

2025 LAW ENFORCEMENT ACCREDITATION POLICY AND PROCEDURES



Washington Association of **SHERIFFS & POLICE CHIEFS**

The purpose of this document is to provide those agencies seeking Accreditation and re-Accreditation with an overview and understanding of the Accreditation program offered by WASPC; and, to provide an understanding of the standards under which Accreditation occurs.

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Preface to Accreditation Standards Manual

This Standards Manual is the cornerstone publication of the Washington Association of Sheriffs and Police Chiefs law enforcement accreditation program. The standards are dynamic as they are constantly being reviewed, updated, added to, or deleted as necessary to ensure contemporary standards and practices.

It is the intent of the Washington Association of Sheriffs and Police Chiefs the standards in this manual speak to the “what” should be done and leaves the “how” to be done to the agencies as they prepare for accreditation. The manual consists of standards designed to provide flexibility to all law enforcement agencies, regardless of type, size or structure.

Other publications under development will outline the accreditation process, provide information on how to successfully negotiate the self-assessment phase, and outline the roles and responsibilities of accreditation assessors. Additional information on law enforcement accreditation in Washington State can be accessed on the web site for the Washington Association of Sheriffs and Police Chiefs at www.waspc.org.

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Accreditation overview

WASPC has maintained an operational accreditation program since the 1980's and a jail accreditation program since 2014. Law enforcement agency accreditation is intended to professionalize the law enforcement industry by providing a review process for agencies to be certified as operating under industry best practices and standards.

WASPC's Accreditation program began to take form in the late 1970's, when local visionary law enforcement leaders began collaboratively developing "standards" and policies to make policing practices in Washington State more professional and consistent. The initially developed standards would ultimately become the foundation WASPC's Accreditation program which continues to evolve to this day, being updated as needed.

Today, the program is overseen by the WASPC Professional Services Committee, Accreditation Commission, and WASPC Executive Board. The membership wanted the program to reflect the highest professional standards of policing yet be financially accessible to any member agency that desired to earn it. The main differences between previous WASPC Accreditation programs and the current program are:

1. All standards are "have-to practices" as determined by law or a universal practice within the profession.
2. The number of standards is more than 145, all of which are mandatory for every agency.
3. The dominant verification method by the assessors includes the examination of written documents, observations, and interviews with the agency employees. Assessors review agency files for policies and procedures as well as documentation showing agency compliance with adopted policies and procedures. WASPC staff conduct a site visit where they interview agency members to gather additional information and evaluate the agency's compliance with the standards in person.

The Professional Services Committee is responsible for maintaining WASPC Accreditation standards, directing assigned staff and oversight of the program. The Accreditation Commission is responsible for reviewing Accreditation on-site reports and making recommendations to the Executive Board on whether an agency should receive WASPC Accreditation. The WASPC Executive Board is responsible for conferring Accreditation to Washington law enforcement agencies.

Benefits of Accreditation:

- To increase public confidence in the agency.
- To increase credibility.
- To provide systemized agency self-assessment.
- To broaden perspectives.
- To intensify administrative and operational effectiveness.
- To ensure recruitment, selection, and promotion processes are fair and equitable.
- To strengthen understanding of agency policies and procedures by agency personnel.
- To improve agency morale and pride.
- To decrease susceptibility to litigation and costly civil court settlements.
- To potentially reduce risk exposure.
- To provide state and local recognition of professional competence.

Overview of Accreditation process

The Accreditation process occurs in seven phases: interest and initiation; self-assessment; virtual file review; site visit; Accreditation Commission review; executive board approval; and award.

In the interest and initiation phase, agencies work with the Association's Director of Professional Services to express interest and discuss next steps as they move forward with the accreditation process. At this point, the agency is encouraged to initiate self-assessment and begin overlaying the WASPC Accreditation standards with agency policy, customs, and practices. The WASPC Director of Professional Services may assign an accreditation mentor to the agency to provide them with support and assistance as they move forward with Accreditation.

WASPC accrediting agencies are required to use PowerDMS to construct their accreditation files and manage the accreditation process. PowerDMS is a digital file management program which streamlines the Accreditation process for agencies, the Accreditation manager, the mentor, and assessors. Accrediting agencies are only required to purchase the PowerDMS Accreditation module but may elect to purchase a much broader suite of services. Grant funding may be available by WASPC for agencies initiating the Accreditation process. See the Director of Professional Services for more information on grant funding.

In the self-assessment phase, agencies assess their ability to meet all WASPC Accreditation standards addressing major law enforcement areas as established by the association's Professional Services Committee. Major areas include emphasis on:

- Goals and Objectives
- Role and Authority
- Use of Force
- Management, Staffing, Organization and Utilization of Personnel
- Records Management
- Information Technology
- Unusual Occurrences
- Health and Safety
- Fiscal Management
- Recruitment and Selection
- Training
- Performance Evaluation
- Code of Conduct
- Internal Affairs
- Patrol Function
- Investigative Function
- Evidence and Property Control Function
- Prisoner Security

During the self-assessment phase, agencies gather proof of their ability to meet the standards and proof of the agency's institutionalization of the standards. The proofing process can be complex, which is why all Accreditation managers should attend the Accreditation Training before they begin working on the process. If not assigned initially, agencies are assigned a mentor during this phase who assists them with many aspects of the Accreditation process. The mentor also provides guidance to the agency Accreditation manager and assists with developing a timeline for success.

The mentor approves the agency to move forward with the virtual file review. This review is conducted remotely by volunteer assessors trained in the WASPC assessment process. The assessors review agency files for pertinent policies and procedures as well as documentation (proofs) showing the agency is operating under the direction of those policies and procedures. As part of this review process, assessors are encouraged to recommend where other operational improvements can be made by the agency. Once completed, the agency's Accreditation manager works with WASPC staff to correct any identified standards found "in-progress" or "not in compliance" prior to moving forward.

Following the virtual file review, WASPC staff will conduct a final site visit to the agency. The purpose of this visit is to confirm agency proof of compliance with the Accreditation standards by interviewing staff and inspecting facilities. In many cases, the individual conducting the site visit will follow up on questions raised by assessors during final file review.

All current WASPC Accredited agencies are subject to re-accreditation every four years. Agencies will be notified of their upcoming re-accreditation by the Director of Professional Services in the fall prior to the re-accreditation year. Agencies will have from January 1st to October 31st of the re-accrediting year to successfully complete re-accreditation. Agencies are strongly discouraged from waiting until August or September to re-accredit. Extensions for re-accrediting agencies beyond October 31st will not be considered.

Those agencies not re-accrediting by October 31st are suspended the following year and must re-apply as a new accrediting agency the second year. During the file review process, the previously suspended agency is considered a new accrediting agency and must supply contemporary proofs for each standard that occurred within the year leading up to the virtual file review. Any new Accrediting agency is subject to the WASPC Accreditation standards in effect at the time of the assessment.

