



Washington Association of

**SHERIFFS &  
POLICE CHIEFS**

## **WASPC ACCREDITATION**

### **Quarterly Training June 17, 2026**

David Doll *Director of Professional Services*

Randy Maynard *Assistant Director of Professional Services*



Washington Association of

# **SHERIFFS & POLICE CHIEFS**

- Accreditation Manager Training
- Assessor Training
- Standard 4.3 (Annual Report)
- Standards Changes (effective 1/1/2027)
- Questions?
- Next Training Date



Washington Association of

**SHERIFFS &  
POLICE CHIEFS**

## **WASPC ACCREDITATION**

**THANK YOU!**



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## WELCOME TO WASPC

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

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

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

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

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

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

### News Releases

- [2024 General Election Governor Interviews](#)
- [Comparison of National Crime Data and WA State Data, 2022-2023 and 2019-2023](#)
- [Response to Juvenile Access Statutory Interpretations](#)
- [DCYF Announcement and WASPC Statement](#)
- [2023 Crime in WA Report](#)
- [Statement on Juvenile Intake Freeze](#)
- [Statement on Grants Pass vs Johnson](#)
- [2024 Post-Session Statement](#)
- [Statement on I-2113](#)
- [Statement on HB 1445](#)
- [WASPC News Release Archive](#)

### Executive Director Newsletter



- 10/28/2024 - Executive Director [Update](#)
- 9/6/2024 - Executive Director [Update](#)
- 8/22/2024 - Executive Director [Update](#)
- 7/29/2024 - Executive Director [Update](#)
- 6/28/2024 - Executive Director [Update](#)
- [Executive Director Newsletters Archive](#)

For Mr. Strachan's Bio, click photo

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## Programs & Services:

- [24/7 Sobriety Program](#)
- [Accreditation](#)
- [Arrest and Jail Alternatives Law Enforcement Grant Program](#)
- [Correctional Options Services \(COS\)](#)
- [Crime Statistics \(CJIS/NIBRS/UCR\)](#)
- [Denied Firearms Transactions](#)
- [Executive Recruitment & Selection](#)
- [Jail Booking and Reporting System \(JBRS\)](#)
- [Law Enforcement Wellness App](#)
- [Leadership Training](#)
- [Loaned Executive Assistance Management Program \(LEMAP\)](#)
- [Legislation](#)
- [Mental Health Field Response Teams Program](#)
- [Methamphetamine Precursor Electronic Tracking System \(NPLEx\)](#)
- [Model Policies](#)
- [Officer Wellness Resources](#)
- [Project Safe Neighborhood Grants](#)
- [SECTOR](#)
- [Traffic Safety](#)
- [Victim Information & Notification \(VINE\)](#)
- [VINE Protective Order \(VPO\)](#)



## News Releases

- [2024 General Election Governor Interviews](#)
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# [www.waspc.org/accreditation](http://www.waspc.org/accreditation)



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- [Accreditation Commission Charter](#)
- [Accreditation Commission Members and Term](#)
- [2025 Accreditation Program Policy and Procedures](#)
- [Accreditation Proof of Compliance Requirements](#)
- [Roster of Washington State Accredited Agencies](#)
- Accreditation Seminar - November 2024 [Video](#) | [Slides](#)

## JAIL ACCREDITATION INFORMATION

- [2025 Accreditation Program Corrections Policies & Procedures](#)
- [Accreditation Proof of Compliance Requirements](#)

## CALEA INFORMATION

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



# Accreditation Timeline 2027

## Spring

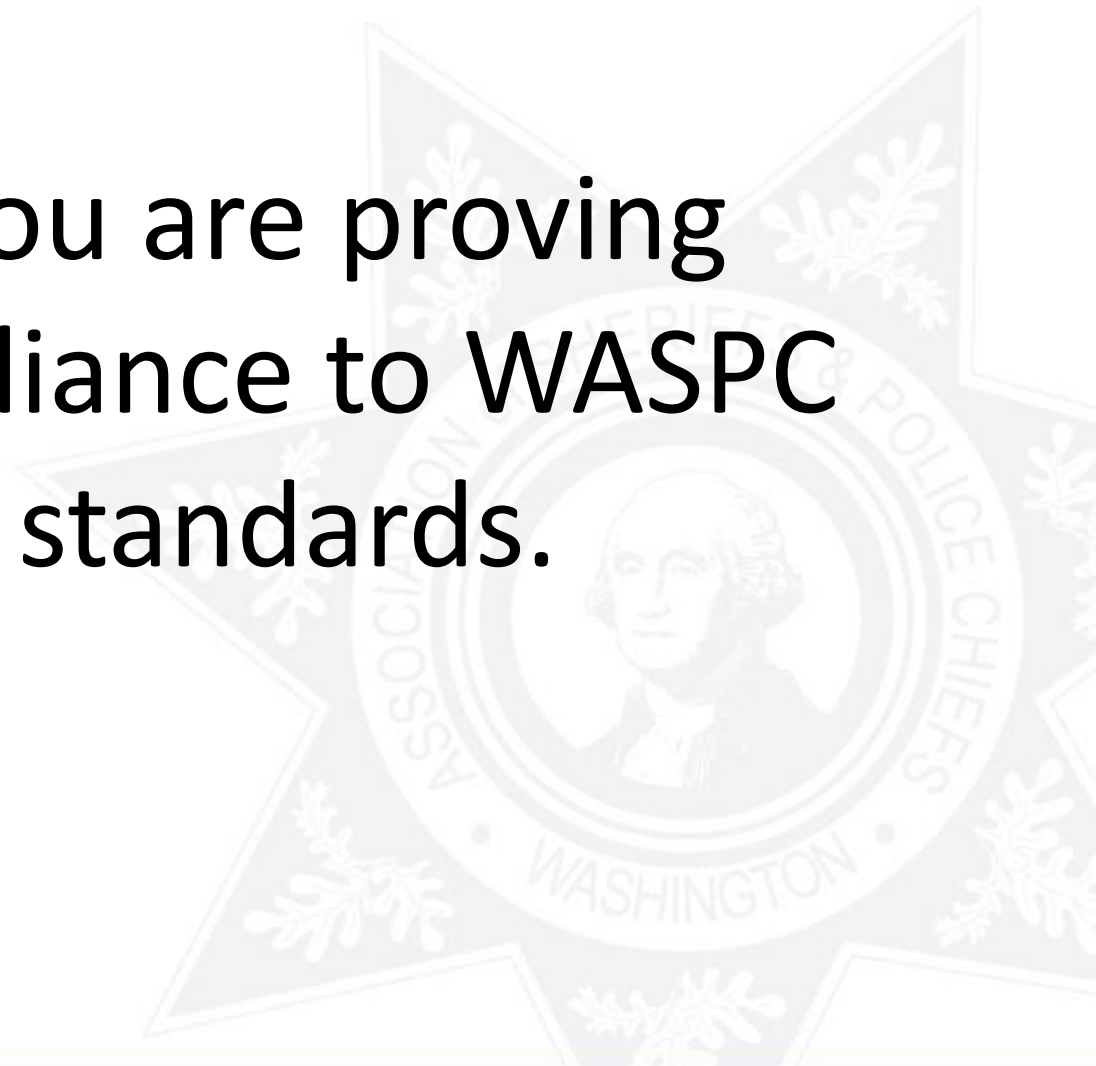
- Files completed by Jan. 31
- Virtual assessment completed by March 1.
- Site visit completed by April 16.
- Forwarded to Commission by May 7 .

## Fall

- Files completed by June 30.
- Virtual assessment completed by Aug. 31.
- Site visit completed by Oct. 16.
- Forwarded to Commission by Oct. 30.

# ACCREDITATION MANAGER'S ROLE

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



# ACCREDITATION MANAGER

- Where to start?
  - Policy manual status?
  - PowerDMS account established?
  - Do you have help with managing Accreditation?



