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy or procedure to support standard
- ❖ Report of audit/inventory to CEO
- ❖ Memo to file if no change of manager

Evidence and Property Control Function 17.22*

Clearing Evidence/Property

THE AGENCY HAS PROCEDURES TO CLEAR ELIGIBLE PROPERTY/EVIDENCE FROM THE PROPERTY ROOM.

THE PROPERTY ROOM MANAGER WILL PROVIDE AN ANNUAL* WRITTEN REPORT TO THE CHIEF EXECUTIVE ON THE NUMBER OF ITEMS CLEARED DURING THE PRIOR YEAR.

EVIDENCE/PROOF OF COMPLIANCE:

- ❖ Copy of annual reports to CEO from property room staff.
- ❖ Agency must have written procedures in place for property destruction and adhere to that process. Destruction should both reactive and proactive with the agency subscribing to a 1:1 ratio, where one item entering evidence is accompanied by one item being purged to achieve equilibrium and avoid overcrowding of the permanent facility.

Prisoner Security 18.2

Transporting the Sick and Mentally Ill

THE AGENCY HAS WRITTEN GUIDELINES FOR TRANSPORTING THE SICK, MENTALLY ILL, INJURED, OR DISABLED PRISONERS.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Policy or procedure to support standard
- ❖ Case reports describing transport of representative populations.
- ❖ Memo to file if any population has not been transported during accreditation period.

Prisoner Security 18.7

Handling of Status Offenders

THE AGENCY HAS PROCEDURES FOR HANDLING JUVENILES WHO ARE STATUS OFFENDERS.

EVIDENCE/PROOF OF COMPLIANCE

- ❖ Inspection of temporary holding facility
- ❖ Copy of OJJDP certificate or completed survey
- ❖ Interview of officers/deputies

NOTICE

Agencies newly accrediting and re-accrediting in 2025 **DO NOT UPDATE** your PowerDMS platform until accreditation is completed.



Process

- Application to DOJ
- Fall Conference
- Feedback and editing with DOJ for compliance
- Zoom PSC to finalize standard changes
- February 5 Executive Board
- Newly adopted standards effective 3/01/2025