Results of the virtual file review, site visit, and suggestions for improvement are compiled in a final Accreditation report. Non-compliance issues must be reconciled before the agency's presentation to the Accreditation Commission.

In the Accreditation Commission review phase, the WASPC Director of Professional Service and the agency representative appear before the Accreditation Commission for determination if they have met all WASPC standards. Attendance in front of the Commission is required by all agencies seeking Accreditation. When evaluating an

agency's suitability for Accreditation, the findings of the Accreditation Commission are final.

In the Executive Board review phase, the WASPC Executive Board reviews the findings of the Accreditation Commission and confers the Commission's findings as a final decision.

In the Award phase of the accreditation process, the agency is presented with a plaque for successfully achieving the professional standards as outlined in the Washington Association of Sheriffs & Police Chiefs' Law Enforcement Accreditation Program. Presentation of Accreditation plaques occur at the Association's semi-annual conferences.

During the re-accreditation phase, agencies repeat the entire process. The re-accreditation process is significantly less cumbersome if agencies institutionalize the Accreditation philosophy and keep agency policies, procedures, and records up to date. To maintain Accreditation, agencies must be re-accredited every four years. For additional information on the re-accreditation process refer to Accreditation Committee Responsibilities and Procedures #9 on page 13.

The Association also acknowledges CALEA accredited agencies who have met all WASPC Accreditation standards and awards recognition to those agencies that successfully prove compliance. CALEA agencies seeking WASPC affiliate status must comply with all WASPC standards including those that have annual requirements. CALEA affiliate agencies must successfully complete a virtual file review of outstanding WASPC standards before the next WASPC semi-annual conference following the date that they receive CALEA accreditation award. Agencies moving to WASPC Accreditation, and away from CALEA, are treated as a new accrediting agency and must successfully complete a full assessment covering all WASPC standards. All CALEA agencies, regardless of the status they are seeking, must work closely with the Director of Professional Services as they navigate the differences between CALEA and WASPC Accreditation.

The cost of Accreditation is based on agency size and ranges from \$1500 to \$3500 per year and agencies are invoiced annually. The WASPC Executive Board wants to ensure the cost is not an obstacle for agencies seeking Accreditation and grant funding may be available for those agencies that are starting the process. Upon successfully achieving Accreditation, newly accredited agencies are billed the full annual amount if accrediting in the spring conference, and ½ the annual amount if accrediting in the fall conference.

WASPC Accreditation Mentorship Program

To further develop consistency amongst volunteer assessors and mentors, the Accreditation Mentorship Program was established in 2023. The program consists of four levels of designation:

- Apprentice Assessor
- Certified Assessor
- Apprentice Mentor
- Certified Mentor

Participation in the Accreditation Mentorship Program is voluntary. Individuals who wish to become certified are required to apply to WASPC for review. Attendance at an Accreditation seminar is required for those who wish to pursue certification. Apprentice assessors are required to participate in five (5) file reviews within twenty-four (24) months. A certified assessor is required to satisfy the requirements of an apprentice assessor as well as participate in three (3) additional file reviews. To maintain certified assessor status, individuals will be required to participate in two (2) file reviews each year following the award of their initial certification.

Certified assessors who apply and meet the requirements will receive a paper certificate presented during the Professional Services Committee meeting during the WASPC Spring and Fall conferences. Recipients will be notified prior to the conference to ensure availability of attendance.

To attain apprentice mentor status, individuals must satisfy the requirements to attain certified assessor. In addition, they must manage at least one (1) accreditation or re-accreditation process for their employer agency. They must also participate in five (5) file reviews before submitting their application for apprentice mentor.

Certified mentors must have achieved the designation of apprentice mentor. Additionally, they must participate in five (5) file reviews for re-accrediting agencies with at least one (1) of those being a newly accrediting agency. Certification must be achieved with thirty-six (36) months of application, and mentors must supervise at least one (1) accrediting or re-accrediting agency per year to maintain certified mentor status.

Chief Executive Considerations for Accreditation Success

1. Commitment is everything. You must be totally committed to the effort and the outcome because, like everything that has meaning, the Accreditation process is not easy, and it will take committed work by a dedicated team of people. Every agency has a pace to achieve accreditation and the time it takes for an agency to become Accredited is different from agency to agency. One agency who “lives Accreditation” may complete the Accreditation program in 180 days (about 6 months), while another agency may take several years, especially if infrastructure changes are needed.
2. Download the WASPC Standards from the WASPC website. The Accreditation standards are updated annually with a new edition published on January 1st each year. Standards are updated by the Professional Services Committee and approved by the Executive Board and are intended to reflect the evolution of the profession and to keep the program current. The agency is held to the version of the Accreditation standards in effect at the time they successfully complete the file review portion of the assessment.
3. Familiarize yourself with the standards to get a snapshot of what the Accreditation program is asking for. Agencies should attempt to understand why the standard exists and what it is ultimately attempting to do to protect or direct the agency and/or its members. It is likely that you are already doing what most standards

ask for but reviewing them will provide a foundation for your questions and give you a good impression of the areas that need addressing.

4. Plant seeds. Plant the idea of Accreditation with key department leaders and those with influence in the agency. This can prevent surprise and organizational resistance.
5. Keep your elected officials informed and solicit their commitment. Accreditation is often widely accepted, if not popular, with elected officials because it is easy for them to comprehend. Meeting the highest industry standards makes sense to elected officials and the public and helps highlight the professionalism of your agency.
6. Contact WASPC. Notify the Director of Professional Services that you want to pursue Accreditation. The Director will advise you of the resources available to you and assign your agency an accreditation mentor. Once you have completed the file review sign a contract with WASPC, and your commitment becomes formalized.
7. Mentoring. All currently accredited agencies can supply support and help you in the Accreditation process. There is no need to pursue agency Accreditation alone and working with a mentor is not only required, but it also makes the process much easier. The WASPC Director of Professional Services will work with you to assign a mentor. A current mentor list is available on the WASPC website.
8. Identify an Accreditation Manager. This is the point person for your agency's Accreditation effort and is a critically important selection. Successful Accreditation Managers: (1) know the agency well; (2) have a track record of getting projects done that meet your expectations; (3) are team leaders who can delegate, motivate others, create teams, and get tasks done; (4) are willing to learn, ask questions, and find resources. The surest way to stall your accreditation effort is to change managers during the process. Some agencies have used their "up and coming" leaders as Accreditation Managers. Who you pick as the Accreditation Manager will set the tone for success and must have the interest and aptitude to do the work. History has shown that selecting the "right person" for the job is exponentially better than using someone temporarily on light duty or assisting someone who has no interest in Accreditation.
9. Train the Accreditation Manager. Training for Accreditation Managers is offered by WASPC during the year. The next level of training for the Accreditation Manager is to work as an Accreditation assessor for WASPC. Just having an Accreditation Manager witness or participate in an on-site assessment is an excellent training experience. The WASPC Director of Professional Services can assist you with this opportunity.

