

# 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. Annual inventory of all agency owned handguns and rifles with acknowledgement by the CEO.
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.

# WASPC ACCREDITATION LE PROOFS of COMPLIANCE

Standard	Required Proofs
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.
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 from agency RMS system.
5.2 Recording Calls for Service	Agency policy. Incident log for 24-hour period.
5.3 ACCESS Compliance	Agency policy(ies). Roster of all staff showing no expired users. Most recent ACCESS Business Audit Certificate.
5.4 Privacy and Security of Records	Agency policy. Interview with records staff. Photo(s) with description of records security.
5.5 Dissemination of Records	Agency policy. Agency public records request instruction document(s). Completed public records request.
5.6 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.
5.7 Processing & Maintaining Written Citations	Agency policy. Monthly audit and interview of records staff to confirm security of citation issuance processes. (RCW 46.64.010).
5.8 Public Information	Agency policy. Completed and / or published media release.
5.9 Sex Offender Community Notification	Agency policy. Sex offender notification bulletin. Offender Watch screen shot. Memo to file explaining process of notifications if managed by external agency.
5.10 Missing Persons	Agency policy. Missing person incident report.
5.11 Impounding Vehicles & Stolen Vehicle Recovery	Agency policy. Stolen vehicle / recovered stolen vehicle incident report including notification made to vehicle owner upon recovery.
5.12 UCR/NIBRS Reporting	One month of UCR / NIBRS report submitted to WASPC.
<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 Body Worn Camera	Agency policy(ies) including reference to three elements required by standard. Incident report documenting use of body worn camera or fleet camera.
<b>CHAPTER 7</b>	
7.1 National Incident Management System Training	Spreadsheet showing completion of ICS 100 & IS 700 for commissioned staff.
7.2 Natural and Man-Made Disaster Plans	Agency policy. Jurisdiction's Comprehensive Emergency Management Plan.
7.3 Regional Planning	Memo to file describing regional involvement in training / exercises / planning efforts.
7.4 Mutual Aid	Agency policy. Incident report documenting request for mutual aid. Incident report documenting response to request for mutual aid.

# WASPC ACCREDITATION LE PROOFS of COMPLIANCE

Standard	Required Proofs
<b>CHAPTER 8</b>	
8.1 Air/Blood Borne Pathogens	Agency policy and / or jurisdictional policy. BBP training spreadsheet.
8.2 Personal Protective Equipment	Photos of PPE issued. Annual mask fit testing documentation if masks issued by agency.
8.3 Soft Body Armor	Agency policy. Replacement spreadsheet.
8.4 Reflective Clothing	Agency policy. Photo(s) of issued equipment.
8.5 Biohazard Disposal and Decontamination	Agency policy and / or procedures. Photo(s) of disposal and decontamination areas.
8.6 Post Exposure Reporting	Agency policy or written procedures. Redacted agency incident / exposure report.
8.7 Employee Safety	Photo of lobby area depicting physical barriers.
8.8 Safety Restraint/Seat Belt Requirement	Agency policy. Photo(s) depicting use of safety restraints.
<b>CHAPTER 9</b>	
9.1 CEO Budget Authority	RCW/City/County ordinance or policy.
9.2 Budget Review	Any documents related to budget review including agency budget discussion(s) or meeting(s).
9.3 Expenditure Approval	Approved purchase order request.
9.4 Overtime Approval	Agency policy. Memo to file explaining approval process.
9.5 Time Sheet Approval	Agency policy. Memo to file explaining process.
9.6* Cash Funds/Audits	Agency policy(ies). Audit reports for all cash funds (investigative and exchange funds).
<b>CHAPTER 10</b>	
10.1 Hiring Criteria	Position announcements or job description of sworn and non-sworn positions.
10.2 Background Investigations	Agency policy. Redacted commissioned candidate background report. CJTC Notice of Hire form for academy entry.
10.3 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.
10.4 Psychological Examinations	Agency policy. Redacted psychologist report for most recent commissioned hire. Credentials for practitioner or screenshot of WA DOH website confirming license.
10.5 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.
10.6 Applicant File Security	Memo to file describing security measures for file security and access during background investigation process.
10.7 Personnel File Security	Memo to file describing personnel file security and separation of medical / psychological / polygraph reports.
<b>CHAPTER 11</b>	
11.1 Basic Training	Agency policy. CJTC Notice of Hire form <b>AND</b> BLEA or BLEEA attendance certificate for same officer / deputy.
11.2 Field Training	Agency policy. FTO / PTO training completion certificates. Student officer progress reports. Student officer training completion report.
11.3 Training Records	Agency training records for sworn and civilian staff.
11.4 Training Course Documentation	Course content/lesson plans. Performance of attendees. Credentials of the presenter or instructor.
11.5* In-Service Training - Annual Requirements	Annual CJTC declaration certificate for agency.

