

Utah Law Enforcement Agency Professional Standards Accreditation Procedures

STANDARDS MANUAL

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CHAPTER 1

Law Enforcement Role and Authority

1.1 DEPARTMENT AUTHORITY AND JURISDICTION

Standard

- a) A written directive/policy requires all personnel, prior to assuming sworn status, to take an oath of office containing, at a minimum, the elements found in the oath of office set out in the Utah Constitution Article IV § 10.
- b) A written directive/policy states the Department's Code of Ethics.

Required Documentation

- Copy of written directive/policy that states that the Oath of Office is required and lists the elements mentioned in the standard.
- Copy of Oath of Office, preferably one that has been executed or proof of same.
- Copy of Code of Ethics adopted by the department.

1.2 AGENCY JURISDICTION

Standard: A written directive/policy or map designates the jurisdiction, to include any concurrent jurisdiction of the agency and specifies its responsibilities and authorities therein.

Required Documentation

- Copy of applicable directive/policy or map as described above.
- Mutual aid agreements, if any.
- Copy of interlocal cooperation act agreement, if any.
- Copy of memorandum of understanding, if any.

1.3 FIREARMS AND AMMUNITION

Standard

- a) The use and possession of firearms and ammunition, both on and off duty, are limited to those authorized by written directive/policy.
- b) A written directive/policy defines the legal authority to carry and use weapons by agency members in performance of their duties.

Required Documentation: Copy of applicable directives/policies.

1.4 USE OF FIREARMS/DEADLY FORCE

Standard

- a) A written directive/policy governs the use of force by agency personnel that at minimum adheres to all applicable Federal, State, and local laws, adheres to or exceeds the legal standards set by the Supreme Court of the United States, and specifies that:
 - i) Only the force necessary to effect lawful objectives will be used;
 - ii) An officer may use deadly force only when:
 - A. Effecting an arrest or preventing escape from custody following an arrest, if the officer reasonably believes that deadly force is necessary to prevent the arrest from being defeated by escape; and
 - a. The officer has probable cause to believe that the suspect has committed a felony offense involving the infliction or threatened infliction of death or serious bodily injury; or
 - b. The officer has probable cause to believe the suspect poses a threat of death or serious bodily injury to the officer or to an individual other than the suspect if apprehension is delayed; or
 - B. The officer reasonably believes that the use of deadly force is necessary to prevent death or serious bodily injury to the officer or an individual other than the suspect.
 - iii) The discharge of warning shots is prohibited;
 - iv) All sworn personnel receive, and demonstrate understanding of, such directive before being authorized to carry any firearm.
- b) A written directive/policy requires that officers, prior to any use or possession of firearms, demonstrate specified proficiency in the use of that firearm, and such requirement be met at least annually as a condition of continuing use and possession of such firearm.

Required Documentation

- Copy of applicable directive/policy in accordance with Utah State Code Annotated 76-2-404.
- Copy of distribution sheet of above described policies (policy manual receipt).
- Copy of firearms training record from within the last twelve months.
- **Recertification Note:** Recertifying agencies must provide copies of the firearms training records from every year following the last date of accreditation.

1.5 LESS-LETHAL WEAPONS

Standard: A written directive/policy governs the use, training, and possession of less-lethal weapons by agency personnel, both on and off duty.

Required Documentation

- Copy of applicable directive/policy.
- Copy of latest training record(s) concerning less-lethal weapons.
- **Recertification Note:** Recertifying agencies must provide copies of less-lethal training from every year following the last date of accreditation.

1.6 FIREARMS DISCHARGE AND THE USE OF LESS-LETHAL WEAPONS

Standard: A written directive/policy establishes an internal process for the documentation, review and disposition of any incident wherein an officer:

- a) Discharges a firearm other than in training or for lawful recreational purposes;
- b) Takes an action that results in, or allegedly results in, the injury or death of another person;
- c) Applies force to the person of another through the use of a lethal or less-lethal weapon.

Required Documentation

- Copy of applicable directive/policy.
- Copy of a completed, signed use of force and/or firearms discharge report from the last twelve months (These reports must have area for review and disposition by supervisors and CEO).

1.7 POST-USE OF DEADLY FORCE

Standard: A written directive/policy requires the removal of any officer from a line duty assignment, pending administrative review, when such officer uses force that is considered as deadly force.

Required Documentation: Copy of applicable directive/policy.

1.8 POST USE OF FORCE, FIRST AID

Standard: A written directive/policy specifies procedures for first aid after use of lethal and less-lethal force.

Required Documentation: Copy of applicable directive/policy.

1.9 USE OF FORCE REPORTING

Standard: A written directive/policy specifies what qualifies as a use of force incident. Includes how use of force incidents will be reported, evaluated and tracked and complies with all requirements of federal, state, and local law, including the state law requirement to file a report if, in the performance of the officer's duties, the officer points a firearm at an individual or aims a conductive energy device at an individual and displays the electrical current.

Required Documentation

- Copy of applicable directive/policy.
- Copy of completed use of force report from the last twelve months.
- Copy of use of force tracking record.
- ***Recertification Note:*** Recertifying agencies must provide copies of completed use of force reports and use of force tracking from every year following the last date of accreditation.

1.10 CHOKEHOLD PROHIBITION

Standard: A written directive/policy prohibits the use of chokeholds (a physical maneuver that restricts an individual's ability to breathe for the purposes of incapacitation) except in those situations where the use of deadly force is allowed by law.

Required Documentation: Copy of applicable directive/policy.

1.11 "KNEE ON NECK" PROHIBITION

Standard: A written directive/policy dictates that an officer may not restrain a person by the application of a knee applying pressure to the neck or throat of a person pursuant to the requirements of Utah State Code 53-13-115.

Required Documentation: Copy of applicable directive/policy.

CHAPTER 2

Legal Advice and Liability

2.1 LEGAL ADVICE

Standard: The agency has legal counsel through employment or contract of a police legal advisor or by the office of its city attorney and/or county attorney.

Required Documentation: City Ordinance and/or Certification letter providing proof of compliance with standard.

2.2 LIABILITY INSURANCE

Standard: The agency provides liability insurance or indemnification for its personnel.

Required Documentation: Copy of cover of liability policy, declaration must be dated and in force.

CHAPTER 3

Organization

3.1 ORGANIZATIONAL STRUCTURE

Standard: The organizational structure of the agency is described by written statement and/or organizational chart, which is updated and made available to all personnel.

Required Documentation: Copy of current organizational structure chart.

3.2 PERSONNEL RESPONSIBILITIES

Standard: The duties and responsibilities of each position within the agency, including entry-level requirements, are specified in a written job/position description. The descriptions are current and made available to all personnel.

Required Documentation: Copy of job descriptions referenced above (job descriptions must have the most current review or revision dates).

3.3 DIVISION RESPONSIBILITIES

Standard: The responsibilities of each division within the agency are set forth by written statement.

Required Documentation: Copy of divisional responsibilities with the above area highlighted (responsibilities listed must be current).

3.4 COMMAND PROTOCOL

Standard: A written directive/policy establishes command protocol in situations involving personnel of different organizational components of the agency engaged in a single operation.

Required Documentation: Copy of applicable directive/policy.