10. Present the Accreditation program to your command and supervisory staff and then include the union leadership and all agency staff. Successful Accreditation processes must include all levels and divisions of the agency by information sharing and delegating standards out to employees. Though it may seem easier to have the Accreditation process be “top down” and completely done by the Accreditation Manager, the result fails to lift the whole agency, and the process becomes only an event, rather than a way of doing business.
11. Policy Modification Authority. The Accreditation Manager you select should have the skills to facilitate changes to department policy and/or practice to institutionalize Accreditation into your agency. Streamline the police revision process where policy can be modified to meet the standards and train your personnel to the new standards. If the process for policy modification is too complex, the Accreditation process may stall.

Accreditation Managers’ Considerations for Success

1. Assess where the gaps are. This determines where the agency’s practices and policies are not aligned. Though it can be done by the Accreditation Manager, it is often done more thoroughly, successfully, and quickly by a small group of supervisors or field training officers. The gap assessment becomes the central task list of attaining Accreditation. Do not begin file construction until your policies and practices are aligned with the accreditation standards.
2. Start a tracking system. Successful Accreditation managers create an excellent tracking system to keep track of the standards achieved, ones in progress and who is working on them. The tracking process can be facilitated using PowerDMS.
3. Research policy and practice to meet the standard. Though it is likely most of the standards will not need any work on your part because you are already doing them. When you find a “gap” needing filled, find the best policy or practice to close the gap. Borrow and modify policies from other accredited agencies. Be cognizant of copyright protected content.
4. Implement. Policy modifications or updates require distribution and acknowledgement by affected staff.
5. Focus on performance to meet the standards. This means the on-site assessors will verify compliance with many standards by reviewing the proof in the file, interviewing staff members, and taking agency tours of your facilities. All employees will need to know your policies and practices. Therefore, the training of staff is vital.
6. PowerDMS. All WASPC Accrediting agencies must use PowerDMS for Accreditation purposes. PowerDMS makes file construction much easier than the former “paper system” used prior.

7. Keep Accreditation relevant. Do this by imposing short timelines for tasks and having many people involved in the work. Keep Accreditation on the agenda for all staff and team meetings. Consider using a large bulletin board accessible to all employees to show the effort's progress. Plan for distractions while not losing momentum on Accreditation. It is critical that the organization's Accreditation Manager and Policy Administrator, if the not the same person, maintain close communications on policy updates to ensure updated information does not conflict with Accreditation Standards.
8. Do in-house assessments. Take a team of supervisors and go through all the standards, interviewing employees, observing practices, and looking at files to determine if all the standards are met.
9. Participate in another agency's assessments. One of the best ways to learn what to expect is to experience other agencies' work during the file review process as an observer. Coordinate with the WASPC Director of Professional Services to observe these processes.

What to Expect During the Process

1. Schedule the date with WASPC. The dates of the Virtual File Review are mutually agreed upon between you, your mentor and WASPC. Once the virtual assessment is complete, the Director of Professional Services will finalize dates, if necessary, for an additional review of any standards that were found "in progress" or "not in compliance" with the Accreditation Manager. Once those standards are corrected, WASPC staff will schedule an on-site inspection of the agency.
2. Have sufficient staff available to answer questions without impacting the services on the public. Avoid having the assessors wait for extended periods of time for staff members to return phone calls. The on-site assessor will want to meet with critical staff, as well as patrol-level personnel, for short interviews.
3. The team leader will keep you informed. One of the key roles of the WASPC staff is to keep the agency Accreditation Manager informed of the assessment's progress, particularly if there are concerns. Ensure contact numbers are available for critical staff prior to the start of any file review.
4. Closing out the Assessment. Following the on-site visit, WASPC staff will provide the agency executive and any other invited agency employees with a summary of the assessment findings.
5. Final Report. WASPC staff will compile the assessment team's final report to the agency CEO, normally within seven (7) days of the on-site visit. This report will also be forwarded to the Accreditation Commission before they are scheduled to

meet. Review the report carefully and communicate any concerns or questions to WASPC staff prior to the Accreditation Commission meeting.

6. The Accreditation Commission. The Accreditation Commission will meet at the Spring and Fall WASPC conference to consider awarding WASPC Accreditation to the agency. The agency executive is required to be part of the process and must attend this meeting. They may choose to speak or make an appeal about any of the assessment team's findings. If the Commission agrees with the findings of the report, the recommendation for Accredited status will be forwarded to the WASPC Executive Board who confers the action of the Commission. All appeals are handled by the Accreditation Commission.
7. WASPC Conference. The award will be given at the semi-annual conference banquet. It is appropriate that the Chief Executive and the Accreditation Manager receive the award on the agency's behalf. Accreditation remains in effect for four years.
8. Celebrate. Consider presenting the award plaque to your elected officials or citizens at a public meeting with the media present. The local print media are usually particularly good at covering these events. Consider having a reception with the agency's team and honor the Accreditation team for their work. Take the accreditation plaque on the road as a topic to speak to service organizations and neighborhood groups. Put the plaque in a prominent place for the public to see. You may want to display "State Accredited Agency" on your letterhead, business cards and/or patrol vehicles.
9. Be a Partner and Mentor. Use your lessons and experiences to help your neighboring agencies, continue to live the Accreditation standards, and participate in assessment teams as the program continues to grow.

Accreditation Annual Report

To help each accredited agency be successful, they are required to complete an annual reporting survey that will be distributed on March 1st of years 1, 2 and 3 of the re-accrediting cycle. The final year of the Accreditation cycle involves the assessment and thus an annual report is not required. The survey must be returned to the WASPC Director of Professional Services by May 1st of each reporting year. Results of the survey will be reported to the WASPC Accreditation Commission at the spring conference. Completion and return of the survey are mandatory to maintain Accredited status.

Accreditation Commission Responsibilities and Procedures

The Accreditation Commission meets during the WASPC Spring and Fall Conferences to review Accreditation reports submitted by the Director of Professional Services. During the Commission meeting, the Director of Professional Services presents the final report from all Accrediting agencies.

The Accreditation Commission is a nine (9) member panel consisting of the following:

- Police chief – 2 positions
- Sheriff – 2 positions
- Accreditation manager – 3 positions
- Jail manager – 2 positions

All positions are required to be associated with a currently Accredited agency.

The WASPC Executive Board makes appointments to the Accreditation Commission. Terms are for three years and are at staggered expirations to provide process consistency and ensure experience on the Commission. A list of current Commission members is available on the WASPC website. The chairperson of the Commission is selected from the Commission Members and is elected annually. The WASPC Director of Professional Services provides staff support for the Commission.

