

# WASPC ACCREDITATION JAIL PROOFS of COMPLIANCE

Standard	Required Proofs
<b>CHAPTER 1</b>	
1.1 Mission/Vision Statement(s)	Agency mission statement and / or vision statement, applicable to the corrections division or unit.
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 ( <b>MUST PROVIDE BOTH</b> ).
<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 authorized weapons & ammunition. Annual inventory of all agency owned handguns and rifles with acknowledgement by the CEO.
3.8 Neck Restraint Prohibition	Agency policy(ies). Memo to file affirming no use of chokehold or neck restraints.
3.9 Duty to Intervene	Agency policy(ies). Incident report or other agency document involving a member's actions to intervene. Memo to file if no applicable incidents.
<b>CHAPTER 4</b>	
4.1 Situational Protocol	Agency policy. CEO communication regarding absence to agency. Special event plan designating command. Shift 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.
4.3* Review of Incidents	Agency policy(ies). Reviews including analysis of data with documented acknowledgement by agency CEO for each of the three (3) identified areas.
4.4 Written Directives	Agency policy. Documentation of policy updates/directives. Confirmation of receipt of policy updates/directives. Archiving previous policy versions/directives.
<b>CHAPTER 5</b>	
5.1 Standardized Records Management System	Agency policy. Incident report or screenshot from agency JMS system.
5.2 ACCESS Compliance	Agency policy(ies). Roster of all staff showing no expired users. Most recent ACCESS Business Audit Certificate.
5.3 Privacy and Security of Records	Agency policy. Interview with records staff. Photo(s) with description of records security.
5.4 Dissemination of Records	Agency policy. Agency public records request instruction document(s). Completed public records request.

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5.5 Preservation and Destruction of Records	Agency policy. Staff interview confirming destruction processes; representative destruction logs from around agency; agency must show satisfactory progress toward records destruction.
5.6 Public Information	Agency policy. Completed and / or published media release.
<b>CHAPTER 6</b>	
6.1 Electronic File Security	Memo to file affirming background investigations of staff responsible for access to data systems as well as access to servers.
6.2 ACCESS/CJIS Compliancy	Most recent Triennial ACCESS Audit findings and / or certificate of completion from ACCESS.
6.3 Use of Agency Technology	Agency policy, documentation of policy violations by staff; memo to file if no documented violations.
6.4 Software Security	Memo to file affirming software security.
6.5 Database Back Up	Memo to file from IT staff on system backup protocols.
6.6 Mobile Recording Devices	Agency policy(ies). Incident report involving use of recording device
<b>CHAPTER 7</b>	
7.1 Air/Blood Borne Pathogens	BBP training spreadsheet.
7.2 Personal Protective Equipment	Photos of PPE issued. Annual mask fit testing documentation if masks issued by agency.
7.3 Soft Body Armor	Agency policy. Replacement spreadsheet.
7.4 Reflective Clothing	Agency policy. Photo(s) of issued equipment.
7.5 Biohazard Disposal and Decontamination	Agency policy and / or procedures. Photo(s) of disposal and decontamination areas.
7.6 Post Exposure Reporting	Agency policy or written procedures. Redacted agency incident / exposure report.
7.7 Safety Restraint/Seat Belt Requirement	Agency policy. Photo(s) depicting use of safety restraints.
7.8 First Aid Supplies	Agency policy. Photographs of first aid kits within facility. Inspection reports for past 12 consecutive months.
<b>CHAPTER 8</b>	
8.1 CEO Budget Authority	RCW/City/County ordinance or policy.
8.2 Payroll Activities	Agency policy. Employee OT documents with supervisory approval.
8.3* Recording Expenditures or Disbursements	Cash account ledgers and audit reports including documents proving supervisory approval and receipting of cash. Audits must be at least annually.
8.4 Inmate Fund Activities	Agency policy. Redacted inmate's trust account or cash tracking system.
<b>CHAPTER 9</b>	
9.1 Hiring Criteria	Position announcements or job description of sworn and non-sworn positions.
9.2 Background Investigations	Agency policy. Redacted commissioned candidate background report. CJTC Notice of Hire form for academy entry.
9.3 Medical Exams/Drug Screen	Agency policy. Redacted medical exam report to include drug screening. Credentials for medical practitioner or screenshot of WA DOH website confirming valid license.
9.4 Psychological Examinations	Agency policy. Redacted psychologist report for most recent commissioned hire. Credentials for practitioner or screenshot of WA DOH website confirming license.
9.5 Polygraph Testing	Agency policy. Redacted polygraph report for most recent commissioned employee hired. American Polygraph Association (APA) accredited school certification (or similar association with equivalent standards) AND proof of at least 30 hours of APA approved continuing education within past 24 months for examiner.
9.6 Applicant File Security	Memo to file describing security measures for file security and access during background investigation process.