# Proofs

## A few words on proofs

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

# WHAT IS A PROOF?

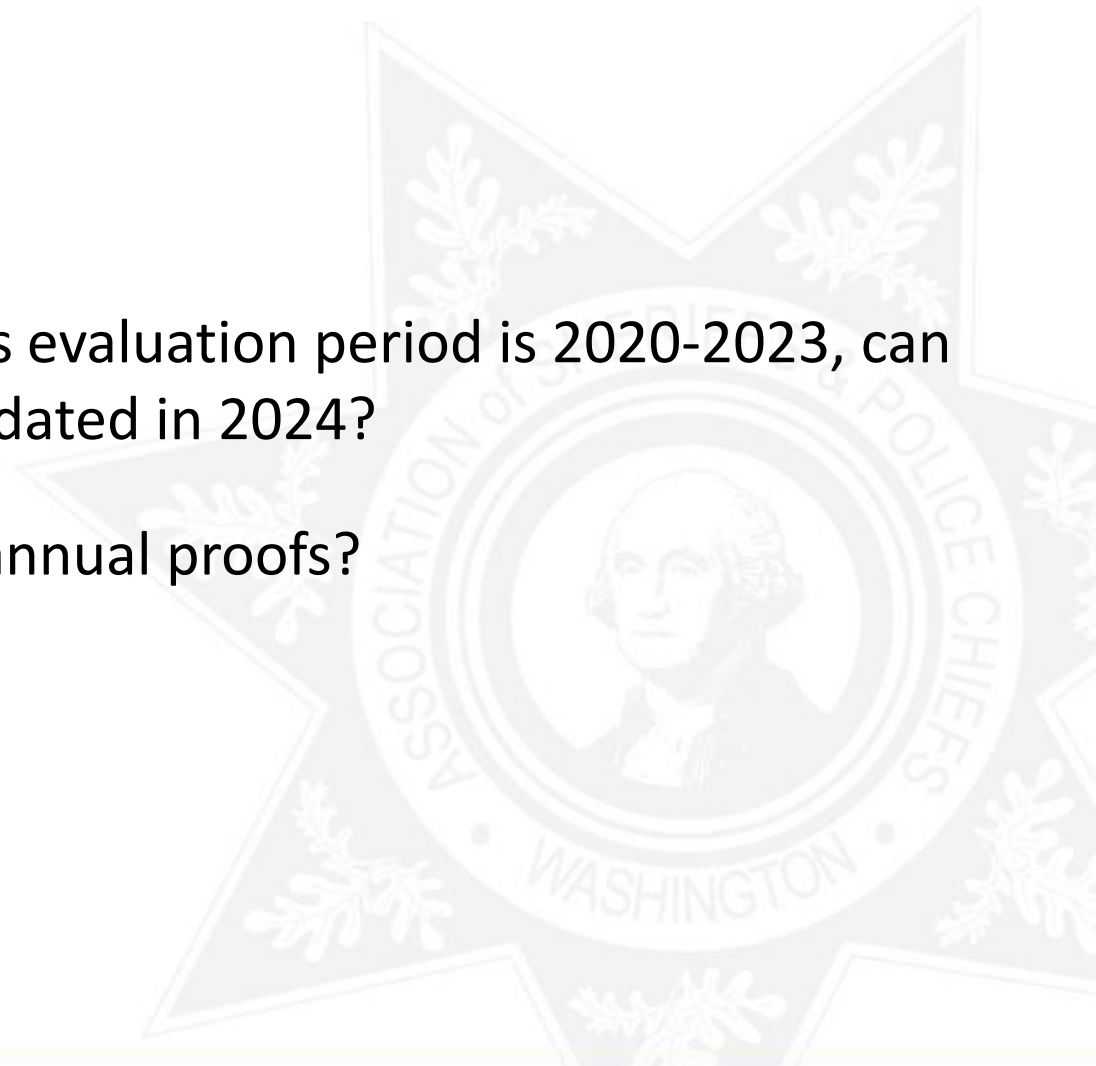
- Evidence supporting compliance with standard.
- Case report, specific form (ex: use of force/completed forms), memo or directive, photos.
- Proofing requirements:
  - New Accrediting agency – supply proofs from no more than one year (12 months) prior to the virtual assessment.
  - Re-Accrediting agency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

# WHAT IS A PROOF?

Frequent questions:

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

Which standards require annual proofs?

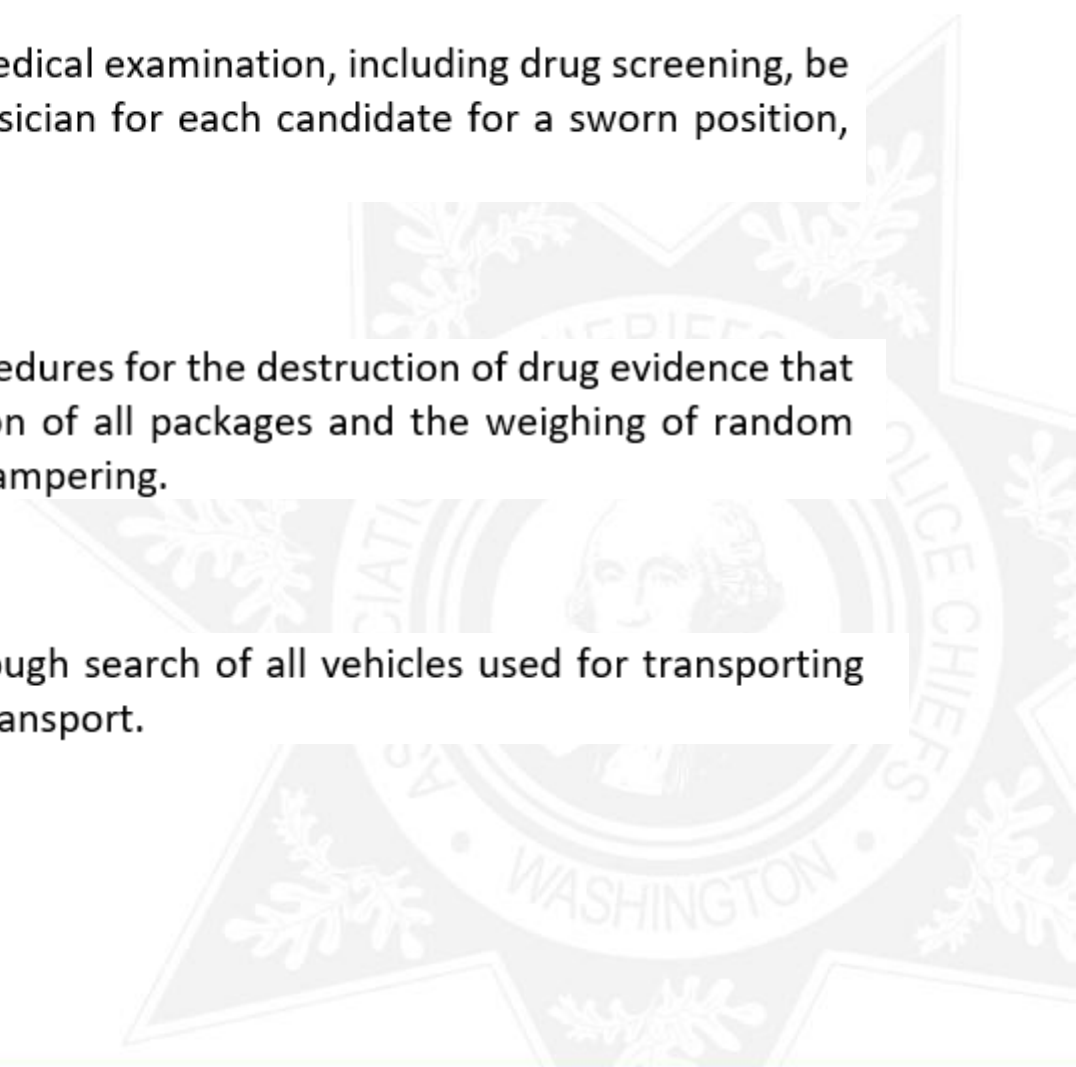


# WHEN YOU SEE THE WORDS:

- Policies
  - Procedures
  - Agency requires
    - A document is required as part of your proofs showing you have some type of policy, procedure or order that satisfies the standard's requirement. Here are a couple examples:
- 2.4 The agency has policies assuring compliance with all applicable constitutional requirements for in-custody situations including:

# WHEN YOU SEE THE WORDS:

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



# FILE CONSTRUCTION HINTS!

Work closely with your mentor!!!!

