

WASPC Accreditation Standards suggested Proofs of Compliance as of January 1, 2022.

Note: Copy of agency policy is required in file for any standard calling for one.

Standard	Description	Required Proofs	Assigned To/Due Date
1.1	Mission Statement	Copy of Mission Statement/Vision Statement.	
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.	
2.1	Oath of Office	Signed Oath of Office by an officer (most recent).	
2.2	Statutory Authorization	Copy of ordinance, RCW or policy that gives CEO authority.	
2.3	Physical Arrests	Case report with a physical arrest with <u>and</u> without warrant.	
2.4	Constitutional Requirements	Case report with suspect interview, Miranda and a search/seizure.	
2.5	Search and Seizure	Case reports covering representative searches.	
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.	
2.7	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.	
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.	
2.9	Electronic Recording of Custodial Interrogations	Incident report, or statement, that documents electronic recording of a custodial interrogation.	
3.1	Use of Force	Incident report where use of force applied in compliance with agency policy.	
3.2	Warning Shots	Case report or memo to file indicating whether or not the agency discharged any warning shots.	
3.3	Non-Lethal	Case report using taser, baton or spray.	
3.4	Requesting Medical Aid	Case report for where use of force occurred and medical aid rendered.	

3.5	Reporting Use of Force	Case report with use of force report.	
3.6	Investigations of Deadly Force	Agency policy that complies with the RCW/WAC. Case reports with all bulleted areas highlighted. Memo to file if no incidents.	
3.7	Authorized Weapons and Ammunition	Photos of authorized weapons and ammunition; interview of armorer or range staff.	
3.8	Neck Restraints	Incident report documenting the use of neck restraint in compliance with policy or a memo to file indicating no neck restraint incidents.	
3.9	Duty to Intervene	Incident report or agency memo where supervisor was notified of intervention per agency policy. If no incidents, memo to file.	
3.10	Shooting at moving vehicles	Incident report or memo to file indicating no incidents.	
4.1	Situation Protocol	Copy of policy, acting CEO email or dept communication, copy of sample patrol schedule and copy of ICS ops plan.	
4.2	Obeying Orders	Memo to file indicating no investigations or copy of redacted disciplinary findings.	
4.3	Review of Pursuits, Use of Force, Internal Investigations, Bias Based policing	Each of the four areas must have a review of data and information, <u>with analysis</u> , that is in writing and signed off by the Chief or Sheriff for each year.	
4.4	Written Directives	Spreadsheet or acknowledgement roster showing employees have received and reviewed changes, copy of directive to staff. If not Lexipol memo to file explaining process used to confirm receipt and acknowledgement of written directives and the process used to archive the directive.	
5.1	Standardized Records Management System	Copy of representative case face sheet and interview of Records staff.	
5.2	Recording Calls for Service	CAD report printout of daily activity.	
5.3	ACCESS Compliance	Certificate of completion from ACCESS <u>and</u> roster of current users with ACCESS cert expiration dates printed immediately prior to onsite.	
5.4	Privacy and Security	Interview with records staff and photo/tour of records security	
5.5	Dissemination of Records	PDR instruction docs, completed PDR, screenshot of web page or copy of PDR instructions to public, interview with public disclosure officer	

5.6	Preservation and Destruction of Records	Staff interview confirming destruction processes; representative destruction logs from around agency.	
5.7	Processing & Maintaining Written Citations	Copy of monthly audit and interview of Records staff to confirm security of citation issuance process if not Sector (or similar).	
5.8	Public Information	Completed/published media release.	
5.9	Sex Offender Community Notifications	Sex offender notification bulletin, Offender Watch screen shot or memo to file explaining notification process if not by agency.	
5.10	Missing Persons	Missing persons case report; interview with staff responsible for managing these cases.	
5.11	Impounding Vehicles & Stolen Vehicle Recovery	Stolen vehicle case report including notification of owner.	
5.12	UCR/NIBRS Reporting	Copy of one month UCR/NIBRS report submitted to WASPC.	
6.1	Data system security	Interview of staff to confirm policy compliance/understanding; confirm background checks of any staff responsible for access to data systems.	
6.2	ACCESS/CJIS Compliance	Triennial ACCESS audit reports findings or certificate of completion from ACCESS.	
6.3	Use of Agency Technology	Agency policy and supporting proof from any policy violations (if available).	
6.4	Software Security	Spot check of agency desk/laptops.	
6.5	Database Backup	Memo to file from IT staff on backup protocols.	
7.1	National Incident Management System Training	NIMS completion spreadsheet/sample of completion certificates	
7.2	Natural and Man-Made Disaster Plans	Copy of City's Comprehensive Emergency Management Plan (usually a very thick binder, which you can have a memo in the file referring to the binder)	
7.3	Disaster Reponse Plan	Interview of Emergency Management staff member or chief and documentation that shows regional involvement in training/exercising/meetings etc.	