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9.7 Personnel File Security	Memo to file describing personnel file security and separation of medical / psychological / polygraph reports.
<b>CHAPTER 10</b>	
10.1 Basic Training	Agency policy. CJTC Notice of Hire form <b>AND</b> COA attendance certificate for same officer / deputy.
10.2 Field Training	Agency policy. FTO / PTO training completion certificates. Student officer progress reports. Student officer training completion report.
10.3 Employee Training Records	Agency training records for sworn and civilian staff.
10.4 Training Course Documentation	Course content/lesson plans. Performance of attendees. Credentials of the presenter or instructor.
10.5* In-Service Training - Annual Requirements	Agency policy. Spreadsheet with roster of all staff and associated training records.
10.6 Initial Weapons Training	Agency policy for each authorized weapon. Memo to file explaining on-boarding process for newly hired commissioned personnel (entry & lateral) regarding demonstration of skill & proficiency with all agency authorized weapons prior to deployment. Roster of newly hired commissioned personnel in the past 12 months with dates of demonstration of skill & proficiency with each authorized weapons.
10.7 WSCJTC Certifications	Spreadsheet of all commissioned supervisory staff to include dates of promotion and CLC award dates. CLC certificates for all commissioned supervisors.
10.8* Use of Force/Deadly Force	Agency policy/ies). Lesson plan or memo to file describing review process for policy covering evaluation period for all sworn personnel. Proof must include all commissioned staff and dates of training in same document.
10.9 Non-Lethal Weapons Training	Agency policy. Spreadsheet identifying all employees who are issued non-lethal tools and dates of training for each tool. Training must have occurred within the past two years for new accrediting agencies and at least every other year over past four years for re-accrediting agencies.
<b>CHAPTER 11</b>	
11.1* Annual Employee Performance Evaluations	Agency policy. One redacted evaluation each for sworn and civilian employees. Spreadsheet of completed evaluations for all staff.
11.2 Probationary Employee Performance Evaluations	Agency policy for probationary evaluations and representative samples of civilian and sworn probationary evaluations meeting policy requirements for frequency. Spreadsheet showing probationary employees and dates they received their probationary evaluations during the previous twelve months.
<b>CHAPTER 12</b>	
12.1 Code of Conduct, Appearance, and Employee Standards	Agency policy. Redacted report of policy violations or memo to file if no violations. If policy identifies training requirement, proofs must include same.
12.2 Unlawful Harassment	Agency policy. Redacted report of policy violations or memo to file if no violations. If policy identifies training requirement, proofs must include same.
12.3 Domestic Violence Investigations Involving LE Employees	Agency policy. Redacted summary of incident report or other communication. Memo to file if no violations.
12.4 Employee Wellness	Agency policy. Memo to file explaining actions by the agency complying with policy.
<b>CHAPTER 13</b>	
13.1 Documentation and Investigation of Complaints	Agency policy. Redacted complaint and /or IA log (if separate documents).
13.2 Complaint Assignment	Agency policy. Redacted complaint and /or IA log (if separate documents) specifying complaint assignment.
13.3 Relief From Duty	Agency policy. Redacted memo relieving employee from duty.
13.4 Complaint Notifications	Agency policy. Redacted disposition letter to reporting party.