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

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

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

**DO NOT OVER PROOF FILES! (more later)**

# HYPERLINK APPLICABLE POLICY SECTIONS

Summary

History

Tasks (1)

Statuses

Attachments

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

## 3.2 Warning Shots

Print

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

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

Atch Hlt

- -

4 2

- -

+ Add New Attachment

▼ Filters: None Applied

📄 POLICY - 306 Firearms  
Accreditation Manager

▼ Highlights (1)

● Warning Shots

📄 PROOF - Memo of No Warning Shots  
Accreditation Manager

▼ Highlights (1)

● Memo of Non-Occurrence

# HYPERLINK APPLICABLE POLICY SECTIONS

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+ Add New Attachment

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▼ Highlights (1)

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# HYPERLINK APPLICABLE POLICY SECTIONS

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4	2
-	-

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Zoom Fit to Width

## Firearms

### 306.7.3 WARNING SHOTS

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

### 306.8 RANGEMASTER DUTIES

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

+ Add New Attachment

Filters: None Applied

POLICY - 306 Firearms  
Accreditation Manager

Highlights (1)

Warning Shots

PROOF - Memo of No Warning Sho  
Accreditation Manager

Highlights (1)

Memo of Non-Occurrence

NO - Non-occurrence  
Accreditation Manager

Policy and memo to file reviewed a

# Standard 12.1\* Performance Evals

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.*



# Standard 12.1\*

STANDARD	
12.1* Annual Employee Performance Evaluations	Agency policy. One redacted evaluation each for sworn and civilian employees. Spreadsheet of completed evaluations for all staff.

- Policy (highlight appropriate section)
- Redacted Evaluations
- Spreadsheet (annual standard)



## 4.3\* Annual Reviews

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:

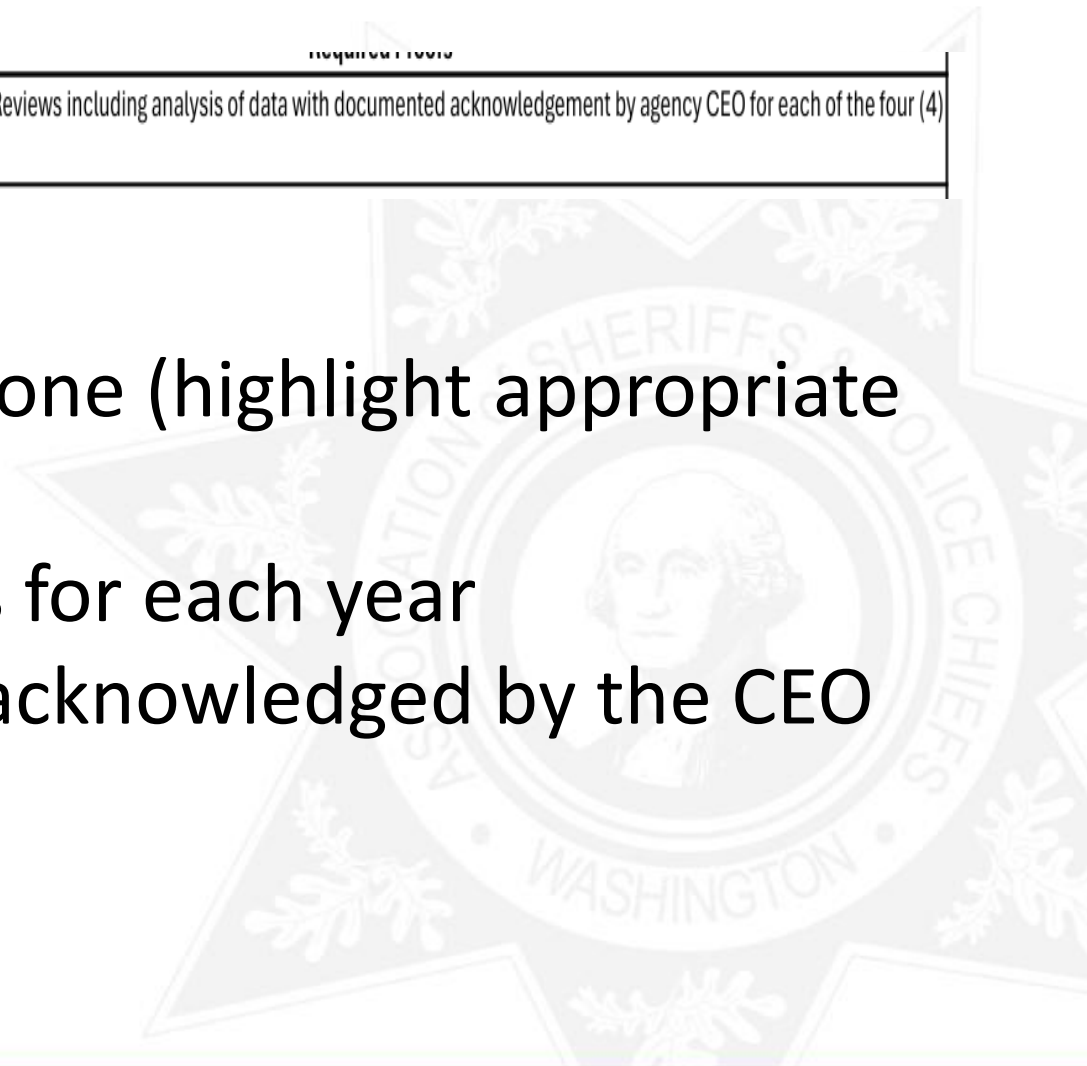
- Vehicle pursuits
- Use of force events
- Internal investigations
- Biased based profiling incidents

*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.*

# Standard 4.3\*

Minimum	Required Review
4.3* Review of Incidents	Agency policy(ies). Reviews including analysis of data with documented acknowledgement by agency CEO for each of the four (4) identified areas.

- Policies for each one (highlight appropriate section)
- Reviews/Analysis for each year
- Ensure they are acknowledged by the CEO