Anchoring Attachments

PowerDMS[®]
by **NEOGOV**

Kevin Rhea

Partner Success Manager

krhea@neogov.net

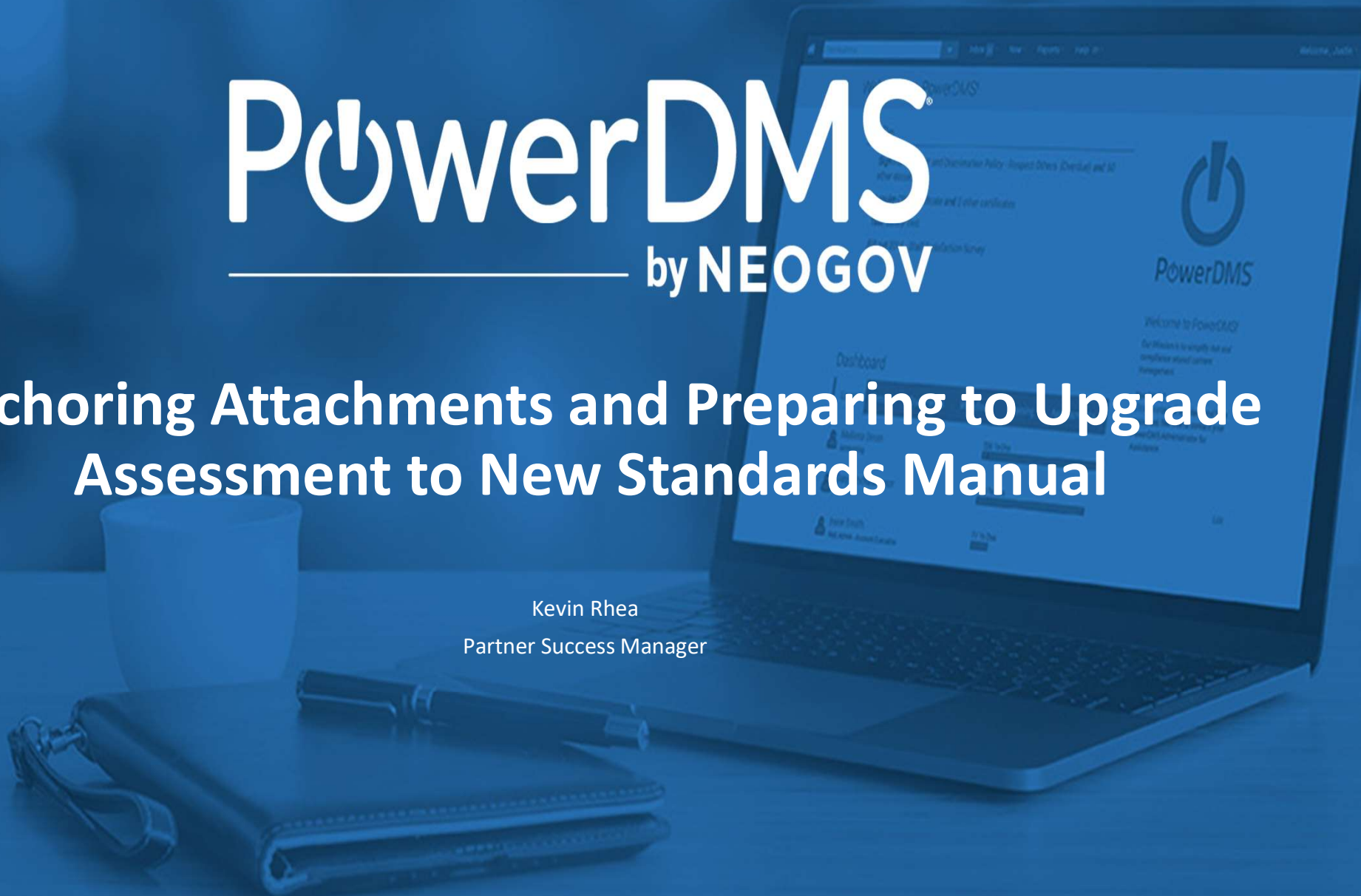


PowerDMS[®]

by NEOGOV

Anchoring Attachments and Preparing to Upgrade Assessment to New Standards Manual

Kevin Rhea
Partner Success Manager



Overview

W

- **Anchoring Standards and Highlights**
- **Bookmarking and Archiving Current Assessment**
- **Opening New Assessment**
- **Upgrading Standards Manual**
- **Copying Attachments**

Anchoring Attachments and Highlights

14 of the 146 WASPC standards have bullet points that also need to be addressed. For most standards, the only checkbox is on the standards statement. For the bulleted standards, there are checkboxes on the standard statement and all bullet points.

So, Which Boxes Should I Check?

It is a PowerStandards Best Practice to anchor attachments to the **standard statement** and map **highlights to specific bullet points**.

When adding or editing attachments, ensure the checkbox next to the standard statement is checked for all WDs and Proofs. It is OK to check boxes next to bullet points *as long as* the box next to the standard statement is checked.

Anchoring Attachments

Summary Assignment History Tasks (0) Statuses Attachments

<> ... / Section 1 - Admin... / Chapter 1 - Goals... / 1.1 Mission/Visio...

1.1 Mission/Vision Statement(s) [Print](#)

The agency has written vision and/or mission statements that define the agency's role.

Atch	Hlt
-	-
1	2

- ➕ Add New Attachment
- ▼ Filters: None Applied
- ▲ Collapse All Highlights
- WD - Mission / Vision Statements Accreditation Manager
- ▼ Highlights (2)
 - Mission Statement
 - Vision Statement

Anchoring Attachments

Sample 2 - WASPC ▾

WASPC Law Enforcement Accreditation Standards Manual © - December 2022 (3rd Revision)

✎ Manage Assessment

Summary
Assignment
History

Tasks (1)
Statuses
Attachments

⏪ ... / Section 1 - Admin... / Chapter 11 - Trai... / 11.2 Field Training

11.2 Field Training
Print

The agency has established a formal field training program for all newly sworn officers that includes:

- Field training officers who are specially trained for that purpose;
- Regular documentation of the progress of the student officer; and
- Requiring the student officer to successfully complete the training program prior to assuming law enforcement duties.