7.4	Mutual Aid	Copy of case reports showing compliance with mutual aid policy where officers/deputies responded to and requested mutual aid.	
8.1	Air/Blood Borne Pathogens	Agency policy or exposure control plan. Bloodborne training spreadsheet and copy of annual mask testing (if issued) and addressed in policy. See WAC 296-823-12005 and 296-823-11010	
8.2	Personal Protective Equipment	Inspection of agency vehicle; photos to file. Confirm compliance with minimum equipment standards prior to onsite.	
8.3	Soft Body Armor	Replacement spreadsheet and interview of individual responsible for vest replacement.	
8.4	Reflective Clothing	Inspection of agency vehicle, photos and interview of officer.	
8.5	Biohazard Disposal and Decontamination	Photo of cleaning/decon station, and biohazard trash can in evidence room (if you use a cleaning station at the fire department, make a note on your ISSR and include a photo of the fire station decon area)	
8.6	Post Exposure Reporting	Redacted County/City incident or exposure report	
8.7	Employee Safety	Covered during arrival to station or building tour	
8.8	Safety Restraints/Seat belt Requirement	Interview or observation of officers during transport or when driving.	
9.1	CEO Budget Authority	RCW/City/County ordinance or policy; interview with the chief/sheriff.	
9.2	Budget Review	Interview with Chief or Command staff; any documents related to budget review including meeting agenda where budget is discussed.	
9.3	Expenditure Approval	Approved purchase order request, interview with person responsible for approving purchases.	
9.4	Overtime Approval	Employee OT sheets with supervisor approval.	
9.5	Time Sheet Approval	Redacted payroll sheets for civilian and sworn staff.	
9.6	Recording Expenditure/Disbursements	Audit reports for all cash funds (ie. petty cash, investigative funds, front office cash boxes).	
10.1	Hiring Criteria	Position announcements or job description of sworn and non-sworn positions.	
10.2	Background Investigations	Redacted police candidate background report, CJTC background notification form for academy entry, credential for investigator.	

10.3	Medical Examinations	Redacted medical exam report to include drug screening; credentials for medical practitioner or screenshot from DOH website confirming license.	
10.4	Psychological Examinations	Copy of redacted psychologist report for most recent police officer; credentials for practitioner or DOH website screenshot confirming license.	
10.5	Polygraph Examinations	Copy of redacted Polygraph report for most recent police officer hired; credentials of polygraphist confirming certification within the past 24 months.	
10.6	Applicant File Security	Memo to file describing security measures for file security during background process.	
10.7	Personnel File Security	Interview with keeper of personnel and hiring files and inspection of files and storage cabinets to confirm security and separation of sensitive documents.	
11.1	Basic Training	BLEA certificates, Employee new hire form showing effective dates of hire and attendance at BLEA or Equivalency Academy.	
11.2	Field Training	FTO school completion certificates, FTO progress report, final FTO report for new officer	
11.3	Training Records	Sample copy of training records	
11.4	Training Course Documentation	Course lesson plan, class roster with test results, written test , instructor credentials, copy of Lexipol DTB completion reports if applicable	
11.5	In-Service Training-Annual Requirements	Annual CJTC training completion certificate for department	
11.6	Weapons Proficiency	Agency policy, specific pages of any lesson plan (s) used to introduce employees to the weapon(s) and representative scoring or proficiency sheets for each weapon. Memo to file explaining the training process and spreadsheet of new employees with training dates where they demonstrated skill and proficiency with each weapon. If the agency is citing BLEA where skill and proficiency was demonstrated, must have documentation to prove that BLEA actually evaluated each agency supplied weapon. This standard only effects new hired employees each year and is different from 11.9.	