# Permissive Policy Language

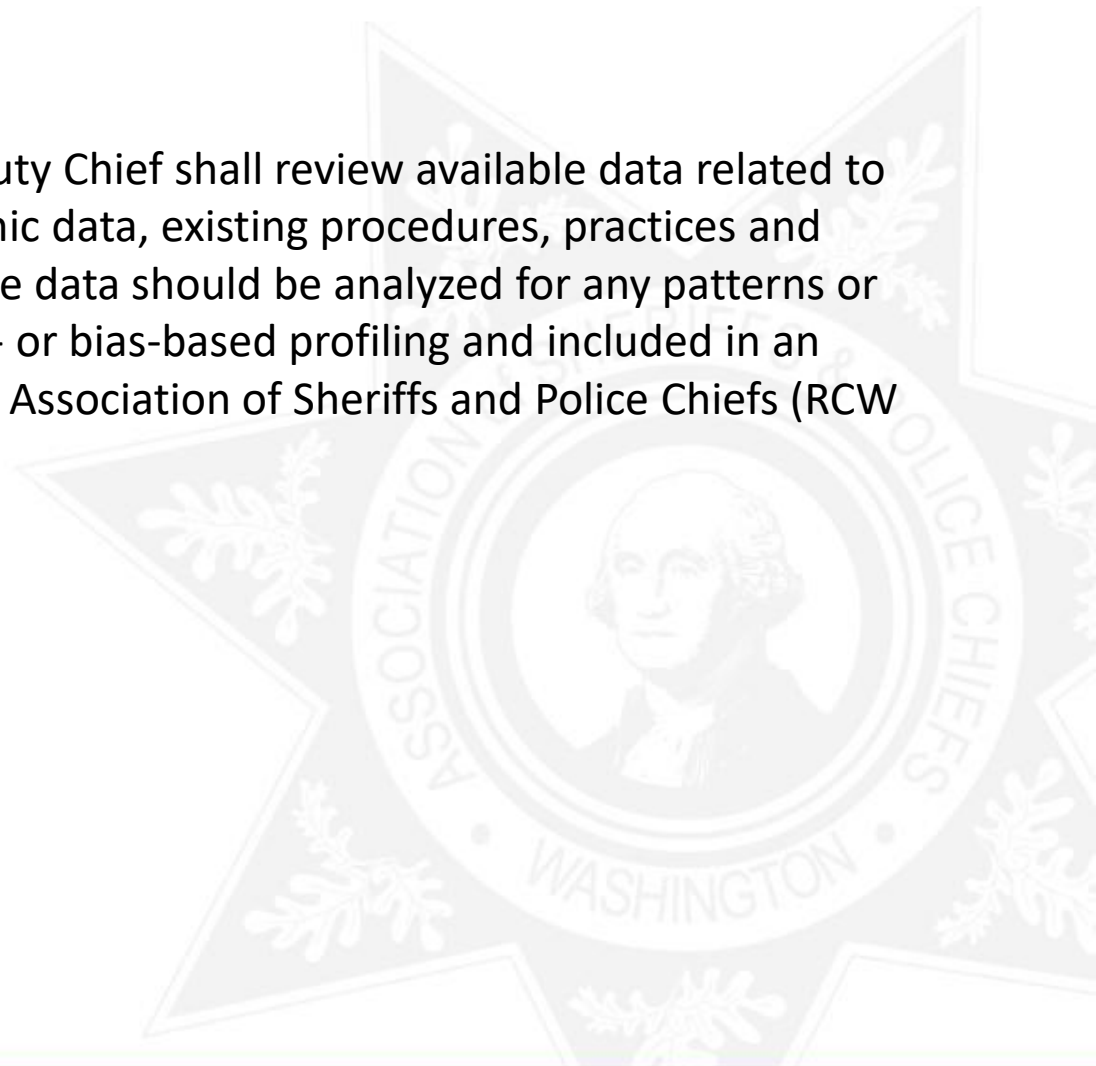
The Chief of Police should direct an annual documented management review and analysis of department vehicle pursuits to minimally address policy suitability, policy compliance, procedure, personnel issues, and training or equipment needs. The review should not contain the names of officers, suspects, or case numbers. The Chief of Police shall review and approve the final report.

**vs.**

- (e) Annually, the [Chief of Police/Sheriff] shall direct a documented management review and analysis of [departmentoffice] vehicle pursuits to minimally address policy (including suitability and compliance), procedure, training, and/or personnel issues that are identified during the review process. The [Chief of Police/Sheriff] shall review and approve the final report.

# Permissive Policy Language

401.6 STATE REPORTING The Deputy Chief shall review available data related to traffic stops, including demographic data, existing procedures, practices and training, as well as complaints. The data should be analyzed for any patterns or other possible indicators of racial- or bias-based profiling and included in an annual report for the Washington Association of Sheriffs and Police Chiefs (RCW 43.101.410(3))



# Permissive Policy Language

The Sheriff should direct an annual documented management review and analysis of office vehicle pursuits to minimally address policy suitability, policy compliance, procedure, personnel issues, and training or equipment needs. The review should not contain the names of deputies, suspects, or case numbers. The Sheriff shall review and approve the final report.

## **402.6 STATE REPORTING**

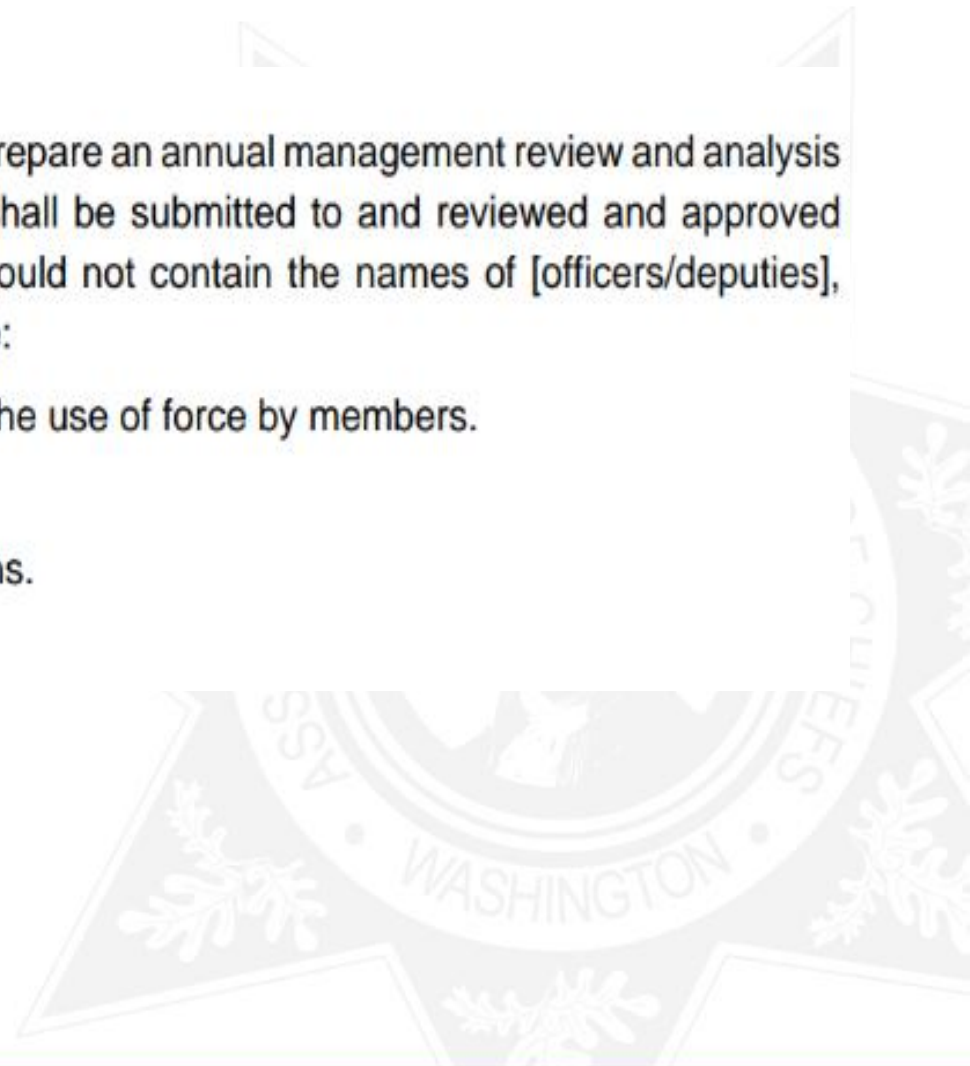
Subject to any fiscal constraints, the Patrol Chief Deputy should review available data related to traffic stops, including demographic data, existing procedures, practices, and training, as well as complaints. The data should be analyzed for any patterns or other possible indicators of racial- or bias-based profiling and included in an annual report for the Washington Association of Sheriffs and Police Chiefs (WASPC) (RCW 43.101.410(3)).