Purpose: To ensure that new police officers complete a formal field training evaluation program that complies with requirements and provides officers with actual, critical, field experience prior to solo assignment. A well-designed field training program must be planned, managed, and assessed in a careful manner. This program provides the new law enforcement officer with the structured initial exposure to the role and functions of the law enforcement occupation. It is also important because it incorporates the basic training program with the practical application of that training in actual law enforcement situations.

Atch	Hit
-	-
-	-
-	-
-	-
-	-

Type

Upload File ▾

Standard

1 point selected

• Upload Files (Drag & Drop to upload)

Select

📎 301 - Field Training and Evaluation (2017).pdf

Notes

WD - Field Training

Save
Cancel

▾ Filters: None Applied

Anchoring Attachments

11.2 Field Training

Print

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Anchoring Attachments

11.2 Field Training

Print

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2	5
1	3
1	1
1	1
-	-

Filters: None Applied

Collapse All Highlights

WD - Field Training Accreditation Manager

Highlights (5)

- FTO Training
- Qualifications for FTO
- FTO Selection Process
- Documentation of Field Training
- Recruit Officer Termination

WD - Training and Career Development Accreditation Manager

Anchoring Attachments and Highlights

11.2 Field Training

Print

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1	1
-	-

Filters: None Applied

Collapse All Highlights

WD - Field Training Accreditation Manager

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WD - Training and Career Development Accreditation Manager

Anchoring Highlights

11.2 Field Training

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Atch	Hlt
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2	5
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Filters: None Applied

Collapse All Highlights

WD - Field Training
Accreditation Manager

Highlights (5)

- FTO Training
- Qualifications for FTO
- FTO Selection Process
- Documentation of Field Training
- Recruit Officer Termination

WD - Training and Career
Development
Accreditation Manager

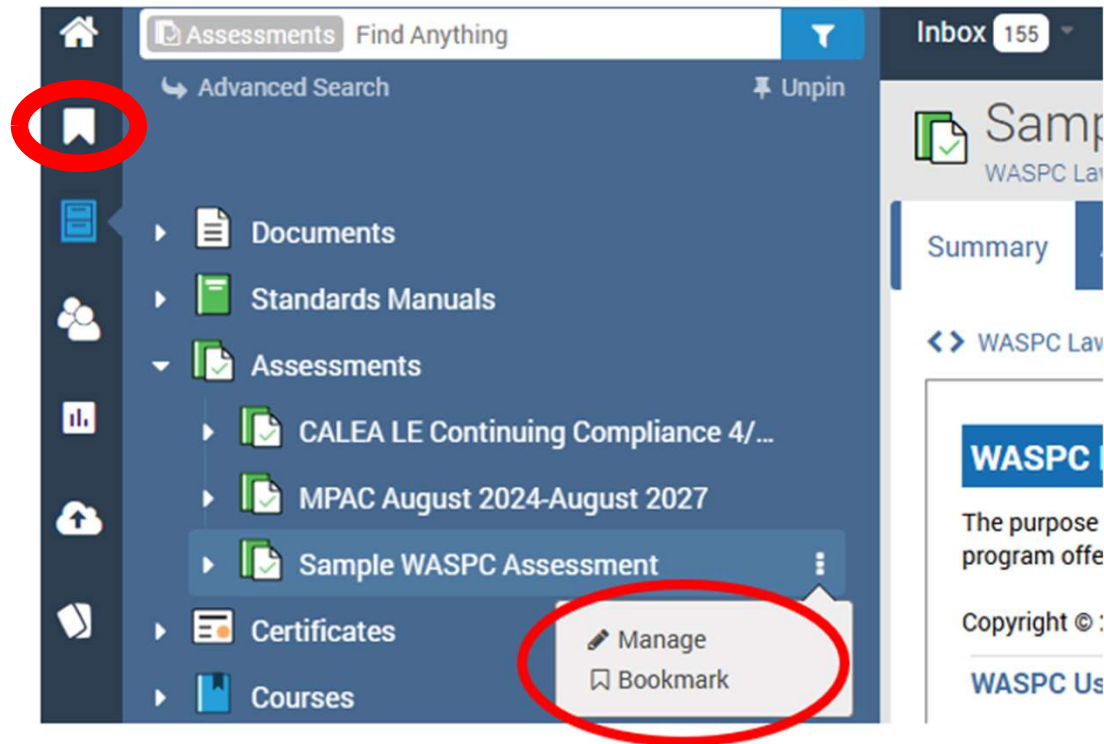
There is a NEW Manual Coming!