CHAPTER 4

Command

4.1 CHIEF EXECUTIVE OFFICER AUTHORITY

Standard: The chief executive officer of the agency is designated as having full authority and responsibility for the management, direction, and control of the operations and administration of the agency, by written statement issued by the local government, by law or ordinance, or by a combination of the two.

Required Documentation: Copy of statement and/or ordinance with the above area highlighted.

4.2 CHAIN OF COMMAND

Standard: A written directive/policy designates the order of command authority in the absence of the chief executive officer of the agency.

Required Documentation: Copy of applicable directive/policy.

4.3 SUPERVISOR ACCOUNTABILITY

Standard: A written directive/policy establishes the accountability of supervisory personnel of the agency for the performance of employees under their immediate control.

Required Documentation: Copy of applicable directive/policy.

4.4 DUTY TO OBEY LAWFUL ORDERS

Standard: A written directive/policy requires employees to obey any lawful order of a superior, including any order relayed from a superior by an employee of the same or lesser rank, and specific procedures to be followed by an employee who receives inconsistent or conflicting orders.

Required Documentation: Copy of applicable directive/policy.

4.5 WRITTEN DIRECTIVES

Standard: The agency adheres to an established system for the development and implementation of written directives, including agency policies, procedures, rules, and regulations, and which:

- a) Provides for the formatting, indexing, purging, updating, and dissemination of written directives;
- b) Vests in the chief executive officer of the agency the authority to issue, modify, or approve written directives;
- c) Identifies by name or position any individual, other than the chief executive officer, authorized to issue written directives;
- d) Requires availability of the directive to personnel and subsequent placement of directive into a manual or accessible database.

Required Documentation: Copy of an example of a written directive/policy.

CHAPTER 5

General Management

5.1 ADMINISTRATIVE REPORTING PROGRAM

Standard: The agency has an administrative reporting program which requires the collection of daily, monthly, and annual information for reports of the agency activities, and statistical and data summaries based upon such reports.

Required Documentation

- Recent copy of daily report.
- Recent copy of monthly report.
- Recent copy of annual report.
- ***Recertification Note:*** Recertifying agencies must provide copies of the documentation required above from every year following the last date of accreditation.

CHAPTER 6

Planning and Research

6.1 MULTI-YEAR PLAN

Standard: The agency has a multi-year plan, which includes:

- a) Goals and operational objectives;
- b) Anticipated workloads and population trends;
- c) Anticipated personnel levels;
- d) Anticipated capital improvement and equipment needs.

Required Documentation: Copy of multi-year plan (five-year program preferred).

6.2 MISSION AND VALUE STATEMENTS

Standard: The agency has written mission and value statements, or guiding principles posted within the agency.

Required Documentation: Copy of the same and proof that they are posted within the agency.

CHAPTER 7

Allocation and Distribution of Personnel and Personnel Alternatives

7.1 RESERVE OFFICERS

Standard: If the agency has a part-time/reserve officer program, the reserve officers of the agency:

- a) Are commissioned with general peace officer authority, consistent with applicable law;
- b) Meet similar selection criteria as those for regular officers of the agency;
- c) Are commissioned only after successful completion of a basic training program approved by the Utah Peace Officer Standards and Training;
- d) Reserve officers receive the same or equivalent in-service training as statutorily required for full-time officers consistent with their responsibilities and functions;
- e) Wear the same uniform as regular officers;
- f) Have access to the same equipment as regular officers performing like functions;
- g) Are tested and evaluated for firearms proficiency with the same frequency and in the same manner as regular officers performing like functions;
- h) Are provided liability protection in the same manner as regular officers performing like functions.

Required Documentation

- Copy of part-time/auxiliary/reserve written directive/policy.
- Copy of part-time/reserve officer training record from last 12 months.

7.2 NON-SWORN PERSONNEL

Standard: The non-sworn personnel of the agency:

- a) Are not commissioned as law enforcement officers;
- b) Are not assigned to duties requiring sworn officer status;
- c) Perform duties described and governed by appropriate written directive and receive training in the proper performance of such duties;
- d) Wear no uniform, or wear a uniform clearly distinguishable from that of a regular officer.

Required Documentation: Copy of non-sworn job descriptions.

CHAPTER 8

Fiscal Management

8.1 ACCOUNTING SYSTEM

Standard: The agency has an accounting system, which includes the preparation and provision for at least quarterly status reports showing:

- a) Initial appropriation for each account or program;
- b) Balances at the commencement of each period;
- c) Expenditures and encumbrances made during the period;
- d) Unencumbered balances.

Required Documentation: Most current copy of agency's budget.

8.2 AUDITS

Standard: A written directive/policy establishes procedures for monitoring and auditing of the agency's budgets.

Required Documentation

- Copy of department's most recent budget audit or proof of same.
- Copy of applicable directive/policy.

8.3 CASH

Standard: A written directive/policy establishes procedures for collecting, safeguarding and disbursing cash, which may include:

- a) Maintenance of an allotment system or, alternatively, records of appropriations among organizational components;
- b) Preparation of financial statements;
- c) Internal audits;
- d) Identification of persons by name or position authorized to accept or disburse funds.

Required Documentation

- Copy of applicable directive/policy.
- Copy of a daily cash report from within the last 12 months.

8.4 INVENTORY CONTROL

Standard: A written directive/policy establishes procedures for inventory control of agency property, equipment, and other assets.

Required Documentation

- 3-5 examples of current departmental inventory of agency equipment/property.
- Copy of applicable directive/policy.

CHAPTER 9

Classification and Assignment

9.1 ASSIGNMENT OPENINGS

Standard: A written directive/policy requires that specialized assignment or unit openings and promotional opportunities within the agency that are opened up for general application be advertised by written agency-wide announcement, and all qualified individuals will be allowed to apply and compete for positions.

Required Documentation:

- Copy of promotional announcements.
- Copy of applicable directive/policy.

CHAPTER 10

Compensation, Benefits, and Conditions of Work

10.1 COMPENSATION

Standard: Accurate information is available to all personnel regarding:

- a) Entry-level salaries;
- b) Salary differential within ranks;
- c) Salary levels for personnel with special skills;
- d) Compensatory time policy;
- e) Overtime policy;
- f) Benefits.

Required Documentation

- Copy of contracts or collective bargaining agreements if applicable.
- Copy of City ordinances/policy reflecting the above standard.

10.2 LEAVE

Standard: Accurate information is provided to all personnel regarding:

- a) Administrative Leave;
- b) Holiday Leave;
- c) Sick Leave;
- d) Vacation Leave;
- e) Compensatory Leave.

Required Documentation

- Copy of contracts or collective bargaining agreements if applicable.
- Copy of City ordinances/policy reflecting the above standard.

10.3 INSURANCE/RETIREMENT

Standard: Accurate information is provided to all personnel regarding:

- a) Retirement program(s);
- b) Health insurance program(s);
- c) Disability and death benefits (including beneficiary enrollment, which is made available to officers on an annual basis and which may include the option to elect line of duty death notification and clergy preferences);
- d) Professional liability protection provided by the agency.

Agencies should consider the importance of giving officers the opportunity to elect line of duty death notification and clergy preferences.

Required Documentation

- Copy of contracts or collective bargaining agreements if applicable.
- Copy of City ordinances/policy reflecting the above standard.
- Copy of current liability insurance coverage declaration.
- Copy of annual beneficiary enrollment form(s) made available to officers.