# Analysis

## **300.9 USE OF FORCE ANALYSIS**

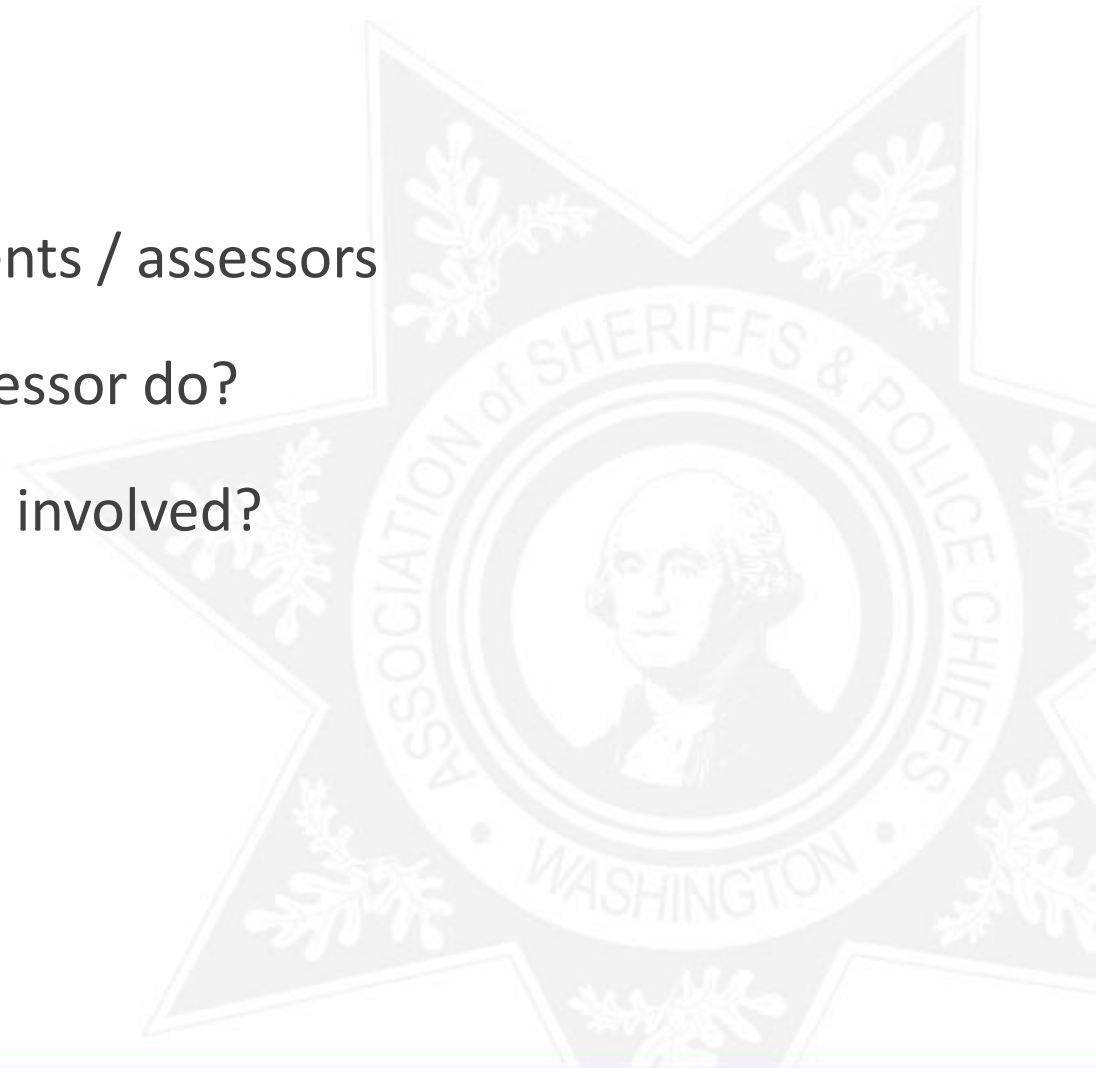
The [Operations] [Division Commander] shall prepare an annual management review and analysis report on use of force incidents. The report shall be submitted to and reviewed and approved by the [Chief of Police/Sheriff]. The report should not contain the names of [officers/deputies], suspects, or case numbers and should include:

- (a) The identification of any trends in the use of force by members.
- (b) Training needs recommendations.
- (c) Equipment needs recommendations.
- (d) Policy revision recommendations.



# ACCREDITATION ASSESSOR

- Now what?
  - Stats on assessments / assessors
  - What does an assessor do?
  - How much time is involved?



# ROLE OF THE ASSESSOR



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

# Accreditation Proof of Compliance Requirements

## WASPC ACCREDITATION LE PROOFS of COMPLIANCE

Standard	Required Proofs
<b>CHAPTER 1</b>	
1.1 Mission/Vision Statement(s)	Agency mission statement and / or vision statement.
1.2* Goals and Objectives	Strategic plan or department goals and objectives. Memo to file explaining annual update process with proof of distribution to staff.
<b>CHAPTER 2</b>	
2.1 Oath of Office	Agency policy. Oath of Office administered to recently hired officer / deputy.
2.2 Statutory Authorization	Agency policy. Ordinance, or RCW where CEO authority is vested.
2.3 Physical Arrests	Agency policy. Incident report(s) documenting a physical arrest with and without warrant.
2.4 Constitutional Requirements	Agency policy. Incident report(s) for: 1)suspect interview; 2)Miranda advisement; 3) search and seizure incident report <b>(MUST PROVIDE ALL THREE).</b>
2.5 Search and Seizure	Agency policy. Incident report proving compliance with policy requirements
2.6 Strip and Body Cavity Searches	Agency policy. Incident report documenting where a strip search or a body cavity search was conducted.
2.7 Arrest and Detention of Foreign Nationals	Agency policy. Incident report detailing arrest or detention of a foreign national.
2.8 Juvenile Access to Counsel	Agency policy. Incident report(s) for: 1)custodial interrogation; 2)probable cause detention; 3)request for consent to search. <b>(MUST PROVIDE ALL THREE)</b>
2.9 Electronic Recording of Custodial Interrogations	Agency policies (adult & juvenile). Incident report(s) documenting compliance. <b>(MUST PROVIDE PROOF FOR ADULT &amp; JUVENILE)</b>
2.10 No Knock Warrant Prohibition	Agency policy. Memo to file affirming policy compliance.
<b>CHAPTER 3</b>	
3.1 Use of Force	Agency policy. Incident report documenting use of force.
3.2 Warning Shots	Agency policy. Incident report if policy permits use. Memo to file if not authorized.
3.3 Non-Lethal Weapons	Agency policy(ies). Incident report involving use of at least one type of authorized non-lethal weapon.
3.4 Requesting Medical Aid	Agency policy. Incident report documenting medical aid following application of force.
3.5 Reporting Use of Force	Agency policy. Incident report documenting application of force. Use of force report acknowledged by agency CEO or designee.
3.6 Deadly Force Protocols	Agency policy; incident report documenting compliance with policy requirements. <b>Policy must include reference to independent investigation AND review.</b>
3.7 Authorized Weapons and Ammunition	Agency policy(ies). List of all authorized weapons platforms and ammunition.
3.8 Neck Restraints	Agency policy. Memo to file affirming policy compliance.
3.9 Duty to Intervene	Agency policy. Memo to file affirming policy compliance.
3.10 Shooting at Moving Vehicles	Agency policy. Memo to file affirming policy compliance.
<b>CHAPTER 4</b>	
4.1 Situational Protocol	Agency policy. CEO communication regarding absence to agency. Special event plan designating command. Patrol schedule designating supervision.
4.2 Obeying Orders	Agency policy. Memo to file indicating no instances of failure to obey orders, or redacted disciplinary findings if violation of failure to obey order occurred.



# Accreditation Proof of Compliance Requirements



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an onsite 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.