ARE YOU READY?

1. Bookmark your current assessment
1. Archive your assessment *
2. Open another assessment using the SAME version of the standards manual as the archived assessment
3. Navigate to the archived assessment
4. Copy desired attachments and tasks to the newly opened assessment
5. Navigate to the newly opened assessment
6. Click New Version Available
7. Follow onscreen instructions to upgrade to the new assessment
8. Check assignments in the newly opened and upgraded assessment
9. Reset status in newly upgraded assessment, as appropriate

Step 1

Bookmark your Current Assessment



Step 2

Archive your Current Assessment

The screenshot displays the PowerDMS user interface. At the top, a dark blue header contains a notification bell icon and the text "Welcome, Kevin". Below this, a light gray bar features a blue button labeled "Manage Assessment" with a pencil icon, which is circled in red. The main content area is divided into a left sidebar and a central panel. The sidebar shows "WASPC Law Enforcement Accreditation" with "146 Standards", "Accreditation Team", and "Accreditation Manager" sections. The central panel is titled "Sample WASPC Assessment" and has tabs for "General", "Export", and "Security". The "General" tab is active, showing fields for "Assessment Name" (Sample WASPC Assessment), "Start Date", and "Due Date". Below these fields, it states "Standards Manual: WASPC Law Enforcement Accreditation Standards Manual © (December 2022 (3rd Revision))" and "The revision for this assessment does not expire." At the bottom of the central panel, there are two buttons: a green "Save" button and a white "Archive" button with a red border, which is circled in red. On the right side, a dark blue sidebar titled "Assessments" lists several items, with "Sample WASPC Assessment" at the bottom, also circled in red.

Step 3

Open a NEW Assessment on the SAME Standards Manual

WASPC Law Enforcement Accreditation Standards Manual ©
December 2022 (3rd Revision)

Create Assessment Manage Manual

General History

- Assessments
 - CALEA LE Continuing Compliance 4/...
 - MPAC August 2024-August 2027
 - Sample 2 - WASPC
 - Sample WASPC Assessment

Step 4

Navigate to the ARCHIVED Assessment

- Assessments
 - CALEA LE Continuing Compliance 4...
 - MPAC August 2024-August 2027
 - Sample 2 - WASPC
 - Sample WASPC Assessment**
 - WASPC User Resource Guide
 - WASPC Assessor Guide
 - Accreditation Overview

Sample WASPC Assessment
WASPC Law Enforcement Accreditation Standards Manual © - December 2022 (3rd Revision)

Summary Assignment History Tasks Standards Attachments

Notes: Added after date:

Attachment Type: Any Added before date:

Added by Role: Status:

Filter Reset

Select Action

Page: 1 of 1 Go Page size: 8 Change Item 1 to 8 of 8

	Standard	Text of Standard	Notes	User	Role	Created	Status	PowerDMS Document		
<input type="checkbox"/>	View	3.1 Use of Force	The agency has policies directing personnel to utilize force as prescribed by federal, state and local laws.	Proof - Policy 2020-S-05 Signatures	kevin.rhea - Kevin Rhea	Accreditation Manager	11/12/2024	In Compliance	Policy 2020-S-05 Signatures Y1	Current
<input type="checkbox"/>	View	3.1 Use of Force	The agency has policies directing personnel to utilize force as prescribed by federal, state and local laws.	WD. Use of Force Policy	kevin.rhea - Kevin Rhea	Accreditation Manager	11/12/2024	In Compliance	300 Use of Force	Current

Step 5

Copy Attachments and Tasks to Newly Opened Assessment

Sample WASPC Assessment ▾
WASPC Law Enforcement Accreditation Standards Manual © - December 2022 (3rd Revision)

Summary Assignment History Tasks Standards Attachments

Notes: Added after date:
Attachment Type: Any ▾ Added before date:
Added by Role: Status:

- Update Selected Attachments
- Copy Selected Attachments

Page: 1 of 1 Page size:

<input checked="" type="checkbox"/>	Standard	Text of Standard	Notes	User
<input checked="" type="checkbox"/>	View 3.1 Use of Force	The agency has policies directing personnel to utilize force as prescribed by federal, state and local laws.	Proof - Policy 2020-S-05 Signatures	kevin.rhea - Kevin Rhea
<input checked="" type="checkbox"/>	View 3.1 Use of Force	The agency has policies directing personnel to utilize force as prescribed by federal, state and local laws.	WD. Use of Force Policy	kevin.rhea - Kevin Rhea

Copy Attachment

This process cannot be undone. All chosen attachments will be copied to the target assessment under the chosen role.

Copy to Assessment: Sample 2 - WASPC ▾

Copy to Role: Accreditation Manager ▾

6 attachments can be copied.

- WD. Use of Force Policy
- Proof - Policy 2020-S-05 Signatures
- WD - Use of Force
- WD - Use of Force
- WD - Recruitment and Selection of Personnel
- Proof - Job Posting

Step 6

Navigate to the Newly Opened Assessment

Sample 2 - WASPC ▾
WASPC Law Enforcement Accreditation Standards Manual © - December 2022 (3rd Revision)

Summary Assignment History Tasks Standards Attachments

Notes: Added after date:

Attachment Type: Added before date:

Added by Role: Status:

Select Action

Page: 1 of 1 Page size: 8 Item 1 to 8 of 8

<input type="checkbox"/>	Standard -	Text of Standard	Notes	User	Role	Created	Status	PowerDMS Document	
<input type="checkbox"/>	View 3.1 Use of Force	The agency has policies directing personnel to utilize force as prescribed by federal, state and local laws.	WD. Use of Force Policy	kevin.rhea - Kevin Rhea	Accreditation Manager	11/12/2024		300 Use of Force	Current
<input type="checkbox"/>	View 3.1 Use of Force	The agency has policies directing personnel to utilize force as prescribed by federal, state and local laws.	Proof - Policy 2020-S-05 Signatures	kevin.rhea - Kevin Rhea	Accreditation Manager	11/12/2024		Policy 2020-S-05 Signatures Y1	Current
<input type="checkbox"/>	View 3.5 Reporting Use of Force	Discharge a firearm (other than routine training or recreational purposes);	WD - Use of Force	kevin.rhea - Kevin Rhea	Accreditation Manager	11/12/2024		300 Use of Force	Current

Sample 2 - WASPC ▾

WASPC Law Enforcement Accreditation Standards Manual © - December 2022 (3rd Revision)

3.1 Use of Force

The agency has policies directing personnel to utilize force as prescribed by federal, state and local laws.
Purpose: To provide clear direction to peace officers that complies with the law and provides a clear understanding of the limitations on their authority to use force.