The Commission is not a file assessment entity and will not review files for compliance with standards. The Commission reviews the reports from the assessment team to determine compliance with the Accreditation process, complete the necessary reports, and answer any unresolved issues or findings.

If there is a dispute between the assessment team and the agency seeking Accreditation which cannot be resolved through the Director of Professional Services, the Commission will hear appeals concerning compliance/non-compliance with the standards set forth in the WASPC Standards Manual. The decisions of the Accreditation Commission are final.

Once the process has been verified and any appeals resolved, the Commission makes a recommendation to the WASPC Executive Board to confer Accreditation Status upon the requesting agency.

Professional Services Committee Responsibilities and Procedures

The Professional Services Committee meets during the WASPC Conferences but may also meet periodically during the year to review standards, provide training or to review assessment schedules and procedures. To ensure that the Accreditation Program remains a viable gauge of professional standards, the Committee reviews and recommends updates of Accreditation standards to the Executive Board.

The committee philosophy is:

1. Accreditation is a voluntary program.
2. Accreditation is intended to be the minimum professional standard for Washington State law enforcement agencies.
3. Accreditation should be accessible and affordable to any Washington State law enforcement agency.

4. All standards are mandatory and apply to all agencies. Some standards have multiple parts or bullets – each must be proved.
5. The origins of the mandatory standards are requirements by state or federal law, universal recommendations of practice by the WASPC Loaned Executive Management Assistance Program (LEMAP), universal standards from other state accreditation programs, or as proposed by the WASPC membership. The threshold to become an accreditation standard is the “necessity of practice by every agency” or “universal have-to.” Standards are reviewed and adopted using a formal and accessible process during the Professional Services Committee meetings. Standards may also be derived from Presidential Executive Orders or WASPC Model Policies.
6. The standards are not intended to dictate what practice, policy, or guidelines an agency should do or have. The intent is to ensure the agency’s work is reasonable, appropriate, and defensible as it meets the standard’s requirements.
7. Purpose statements in standards are intended for guidance and clarification only. They are not required, but agencies should expect the standards’ requirements to be interpreted according to the listed purpose.
8. Absent unusual circumstances, new and updated standards are published on January 1st of each year. An agency that is undergoing accreditation or re-accreditation, and is under contract, is responsible for the standards in effect on the date that the agency successfully completed their file review. Clarification of timelines and the appropriate version of standards is available by contacting the Director of Professional Services.
9. During the initial agency on-site, proof from the most current year will be inspected for compliance. Agencies seeking re-accreditation will be expected to provide proof of compliance from the period between their last accreditation on-site and the reaccreditation on-site, which is normally four years. In the event a standard asks for compliance with an audit or the production of an annual report, the most current copy of the audit/annual report will suffice as proof in the accreditation file. The agency must also have available for assessor review, proof of compliance for each year between on-site assessments for all standards requiring annual work.
10. Accreditation is available to all WASPC agencies.
11. The duration of an agency’s accreditation is four years.

Director and Assistant Director of Professional Services Responsibilities

1. WASPC's Director and Assistant Director of Professional Services are responsible for being the primary WASPC management contacts for agencies considering accreditation. As part of this role, they will:
 - a) Assign resources and advice to agencies initiating the accreditation process.
 - b) Coordinate the revision and update of standards forwarded to the Professional Services Committee and the WASPC Executive Board for review and approval.
 - c) Recruit and assign Accreditation Mentors and Assessors and ensure the Accreditation page of the WASPC web site is current.
 - d) Schedule the virtual file review and site visits for agencies seeking accreditation and re-accreditation, assemble the assessment team, complete the final report, and brief the Accreditation Commission on team findings.
 - e) Coordinates training of Assessors and Accreditation Managers.
 - f) Administer Mentor / Assessor Certification Program

Commonly Asked Questions

Q: How labor intensive is the program?

A: The process may be challenging and takes a commitment of time, effort, and determination on the part of agency seeking accreditation. The level of difficulty depends on an agency's level of preparedness and commitment going into the accreditation process. Mentors and WASPC Staff are available to offer guidance to agencies seeking accreditation.

Q: Can I review the standards before committing to a contract?

A: Absolutely! Standards are part of this document and are available on the WASPC website for your review.

Q: Is there someone who has gone through the accreditation process I can work with?

A: Yes, WASPC requires participation of a mentor in the accreditation process. A roster of accreditation mentors is available on the WASPC website, and the Director of Professional Services will assign each agency a mentor.

Q: What if I am too small to get accredited?

A: Standards are designed to be Law Enforcement “Best Practices” for all Washington state agencies – large or small – so long as they can comply with all of the WASPC accreditation standards.

Q: What if our department is a contract City Police under a Sheriff’s Office?

A: The contract police will be treated as a “stand-alone” agency and can apply for accreditation so long as it can show compliance with all the standards by itself and/or in conjunction with the home agency.

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PLEASE NOTE: STANDARDS WITH AN ASTERISK (*) REQUIRE ANNUAL PROOF.

SECTION I—ADMINISTRATIVE STANDARDS

Chapter 1—Goals and Objectives

- 1.1 The agency has written vision and/or mission statements that define the agency's role.
- 1.2* The agency has a strategic plan or written goals and objectives that are reviewed and updated at least annually and are available to all personnel.

Chapter 2—Role and Authority

- 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.
- 2.2 Statutory authorization for the agency to perform law enforcement services is identified by the laws of the state of Washington and/or local ordinance.

Purpose: *The legal authority of the law enforcement agency is established in state statute and in most cases local legislation. The legal authority of the agency law enforcement officers may be found in this same legislation.*

- 2.3 The agency has policies specifying legal requirements and procedures for any physical arrest completed with or without an authorized warrant.

Purpose: *To ensure arrests are made in compliance with all statutory and constitutional requirements.*

- 2.4 The agency has policies assuring compliance with all applicable constitutional requirements for in-custody situations including:

- Interviews and interrogations
- Access to Counsel; and
- Search and seizure

Purpose: *Interviews and interrogations, questioning, or any other term used to describe in-custody verbal examinations are conducted in compliance with constitutional requirements. These constitutional requirements, federal and state, are vital to the role and function of law enforcement in a free society. By complying with these requirements, law enforcement officers and agencies ensure fair, legal, and equitable treatment of all people.*

- 2.5 The agency has search and seizure policies that adhere to state and federal law.

Purpose: *To provide clear and basic guidelines for evaluating search and seizure issues and conducting searches within existing legal parameters that ensure the constitutional right of persons to be free from unreasonable government intrusion. Proof of compliance may include copies of incident reports that detail stop and frisk incidents; search by consent, search of a*

vehicle and searches that are part of a crime scene or are part of an inventory process.

- 2.6 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;
- Privacy provisions with search by same gender; 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.*

- 2.7 The agency has policies and procedures concerning the arrest or detention of foreign nationals.