## Additional Program Resources:

### LE ACCREDITATION GENERAL INFORMATION

- [Informational Brochure](#)
- [Accreditation Commission Charter](#)
- [Accreditation Commission Members and Term](#)
- [2025 Accreditation Program Policy and Procedures](#)
- [Accreditation Proof of Compliance Requirements](#)
- [Roster of Washington State Accredited Agencies](#)
- Accreditation Seminar - November 2024 [Video](#) | [Slides](#)

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- [Accreditation Proof of Compliance Requirements](#)

### CALEA INFORMATION

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

### ASSESSOR/MENTOR CERTIFICATION PROGRAM

- [Accreditation Mentor Program Description](#)
- [Assessor/Mentor Certification Application](#)

*There is no greater gift than time delivered with and experienced and caring hand. Thank you for coaching other*



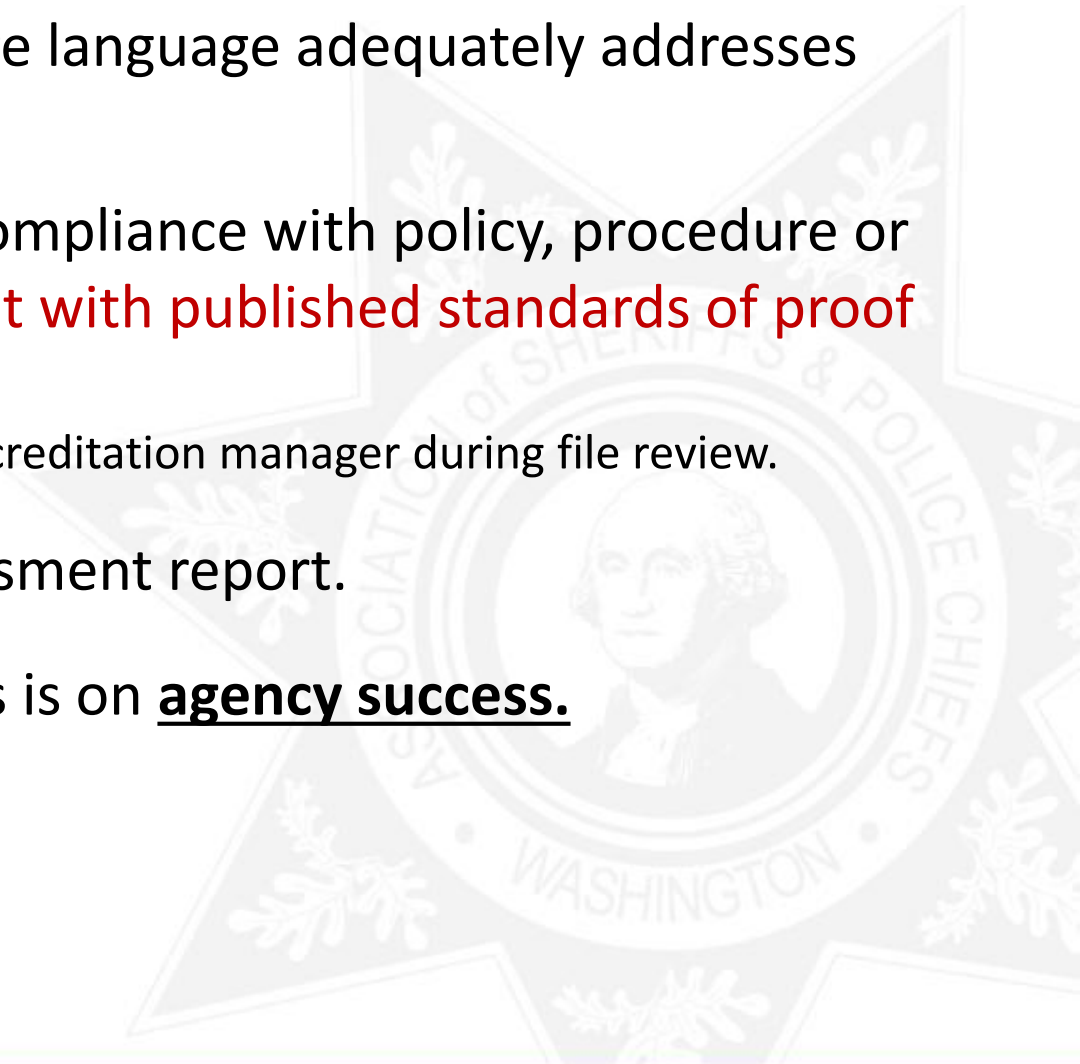
# OVERREACH

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



# ROLE OF THE ASSESSOR (CONT.)

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



# The ONE BOX Rule!



## WWPD Assessments

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

Summary

History

Tasks (1)

Statuses

Attachment:

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

### 4.3\* Review of Incidents

Print

#### WASPC/CALEA CROSSWALK ACCREDITATION STANDARD

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

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

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

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

Type

Simple Note

Standard

0 points selected

\* Notes

Only Check One Box

Save Cancel

Filters: None Applied

POLICY: 300 Use Of Force  
Accreditation Manager

Highlights (1)

- 300.9 UOF Analysis

307 Vehicle Pursuits  
Accreditation Team

Highlights (1)