# WASPC ACCREDITATION LE PROOFS of COMPLIANCE

Standard	Required Proofs
11.6 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.
11.7 WSCJTC Certifications	Spreadsheet of all commissioned supervisory staff to include dates of promotion and CLC award dates. CLC certificates for all commissioned supervisors.
11.8* 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.
11.9 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.
11.10 De-Escalation Training	Training attendance roster or spreadsheet with employee names and dates of training, confirming delivery of training to personnel in accordance with CJTC guidelines.
11.11* Bias-based Policing	Agency policy. Training curriculum. Training attendance rosters for all sworn personnel during evaluation period.
<b>CHAPTER 12</b>	
12.1* Annual Employee Performance Evaluations	Agency policy. One redacted evaluation each for sworn and civilian employees. Spreadsheet of completed evaluations for all staff.
12.2 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 13</b>	
13.1 Speech/Social Media	Agency policy. Redacted report of policy violations or memo to file if no violations.
13.2 Unlawful Harassment	Agency policy. Redacted report of policy violations or memo to file if no violations.
13.3 Biased-Based Profiling Prohibition	Agency policy. Redacted report of policy violations or memo to file if no violations.
13.4 Domestic Violence Investigations Involving LE Employees	Agency policy. Redacted summary of incident report or other communication. Memo to file if no violations.
13.5 Impeachment Disclosure Information	Agency policy. Redacted report of policy violations or memo to file if no violations.
13.6 Drug and Alcohol Testing	Agency policy. Redacted report of policy violations or memo to file if no violations.
13.7 Employee Wellness	Agency policy. Memo to file explaining actions by the agency complying with policy.
<b>CHAPTER 14</b>	
14.1 Documentation and Investigation of Complaints	Agency policy. Redacted complaint and /or IA log (if separate documents).
14.2 Complaint Assignment	Agency policy. Redacted complaint and /or IA log (if separate documents) specifying complaint assignment.
14.3 Relief From Duty	Agency policy. Redacted memo relieving employee from duty.
14.4 Complaint Notifications	Agency policy. Redacted disposition letter to reporting party.
14.5 IA Retention/Disposition	Agency policy. Destruction logs pertaining to IA files.
<b>CHAPTER 15</b>	
15.1 Response to Emergencies	BLEA certificate(s). 24-hour CAD / dispatch log.
15.2 Emergency and Non-Emergent Responses	Agency policy or procedure. Incident report for emergent response and for non-emergent response.

# WASPC ACCREDITATION LE PROOFS of COMPLIANCE

Standard	Required Proofs
15.3 Authorized Emergency Equipment	Agency policy. Incident report documenting use of emergency equipment.
15.4 Motor Vehicle Pursuits	Agency policy. Incident report documenting pursuit in compliance with policy requirements.
15.5 Investigation of Vehicle Collisions	Agency policy or procedure governing vehicle collision investigations. Collision investigation reports for both public and private roadways.
15.6 Hazardous Road Conditions	Agency policy or procedure. Incident or CAD report.
15.7 Domestic Violence Investigations	Agency policy or procedure. Incident report documenting investigation of DV incident.
15.8 Public Alert Systems	Agency policy or procedure. Incident report or memo to file documenting activation processes for all types of alerts (Amber; Silver or EMP; Blue).
15.9 Responding to the Mentally Ill	Agency policy or procedure. Incident report(s) documenting both voluntary and involuntary commitment.
15.10 Mental Health Referrals	Agency policy. Incident report documenting referral of subject(s) to mental health agency after receiving report of threatened or attempted suicide.
15.11 Eyewitness Identification	Agency policy. Incident report confirming compliance with policy requirements.
15.12 Protection Orders	Agency policy. Lesson plan and spreadsheet identified dates of training on service of orders for those sworn employees hired during this accreditation cycle. Redacted report of order service.