Purpose: *To ensure compliance with Article 36 of the Vienna Convention on Consular Relations that provides certain rights to foreign nationals when arrested.*

- 2.8 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.

- 2.9 The agency has policies that require electronic recording of custodial interrogations of both adults and juveniles that conform with state law.

- 2.10 The agency has a policy that prohibits no knock warrants and directs officer actions when forcing entry into a dwelling, house, enclosure or building as part of their law enforcement duties in compliance with RCW 10.31.040.

Chapter 3—Use of Force

- 3.1 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 comply with the law and provide a clear understanding of the limitations on their authority to use force.*

- 3.2 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.*
- 3.3 The agency has a policy governing the use of non-lethal weapons.
- Purpose:** *To establish consistent procedures for the authorization and training by a certified instructor in the use of non-lethal weapons and control devices.*
- 3.4 The agency has a policy requiring appropriate medical aid after the use of force, when an injury is known, suspected, or is alleged.
- Purpose:** *This standard should reduce the severity of injury resulting from law enforcement action by requiring medical aid and attention for an injured individual. Appropriate medical attention may be as basic as keeping the person under observation to immediately having the person treated by medical professionals.*
- 3.5 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. 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.*
- 3.6 The agency has an officer involved shooting/deadly force response policy that includes steps for first responders and includes a comprehensive independent investigation **and** review of the event.
- Purpose:** *To ensure the agency has in place a formal response, review and investigative process for officer involved shootings that result in injury or loss of life, that complies with state law and protect interests, rights, and mental health of involved officers*
- 3.7 The agency has a policy that requires only authorized weapons and ammunition to be carried and/or used on duty.
- 3.8 The agency has policies that direct employees in using neck restraints that conform to state law.
- 3.9 The agency has policies that require officers to intervene, and attempt to end actions, anytime they witness another officer using or attempting to use

excessive force. The policy must further require mandatory reporting of the intervention or wrongdoing to a supervisor in accordance with agency policy.

Purpose: *Agencies must adopt policies that require supervisor notification in accordance with agency policy and should be as soon as practical following the intervention.*

- 3.10 The agency has a policy that clearly defines the circumstances when a peace officer may discharge a firearm at a moving vehicle.

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 4—Management, Staffing, Organization, and Utilization of Personnel

- 4.1 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

Purpose: *There is always a need for a member of the agency designated as responsible for its operation. This process provides continuity of command and allows agency personnel to know who has been designated to manage, lead, and administer the agency.*

- 4.2 The agency has a policy that requires personnel to obey any lawful order of a superior officer and addresses conflicting or unlawful orders.

- 4.3* 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. Agencies should address policy, procedure, training and/or personnel issues identified during this review process.*

- 4.4 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.

Purpose: *To ensure the agency has a consistent and current policy and procedures manual that provides clear employee performance expectations and constraints. A system of written directives provides command direction to the agency and its personnel relating to their duties and responsibilities. That system should allow for quick access and retrieval of agency policies, procedures, rules, and regulations.*

Chapter 5—Records Management

- 5.1 The agency has a standardized records management system.

Purpose: *This standard requires a standardized records management system for the law enforcement agency. This will ensure that the agency has a consistent process to record law enforcement incidents and activities such as report writing, property management, inmate tracking, permits, and licensing.*

- 5.2 The agency has a system to record and maintain a record of every call for service.

Purpose: *To ensure that the Law Enforcement agency has a system, CAD or otherwise, to record all calls for service. The record should contain the date, time, and location, nature of the incident, responding units and a disposition for the call for service.*

- 5.3 The agency has policies governing its compliance with all rules for ACCESS participation, to include:

- The agency can show 100% compliance or has made corrections to comply with any ACCESS findings from the previous triennial audit
- The agency can show that all personnel have been trained and certified

Purpose: *To ensure compliance with ACCESS regulations and operate ACCESS terminal(s) in a secure, professional, and legal manner. The agency should provide the documentation from their previous triennial audit by WSP/ACCESS or the FBI. Any compliance issues must have been addressed and documentation should be provided to show that the agency has corrected any noted deficiencies.*

- 5.4 The agency physically protects the privacy and security of agency records in a manner that assures that only authorized personnel with the appropriate need to know - and right to know – can access those records.

- 5.5 The agency complies with Washington State law governing dissemination of records.

Purpose: *To ensure the agency complies with the Washington State Public Records Act, RCW 42.56. Policy governing compliance and common practice should be shown.*

- 5.6 The agency complies with Washington State law governing preservation and destruction of records.

Purpose: *To ensure the agency complies with Washington State law governing preservation and destruction of records, including identification and maintenance of essential/permanent records. Policy governing compliance and common practice should be shown. All law enforcement agencies shall submit eligible sex offense cases to WASPC per RCW 40.14.070.*

- 5.7 The agency has procedures for processing and maintaining notices of infractions and citations.

Purpose: *Agencies must be accountable for all notice of infractions and citations issued their timely delivery to the court system, and retention for audit purposes.*

- 5.8 The agency has guidelines to address the release of public information to the media.

Purpose: *Agencies should clearly identify who is authorized to release public information and what type of information the agency is comfortable with releasing through a PIO or other means.*

- 5.9 The agency has policy and procedures for community notifications of registered sex offenders.

Purpose: *The agency shall have policies and procedures in place that allow for notification in accordance with RCW 4.24.550.*

- 5.10 The agency has policy and procedures for investigating and verifying missing persons, including updating ACCESS databases with additional identifying features as they become available.

Purpose: *Agencies shall have a process for verifying that a missing person is still missing, periodically updating the status of the case, and ensuring that as much information as possible is packed into the WACIC/NCIC record. Policy and Procedure should include provisions for a person missing for 30 days or more and compliance with RCW 68.50.320 for investigation.*

- 5.11 The agency has policy and procedures for:

- The lawful impounding of vehicles
- The recovery of stolen vehicles, to include attempts to notify vehicle owners

Purpose: Agencies should have policies on how to handle evidence, impounds, notifications of owners, and ACCESS Locates for the recovery of a stolen vehicle.

- 5.12 The agency participates in Uniform Crime Reporting and/or NIBRS by reporting to WASPC as required.

Chapter 6—Information Technology

- 6.1 Access to the agency's computer system is secure with restricted access to those who are authorized and who have passed background investigation.

- 6.2 The agency can show 100% compliance or that it has made corrections to comply with any ACCESS/CJIS findings from the previous technical triennial audit and/or FBI audit.

Purpose: To show that the agency is complying with requirements to provide a safe and secure environment for the transmission of ACCESS data.

- 6.3 The agency has policies governing appropriate use of agency technology.

Purpose: Agencies need policies to address appropriate use of technology to define what acceptable practice for that agency is.