# The ONE Simple Note Rule!!

## 7.3 Regional Planning

Print

### WASPC/CALEA CROSSWALK ACCREDITATION STANDARD

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

Atch	Hlt
-	-
4	3

PROOF - POTUS VISIT, 4/22/2022  
Accreditation Manager

#### Highlights (2)

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

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

#### Highlights (1)

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

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

Only create ONE simple note

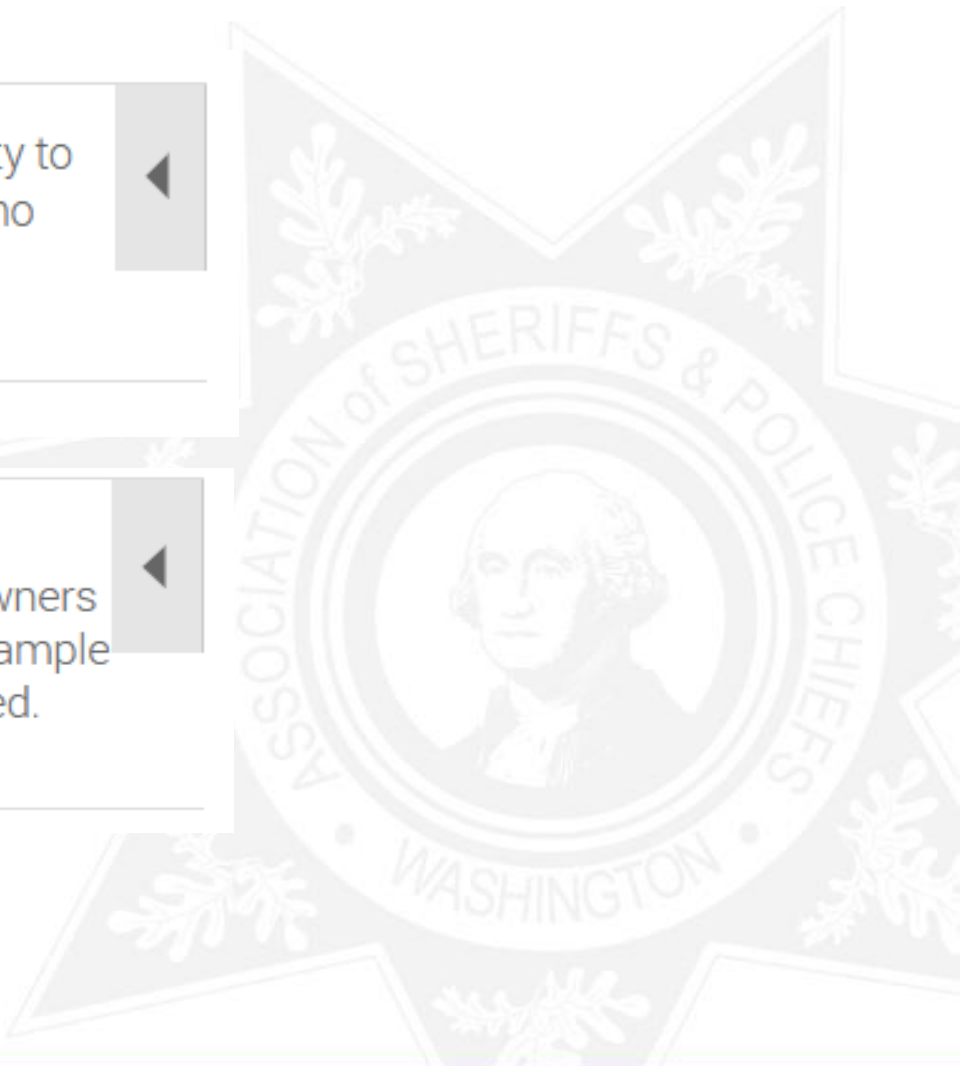
# GOOD DOCUMENTATION

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

WASPC Assessor

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

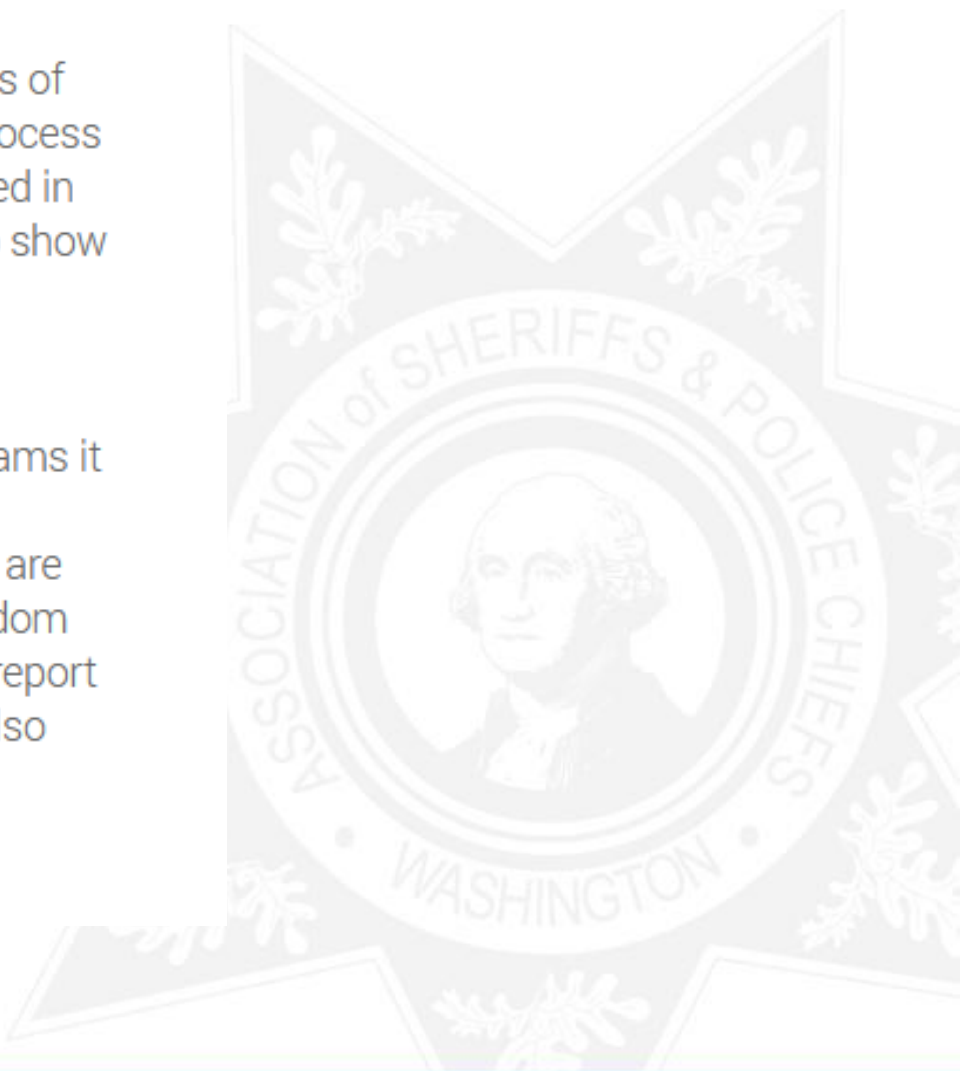
WASPC Assessor



# GOOD DOCUMENTATION

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

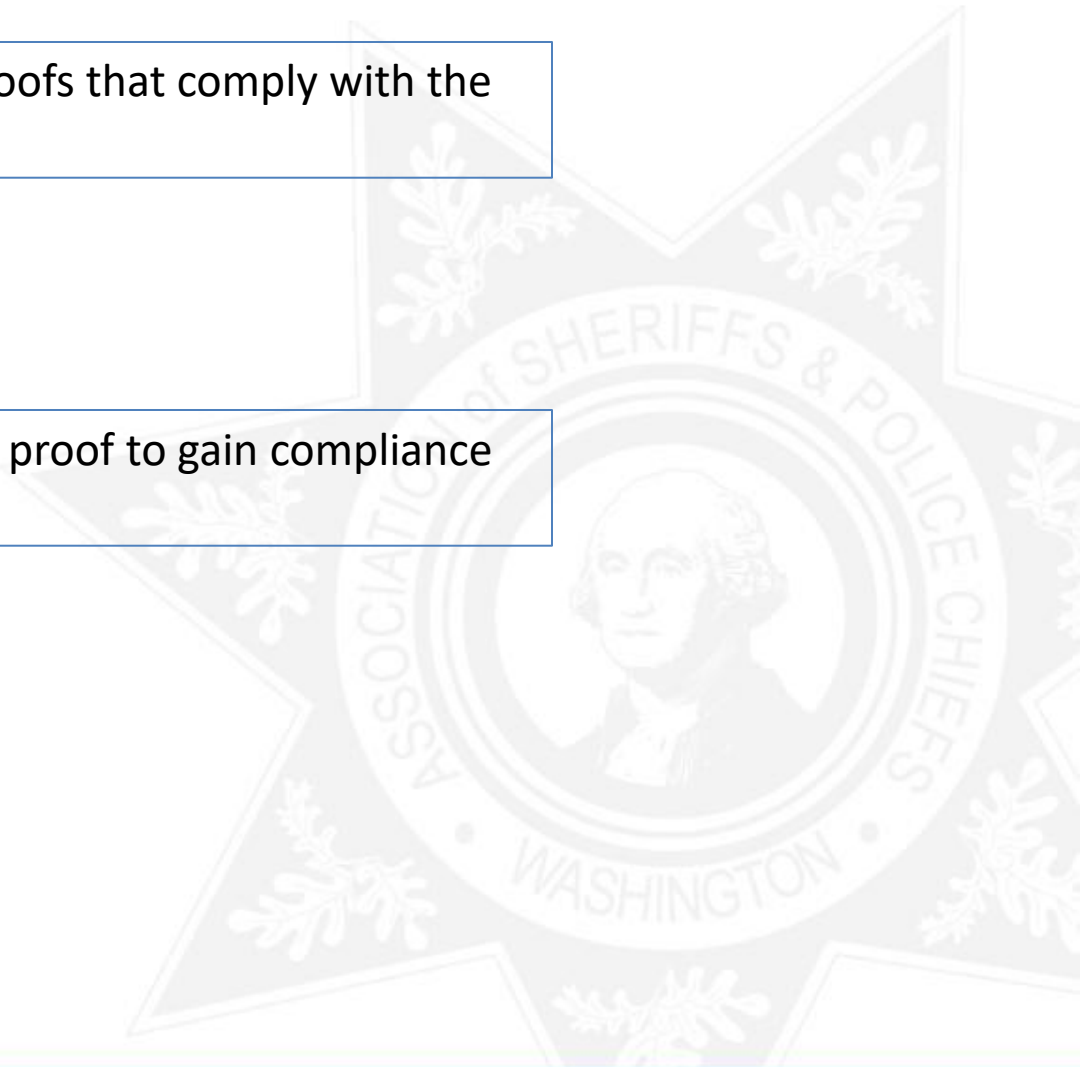
WASPC Assessor



# NOT SO GOOD DOCUMENTATION

Agency provided policy and proofs that comply with the standard.

