

WASPC Jail Accreditation Standards and Suggested Proofs of Compliance July 2016

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	
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	Arrests	Case report with a physical arrest with and without warrant	
2.4	In-Custody Situations	Case report with suspect interview, to include issuing Miranda warnings	
3.1	Use of Force	Use of force case report	
3.2	Warning Shots	Case report or memo to file indicating no warning shots	
3.3	Non Lethal weapons	Case report using non lethal weapon(s)	
3.4	Requesting Medical Aid	Case report for where use of force occurred and there was injury/medical aid requested	
3.5	Reporting Use of Force	Case report with use of force report	
3.6	Investigations of Deadly Force	Case report of deadly force used, or memo in file if no deadly force used	

3.7	Authorized Weapons and Ammunition	Photo of authorized weapons (handgun, taser, shotgun, rifle, etc.)	
4.1	Situation Protocol	Acting CEO's personnel orders	
4.2	Obeying Orders	Memo to file indicating no investigations or copy of redacted disciplinary findings.	
4.3	Review of Use of Force and Internal Investigations	Use of Force log, Internal Investigation log, overall annual review of all incidents/analysis memo or report with CEO's review and signature	
4.4	Written Directives	May be handled via interview with person responsible for this work. Proofs may include a spreadsheet showing employees have reviewed changes, copy of directive to staff, etc.	
5.1	Uniform Records Management System	Can be completed with interview of records staff	
5.2	ACCESS Compliancy	Triennial ACCESS audit reports, findings or certificate of completion from ACCESS	
5.3	Privacy and Security	Can be completed with interview of staff and tour of records area	
5.4	Dissemination of Records	PDR instruction docs, completed PDR, interview with public disclosure staff	
5.5	Preservation and Destruction of Records	Staff interview; representative destruction logs.	
5.6	Public Information	Can be completed with interview of staff or PIO; published media release	
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	Copy of ACCESS triennial audit report and findings for IT	
6.3	Use of Agency Technology	Agency policy and supporting proof from any policy violations (if applicable).	
6.4	Software Security	Spot check of agency desk/laptops	
6.5	Database Backup	Interview with/or memo to file from IT staff on backup protocols	

7.1	Air/Blood Borne Pathogens	Bloodborne training spreadsheet	
7.2	Personal Protective Equipment	Photo of disposable gloves, safety mask, CPR/rescue mask, sharps container and hand cleaner; spot check with staff interview	
7.3	Soft Body Armor	Photo of officer wearing bullet proof vest and vest replacement spreadsheet	
7.4	Reflective Clothing	Photo of officer wearing reflective vest; inspection of vehicle	
7.5	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)	
7.6	Post Exposure Reporting	Copy of redacted exposure/incident report	
7.7	Seat Belt Usage	Policy requiring use while operating agency vehicles	
8.1	CEO Authority and Budget Review	Copy of city budget reports for jail or handle with CEO interview; City/County ordinance or policy; also via interview with the CEO	
8.2	Payroll Activities	Employee OT sheets with supervisor approval	
8.3	Recording Expenditure/Disbursements	Cash account audit reports	
8.4	Inmate Fund Activities	Copy or sample of redacted inmate's trust account or cash tracking system	
9.1	Hiring Criteria	County/City hiring criteria, job description of positions	
9.2	Background Investigations	Redacted candidate background report	
9.3	Medical Examinations	Redacted medical exam report to include drug screening	
9.4	Psychological Examinations	Redacted copy of psychologist report; Note in file that explains who holds these secure files (probably the CEO or admin person)	
9.5	Polygraph/CVSA examinations	Copy of redacted Polygraph/CVSA report for most recent corrections officer hired	
9.6	Applicant File Privacy	Photo of secure file cabinet	
9.7	Personnel File Security	Photo of secure file cabinet with separation of Medical, psychological and polygraph exam results	

10.1	Basic Training	Correction's Academy certificates, employee new hire form showing effective dates of hire	
10.2	Field Training	FTO school completion certificates, FTO progress report, final FTO report for new corrections officer	
10.3	Employee Training	Sample copy of training records	
10.4	Recording Agency Training	Course lesson plan, class roster with qual scores and test results, written test , instructor credentials, copy of Lexipol DTB completion reports if applicable	
10.5	In-Service Training-Annual	Does agency have an annual in-service training requirement? Proof that they are in compliance with their policy.	
10.6	Firearms Proficiency	Spreadsheet identifying all employees who are issued agency authorized weapons. Include list of all weapons issued to each officer and dates of proficiency testing for each weapon.	
10.7	WSCJTC Certifications	Career Level Certification certificates for Sgt rank and above or spreadsheet with dates of CLC certification level(s)	
10.8	Use of Force/Deadly Force Annual Training	Training records proving policy review by employees.	
10.9	Non Lethal weapon certification	Spreadsheet identifying all employees who are issued non-lethal tools and dates of certification/recertification for each tool.	
11.1	Annual Evaluations	Sample of redacted evaluations, spreadsheet of completed evals	
11.2	Probationary Employee Evaluations	Probationary employee evaluation policy and representative samples of civilian and officer evaluations meeting policy	