- 6.4 Each fixed and mobile computer workstation has an up-to-date copy of agency-approved, security software installed and runs while the equipment is in use.

Purpose: Agencies should attempt to secure and protect their data from potential harm from outside sources with security such as anti-virus, anti-malware, anti-spyware, firewalls, etc.

- 6.5 Electronic information is routinely backed-up at least once a week. Back-up data is kept in secure storage and destroyed when no longer needed.

Purpose: Agencies should protect their data. Backing up the system on a regular basis is recommended. Proper data destruction so that it does not become available to unauthorized users is required.

- 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.

Chapter 7—Unusual Occurrences

- 7.1 Every sworn member of the agency has completed the National Incident Management and Incident Command System(s) introductory training course(s).

Purpose: *To ensure all sworn personnel has completed both IS700 and ICS100*

- 7.2 The agency has plans for responding to natural and man-made disasters, civil disturbances, and other unusual occurrences.

Purpose: *To ensure the agency has a current plan in place and is prepared to respond to any disaster immediately.*

- 7.3 The agency works with the County and/or regional agencies in developing a county or regional disaster or emergency response plan.
- 7.4 The agency has a policy for requesting and providing mutual aid.

Chapter 8—Health and Safety

- 8.1 The agency has written guidelines that inform employees of the threats and hazards associated with airborne and blood borne pathogens.

- 8.2 The agency provides personal protective equipment, which shall include latex gloves (or equivalent), eye protection and protective shoe covers to minimize exposure to potentially infectious materials and objects.

- 8.3 The agency provides soft body armor and requires its use for personnel engaged in uniform field duties or high-risk situations.

Purpose: *The agency is responsible for ensuring that personnel engaged in field duties or high-risk situations wear necessary protective equipment.*

- 8.4 The agency provides reflective clothing and requires its use.

Purpose: *The agency provides OSHA approved reflectorized vests to increase the visibility of employees while exposed to traffic hazards. Use of reflectorized vests is mandated for personnel while directing traffic, or at the scene of a traffic accident (ANSI Class II – 2009).*

- 8.5 The agency has procedures for disposal and decontamination when there is an event or contact involving biohazard material including blood or bodily fluids.

- 8.6 The agency has procedures for post-exposure reporting and follow-up after suspected or actual exposure to infectious diseases.

- 8.7 Non-commissioned police employees are physically separated from the public by a physical barrier in the lobby area.

- 8.8 The agency requires all personnel to use safety restraint/seat belts while operating agency vehicles.

Chapter 9—Fiscal Management

- 9.1 The Chief Executive Officer has the authority to spend funds in the approved budget for day-to-day operation of the agency.
- 9.2 The Chief Executive Officer makes regular reviews of the agency budget.
- 9.3 The agency has a system for review and approval of expenditures.
- 9.4 The agency has a policy requiring supervisor approval of all overtime.
- 9.5 The agency requires supervisor's approval for all employee timesheets.

Purpose: *Elected officials (Sheriff) are exempt from filling out timesheets.*

- 9.6* The agency has a system to document and record the use of cash funds that include receipts, supervisory approval, and periodic audits.

Purpose: *To ensure that control measures are in place for all cash activities in the agency, specifically the common areas of petty cash, cash received in records, and investigative funds.*

Chapter 10—Recruitment and Selection

- 10.1 The agency has written standards and hiring criteria for sworn and non-sworn employees and, if applicable, reserve, part-time, or limited commission personnel.

Purpose: *To create a professional, fair and equitable recruitment and selection process that attracts qualified candidates meeting minimum requirements as established by state training standards and applicable laws.*

- 10.2 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.

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. A comprehensive background investigation, conducted by competent investigators is very beneficial in determining the most qualified candidates for selection.*

- 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.

Purpose: *A full and complete medical examination is necessary to ensure the health and physical condition of candidates for law enforcement employment.*

- 10.4 The agency requires that a licensed psychologist or psychiatrist conduct a psychological fitness examination for each candidate for a sworn position, prior to appointment.

Purpose: *The mental and psychological health of a law enforcement officer is essential. This is important to the officer candidate and to the law enforcement agency. The Washington State Criminal Justice Training Commission's psychological testing requirements satisfy this accreditation standard.*

- 10.5 The agency requires that a polygraph examination be administered, by a qualified technician, for each candidate for a sworn position and prior to appointment.
- 10.6 Applicant files are secured and available only to those who are authorized to participate in the selection process.
- 10.7 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.

Purpose: *To ensure that records related to agency personnel are legally maintained and purged as needed, and that dissemination criteria are established and confidentiality is maintained.*

Chapter 11—Training

- 11.1 The agency requires all full-time, sworn members to successfully complete the Basic Law Enforcement Academy or Equivalency Academy, as certified by the Washington State Criminal Justice Training Commission prior to assuming law enforcement duties, and requires that they begin attending the Academy within six months of their date of hire.

Purpose: *All newly hired peace officers shall comply with all requirements of the Washington State Criminal Justice Training Commission.*

- 11.2 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.*

- 11.3 The agency maintains and updates training records of all employees.

Purpose: *It is important to the law enforcement agency and its employees to record all training programs and courses that agency personnel attend. The information should be recorded for each employee and should include the type of training, the date(s) of the training, any certificates received, and any available test scores.*

11.4 The agency maintains records of each formal training it conducts, to include:

- Course content/lesson plans;
- Performance of attendees;
- Credentials of the presenter or instructor

Purpose: *This standard deals with the training programs that the law enforcement agency conducts. In addition to the listed minimum requirements, the law enforcement agency may consider additional information for personnel consideration and possible legal needs in the future.*

11.5* The agency can show 100% compliance with the annual WSCJTC requirement for training.

Purpose: *To ensure the agency is providing necessary and required training to all personnel in accordance with WAC 139-05-300 and industry best practices.*

11.6 Agency personnel are required to demonstrate satisfactory skill and proficiency with agency authorized weapons before being approved to carry and/or use such weapons.

Purpose: *Law enforcement officers who carry and use agency-authorized weapons shall be required to demonstrate proficiency with the weapons. The officers should also be trained about the authorized use of force options, their appropriate applications and the legal requirements on the justified use of force and deadly force.*

11.7 Staff members who are designated as full-time supervisors or managers have earned the appropriate certification by the Washington State Criminal Justice Training Commission.

Purpose: *Agencies must comply with RCW 43.101.350.*

11.8* At least annually, agency personnel receive in-service training on the agency's use of force and deadly force policies.

11.9 In-service training for non-lethal weapons shall occur at least once every two years.

11.10 The agency provides violence de-escalation training to peace officers as required by the Washington Criminal Justice Training Commission.

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

Chapter 12—Performance Evaluation

- 12.1* The agency has an evaluation policy that requires formal written review of the work performance of each employee and is conducted annually.