Page 1 of 7 Zoom:

Use of Force

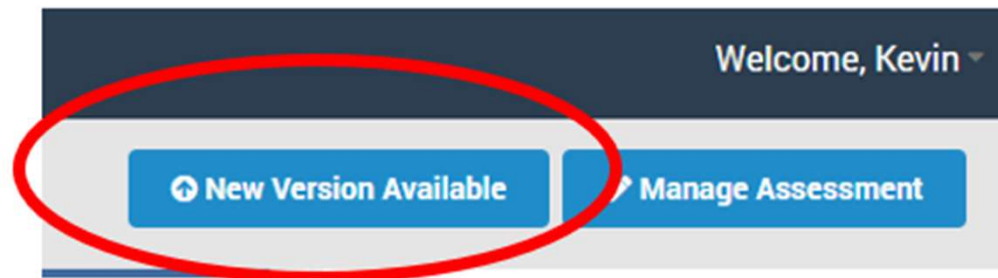
300.1 PURPOSE AND SCOPE
This policy provides guidelines on the reasonable use of force. While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, every member of this

Tasks (1) Statuses Attachments

- Add New Attachment
- Filters: None Applied
- Collapse All Highlights
- WD. Use of Force Policy Accreditation Manager
- Highlights (1)
 - Use of Force
- Proof - Policy 2020-S-05 Signatures Accreditation Manager

Step 7

Click "NEW VERSION AVAILABLE"



Step 8

Follow Onscreen Instructions to Upgrade Assessment to the NEW Manual

Upgrade Assessment

Note: Upgrading an assessment to a newer version of a standards manual cannot be undone. [Learn more about upgrading your assessment.](#)

Version	Publish Date	Expiration Date	Upgrade
<input type="checkbox"/> 6th Edition, Version 1.3	8/13/2024 9:23 AM	-	Upgrade
<input type="checkbox"/> 6th Edition, Version 1.2 Standards (pub 1/3/23)	1/3/2023 9:48 AM	-	Upgrade

Green items have been added
Red items have been removed
Blue items have been moved
Bold items have been edited
An asterisk (*) denotes that one or more items underneath the marked item have been modified

Original Item

1.1.1 Use of Physical Force

CERTIFICATION

Use of Physical Force

Proofs of Compliance

Revised Item

1.1.1 Use of Physical Force (C)

CERTIFICATION **Mandatory**

Use of Physical Force **Standard**

Proofs **The agency has a written directive stating that the use of Compliance physical force upon another person may not be**

[Back](#) [Finish & Upgrade](#)

Confirm Upgrade

Are you sure you want to upgrade? This cannot be undone.

[Upgrade Now](#) [Cancel](#)

Step 9

Check Assignments in the Newly Opened and Upgraded Assessment



Sample 2 - WASPC ▾

WASPC Law Enforcement Accreditation Standards Manual © - December 2022 (3rd Revision)

Summary

Assignment





History

Tasks

Standards

Attachments

+ Add New Assignment

User / Group	Role	Responsibility	
Stephanie Erb (stephanie.erb)	Accreditation Team	Participate	 
Kevin Rhea (kevin.rhea)	Accreditation Manager	Participate	 

Step 10

Reset Status in Upgraded Assessment

Sample 2 - WASPC ▾

WASPC Law Enforcement Accreditation Standards Manual © - December 2022 (3rd Revision)

Summary
Assignment
History
Tasks
Standards
Attachments

Currently Acting As: Accreditation Manager ▾

Standard Contains:

Status: ▾

Apply Filters
Clear Filters

Perform Action: Set Status ▾

Status: In Compliance ▾ Expires: 📅 Apply status to selected standards Ca

<input type="checkbox"/>	Standard	Status
<input checked="" type="checkbox"/>	Section 1 - Administrative Standards > Chapter 1 - Goals and Objectives > 1.1 Mission/Vision Statement(s)	▾
<input checked="" type="checkbox"/>	Section 1 - Administrative Standards > Chapter 1 - Goals and Objectives > 1.2* Goals and Objectives	▾
<input type="checkbox"/>	Section 1 - Administrative Standards > Chapter 2 - Role and Authority > 2.1 Oath of Office	▾

QUESTIONS

THANK YOU

PowerDMS
by NEOGOV



Questions?



Thank you for attending!