10.4 UNIFORMS/EQUIPMENT

Standard: A written directive/policy governs the provision of clothing and equipment used by employees in performing law enforcement functions.

Required Documentation

- Copy of approved clothing list.
- Copy of applicable directive/policy.

10.5 MEDICAL EXAMINATIONS

Standard: A written directive/policy requires that physical, medical, and psychological examinations required by the agency be provided at no cost to the employee.

Required Documentation: Copy of applicable directive/policy.

10.6 OFF-DUTY EMPLOYMENT

Standard: The agency has a directive/policy regarding off-duty employment that complies with state and federal law, to include an agency approval/review process.

Agencies should consider the importance of addressing loss coverage (i.e. workers compensation, disability coverage) for off-duty officers working in uniform for other entities (this is a suggestion and is not required to achieve compliance with this standard).

Required Documentation: Copy of applicable directive/policy.

10.7 PEER SUPPORT

Standard: If the agency utilizes a peer support team, the agency shall have a directive/policy regarding the peer support team that complies with state law, including guidelines for the peer support team and its members and a requirement that peer support team members receive POST approved training.

Required Documentation: Copy of applicable directive/policy.

10.8 POLICE IDENTIFICATION

Standard: The agency issues an identification document, such as an identification card, to all of its sworn officers, which at a minimum identifies the issuing agency and establishes the identity of the officer.

Required Documentation: Copy or example of identification cards that are issued to sworn officers.

CHAPTER 11

Complaint Process

11.1 COMPLAINT PROCESS

Standard: A written directive/policy establishes procedures for the receiving and investigating of complaints relating to employee misconduct, which includes:

- a) Procedure for receiving a complaint;
- b) Evaluating complaint and assignment for investigation to include:
 - i) Categorize complaints regarding severity;
 - ii) civil vs. criminal - parallel investigations.
- c) Investigation Procedures;
- d) Resolution and Documentation;
- e) Tracking;
- f) Storage and Access to Internal Affairs files;
- g) Mandatory notifications to POST as required by state law;
- h) Mandatory completion and reporting of internal investigations to POST as required by state law.

Required Documentation

- Copy of applicable directive/policy.
- Example of complete/processed complaint from the past 12 months.

CHAPTER 12

Employee Grievance Procedures

12.1 GRIEVANCE PROCEDURE

Standard: A written directive/policy establishes an employee grievance procedure, including:

- a) Identifying matters that are grievable, i.e., scope;
- b) Establishing time limitations for filing a grievance;
- c) Establishing procedural steps and time limitation at each step in the grievance procedure;
- d) Establishing criteria for employee representation;
- e) Identifies the position or component within the agency responsible for coordination of grievance procedures.

Required Documentation

- Copy of applicable directive/policy.
- Copy of applicable Ordinances.
- Copy of contracts or collective bargaining agreement, if applicable.

12.2 CONTENTS OF EMPLOYEE GRIEVANCE

Standard: A written directive/policy requires that any employee grievance include:

- a) A written statement of the grievance and the information upon which it is based, time and dates of occurrence;
- b) A written specification of the alleged wrongful act and resultant harm;
- c) A written description of the remedy, adjustment, or other corrective action sought.

Required Documentation

- Copy of applicable directive/policy.
- Most recent example of complete/processed grievance.

CHAPTER 13

Disciplinary Procedures

13.1 CODE OF CONDUCT AND LAW ENFORCEMENT CODE OF ETHICS

Standard: A written directive/policy specifies the code of conduct for agency personnel and is provided to such personnel.

Required Documentation: Copy of law enforcement code of ethics.

13.2 DISCIPLINARY SYSTEM

Standard: A written directive/policy establishing a disciplinary system. The system should include:

- a) Procedures and criteria for corrective action including counseling, oral reprimand, written reprimand, loss of leave, suspension, demotion, and termination of employment;
- b) Recognition of employment due process rights provided by applicable statutory and case law;
- c) The agency has a policy regarding the prohibition of sexual and other harassment and provides procedures for reporting and reviewing accusations of harassment;
- d) The agency conforms to state law regarding mandatory disciplinary P.O.S.T. notifications.

Required Documentation

- Copy of the applicable directive/policy.
- Copy of an administrative action taken in the last 12 months (name can be blacked out).

13.3 SUPERVISORY AND COMMAND STAFF

Standard: A written directive/policy specifies the role of supervisory and command staff in the disciplinary process and the authority of each level relative to disciplinary actions.

Required Documentation

- Copy of an administrative or supervisory action taken in the last 12 months (name can be blacked out).
- Copy of applicable directive/policy.

13.4 MAINTENANCE OF RECORDS

Standard: A written directive/policy specifies the procedures for maintenance of records of disciplinary actions.

Required Documentation: Copy of applicable directive/policy.

13.5 APPEAL PROCEDURES

Standard: A written directive/policy specifies appeal procedures in disciplinary actions.

Required Documentation: Copy of applicable directive/policy.

13.6 BRADY/GIGLIO INFORMATION

Standard: A written directive/policy establishes procedures governing the identification and disclosure of so-called “Brady/Giglio” information (generally any information having bearing on an officer’s potential impeachment as a witness in a criminal proceeding) which at a minimum must include: 1) a requirement that the Department investigate all officer misconduct allegations involving Brady/Giglio information, and 2) a requirement that the Department disclose all relevant Brady/Giglio information to the prosecuting attorney.

Required Documentation: Copy of applicable directive/policy.

CHAPTER 14

RECRUITMENT

14.1 SELECTION PROCESS FOR APPLICANTS

Standard: The agency utilizes a formal process for the selection of qualified officer applicants incorporating minimum employment standards, which may include: a standardized and documented selection process that assesses job aptitude, an in-depth background investigation, physical agility or a physical proficiency battery, and psychological, polygraph, and/or medical examination.

Required Documentation

- Copy of written directive/policy reflecting compliance with the above standard.
- Copy of a completed application package and applicable results from the last 12 months.

14.2 EQUAL EMPLOYMENT OPPORTUNITY

Standard: The agency participates in and supports equal employment opportunity in its recruiting and hiring practices.

Required Documentation

- Copy of applicable ordinances or written directive/policy reflecting the standard.
- Copy of a blank employment application.
- Copy of employment announcement made in the last 12 months, and distribution list.

CHAPTER 15

Training

15.1 BASIC PEACE OFFICER TRAINING

Standard: Each officer having responsibility for the enforcement of the criminal laws in general, will graduate from a basic training program certified by the Utah Peace Officers Standards and Training, and the department field training program.

Required Documentation

- Copy of recent recruit's graduation verification of Utah state certification.
- Example of field training documentation from within the last twelve months.

15.2 FIRST-LEVEL SUPERVISORS

Standard: Every employee appointed or promoted to a first-level supervisory position successfully completes Department-approved supervisory training within three years of such appointment or promotion.

Required Documentation: Copy of supervisory training record from the last 12 months.

15.3 MID-MANAGEMENT POSITIONS

Standard: Every employee appointed or promoted to a mid-level management position successfully completes Department-approved management training within three years of such appointment or promotion.

Required Documentation: Copy of management training record from the last 12 months.