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.*

- 12.2 The agency has a system for evaluating the performance of all probationary employees.

Chapter 13—Code of Conduct

- 13.1 The agency has a code of conduct that provides clear expectations for all employees and includes guidelines for speech, expression and social networking.

Purpose: *To establish professional guidelines for all employees that provide consistency and conformity of appearance and operation, minimize or eliminate conflicts of interest, and comply with legal mandates.*

- 13.2 The agency has a policy prohibiting sexual and any other forms of unlawful or improper harassment or discrimination in the work place. The policy provides guidelines for reporting unlawful or improper conduct, including how to report if the offending party is in the complainant's chain of command. The policy includes "whistleblower" protection.

Purpose: *To prevent discriminatory and/or harassing practices and ensure conformance with Title VII of the Civil Rights Act of 1964.*

- 13.3 The agency has a policy prohibiting biased-based profiling, which also has been known as "racial profiling."

Purpose: *Biased-based profiling, which also has been known as racial profiling, is any traffic stop, field contact, vehicle search, asset seizure/forfeiture, or enforcement action based solely on a common trait of a group. Common traits include, but are not limited to race, ethnic background, gender, sexual orientation, religion, economic status, age, or cultural group.*

- 13.4 The agency has written policy and procedure for responding to and investigating allegations of domestic violence involving employees of law enforcement agencies.

Purpose: *To establish clear procedures, protocols and actions for investigating, reporting and responding to domestic violence involving agency employees and law enforcement officers from other agencies and to thereby discourage and reduce acts of domestic violence by sworn law enforcement personnel. (RCW 10.99.090)*

- 13.5 The agency has written policy governing disclosure of potential impeachment information to prosecutors involving police employees who may be called to testify under oath.

Purpose: *To comply with Brady v. Maryland and U.S. v. Olsen regarding law enforcement's duty to provide potentially exculpatory or impeachment information to prosecutors, including information that is discovered during the course of an ongoing investigation.*

- 13.6 The agency has an alcohol and drug use policy, or language contained in local collective bargaining agreement(s) that addresses drug and alcohol use, and includes language that covers testing of employees suspected of drug and/or alcohol where the employee's fitness for duty is questioned.

- 13.7 The agency has a policy that provides officer wellness training and resources to all employees.

Purpose: *To provide resources encouraging the agency toward best practices and supports employees who may be experiencing stress, crisis, or other mental health challenges including substance abuse, suicidal ideation, and other reactions to trauma or tragedy.*

Chapter 14—Internal Affairs

- 14.1 The agency requires the documentation and investigation of all complaints of misconduct or illegal behavior 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.*

- 14.2 The agency identifies which complaints supervisors investigate and which types of complaints are investigated by an internal affairs function.

- 14.3 The agency has procedures for relieving an employee from duty during an internal investigation.

- 14.4 The agency has a policy where complainants are provided with notification concerning the disposition of their complaint.

- 14.5 The agency maintains records of complaints and their dispositions in accordance with Washington State Retention Guidelines.

Purpose: *To ensure the agency retains complaint/disposition records for at least the minimum retention period appropriate for any particular complaint category.*

SECTION II—OPERATIONAL STANDARDS

Chapter 15—Patrol Function

15.1 The agency provides response to emergency events 24/7 by sworn employees who have completed Basic Training per the Washington State Criminal Justice Training Commission.

15.2 The agency has procedures for response to emergency and non-emergency calls.

Purpose: *To provide guidelines for response to calls for service, and to ensure agency responses conform to state law. It is important that law enforcement agencies classify responses for service according to the seriousness of the call. This will provide guidelines as to when emergency lights and siren should be used and the method of response to an incident.*

15.3 The agency has written guidelines for the use of authorized vehicle emergency equipment.

15.4 The agency has policies governing the pursuit of motor vehicles that conforms to Washington State law.

Purpose: *In compliance with state laws to establish clear direction on the initiation and conduct of police pursuits that includes on-going training requirements and a review/analysis processes (also see WASPC model policy).*

15.5 The agency has procedures for investigating vehicle collisions on public and private property and uses the current Washington State Patrol authorized accident reporting, or e-reporting (SECTOR), forms.

Purpose: *To ensure that traffic crashes are consistently reported and investigated in accordance with the Revised Code of Washington, specifically identifying the type of crashes that require investigation.*

15.6 The agency has procedures to take timely action to address hazardous road conditions.

15.7 The agency has procedures for responding to and investigating domestic violence calls.

Purpose: *To ensure that response to domestic violence incidents meets requirements established by applicable Revised Codes of Washington.*

15.8 The agency has procedures for utilizing Public Alert Systems.

Purpose: *The policy should include Amber Alert, Endangered Missing Person Advisory and Blue Alert.*

15.9 The agency has procedures for the handling of mentally ill individuals, including those with pending criminal charges and mental health commitments.

Purpose: To provide written guidelines for handling mentally ill persons which are compliant with state laws and provide opportunity for the appropriate evaluation and treatment of mentally ill persons.

- 15.10 The agency has a policy that addresses referral of subjects to a mental health agency after receiving a report of threatened or attempted suicide

Purpose: To comply with RCW 71.05.457.

- 15.11 The agency has policy(s) covering eyewitness identification including the presentation of photo arrays and physical lineups.

- 15.12 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 service within 24 hours of receipt of order whenever practicable but not more than 10 days after the agency has received the order (RCW 7.94.060).

Chapter 16—Investigative Function

- 16.1 The agency utilizes a case management system for screening and assigning incident reports for follow-up investigations.

- 16.2 The agency has written guidelines for investigating elder abuse.

Purpose: To identify the role of agency members in the prevention, detection, and intervention in incidents of elder abuse, and ensure that mandatory state reporting requirements are completed within specified guidelines.

- 16.3 The agency has written guidelines for investigating child abuse.

Purpose: To provide guidelines and procedures for timely reporting and investigating of suspected child abuse in accordance with the Revised Code of Washington (RCW 26.44.030). The procedures should include the taking of minor children into protective custody.

- 16.4 The agency requires that interviewers of child victims of sexual abuse cases have received the mandated training from the Washington State Criminal Justice Training Commission.

Purpose: The Washington State Legislature has determined that each county shall revise and expand child sexual abuse protocols, to include child fatality, child physical abuse, and criminal child neglect cases (RCW 43.101.224).

- 16.5 The agency has written guidelines for investigating hate crimes.

Purpose: To provide guidelines for identifying and investigating incidents and crimes that may be motivated by hatred or bias.

- 16.6 The agency has written guidelines for investigating identity theft.

- 16.7 The agency has policies and procedures governing the use of informants.