11.7	WSCJTC Certifications	Spreadsheet of all supervisors and managers and dates of CLC for each level along with representative sample CLC certificates.	
11.8	Use of Force/Deadly force policy review	Lesson plan or memo to file describing review process for policy covering each year of accreditation cycle.	
11.9	Non- lethal weapon certification	Spreadsheet identifying all employees who are issued non-lethal tools and <u>dates of training for each tool</u>	
11.10	De-escalation training	Training attendance roster (spreadsheet) with employee names and dates of training over the three years leading up to the mock assessment. Accompany with an agency employee roster for comparison.	
12.1	Annual Employee Performance Evaluations	Sample of redacted evaluations, spreadsheet of completed evals	
12.2	Probationary Employee Performance Evaluations	Probationary employee evaluation policy and representative samples of <u>civilian</u> and sworn probationary evaluations that meet policy	
13.1	Code of Conduct, Appearance & Employee Standards	Redacted reports of policy violations or memo to file if no incidents.	
13.2	Unlawful Harassment	Redacted reports of policy violations or memo to file if no incidents. Watch for training requirements in policy and proof training if required.	
13.3	Biased-Based Profiling Prohibition	Redacted IA narrative and/or training records for Biased Based Profiling if training is required	
13.4	Domestic Violence Investigations Involving Law Enforcement Employees	Memo to file explaining activity (or no activity) related to policy. Redacted summary of incident report or other communication; command level interview if activity.	
13.5	Impeachment Disclosure Information	Copy of redacted memo or email communication to prosecutor. Memo to file if no occurrence.	
13.6	Drug and Alcohol testing	Memo to file explaining activity (or no activity) related to policy	
14.1	Documentation and Investigation of Complaints	Copy of redacted Complaint log, IA log	
14.2	Complaint Assignment	Copy of redacted complaint or IA log. Interview of sergeant or command officer re: investigative roles and responsibility.	

14.3	Relief from Duty	Letter relieving employee from duty (redacted)	
14.4	Complaint Notifications	Sample of Disposition letters to citizens (redacted)	
14.5	Records of Complaints/Dispositions	Destruction logs and interview of individual responsible for IA file security and destruction. Should be consulting with the state archivist on certain cases before disposition.	
15.1	Response to Emergencies	BLEA certs, CAD activity 24 hour period	
15.2	Emergency and Non-Emergent Responses	Written directives/policy/procedures. Case reports involving both type of responses.	
15.3	Authorized Emergency Equipment	Case reports involving use of emergency equipment	
15.4	Pursuits	The agency has policies governing the pursuit of motor vehicles that conforms to Washington State law.	
15.5	Investigation of Vehicle Collisions	Copy of redacted report	
15.6	Hazardous Road Conditions	Copy of incident or CAD report, interview with officer or sgt.	
15.7	Domestic Violence Investigations	Case report with DV	
15.8	Public Alert Systems	Case report or memo to file outlining activation processes for all types of alerts (Amber, Silver or EMP, Blue)	
15.9	Responding to the Mentally Ill	Case report with mentally ill person (voluntary and involuntary commitment)	
15.10	Mental Health Referrals	Policy, case report and any referral documents (i.e. pamphlets, cards, etc.) addressing referral of subjects to a mental health agency after receiving a report of threatened or attempted suicide	
15.11	Eyewitness Identification	Policy and case report supplemental confirming compliance with both policy and standard.	
15.12	Protection Orders	Policy, lesson plan, and spreadsheet identifying dates employees received training on orders. Copy of return of service if order delivered.	
16.1	Case Management System	Case assignment and closure memo, case assignment criteria memo, detective case assignment logs and/or interview with Detective supervisor	
16.2	Elder Abuse Investigations	Elder abuse case report	