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



# SPECIFY WHAT IS NEEDED TO COMPLY

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



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## **WASPC LAW ENFORCEMENT ACCREDITATION**

# **Changes in Chapters 5,6 and 9.**

# Law Enforcement Accreditation Standards Changes



# Standard 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.*



# Changes to Standard 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.~~



# Changes to Standard 5.3

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

- The agency ~~can~~must 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~~



# Changes to Standard 5.4

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



# Changes to Standard 5.5

The agency complies with Washington State law governing dissemination of both adult and juvenile records.

**Purpose:** *To ensure the agency complies with the Washington State Public Records Act, RCW 40.14.026(4) and 42.56. ~~Policy governing compliance and common practice should be shown.~~*



# Changes to Standard 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. The agency is compliant with the preservation and destruction of public records, RCW 40.14.~~



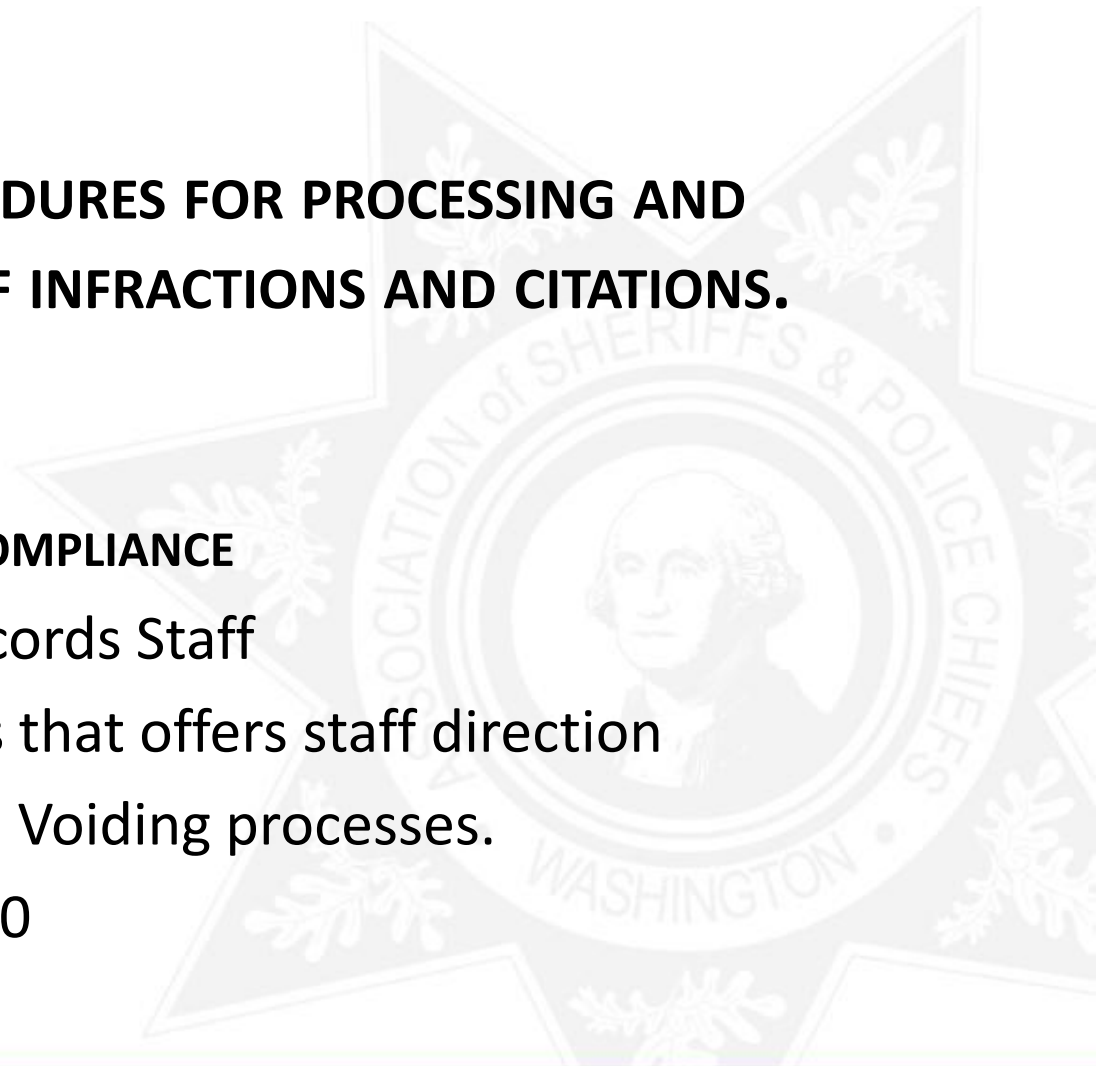
# Traffic Citations

## No changes to 5.7.....but

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

### **EVIDENCE/PROOF OF COMPLIANCE**

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



# Changes to Standard 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 in accordance with RCW 68.50.320.

~~**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.~~



# Changes to Standard 5.11

The agency has policy and procedures for the lawful impounding of vehicles and the recovery of stolen vehicles including attempts to notify the vehicle owner and ACCESS locates.

- ~~• 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.~~



# Changes to Standard 6.4

Each fixed and mobile computer workstation has a ~~an up-to-date copy~~ current version of agency-approved, security software installed and running ~~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.



# Changes to Standard 6.5

Electronic-Digital 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.~~ Proper data destruction is required.*



# Changes to Standard 9.1

~~The Chief Executive Officer has the authority to spend funds in the approved budget for day-to-day operation of the agency.~~ The chief executive officer conducts regular reviews of the agency budget. Agency budget also includes a system of expenditure approvals.



# Changes to Standard 9.2

~~The Chief Executive Officer makes regular reviews of the agency budget. The agency has a policy governing payroll activities, to include:~~

- ~~• Requirement for supervisory approval of all overtime;~~
- ~~• Requirement for non-exempt employees to complete a timesheet listing the number of hours worked during the pay period; and~~
- ~~• Requirement for timesheets to be approved by a supervisor prior to payment.~~



# Changes to Standard 9.3\*

~~The agency has a system for review and approval of expenditures.~~ The agency has a system to document and record the use of cash funds including receipts, supervisory approval, and periodic audits, conducted no less than annually.

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



# Corrections Accreditation Standards Changes



# Changes to Standard 5.4

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

**Purpose:** To ensure ~~that~~ the agency is in compliance with the Washington State Public Records Act, RCW 40.14.246(4) and 42.56.



# Changes to Standard 6.1

Physical Access to the agency's computer server(s) ~~system~~ is secure with restricted access to those who are authorized and have passed a background investigation.



# Changes to Standard 6.5

~~Electronic-Digital~~ information is ~~routinely~~ backed-up at least once per week and the back-up data is kept in secure storage and is completely destroyed when no longer needed.

***Purpose:** Agencies should protect their data. Backing up a system on a regular basis is recommended. Proper data destruction is required.*



# Changes to Standard 8.1

The chief executive officer conducts regular reviews of the agency budget. Agency budget also includes a system of expenditure approvals. has authority to spend funds in the approved budget for day to day operation of the agency.

- ~~• The chief executive officer makes regular reviews of the agency budget;~~
- ~~The agency has a system for review and approval of expenditures.~~



# QUESTIONS?



# Thank you!

David Doll

360-339-3390

[ddoll@waspc.org](mailto:ddoll@waspc.org)

Randy Maynard

360-515-1204

[rmaynard@waspc.org](mailto:rmaynard@waspc.org)



# **NEXT TRAINING DATE**

**14 October 2026**