## CHAPTER 16

16.1 Case Management System	Memo to file explaining case management system.
16.2 Elder Abuse	Agency policy. Incident report documenting investigation of elder abuse.
16.3 Child Abuse	Agency policy. Incident report documenting investigation of child abuse.
16.4 Interviews of Child Victims	Agency policy. Incident report with juvenile interview. Training certificates for <u>agency personnel</u> authorized to interview child victims.
16.5 Hate Crime Investigations	Agency policy. Incident report documenting investigation of hate crime.
16.6 Identity Theft	Agency policy. Incident report documenting investigation of identity theft.
16.7 Use of Informants	Agency policy. Incident report where CI was used.
16.8 Victim/Witness Privacy and Protection	Photo(s) of interview rooms.
16.9 Seizure and Forfeiture Notification	Agency policy. Incident report including seizure notices. Hearing information including results.
16.10 Deconfliction Procedures	Agency policy. Incident report or operational plan where deconfliction steps documented.

## CHAPTER 17

17.1 Collection and Identification	Agency policy / procedures / guidelines for evidence collection and management. Completed property / evidence form.
17.2 Notifying Owners of Property Recovered	Agency policy. Citizen notification compliant with policy requirements.
17.3 Booking Before End of Shift	Agency policy. Incident report or property sheet proving submission prior to end of shift of officer / deputy.
17.4 Temporary Storage and Processing	Photos. Observations during facility inspection by assessor
17.5 Perishable Evidence or Property	Photos of unit(s) to include temperature monitoring. Inspection of temporary and long-term perishable storage units (refrigerators / freezers).
17.6 Hazardous Materials Storage	Agency policy. Photos or inspection of haz mat or flammable storage vessel / boxes.
17.7 Facility Security	Photos of secured door. Fire alarm; access panel; temperature control; pest control.
17.8 Exposure Prevention	Photo(s) of property room air exhaust system.
17.9 Restricted Access	Agency policy. Memo to file.

# WASPC ACCREDITATION LE PROOFS of COMPLIANCE

Standard	Required Proofs
17.10 Person Entry/Exit Recording	Copy of property room access log.
17.11 Additional Security for Sensitive Items	Memo to file with photos explaining secondary security measures for sensitive items.
17.12 Recording Property Movement	Chain of custody documents describing movements of any item of evidence.
17.13 Evidence/Property Reports	Incident report with corresponding property form.
17.14 Weighing Drugs	Chain of custody documents memorializing weights of narcotics as they move in / out of property. Scale certification(s).
17.15 Drug Destruction Protocols	Agency policy. Documentation of destruction process (normally by memo to property room command staff or CEO describing process to include inspection of all packaging seals and weighing of random packages).
17.16 Releasing Property	Agency policy. Release documents in compliance with policy requirements.
17.17 Disposal of Hazardous Materials	Agency policy. Memo to file.
17.18 Recording Sold Property	Agency policy. Receipts from sale of property. Proof of deposit / transfer to agency account.
17.19 Destruction of Drugs/Contraband	Agency policy. Memo to file describing destruction process. Confirmation of DOE certification for facility used for disposal.
17.20* Audits of Sensitive Items	Agency policy. Audit report in compliance with frequency identified in policy (at least annually).
17.21 Inventory after change of Command.	Agency policy. Inventory or memo to file if no change has occurred.
17.22* Evidence Purging	Agency policy. Annual report(s) to CEO from property room staff. Agency must have written procedures in place for property destruction and adhere to process.
17.23 Surrendered Firearms	Agency policy. Incident report documenting weapon(s) surrender in compliance with policy / procedure requirements. (Ensure compliance with requirements set forth in RCW 7.105.340 regarding handling of firearms after seizure).
17.24 Released Firearms in DV cases	Agency policy. Incident report or written notification to family members of scheduled release of firearms.

## CHAPTER 18

18.1 Prisoner Transport Restraints	Agency policy. Incident report documenting use of restraints during transport.
18.2 Transporting the Sick and Mentally Ill	Agency policy. Incident report describing transport protocol for sick, mentally ill, injured, or disabled prisoner transport.
18.3 Prisoner Search Prior to Transport	Agency policy. Incident report documenting search of prisoner prior to transport.
18.4 Vehicle Search Before and After Transport	Agency policy. Incident report documenting search prior to and following prisoner transport.
18.5 Temporary Holding Facilities-Physical Conditions	Agency policy. Photo(s) of holding cells if applicable.
18.6 Temporary Holding Facilities-Safety Requirements	Agency policy. Completed observation logs compliant with policy.
18.7 Status Offenders	Agency policy. Incident report documenting status offender contact.