16.3	Child Abuse Investigations	Child abuse case report	
16.4	Interviews of Child Victims	Case report with juvenile interview, interview of agency child interviewer, training certificates in file	
16.5	Hate Crime Investigations	Case report with hate crime	
16.6	Identity Theft Investigations	Case report with identity theft	
16.7	Use of Informants	Interview of Det Sergeant, operation plans (if CI is involved), redacted CI file contents or case report where CI was used.	
16.8	Victim/Witness Privacy and Protection	Generally covered during facility tour at onsite. Mock will require photos.	
16.9	Seizure and Forfeiture Notification	Seizure notices, hearing information, hearing results. Memo to file if no incidents.	
16.10	Deconfliction Procedures	Case report or operation plans with deconfliction steps noted.	
17.1	Collection and Identification	Completed Evidence forms	
17.2	Notifying Owners of Property Recovered	Evidence/property letter to citizen	
17.3	Booking Before End of Shift	Copy of case report or booking sheet proving submission by end of officer/deputy shift.	
17.4	Temporary Storage and Processing	Photos and observations during facility inspection by assessor.	
17.5	Perishable Evidence or Property	Photo or inspection of temporary and long term perishable (refrigerator) storage units	
17.6	Hazardous Materials Storage	Photos/inspection of haz mat or flammable storage vessel/boxes.	
17.7	Facility Security	Photo of secured door, fire alarm and entry panel, temperature control	
17.8	Exposure Prevention	Photos/inspection of property room	
17.9	Restricted Access	Memo to file and/or interview of property room staff	
17.10	Person Entry/Exit Recording	Copy of evidence room sign in/sign out sheet	
17.11	Additional Security for Sensitive Items	Photo and inspection of safe or second level containing jewelry, money, drugs, firearms	

17.12	Packaging and Tracking Property & Evidence	Chain of custody documents describing movement of items in/out/around property room.	-
17.13	Evidence/Property Reports	Case report with property form	
17.14	Weighing of drugs	Chain of custody documents memorializing weight of drugs as they move in/out of property room.	
17.15	Drug Destruction Protocols	Documentation of destruction process, normally by memo to property room command staff or CEO, describing the destruction process to include inspection of seals and weighing of random samples. (Cross ref. 17.19)	
17.16	Releasing Property	Signed release forms and documents.	
17.17	Disposal of Hazardous Materials	Memos and interview of property room staff during onsite.	
17.18	Recording Sold Property	Receipts from property auction, deposit slip into city account.	
17.19	Destruction of Drugs/Contraband	Affadavit or memo describing the destruction process and confirmation that the destoying facility is DOE certified.	
17.20	Audits of Property	Annual audit reports.	
17.21	Sensitive item inventory following change of property room manager	Copy of inventory or memo to file if no change of manager . Standard normally applies to civilian manager changes, not command staff. Call WASPC for clarification if uncertain.	
17.22	Property clearing/purging	Copy of annual reports to Chief from property room staff.	
17.23	Surrendered Firearms	Agency policy, incident or supplemental report documenting details of weapon(s) surrender.	
17.24	Released Firearms	Agency policy, letter or supplemental report documenting details of notification to family members of weapon(s) scheduled for return.	
18.1	Prisoner Transport Restraints	Case report identifying representative use of restraints during transport; interview of transport/patrol officer.	
18.2	Transporting the Sick, Disabled and Mentally Ill	Case report describing transport protocol for special population prisoner transport. Confirm agency policy covers transport of diasbled prisoners.	
18.3	Prisoner Search Prior to Transport	Case report which shows search of prisoner before placing in car.	
18.4	Vehicle Search Before and After Transport	Case report of contraband recovery in vehicle; memo to file if no incidents.	

18.5	Temporary Holding Facilities-Physical Conditions	Photos and inspection of facility during onsite.	
18.6	Temporary Holding Facilities-Safety Requirements	Copy of observation logs; interview of officers. Must have observation logs completed even if facility has video observation capacity.	
18.7	Status Offenders	Case report, OJJDP survey or interview of officers.	

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