- 16.8 Victims and witnesses are interviewed in locations that are separated by sight and sound from the public areas of the facility.
- 16.9 Persons with a vested interest in property and evidence are provided the legal reason for the seizure and intended forfeiture as defined by state law. The agency has procedures for notification, appeal and disposition.
- Purpose:** *To establish guidelines for agency personnel to insure applicable state and legal procedures are followed, (i.e. drug cases, money laundering cases, DUI's etc.).*
- 16.10 The agency has clearly defined deconfliction procedures in place when conducting felony level investigations that pose greater than normal risk to officers, citizens and/or property.
- Purpose:** *To enhance officer safety and efficiency of criminal investigations by consulting with established information clearinghouses, such as the Western States Information Network (WSIN), prior to execution of high risk criminal investigations to ensure multiple agencies are not targeting the same criminal enterprises.*

Chapter 17—Evidence and Property Control Function

- 17.1 The agency has procedures for the proper collection and identification of evidence and property consistent with the Washington State Patrol Crime Lab guidelines.
- Purpose:** *To establish written guidelines for agency personnel that ensure evidence and property are properly collected, handled and secured in field operations in order to maintain the integrity of the chain of custody.*
- 17.2 The agency has policies requiring efforts are made to identify and notify the owners, or custodians, of property and evidence in the agency's custody.
- 17.3 The agency has a policy that requires property and evidence is placed under the control of the property and evidence function before the officer completes their shift.
- Purpose:** *To establish guidelines for agency personnel to follow that prohibit property from being stored anywhere other than under the control of evidence section upon the completion of their shift.*
- 17.4 The agency has the means to temporarily separate and secure property and evidence while it is waiting processing into the permanent storage facility.
- 17.5 The agency has the means to properly preserve and secure perishable property both temporarily and after it is received in the permanent storage facility.
- 17.6 The agency has the means to temporarily separate and secure evidence containing hazardous materials while it is waiting processing into the appropriate permanent storage facility.

- 17.7 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.
- 17.8 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.
- 17.9 Access to the agency's property and evidence facilities is restricted to authorized employees only.
- Purpose:** *To ensure that access to the property room and/or property/evidence storage area(s) is limited to property room personnel, unless by escort from property room staff or with CEO permission.*
- 17.10 The agency records the name, date, time, and purpose of persons who enter and leave the storage facility who are not assigned to the property/evidence function.
- 17.11 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.
- Purpose:** *High liability evidence items must not be comingled with general evidence.*
- 17.12 Evidence and property is packaged, individually tagged and logged into a centralized tracking system as soon as possible. The tracking system must accurately describe the current location, and movement within the property system, of every piece of property and evidence.
- Purpose:** *A meaningful records and tracking procedure for the evidence and property system is a requirement for the protection and integrity of the evidence and property in the custody of the law enforcement agency.*
- 17.13 Every piece of property and evidence is related to a report describing the circumstances of the seizure or custody by the agency.
- 17.14 Drugs are weighed using a calibrated scale whenever they enter or leave the secured facility unless they are being prepared for destruction.
- 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.
- 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.*
- 17.16 The agency has policies governing the release and disposition of property and evidence in accordance with applicable state law.

- 17.17 Property containing hazardous materials, biological hazards or other materials restricted by State or local health regulations is disposed of properly.

Purpose: *To ensure that the disposal of police evidence dangerous waste conforms to standards established by the Washington State Department of Ecology.*

- 17.18 When property is sold, the disposition of the money received is accounted for and recorded according to State law.

- 17.19 The agency destroys illegal drugs, contraband and other illegal items by methods that are safe. Documentation of destruction is maintained according to the State's retention schedule.

Purpose: *To ensure that the disposal of police evidence dangerous waste conforms to standards established by the Washington State Department of Ecology.*

- 17.20* 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.

Purpose: *Inspections, inventories and audits of the property room are necessary for a secure and reliable system for the evidence and property functions of the law enforcement agency. This provides a means of accountability for the system and ensures agency oversight of the process. The scope of the audit is at the discretion of the CEO.*

- 17.21 A full inventory of sensitive items, to include money, jewelry, drugs and guns, is conducted whenever a change of the Property Room Manager occurs.

Purpose: *The agency should also consider an audit of general property, in which the scope of the audit is at the discretion of the CEO.*

- 17.22* 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.

- 17.23 The agency has policy complying with RCWs 7.105 and 9.41 regarding the acceptance, storage, and release of firearms surrendered to the Department.

Purpose: *Surrendered firearms are only returned if they are not required to be held, are not prohibited from being released, and are only released to persons who are eligible to possess them. If a firearm cannot be released, the agency provides written notice to the requestor specifying the reason(s) the firearm cannot be released within five business days of receiving the request. Surrendered firearms that are unclaimed are disposed of in accordance with agency procedures.*

- 17.24 The agency has policy complying with RCWs 7.105 and 9.41 for notification of family or household members when firearms held pursuant to a court order are released.

Purpose: *All surrendered firearms must be held in police custody at least five business days before they are released. Family or household members may use an incident or case number to request notification when a firearm is to be returned and the agency is required to notify any person identified in a no-contact order, restraining order or protection order and any identified victim of a crime that resulted in the firearm surrender. The agency provides notice, when requested, within one business day of verifying the firearm(s) and respondent in question have met the requirements for release and then the firearm(s) are held in the agency's custody for at least five business days after notification has been provided.*

Chapter 18—Prisoner Security

- 18.1 The agency has written guidelines governing the methods and use of restraining devices used during prisoner transports.

Purpose: *To establish procedures for the transport of prisoners that ensures the safety of the transporting officer and the general public and provides for the security of the prisoner in transport and arrival at destination.*

- 18.2 The agency has written guidelines for transporting the sick, mentally ill, injured or disabled prisoners.

- 18.3 The agency requires transporting officers to conduct a thorough search of prisoners prior to transport.

- 18.4 The agency requires a thorough search of all vehicles used for transporting prisoners before and after transport.

Purpose: *At the beginning of each shift any vehicle used for prisoner transportation must be thoroughly searched for contraband, weapons, or implements for escape. The search of vehicle must also be done before and after each prisoner transport.*

- 18.5 The agency's temporary holding facility includes access to shelter, warmth, potable water, and a toilet.

Purpose: *This standard identifies the required minimum physical conditions that are necessary in order for a law enforcement agency to operate temporary holding facilities.*

- 18.6 The agency has procedures for using temporary holding facilities that requires:

- Prisoner checks every 30 minutes;
- Separation by gender and status (i.e. adults/juveniles).

Purpose: *To ensure appropriate operation of a temporary holding facility in a professional and legal manner and to establish policies and procedures governing booking, housing, maintenance of prisoners, and required annual inspections.*

- 18.7 The agency has policies and procedures for compliance with federal and state laws governing the secure detention of juveniles:
- No status offenders (e.g., runaways) are securely detained
 - Juveniles charged with criminal offenses are separated by sight and sound from adult prisoners
 - Juveniles are detained for no longer than 6 hours.