15.4 ANNUAL TRAINING

Standard: A written directive/policy specifies that every regular officer having responsibility for the enforcement of criminal laws, in general annually completes a minimum of 40 hours of certified in-service training, 16 hours of which shall include training focused on mental health and other crisis intervention responses, arrest control, and de-escalation training as required by state law.

Required Documentation

- Copy of Department's training records.
- Copy of applicable directive/policy.
- ***Recertification Note:*** Recertifying agencies must provide copies of Department training records from every year following the last date of accreditation.

15.5 TACTICAL TEAM TRAINING

Standard: If the agency has a tactical team, those team members engage in training and readiness exercises.

Required Documentation

- Copy of tactical team training records.
- ***Recertification Note***: Recertifying agencies must provide examples of Department tactical team training records from every year following the last date of accreditation.

CHAPTER 16

Promotion

16.1 PROBATIONARY PERIOD

Standard: A written directive/policy requires that the agency impose a probationary/trial period of at least six months upon all newly promoted personnel.

Required Documentation: Copy of applicable directive/policy.

16.2 WRITTEN PROMOTION ANNOUNCEMENT

Standard: The procedures used by the agency for promotions are job-related and nondiscriminatory. The agency provides to each employee a written promotion announcement, which includes:

- a) Identification and description of the position or job classification, which is intended to be filled through promotion;
- b) A schedule of all elements of the promotional process;
- c) Specification of the requirements for participation in the promotional process;
- d) Description of the process to be used for the testing, evaluation, and selection of personnel within the promotional process.

Required Documentation

- Copy of a written promotion announcement.
- Copy of written directive/policy or civil service regulations reflecting compliance with the standard.

16.3 PROMOTION ADMINISTRATION

Standard: The responsibility and authority for administering the promotional process for the agency is specified in a written directive/policy.

Required Documentation: Copy of applicable directive/policy or civil service regulations.

16.4 APPOINTED POSITIONS

Standard: A written directive/policy specifies which positions within the organization are appointed and exempt from promotion testing policies.

Required Documentation: Copy of applicable directive/policy.

CHAPTER 17

Performance Evaluations

17.1 ANNUAL PERFORMANCE EVALUATIONS

Standard: A written directive/policy establishes and describes an annual personnel performance or review evaluation system for the agency, including measurement definitions and criteria. The agency requires that every rater involved with the personnel performance evaluation system receive instruction in rating procedures and rate responsibilities as a precondition of such involvement.

Required Documentation

- Copy of an employee evaluation completed within the last 12 months.
- Copy of applicable directive/policy.
- ***Recertification Note:*** Recertifying agencies must provide examples of Department employee evaluations from every year following the last date of accreditation.

17.2 PERFORMANCE EVALUATION COUNSELING

Standard: Each employee is counseled at the beginning of the rating period by the individual responsible for rating such employee, concerning:

- a) Tasks of the employee's position;
- b) Performance expectations of the rater;
- c) The evaluation rating criteria to be applied.

Required Documentation: Copy of an employee evaluation completed within the last 12 months.

17.3 PROBATIONARY EMPLOYEES

Standard: The agency requires a written performance evaluation on all probationary employees, which at a minimum shall consist of an evaluation once at the beginning and once at the end of the probationary period.

Required Documentation: Copy of completed and signed performance evaluation.

17.4 EVALUATION OF SPECIFIC PERIOD

Standard: Evaluation of the employee's performance covers a specific period and such evaluation is based only on performance during that specific period.

Required Documentation: Copy of an employee evaluation completed within the last 12 months.

17.5 SIGNATURE ON PERFORMANCE EVALUATION

Standard: A written directive/policy specifies that the employee be given the opportunity to review the completed performance evaluation.

Required Documentation: Copy of applicable directive/policy.

17.6 RATED BY IMMEDIATE SUPERVISOR

Standard: A written directive/policy specifies that employees are rated and counseled regarding the evaluation by their immediate supervisor.

Required Documentation: Copy of applicable directive/policy.

17.7 REVIEW OF EVALUATIONS

Standard: A written directive/policy states that evaluations shall be reviewed by the rater's immediate supervisor.

Required Documentation: Copy of applicable directive/policy.

17.8 UTILIZATION OF PERFORMANCE EVALUATIONS

Standard: A written directive/policy governs the agency's utilization of results of the performance evaluations.

Required Documentation: Copy of applicable directive/policy.

17.9 CONTESTED EVALUATION REPORTS

Standard: A written directive/policy requires a review process for contested evaluation reports.

Required Documentation: Copy of applicable directive/policy.

17.10 RETENTION PERIOD

Standard: A written directive/policy establishes the retention period of the performance evaluation report.

Required Documentation: Copy of applicable directive/policy.

17.11 COPIES OF PERFORMANCE EVALUATIONS

Standard: A written directive/policy requires that a copy of the completed evaluation report be provided to the employee.

Required Documentation: Copy of applicable directive/policy.

Chapter 18

Operations

18.1 COMMUNICATION, COORDINATION AND COOPERATION

Standard: A written procedure is in place to relay information between patrol shifts and other components of the agency.

Required Documentation: Copy of an example of the written procedure described in the standard.

18.2 SHIFTS/SCHEDULES

Standard: A written directive/policy establishes the procedures to be used in assigning officers to shifts, time off, and use of leave, which specifies the applicable criteria and frequency of rotation therein.

Required Documentation

- Copy of current officer shift schedules.
- Copy of applicable directive/policy.

18.3 SPECIAL PURPOSE VEHICLES

Standard: The operation and utilization of any agency aircraft or special purpose vehicle are governed by an appropriate written directive/policy, which establishes control, accountability, and prescribes proper usage thereof.

Required Documentation: Copy of applicable directive/policy.

18.4 ON-SCENE SUPERVISOR

Standard: A written directive/policy describes the circumstances requiring the on-scene presence of a supervisor for the purposes of assuming command.

Required Documentation: Copy of applicable directive/policy.

18.5 INVESTIGATIONS

Standard: A written directive/policy prescribes the categories of crimes and incidents wherein patrol officers are responsible for initial investigation and/or follow up investigations.

Required Documentation: Copy of applicable directive/policy.

18.6 SEARCH AND SEIZURE

Standard: A written directive/policy governs search and seizure with or without a warrant which complies with applicable federal, state, and local law, to include warrant requirements on electronic communications and notification as required by state law.

Required Documentation: Copy of applicable directive/policy.

18.7 ARRESTS WITH OR WITHOUT A WARRANT

Standard: A written directive/policy governs arrest with and without a warrant.

Required Documentation: Copy of applicable directive/policy.

18.8 FIELD INTERVIEWS

Standard: A written directive/policy governs field interviews.

Required Documentation: Copy of applicable directive/policy.

18.9 INFORMANTS

Standard: A written directive/policy establishes procedures for the use of informants by officers.

Required Documentation: Copy of applicable directive/policy.

18.10 RADIO COMMUNICATIONS

Standard: A written directive/policy establishes procedures for radio communications.

Required Documentation: Copy of applicable directive/policy.

18.11 PURSUIT DRIVING

Standard: A written directive/policy governs pursuit of motor vehicles in accordance with state laws and guidelines.

Required Documentation: Copy of applicable directive/policy.

18.12 RESPONSE TO ROUTINE AND EMERGENCY SITUATIONS

Standard: A written directive/policy establishes procedures for responding to routine, urgent, and emergency calls.