12.1	Code of Conduct, Appearance & Employee Standards	Redacted reports of policy violations or memo to file if no incidents	
12.2	Unlawful Harassment	Redacted reports of policy violations or memo to file if no incidents. Watch for training requirements in policy, which must be proofed.	
12.3	Domestic Violence Investigations Involving Law Enforcement Employees	Memo to file or redacted disciplinary record	
13.1	Documentation and Investigation of Complaints	Copy of redacted Complaint log, IA log	
13.2	Complaint Assignment	Copy of redacted complaint log. Interview of sergeant or command officer re: investigative roles and responsibility.	
13.3	Relief from Duty	Letter relieving officer from duty (redacted)	
13.4	Complaint Notifications	Sample of disposition letters to inmate or citizen (redacted)	
13.5	Records of Complaints/Dispositions	Redacted IA and complaint logs with dispositions; copy of destruction log where applicable	
14.1	Published telephone number	Photocopy of website listing agency phone number(s)	
14.2	Physical security/barrier	Photograph of security measures	
14.3	Use of Vehicles	Copy of policy	
15.1	Pre-Admission Process	Copy of intake form(s); including medical, dental, mental health/suicide screening	
15.2	Booking Restraints	Copy of policy, photographs of signs or retired during tour	
15.3	Securing Firearms	Photograph of secure lock box for firearms	
15.4	Detention documentation	Copy of booking forms with PC statement, court commitment documents or warrant for arrest (redact names)	
15.5	Juvenile Confinement Restriction	Copy of OJJDP report or certificate	
15.6	Medical Clearance	Copy of medical clearance documentation (redact names)	
15.7	Inmate File	Photo of inmate files	
15.8	Access to Telephone at Time of Booking	Photograph of telephone available to inmates at time of booking or shortly thereafter	
15.9	Jail Register	Photocopy of jail register pages (redact names)	
15.10	Inmate Segregation	Observation via facility tour/interview	

15.11	Inmate Release	Copies of completed documentation	
15.12	Foreign Nationals	Copy of case report involving the arrest or detention of a foreign national or state department form. If none, memo in file stating none of have been arrested/detained in facility.	
15.13	Inventory/Storage of Inmate Property	Procedure outlining process; redacted copy of inventory and storage location for inmate property	
16.1	Inmate Conduct	Copy of Inmate handbook, code of conduct or similar documentation provided to inmate	
16.2	Inmate Classification	Completed inmate classification form/document (redact names)	
16.3	Classification Supervision	Memo stating which staff members are responsible for this function. Include a sample of any specialized certification staff members receive or roster of training, training records, and lesson plans	
16.4	Inmate Grievance System	Copy of grievance response, copy of an inmate grievance (redact names)	
16.5	Inmate Discipline Process	Violation documentation, any documentation involving the steps in the process (redact names)	
16.6	Evidence Handling	Policy outlining how evidence is processed and stored	
17.1	Inmate Mail	Documentation provided to inmates explaining what they can send and receive in the mail	
17.2	Inmate Packages	Handle via interview with mail processor or inmate handbook	
17.3	Receiving Publications	Handle via interview with mail processor or inmate handbook	
17.4	Inmate Funds & Purchasing	Copy of documentation of an inmate purchase (receipt or documentation in inmate's funds noting a purchase)	
17.5	Privileged Mail	Handle via interview with mail processor or inmate handbook	
17.6	Rejected/Non-approved Privileged Mail	Handle via interview with mail processor or inmate handbook; redacted copy of rejection form	
17.7	Legal Publications/Law Library	Handle via interview with mail processor or inmate handbook	
17.8	Inmate Visitation	Copies of visitor log, visitor schedule, completed visitor screening form (redact names)	
17.9	Elevated Security Contacts	Handle via interview or inmate handbook	
17.10	Professional Visitors	Visitor logs, noting the visitor is legal counsel if available, if not, handle with interview	