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Standard	Required Proofs
13.5 IA Retention/Disposition	Agency policy. Destruction logs pertaining to IA files.
<b>CHAPTER 14</b>	
14.1 Pre-Admission Process	Agency policy. Redacted intake form(s) including medical, dental, and health screening.
14.2 Booking Restraints	Agency policy. Photographs or signs observed during facility tour.
14.3 Securing Firearms	Agency policy. Photographs of secure weapons locker observed during facility tour.
14.4 Detention Documentation	Agency policy. Booking forms with PC statement, court commitment or warrant for arrest.
14.5 Juvenile Confinement Restriction	Agency policy. Copy of OJJDP report or certificate.
14.6 Medical Clearance	Agency policy. Redacted medical clearance documents.
14.7 Inmate File	Agency policy. Redacted inmate file records
14.8 Access to Telephone at Time of Booking	Agency policy. Photograph of phone(s) available to inmates in booking area of facility.
14.9 Jail Register	Agency policy. Redacted jail register.
14.10 Inmate Release	Agency policy. Redacted release documents.
14.11 Foreign Nationals	Agency policy. Incident report detailing arrest or detention of a foreign national.
14.12 Inventory / Storage of Inmate Property	Agency policy. Redacted copy of inmate property stored during detention.
<b>CHAPTER 15</b>	
15.1 Inmate Conduct	Agency policy. Inmate handbook, code of conduct, or similar document provided to inmates.
15.2 Inmate Classification	Agency policy. Redacted inmate classification documents.
15.3 Classification Supervision	Agency policy. Memo to file explaining which agency members are responsible for classification and training records associated with assignment.
15.4 Inmate Grievance System	Agency policy. Redacted copy of inmate grievance process.
15.5 Inmate Discipline Process	Agency policy. Redacted violation documents involving discipline of an inmate.
15.6 Evidence Handling	Agency policy. Chain of custody documents pertaining to evidence discovered by corrections staff.
15.7 Inmate Restricted Housing	Agency policy. Redacted Housing Unit schedule detailing inmate log, movement, and time out of cell.
<b>CHAPTER 16</b>	
16.1 Inmate Mail	Agency policy. Proof of inmate mail processing consistent with policy requirements.
16.2 Inmate Packages	Agency policy. Proof of inmate package processing consistent with policy requirements.
16.3 Receiving Publications	Agency policy. Proof of receipt of publications by inmate.
16.4 Inmate Funds & Purchasing	Agency policy. Redacted inmate fund transaction(s).
16.5 Privileged Mail	Agency policy. Proof consistent with policy requirements.
16.6 Rejected / Non-Approved Privileged Mail	Agency policy. Redacted rejection form.
16.7 Legal Publications / Law Library	Agency policy. Redacted written correspondence from inmate.
16.8 Inmate Visitation	Agency policy. Redacted visitor log or schedule and visitor screening form.
16.9 Elevated Security Contacts	Agency policy. Redacted communications between staff addressing need for increased security.
16.10 Professional Visitors	Agency policy. Redacted log depicting professional nature of visit.
16.11 Telephone Call Monitoring	Agency policy. Memo to file with message content to users.
16.12 Privileged Telephone Calls	Agency policy. Memo to file explaining process.

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<b>CHAPTER 17</b>	
17.1 Facility Security	Agency policy. Facility tour and photographs depicting security measures.
17.2 Perimeter Lighting	Agency policy. Photos of outdoor lighting.
17.3 Secure Area Inside Jail	Agency policy. Photos of signage within facility depicting secure areas.
17.4 Door Security	Agency policy. Photos of signage within facility depicting secure areas.
17.5 Firearms / Weapons Storage	Agency policy. Photos of storage facilities.
17.6 Chemical Agents	Agency policy. Incident report detailing use of chemical agent. Memo to file if no incidents.
17.7 Key Control	Agency policy. Written key control plan or similar document.
17.8 Emergency Keys	Agency policy. Photos depicting locations of emergency key storage.
17.9 Tools & Materials	Agency policy. Photos, use logs, or other documents associated with facility tools & materials.
17.10 Surveillance & Supervision	Agency policy. Jail staff scheduled for 24 hour period including observation logs and inmate counts.
17.11 Searches	Agency policy. Redacted incident report describing cell search, inmate search, visitor search or similar.
17.12 Strip & Body Cavity Searches	Agency policy. Redacted incident report detailing strip and / or body cavity search conducted by corrections staff.
17.13 Contraband	Agency policy. List of banned items; photos of signage; inmate handbook section(s) covering contraband.
17.14 Search Notifications	Agency policy. Photos of signage of advising subject may be searched and prohibited items.
17.15 Vehicle Searches	Agency policy. Interview with transport officer or report detailing same.
17.16 Inmate Movement Safety	Agency policy. Incident reports or other internal documents demonstrating movement of inmate(s).
17.16 Criminal Investigations	Agency policy. Redacted incident report detailing criminal investigation.
17.7 Published Telephone Number	Proof of publication of agency telephone number.
<b>CHAPTER 18</b>	
18.1 Access to Courts	Agency policy or inmate handbook detailing procedures for access to courts.
18.2 Access to Legal Materials	Agency policy. Photos or other substantive proof of access.
18.3 Food Services	Agency policy. Proof of food handler credentials or food service provider contract.
18.4* Commissary	Agency policy. Redacted copy of commissary documents.
18.5 Laundry Service	Agency policy. Documentation of laundry service(s) provided.
18.6 Voting	Agency policy. Interview with staff regarding facilitation of voting by inmates.
18.7 Toiletries / Hygiene	Agency policy. Photos of items provided for men & women.
18.8 Showering	Agency policy. Documentation of showering consistent with agency policy requirements.
<b>CHAPTER 19</b>	
19.1 Health Authorities Agreement	Agency policy. MOUs or agreements with provider of inmate health care.
19.2 Medical Licensure	Agency policy. Copies of licenses for all health care personnel providing care to inmates.
19.3 Health Care Procedures & Review	Memo to file on where procedures can be found and annual review.
19.4 Intake Screening	Agency policy. Redacted screening form including medical staff review / approval.
19.5 Medical Files	Agency policy. Memo to file on storage & maintenance including confidentiality and destructions processes.
19.6 24-Hour Access to Medical	Agency policy. Provider contract with details of coverage. Photos of first aid kit locations.
19.7 Emergency Aid Training	Agency policy. Staff roster of those training in first aid, CPR including use of AEDs.