Required Documentation: Copy of applicable directive/policy.

18.13 SAFETY RESTRAINING DEVICES

Standard: A written directive/policy requires the employee's personal use of safety restraining devices in agency vehicles.

Required Documentation: Copy of applicable directive/policy.

18.14 BODY CAMERAS

Standard: If the agency utilizes body cameras, the agency has a written directive/policy indicating the use, application, and dissemination of information from application.

Required Documentation: Copy of applicable directive/policy.

18.15 PROTECTIVE VESTS OR JACKETS

Standard: The agency has a written directive/policy concerning the purchase and use of protective vests.

Required Documentation: Copy of applicable directive/policy.

8.16 K-9 UNITS

Standard: If police K-9 units are utilized, the agency controls and governs such utilization by written directive/policy. The written directive/policy must comply with federal, state, and local law, including the state certification requirements for K-9 units set out in state law.

Required Documentation: Copy of applicable directive/policy.

18.17 24-HOUR PER DAY COVERAGE

Standard: Law enforcement response to emergencies is available 24 hours per day, every day of the week, within the agency's service area.

Required Documentation

- Copy of officer shift schedules.
- Copy of interlocal agreement or memorandum of understanding.

18.18 ACTIVE SHOOTER PREPARATION AND RESPONSE

Standard: A written policy/directive addresses preparation for and response to active shooter events, to include training.

Required Documentation

- Copy of applicable directive/policy.
- Copy of most recent training.
- Copy of MOU to handle active shooter events if applicable.

18.19 FITNESS FOR DUTY

Standard: A written directive/policy establishes standards regarding officer fitness for duty, which must, at a minimum: 1) address physical and mental fitness, 2) require immediate supervisory action upon receiving any allegation that an officer is not fit for duty, 3) upon finding that an officer is not fit for duty, require notification to POST pursuant to state law.

Required Documentation : Copy of applicable directive/policy.

18.20 PHYSICAL STRIP SEARCHES

Standard: A written directive/policy establishes procedures for strip searches which must require, at a minimum: 1) supervisory approval prior to each strip search, 2) that personnel of the same sex as the arrested person will conduct the search (unless the search is conducted by a medical practitioner), and 3) that no strip search shall occur unless there is reasonable suspicion based upon specific and articulable facts to believe the individual has a health condition requiring immediate medical attention or is concealing a weapon or contraband.

Required Documentation

- Copy of applicable directive/policy.
- Proof of receipt of applicable directive/policy by officers.

18.21 PHYSICAL BODY CAVITY SEARCHES

Standard: A written directive/policy establishes procedures for physical body cavity searches which must require, at a minimum: 1) supervisory approval prior to each body cavity search, 2) that only a physician or an individual approved by a physician may conduct a body cavity search, and 3) that no individual shall be subjected to a physical body cavity search without a search warrant or approval of legal counsel.

Required Documentation

- Copy of applicable directive/policy.
- Proof of receipt of applicable directive/policy by officers.

18.22 IN-CUSTODY SUSPECTS AT MEDICAL FACILITIES

Standard: A written directive/policy establishes procedures for the maintenance of custody of suspects checked in for treatment at a hospital or other medical facility.

Required Documentation: Copy of applicable directive/policy.

18.23 ASSET FORFEITURE

Standard: A written directive/policy that is compliant with federal, state, and local law establishes procedures for asset forfeiture, including the identification, tracking, management, and safekeeping of seized property, as well as a prohibition on the transfer, sale, or auction of seized property to an employee of the agency.

Required Documentation: Copy of applicable directive/policy.

18.24 USE OF FACIAL RECOGNITION SYSTEMS

Standard: A written directive/policy that is compliant with federal, state, and local law prohibits the agency from using a facial recognition system on an image database except as specified in state law.

Required Documentation: Copy of applicable directive/policy.

CHAPTER 19

Juvenile Procedures

19.1 JUVENILE CONTACT

Standard: A written directive/policy governs the agency's handling of juveniles as defined by state statute.

Required Documentation: Copy of applicable directive/policy.

19.2 RELEASE OF JUVENILES

Standard: A written directive/policy establishes procedures for the release of juveniles.

Required Documentation: Copy of applicable directive/policy.

19.3 REFERRAL TO INTAKE/DETENTION

Standard: A written directive/policy establishes criteria governing referral of juveniles.

Required Documentation: Copy of applicable directive/policy.

19.4 CITATIONS OR SUMMONS

Standard: A written directive/policy establishes criteria and procedures for issuing written citations or summons to juvenile offenders to appear in the appropriate court in lieu of taking them into custody.

Required Documentation: Copy of applicable directive/policy.

19.5 PROTECTIVE CUSTODY

Standard: The agency has a written directive/policy for taking a juvenile into custody when:

- a) The juvenile is alleged to have engaged in non-criminal misbehavior (a status offense); or
- b) The juvenile is alleged to have been harmed or to be in danger of harm.

Required Documentation: Copy of applicable directive/policy.

19.6 JUVENILES IN CUSTODY

Standard: A written directive/policy establishes procedures for juveniles that have been taken into custody, including:

- a) Advising the juvenile of his/her constitutional rights prior to custodial interview;
- b) Taking the juvenile to the intake or juvenile facility without delay unless emergency medical treatment is required, as outlined in state code.

Required Documentation: Copy of applicable directive/policy.

19.7 SOCIAL SERVICE AGENCIES

Standard: The agency maintains a listing of social service agencies in its area providing youth services.

Required Documentation: Copy of listing of social service agencies.

19.8 RECORDS, FINGERPRINTS AND PHOTOGRAPHS

Standard: A written directive/policy establishes procedures for the collection, dissemination, and retention of records, fingerprints, photographs and other forms of identification pertaining to juveniles, including:

- a) Provisions relating to court ordered expungement of records;
- b) Provisions governing disposition of records when juveniles reach adult age;
- c) Provisions for access to records on a need-to-know basis only.

Required Documentation

- Copy of records retention schedule.
- Copy of applicable directive/policy.

19.9 POSITION ACCOUNTABLE FOR RECORDS

Standard: A written directive/policy designates a position accountable for the collection, dissemination, and retention of juvenile records.

Required Documentation: Copy of applicable directive/policy.

CHAPTER 20

Emergency Operations Response

20.1 PLANNING

Standard: A written directive/policy specifies the position in the agency responsible for planning the agency's response to unusual occurrences.

Required Documentation: Copy of applicable directive/policy.

20.2 NATURAL DISASTERS AND CIVIL DISTURBANCES

Standard: The agency has a written plan for responding to natural and/or manmade disasters and civil disturbances, including provisions for incident/unified command.

Required Documentation: Copy of disaster response plan.

20.3 INCIDENT REVIEW

Standard: The agency's emergency operations plans and/or special event plans are reviewed and updated as necessary.

Required Documentation: Copy of emergency operation plan with revision date.

20.4 EMERGENCY MOBILIZATION PLAN

Standard: The agency has a written emergency mobilization plan.

Required Documentation

- Copy of Department/City/County emergency operations plan (plans must be easily accessible).
- Copy of any other plan that may be utilized.