17.11	Telephone Call Monitoring	Memo to file with message content to users	
17.12	Privileged Telephone Calls	Memo to file or log of exempt numbers	
18.1	Facility Security	Photographs of security measures or copy of security plan.	
18.2	Perimeter Lighting	Photo of outdoor lighting	
18.3	Secure Area Inside Jail	Photo of security signage in restricted areas, also observation on facility tour	
18.4	Door Security	Photo of secure doors in facility and may be handled with interview of staff	
18.5	Firearm/Weapon Storage	Photo of storage area	
18.6	Chemical Agents	Copy of case report detailing the use of chemical agents. If the agency has not deployed chemical agents, memo in file stating so.	
18.7	Key Control	Copy of key inventory, map of where specific keys are used, interview with staff	
18.8	Emergency Keys	Photo of storage location of emergency keys	
18.9	Tools and Materials	Photo of storage location, sign in/out log for tools and materials, copies of inventories	
18.10	Surveillance and Supervision	24 hour jail staff schedule, observation reports/logs, head count documentation	
18.11	Searches	Documentation/case reports describing cell searches, inmate searches, visitor search notification, or log, if available	
18.12	Strip and Body Cavity Searches	Documentation where inmate received a strip or body cavity search (redact names)	
18.13	Contraband	Policy or list of banned items, signage or inmate handbook; training roster, copy of jail rules regarding contraband, interview with staff or incident report/documentation	
18.14	Search Notifications	Photos of signage notifying persons entering are subject to search and prohibited items; may be handled via observation.	
18.15	Vehicle Searches	Interview with transport officer, video or observation	
18.16	Criminal Investigations	Copy of case report if available. If not, memo in file stating there have been no criminal investigations during the rating period.	
19.1	Access to Courts	Handled via interview or inmate handbook	
19.2	Stationary Supplies	Photograph of stationary supplies	
19.3	Access to Legal Materials	Handled via interview or facility tour	

19.4	Food Services	Observation via facility tour, copy of food handler's card for staff and copy of food service provider contract/invoice for meals from vendor	
19.5	Commissary	Copy of commissary documentation for an inmate (redact names)	
19.6	Laundry Service	Documentation of laundry service provided if available, handle via interview or inmate handbook	
20.1	Health Care for Inmates	Copies of completed medical screening forms (redact names), copies of inmate handbook; copies of health care providers certifications; medication delivery documentation; special dietary needs; photos of first aid kits/AEDs	
20.2	Inmate & Medical Staff Conflicts	Handled via interview or provide copies of documentation of incidents involving medical staff (redact names), grievance documents or inmate handbook	
21.1	Hygiene Supplies Provided	Photograph of supplies provided to inmates	
21.2	Shower Schedule & Privacy	Copy of shower schedule/documentation or inmate handbook or photograph of shower area	
21.3	Pest Control	Copy of pest control service provided/contract, invoice from vendor or memo in file stating what company the agency uses for this service	
21.4	Available Facilities	Photographs of living areas and facilities available to inmates; retire during facility tour	
21.5	Handling Biohazards	Photograph of biohazards bins, training rosters	
21.6	Volatile/Toxic Materials	Photograph of material storage areas; MSDS for each material	
22.1	Exercise and Recreation	Proof handled via photographs, activity schedule, observation of facility during tour	
22.2	Educational Programs	Proof handled via photographs, activity schedule, observation of facility during tour	
22.3	Treatment Programs	Memo to file or documentation of treatment offered	
22.4	Inmate Work Assignments	Forms, contracts or documentation of ability to participate by inmate	
22.5	Partial Confinement Programs	Copy of partial confinement agreement (redact names)	
22.6	Access to Religion	Handled via interview, inmate handbook or observations during facility tour	

22.7	Volunteer Program	Copy of completed screening documents (redacted), schedule of volunteers	
23.1	Inmate Privacy	Proof handled via interview with staff, classification documentation or inmate handbook	
23.2	Transgender Offenders	Proof handled via interview with staff, classification documentation or inmate handbook	
24.1	ADA Requirements & Claims	Handle via interview with appropriate level staff member (Command level), photos or during facility tour; copy of response to an ADA complaint (redact names) or memo to file	
25.1	Prisoner Transport	Handle via interview or redacted copy of incident report	
25.2	Prisoner Restraints	Handle via interview or redacted copy of incident report	
26.1	Response to emergencies and non-emergencies	Case report or documentation responding to incidents of fire, inmate disturbance, hostage situation, escape attempt, natural disaster response	
26.2	24 Hour Communication	Photograph of portable radios, memo describing what agency provides 24 hour communication service	
26.3	Cooperative Response	Case report involving cooperative response/If no incidents have occurred, may be handled via interview with staff. Interagency agreements.	
26.4	Use of firearms/weapons response	Case report describing use of weapons in a response	
26.5	Restricted Access & Information during Emergencies	Handle via interview or memo to file	
27.1	Inmate Sexual Harassment	Copy of any incident report(s) involving inmate sexual harassment. If no incidents, memo in file	
27.2	Prison Rape Elimination Act of 2003	Copy of last PREA Audit, if conducted; copies of agency policies, inmate handbook, and interviews with staff; policies outlining zero tolerance for sexual abuse and sexual harassment and outlining all complaints are fully investigated; agency has appointed a command level officer as the PREA Coordinator	