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Standard	Required Proofs
19.8 Access to Care	Agency policy. Inmate handbook.
19.9 Dental Care	Agency policy. MOU or agreement with dental care provider.
19.10 Medication Authorization	Agency policy. Redacted provider order of medication for inmate.
19.11 Continuity of Care - Records	Agency policy. Redacted copy of fulfilled request.
19.12 Communicable & Infectious Disease	Agency policy. Redacted copy of medical chart including review of results with inmate by provider.
19.13 Facility Transfer - Medical Records	Agency policy. Redacted copy of health care summary report upon transfer.
19.14 Pregnancy Management	Agency policy. Redacted copy of applicable medical record.
19.15 Eyeglass, Dentures, Hearing Aids	Agency policy. Redacted inmate record applicable to this standard.
19.16 Medical Assistance	Agency policy. Redacted medication administration record (MAR). Training records. Agreement between jail and licensed pharmacy or pharmacist.
19.17 Medical Storage & Security	Agency policy. Photos of storage locations.
19.18 Pharmaceutical Labeling	Agency policy. Redacted inmate pharmacy label.
19.19 Sharps Handling	Agency policy. Photos of disposal boxes. Invoice for sharps destruction.
19.20 Medical Administration Record	Agency policy. Redacted copy of medical administration record.
19.21 Pharmaceutical Destruction or Return	Agency policy. Contract for services.
19.22 Release Medications	Agency policy. Redacted copy of medical administration record indicating release of medications.
19.23 Controlled Substance Inventory	Agency policy. Inventory records.
19.24 Inmate & Medical Staff Conflicts	Agency policy. Redacted documentation of incident involving medical staff grievance.
19.25 Unanticipated Fatality Reviews	Agency policy. Redacted documentation of incident involving unanticipated fatality in compliance with RCW.

## CHAPTER 20

20.1 Pest Control	Agency policy. Copy of service provider agreement.
20.2 Available Facilities	Agency policy. Photos of living areas and facilities available to inmates.
20.3 Volatile / Toxic Materials	Agency policy. Photos of material storage areas including site visit inspection.

## CHAPTER 21

21.1 Exercise & Recreation	Agency policy. Inmate handbook. Photos or activity schedule for inmates.
21.2 Education Programs	Agency policy. Inmate handbook. Program specific documentation.
21.3 Treatment Programs	Agency policy. Redacted documentation involving treatment offered to inmate.
21.4 Inmate Work Assignments	Agency policy. Redacted forms, contracts or other documentation involving inmate work.
21.5 Partial Confinement Programs	Agency policy. Redacted copy of partial confinement agreement.
21.6 Access to Religion	Agency policy. Inmate handbook.
21.7 Volunteer Program	Agency policy. Screening process used by facility and schedule of volunteers.

## CHAPTER 22

22.1 PREA Compliance	Agency policy including training requirements. Inmate handbook. Redacted review of PREA complaint followed by disposition or law enforcement investigation.
22.2 Cross Gender Supervision	Agency policy. Redacted examples of supervision of inmates by opposite gender staff.
22.3 Gender Identification	Agency policy. Internal documents affirming gender identification of inmates.

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Standard	Required Proofs
22.4 Sexual Harassment	Agency policy. Memo to file affirming no responsive instances to either bullet. If responsive incident, redacted information from investigation of allegation.
<b>CHAPTER 23</b>	
23.1 ADA Requirements & Claims	Agency policy governing ADA access.
23.2 Agency System for Response to ADA Claims	Agency protocols used to assess & respond to ADA claims.
<b>CHAPTER 24</b>	
24.1 Prisoner Restraints	Agency policy. Redacted incident report involving inmate restraint. <b>(MUST PROOF ALL POINTS)</b>
<b>CHAPTER 25</b>	
25.1 Response to Emergencies & Non-Emergencies	Agency policy. Redacted incident report for both types of incident.
25.2 24-Hour Communication	Agency policy. Memo to file describing communications process.
25.3 Mutual Aid	Agency policy. Mutual aid agreement(s).
25.4 Use of Firearms / Weapons	Agency policy. Incident report involving use of weapons.
25.5 Public Information During Emergencies	Agency policy. Facility emergency response plan.