20.5 EQUIPMENT INSPECTION

Standard: If applicable, agency equipment designated for use in unusual occurrence situations is inspected annually or more often as needed to ensure operational readiness. Equipment should be inspected post incident.

Required Documentation: Copy of equipment list and record of last inspections, if applicable.

20.6 CORRECTIONAL FACILITIES

Standard: If the agency is involved with a contingency plan concerning an emergency situation at a correctional or other institution, it has a written plan for such an occurrence.

Required Documentation: Copy of correctional facility plan.

CHAPTER 21

Public Information and Community Relations

21.1 PUBLIC INFORMATION

Standard: A written directive/policy specifies the position(s) in the agency responsible for public information.

Required Documentation: Copy of applicable directive/policy.

21.2 RELEASING INFORMATION

Standard: A written directive/policy identifies by position the individual(s) within the agency who may release information to the news media:

- a) At the scene of an incident;
- b) From agency files;
- c) Concerning an ongoing criminal investigation.

Required Documentation

- Copy of a media release from the last 12 months.
- Copy of applicable directive/policy.

21.3 MEDIA ACCESS

Standard: A written directive/policy governs the access of media representatives, including photographers, to:

- a) Scenes of major fires, natural disasters, or other catastrophic events;
- b) Perimeters of crime scenes.

Required Documentation: Copy of applicable directive/policy.

21.4 SOCIAL MEDIA

Standard: Agency will have a written directive/policy regarding social media.

Required Documentation: Copy of applicable directive/policy.

21.5 COMMUNITY OUTREACH

Standard: A list of community outreach programs is available to officers.

Required Documentation: Copy of community outreach program list.

CHAPTER 22

Vehicles

22.1 VEHICLE POLICY

Standard: The agency has a written vehicle directive/policy to ensure guidelines and directions to its personnel regarding the proper use and operation of police vehicles in routine, emergency, off duty, and pursuit situations.

Required Documentation: Copy of applicable directive/policy.

22.2 VEHICLE MAINTENANCE

Standard: The agency utilizes a process for the inspection and maintenance of vehicles used by the agency.

Required Documentation: Copy of inspection/maintenance forms.

22.3 EMERGENCY EQUIPMENT

Standard: A written directive/policy establishes guidelines for the use of authorized emergency equipment, including lights and siren.

Required Documentation: Copy of applicable directive/policy.

22.4 ACCIDENTS INVOLVING AGENCY VEHICLES

Standard: A written directive/policy establishes guidelines for the reporting, review, and disposition of all accidents involving agency vehicles.

Required Documentation

- Copy of accident review report.
- Copy of applicable directive/policy.

CHAPTER 23

Traffic Enforcement

23.1 TRAFFIC ENFORCEMENT

Standard: A written directive/policy governs the agency's assignment of the responsibility for its traffic enforcement. A written directive/policy establishes uniform procedures for taking enforcement action, which may include physical arrest, issuance of citations, and warnings. The department's enforcement policy must include a racial profiling directive.

Required Documentation

- Copy of applicable directives/policies, including:
 - Copy of racial profiling directive/ policy;
 - Copy of traffic enforcement directive/policy.

23.2 TRAFFIC RECORD SYSTEM

Standard: The agency maintains traffic records including traffic accident data and traffic enforcement data.

Required Documentation: Copy of traffic accident/enforcement data.

23.3 BIASED BASED PROFILING

Standard: A written directive/policy addresses biased based profiling in a manner that complies with state code.

Required Documentation: Copy of applicable directive/policy.

23.4 REPORTS

Standard: A written directive/policy governs preparation and processing of traffic citations, arrest reports, and other supplemental reports.

Required Documentation: Copy of applicable policy/directive.

23.5 SPEED MEASURING DEVICES

Standard: A written directive/policy governs the use of speed measuring devices in traffic law enforcement, including:

- a) Operational procedures;
- b) Equipment specifications, care, upkeep, maintenance, and calibration;
- c) Operator training and certification.

Required Documentation

- Copy of Radar/Lidar certification.
- Copy of Radar/Lidar operator certification.
- Copy of applicable directive/policy.

23.6 TRAFFIC CITATIONS

Standard: A written directive/policy outlines the processing of a citation from issuance to official filing, including dismissal.

Required Documentation

- Copy of applicable directive/policy.
- Copy of citation accountability log.

CHAPTER 24

Traffic Accident Investigation

24.1 REPORTING AND INVESTIGATING ACCIDENTS

Standard: A written directive/policy establishes procedures, and assigns responsibility and accountability, for responding to, reporting and investigating traffic accidents.

Required Documentation: Copy of applicable directive/policy.

24.2 ENFORCEMENT ACTIONS

Standard: A written directive/policy establishes guidelines for taking enforcement action for violations resulting from traffic accidents.

Required Documentation: Copy of applicable directive/policy.

24.3 PRIVATE PROPERTY

Standard: A written directive/policy governs the reporting or investigation of traffic accidents occurring on private property.

Required Documentation: Copy of applicable directive/policy.

24.4 ACCIDENT SCENE PROCEDURES

Standard: A written directive/policy establishes accident scene procedures for handling injuries, fire hazards, and hazardous materials.

Required Documentation: Copy of applicable directive/policy.

CHAPTER 25

Traffic Direction and Control

25.1 TRAFFIC DIRECTION AND CONTROL

Standard: A written directive/policy governs the agency's traffic direction and control, including a requirement that personnel wear high visibility clothing when involved with traffic direction and control.

Required Documentation: Copy of applicable directive/policy.

25.2 POLICE ESCORTS

Standard: A written directive/policy governs police escorts of civilian and/or commercial vehicles to include funeral escorts, medical emergencies, dignitary motorcades, parades, etc.

Required Documentation: Copy of applicable directive/policy.

25.3 CHECKPOINTS

Standard: A written directive/policy describes circumstances warranting the use of sobriety and traffic safety checkpoints and specifies procedures for implementation, all of which must be in compliance with Utah State Law.

Required Documentation: Copy of applicable directive/policy.

CHAPTER 26

Traffic Ancillary Services

26.1 EMERGENCY ASSISTANCE

Standard: A written directive/policy governs emergency assistance and protection of highway users, which must include:

- a) Procedures for taking action to correct hazardous highway conditions;
- b) Procedures for hazardous material control or removal;
- c) Procedures for the handling of abandoned vehicles.

Required Documentation: Copy of applicable directive/policy.

26.2 TOWING

Standard: A written directive/policy governs the removal and towing of vehicles and requires that a record be maintained of all vehicles removed or towed at the direction of agency personnel.

Required Documentation

- Copy of appropriate impound and inventory forms (blank).
- Copy of applicable directive/policy.

CHAPTER 27

Police Information

27.1 RECORDS INTEGRITY

Standard: The agency has a written and specific information directive/policy, which maintains the integrity of its records and is in compliance with GRAMA.

Required Documentation: Copy of applicable directive/policy.

27.2 LAW INFORMATION NETWORKS

Standard: The agency maintains full participation in the following networks:

- a) Bureau of Criminal Identification (BCI)
- b) National Crime Information Center (NCIC)
- c) Statewide Information and Analysis Center (SIAC)

Required Documentation: Proof of participation in the listed networks.

27.3 WANTED, MISSING, AND RUNAWAY PERSONS

Standard: The agency makes BCI, NCIC, and/or National Center for Missing and Exploited Children entries of wanted persons, missing persons, and runaway juveniles within the period of time as required.

