# 2019 LAW ENFORCEMENT WASPC/CALEA INDIVIDUAL REPORT FORM

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| **Agency:** | Click here to enter text. |
| **CEO:** | Click here to enter text. |
| **Date of Onsite:** | Click here to enter text. |
| **Your Name:** | Click here to enter text. |

## Chapter 3—Use of Force

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| 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.* |

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

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| 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****: 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.* |

## Chapter 5—Records Management

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| 5.3 | The agency has polices 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 insure compliance with ACCESS regulations and operates 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.* |
| 5.5 | 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 42.56. Policy governing compliance as well as common practice should be demonstrated.* |
| 5.6 | The agency complies with Washington State law governing preservation and destruction of records.  ***Purpose:*** *To ensure that the agency is in compliance with Washington State law governing preservation and destruction of records to include identification and maintenance of essential/permanent records. Policy governing compliance as well as common practice should be demonstrated.* |
| 5.9 | The agency has policy and procedures for community notifications of registered sex offenders.  ***Purpose:*** *The agency shall have policy and procedures in place that allow for notification in accordance with RCW 4.24.550.* |
| 5.13 | The agency complies with Washington State law governing the submission of sex offense case files to the WASPC Criminal Justice Information Support Department (CIJS) for archiving pursuant to RCW 40.14.070.  ***Purpose:*** *To comply with the RCW and state retention schedule standard LE 2010-063.* |

## Chapter 6—Information Technology

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| 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.* |

## Chapter 7—Unusual Occurrences

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| 7.1 | Every sworn member of the agency has completed the National Incident Management System introductory training course(s).  ***Purpose:*** *To ensure all sworn personnel has completed both IS700 and ICS100* |
| 7.3 | The agency works with the County and/or regional agencies in developing a county or regional disaster or emergency response plan. |

## Chapter 8—Health and Safety

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| 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. |
| 8.5 | 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. |

## Chapter 9—Fiscal Management

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| 9.2 | The Chief Executive Officer makes regular reviews of the agency budget. |
| 9.4 | The agency has a policy requiring supervisor approval of all overtime. |
| 9.5 | The agency requires supervisor 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 audit.  ***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

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| 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.* |
| 10.5 | The agency requires that a polygraph examination be administered, by a qualified technician, for each candidate for a sworn position and prior to appointment. |
| 10.7 | 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

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| 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.* |
| 11.7 | 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.* |

## Chapter 13—Code of Conduct

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| 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.* |
| 13.4 | 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.* |

## Chapter 14—Internal Affairs

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| 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

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| 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.* |
| 15.10 | 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.* |
| 15.12 | 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

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| 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).* |
| 16.6 | The agency has written guidelines for investigating identity theft. |
| 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

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| 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.* |
| 17.5 | 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. |
| 17.8 | 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. |
| 17.10 | 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. |
| 17.12 | 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 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.* |
| 17.14 | Drugs are weighed using a calibrated scale whenever they enter or leave the secured facility, unless they are being prepared for destruction. The agency also has processes for the destruction of drug evidence that includes, at a minimum, a visual inspection of the property item to detect possible tampering and weighing of random selections  ***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.* |
| 17.15 | The agency has policies governing the release and disposition of property and evidence in accordance with applicable state law. |
| 17.16 | 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 with standards established by the Washington State Department of Ecology.* |
| 17.17 | When property is sold, the disposition of the money received is accounted for and recorded according to State law. |
| 17.18 | 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 with standards established by the Washington State Department of Ecology.* |
| 17.19\* | 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\* | 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. |
| 17.22 | The agency has policy complying with RCWs 7.94 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.* |
| 17.23 | The agency has policy complying with RCWs 7.94 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 twenty-four hours 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. 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 seventy-two hours after notification has been provided.* |

## Chapter 18—Prisoner Security

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| 18.7 | The agency has policies and procedures for compliance with federal and state  laws governing the secure detention of juvenile:   * 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. |