Required Documentation: Copy of directive/policy to be in compliance with Amber Alert guidelines.

27.4 UTAH UNIFORM CRIME REPORTING

Standard: The agency maintains full participation in the Utah Uniform Crime Reporting Program (UCR) or the National Incident-Based Reporting System (NIBRS). Agencies participating in UCR must show that they are taking steps or making plans for the required transition to NIBRS.

Required Documentation

- Documentation showing agency participation in the National Incident-Based Reporting System (NIBRS) or Utah Uniform Crime Reporting Program (UCR) within the last twelve months.
- For agencies participating in UCR, documentation showing steps or plans for the required transition to NIBRS.
- Copy of directive/policy reflecting the above standard.

27.5 INTERNAL ACCESS TO PROTECTED/CONFIDENTIAL RECORDS

Standard: The agency has a written directive/policy which 1) defines protected/confidential records as they relate to internal access by employees, 2) prohibits access to those records by employees without a legitimate work-related or law enforcement purpose, and 3) prohibits any individual who obtains access to an intimate image (as defined in state law) in the course of a criminal action from displaying, duplicating, copying or sharing the intimate image unless it is done solely for the purpose of the adjudication, defense, prosecution or investigation of a criminal matter involving the intimate image as required by state law.

Required Documentation: Copy of applicable directive/policy.

CHAPTER 28

Collection and Preservation of Evidence

28.1 EVIDENTIARY ITEMS

Standard: The agency has a written directive/policy for the collection, identification, preservation, and transmittal of evidentiary items.

Required Documentation: Copy of applicable directive/policy.

28.2 CRIME SCENE INVESTIGATORS

Standard: A written directive/policy establishes that crime scene investigator(s) are available on a 24-hour basis to process crime scenes. The crime scene investigator may be a sworn or non-sworn individual from your or another agency.

Required Documentation: Copy of the applicable directive/policy.

28.3 EVIDENCE CONTROLS

Standard: The agency has established and maintains a property system for the secure and proper recording, storage, classification, retrieval, transfer, and disposition of all evidentiary, recovered, and found property under the protective custody of the agency.

Required Documentation: Copy of a chain of custody document showing the recovery, transfer, and final disposition of property.

28.4 INVENTORIES AND AUDITS

Standard: Personnel not charged with the custody of property perform an annual random inventory and record audits of property placed within the protective custody of the agency. Audits are conducted each time the evidence custodian changes.

Required Documentation

- Copy of most recent property/evidence inventory report.
- Copy of most recent property/evidence inspection/audit report.

28.5 SECURITY

Standard: A written directive/policy controls access to the evidence storage facilities except by designated and authorized personnel. Secure facilities are provided for storage of in-custody property or evidence during afterhours. The property system of the agency incorporates special security and control measures to safeguard all money, firearms, controlled substances, and high value items within the protective custody of the agency.

Required Documentation

- Copy of applicable directive/policy.
- Evidence or documentation showing compliance with above standard.

CHAPTER 29

Public Safety Communications

29.1 TELEPHONES

Standard: A written directive/policy governs the agency's participation in a single access telephone system utilizing 911 or other area wide single police emergency number.

Required Documentation: Copy of applicable directive/policy.

29.2 COMMUNICATIONS SERVICES

Standard: The agency maintains full-time operation communications service either independently or through a centralized communication system. Dispatch must have an alternate source of electrical power that is sufficient to ensure continued operation of emergency communications equipment in the event of a primary power source failure.

Required Documentation: Evidence or documentation of compliance with the above standard.

29.3 MISDIRECTED EMERGENCY CALLS

Standard: The agency has established procedures for the prompt and effective routing of misdirected emergency calls.

Required Documentation: Evidence or documentation of compliance with the above standard.

29.4 MAPS

Standard: The agency provides maps of the primary service and specific areas of concern within the jurisdiction to the communications center.

Required Documentation: Evidence or documentation of compliance with the above standard.

29.5 PORTABLE RADIOS

Standard: Each enforcement officer on duty has access to a two-way hand carried portable radio.

Required Documentation: Evidence or documentation of compliance with above standard.

29.6 RECORDING

Standard: The agency's communication center possesses the capability for recording and immediate playback of all radio transmissions and all incoming telephone calls.

Required Documentation: Evidence or documentation of compliance with the above standard.

29.7 RELEASE OF RECORDED MESSAGES

Standard: A written directive/policy establishes the criteria and procedures for the review and release of information recorded within the agency's dispatch communication system.

Required Documentation: Copy of applicable directive/policy.

29.8 SECURITY

Standard: If the agency operates a full time telephone service and/or public safety communications center, it provides such service from facilities designed to be reasonably secure from physical attack or sabotage.

Required Documentation: Evidence or documentation of compliance with the above standard.

29.9 FIRST-AID INSTRUCTION

Standard: If the agency allows first-aid instruction to be given over the telephone or radio, employees must be trained and have immediate access to approved emergency medical guidelines.

Required Documentation: Evidence or documentation of compliance with the above standard.

Chapter 30

Prisoner Transportation

30.1 SEARCH OF PRISONERS

Standard: A written directive/policy requires the transporting officer to search the prisoner before being transported.

Required Documentation: Copy of applicable directive/policy.

30.2 TRANSPORTATION OF PRISONERS

Standard: A written directive/policy requires that prior to and after the transportation of prisoners, an examination of the vehicle interior for safety and suitability of prisoner occupancy and transport shall be conducted.

Required Documentation: Copy of applicable directive/policy.

30.3 TRANSPORTING OFFICERS' DUTIES

Standard: A written directive/policy outlines the transporting officers' duties as they apply to: safekeeping of firearms; restraining devices; applicable documentation between the transporting and receiving officers; and advising the receiving agency personnel of any potential medical or security risk.

Required Documentation: Copy of applicable directive/policy.

30.4 ESCAPE DURING TRANSPORT

Standard: Following an escape of a prisoner while being transported, the transporting officer takes actions prescribed by a written directive/policy, to include, at a minimum, the following: persons to be notified; reports to be prepared; further actions to be taken.

Required Documentation: Copy of applicable directive/policy.

30.5 RESTRAINING DEVICES

Standard: A written directive/policy describes restraining devices and methods to be used during prisoner transportation, including:

- a) Provide procedures for transporting sick, injured, or disabled prisoners;
- b) Provide procedures for the security and control of prisoners transported to medical care facilities or hospitals for treatment, examination, or admission.

Required Documentation: Copy of applicable directive/policy.

Chapter 31

Temporary Holding Facility

TEMPORARY DETENTION

Applies to agencies that have no holding cells *per se* but may detain or hold persons for a period not to exceed two hours in a room, space, or area for the purpose of processing, questioning, or testing. In this instance, the detainee may not be under the continuous control or supervision of agency personnel.

31.1 MINIMUM PHYSICAL CONDITIONS

Standard: A written directive/policy establishes minimum physical conditions for the temporary holding area or room and provides for access to water, restrooms, and other needs.

Required Documentation: Copy of applicable directive/policy.

31.2 CONTINUOUS CONTROL OR SUPERVISION

Standard: If the temporary holding area is used, the period of time that the detainee may be held without continuous control or supervision of agency personnel will not exceed two hours.

Required Documentation: Evidence or documentation of compliance with above standard.

31.3 SECURING DETAINEE

Standard: If detainee is to be secured to an immovable object, it will be designed and intended for such use.

Required Documentation: Evidence or documentation of compliance with above standard.

31.4 FIRE PREVENTION PLAN

Standard: There is a plan for fire prevention, fire evacuation, and fire suppression for the temporary holding area or room.

Required Documentation: Evidence or documentation of compliance with above standard.

31.5 SECURITY CONCERNS

Standard: A written directive/policy addresses the following security concerns in temporary holding areas:

- a) weapons control;
- b) panic or duress alarms;
- c) access to area and detainee;
- d) escape prevention;

- e) search of detainee;
- f) security inspection;
- g) visual observation of detainee at least every thirty minutes.

Required Documentation: Copy of applicable directive/policy.

31.6 AGENCY STAFF TRAINING

Standard: A written directive/policy requires training for all agency staff with any responsibility for detainees in temporary custody.

Required Documentation: Copy of applicable directive/policy.

31.7 SUICIDAL / MENTAL / INCAPACITATED

Standard: A written directive/policy establishes protocol for handling suicidal, mentally ill, or incapacitated persons.

Required Documentation: Copy of applicable directive/policy.

Chapter 32

Holding Facility (72 hours or less)

The Standards in this chapter apply only to those agencies operating short-term holding facilities designed to maintain custody of detainees for periods usually not exceeding 72 hours, excluding holidays and weekends. Also included are facilities under the control of the agency located in the court and used by the agency's court security officer(s) to hold detainees awaiting appearances. Not included in this category are holding facilities co-located with and operated as an integral part of a jail or other correctional institution whose primary purpose is to house detainees for periods exceeding 72 hours.

32.1 IN-CUSTODY PROCEDURES

Standard

- a) A written directive/policy requires a security check, including searching for weapons and contraband, prior to each use of an unoccupied cell.
- b) A written directive/policy prescribes space arrangements and procedures to follow in the event of a group arrest that exceeds the maximum capacity of the holding facility.
- c) A written directive/policy requires positive identification be made before detainee is released.
- d) A written directive/policy governs the return of property to detainees upon release.
- e) If detainees are received from an outside agency, positive identification is made of the person presenting the detainee for detention, including verification of the person's authority to make the commitment.

Required Documentation: Copies of applicable directive/policy for 32.1(a), (b), (c), (d), and evidence or documentation of compliance with 32.1(e).

32.2 ORGANIZATION, ADMINISTRATION, AND MANAGEMENT

Standard: A written directive/policy requires that personnel receive training on the operations of the holding facility, to include fire suppression and equipment provided for use by the agency.

Required Documentation: Copy of applicable directive/policy.

32.3 PHYSICAL PLANT

Standard: Holding facilities provide the following minimum conditions for detainees:

- a) adequate lighting as required by local code or ordinance;
- b) circulation of fresh or purified air in accordance with local public health standards;
- c) access to a toilet and drinking water;
- d) access to wash basin or shower for detainee held in excess of eight hours;
- e) a bed and bedding for each detainee held in excess of eight hours.

Required Documentation: Evidence or documentation of compliance with the above standard.

32.4 SAFETY AND SANITATION

Standard

- a) A written directive/policy prescribes fire prevention practices and procedures to include inspection and testing of fire equipment and fire detection devices as required by applicable fire codes.
- b) The facility has an automatic fire alarm and head and smoke detection system, and fire equipment approved in writing by state or local fire officials.
- c) There is a written and posted emergency evacuation plan for the facility and designated and signed emergency exit directing evacuation of persons to hazard-free areas.

Required Documentation

- Copy of applicable directive/policy for 32.4(a).
- Evidence or documentation of compliance with 32.4(b) and (c).

32.5 SECURITY AND CONTROL

Standard

- a) A written directive/policy specifies that firearms will be secured before entering the holding facility, and if any exceptions or conditions are permitted in emergencies, they are included in the directive/policy.
- b) A written directive also governs control of tools and culinary equipment.
- c) The agency has a system in the holding facility to alert a designated control point in the event of an emergency.

Required Documentation

- Copy of applicable directive/policy for 32.5(a) and (b).
- Evidence or documentation of compliance with 32.5(c).

32.6 DETAINEE PROCESSING

Standard

- a) A written directive/policy establishes procedures for a search of the detainee to include:
 - i) An inventory search of the detainee at the time of booking and prior to entry to the holding facility;
 - ii) An itemized inventory of property taken from the detainee.
- b) A written directive/policy requires the secure storage of any property taken from detainees.

c) A written directive/policy requires that an intake form is completed for every person booked into the facility and contains the following information to the extent permitted by law:

- i) arrest information;
- ii) property inventory and disposition.

- d) A written directive/policy requires that if males, females, and/or juveniles are required to be detained at the same time, their holding areas are separated from each other by sight and sound.
- e) A written directive/policy prescribes methods for handling, detaining, and segregating persons under the influence of alcohol or other drugs or who are violent or self-destructive.
- f) A written directive/policy requires that if detainees are received from an outside agency, positive identification is made of the person presenting the detainee for detention, including verification of the person's authority to make commitment.
- g) A written directive/policy prescribes space arrangements and procedures to follow in the event of a group arrest that exceeds the maximum capacity of the holding facility.
- h) A written directive/policy requires positive identification be made before detainee is released.
- i) A written directive/policy governs the return of property to detainees upon release.

Required Documentation: Copies of applicable directives/policies.

32.7 MEDICAL AND HEALTHCARE SERVICES

Standard

- a) A written directive/policy identifies the policies and procedures to be followed when a detainee is in need of medical assistance.
- b) A written directive/policy requires that detainee "receiving screening" information be obtained and recorded when detainees are admitted to the facility and before transfer to another facility. Receiving screening must include an inquiry into:
 - i) current health of the detainee;
 - ii) medications taken by detainee;
 - iii) behavior, including state of consciousness and mental status;
 - iv) body deformities, trauma markings, bruises, lesions, jaundice, ease of movement, etc.
- c) A written directive/policy controls distribution and documentation of pharmaceuticals within the facility, to include over the counter medications and medications belonging to the prisoner.
- d) A first aid kit is available in all facilities and is subjected to inspections and replenished, as necessary.

Required Documentation

- Copies of applicable directives/policies for 32.7(a), (b), and (c).
- Evidence or documentation of compliance with 32.7(d).

32.8 SUPERVISION OF DETAINEES

Standard

- a) A written directive/policy requires 24-hour supervision of detainees by agency staff, including a count of the detainee population at least once every eight hours, and establishes procedures to ensure that the detainee is visually observed by agency staff at least every thirty minutes.
- b) If audio and/or visual electronic surveillance equipment is used, a written directive/policy specifies that the equipment will be controlled to reduce the possibility of invading a detainee's personal privacy.
- c) If detainees are allowed to receive mail or packages while incarcerated, a written directive/policy regulates procedures, to include:
 - i) accepting and inspecting items;
 - ii) listing items which are not authorized;
 - iii) recording received items in the detainees' property record;
 - iv) distribution to the detainee;
- d) A written directive/policy governs procedures for visiting detainees.

Required Documentation: Copies of applicable directives/policies.