



**COLORADO ASSOCIATION OF CHIEFS OF POLICE  
AND  
COUNTY SHERIFFS OF COLORADO**

**PROFESSIONAL STANDARDS**

**REVISED 2014**

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## **SECTION "A"**

## **Acknowledgements**

The Colorado Association of Chiefs of Police (CACP) adopted a Professional Standards Accreditation program for its membership in 1986 and later in 1994 partnered with the County Sheriffs of Colorado (CSOC) consolidating Professional Standards for all law enforcement agencies state wide. CACP must recognize Chief Robert Galloway of the Brighton Police Department (the original Professional Standards committee chair) for his vision and commitment as the driving force responsible for bringing Professional Standards to Colorado Law Enforcement. CACP acknowledges in 1984 The Commission on Accreditation for Law Enforcement Agencies (CALEA) assistance in developing the CACP Professional Standards based on the CALEA model and definitions.

Since its inception of Professional Standards CACP/CSOC members have revised professional standards in 1994, 1998 and now in 2007, 2008 and now in 2014. CACP/CSOC would like to acknowledge those member agencies who loaned their staff and time to initiate each of the revisions. It is the goal of CACP/CSOC to provide the opportunity for all Colorado Law Enforcement agencies to achieve professional accreditation. Without the dedication and commitment of our membership base this would not be possible.

We have also had a partnership with the Colorado Intergovernmental Risk Sharing Agency (CIRSA) and their legal department who participated in the development of standards critical to policing. Specifically CIRSA assisted with the development of standards in the areas of Use of Force (lethal and less lethal), Pursuit Driving, Emergency Vehicle Operation, Internal Affairs, and Administration of Personnel. This partnership is critical to Colorado Law Enforcement. With CIRSA's assistance we are able to provide legally sound Professional Standards for CACP/CSOC members.

## **HISTORY**

The Colorado Association of Chiefs of Police (CACP) identified during regional and annual meetings,

the importance of Professional Accreditation for its members. CACP is in favor of the establishment of professional standards for Colorado police agencies and felt a number of the standards created by CALEA were appropriate and something a professional law enforcement agency should abide by.

The work of the Professional Standards Committee in 1985 resulted in the creation of mandatory and optional standards. These standards were presented to the CACP Board of Directors in 1986, approved and submitted to the full CACP membership at an annual conference. The standards were ratified by the membership and the Committee was directed to implement them as soon as possible. Thus the CACP Professional Standards Assessment process was created.

In 1993, the CACP Professional Standards Committee felt that Professional Standards were applicable to all law enforcement agencies, and not just police agencies. The committee felt an effort should be made to create State of Colorado Law Enforcement Professional Standards for Police and Sheriffs' Offices in the State of Colorado. In 1994, the County Sheriffs of Colorado (CSOC), at their annual conference, agreed that combined CACP/CSOC Professional Standards should be developed, and a combined "Accreditation" process was created.

In 1994, a working committee with representatives from both organizations reviewed the existing CACP Standards, created a consolidation process, and completed a set of combined standards – "Colorado Law Enforcement Professional Standards" – applicable to Police and Sheriffs' Offices in the State of Colorado.

In 1995, CACP and CSOC formally adopted the revised "Colorado Law Enforcement Professional Standards." In January 1999, the 2<sup>nd</sup> edition was adopted. In 2007, the 3<sup>rd</sup> addition was adopted. New for the 2007 revision was the elimination of Detention Standards. CACP/CSOC agreed the professional accreditation standards should address "only" operational police functions not detention facilities. CSOC members agreed that other determining factors supported this change. The 2008 edition resulted from Chief Lowell Richardson's cleanup of some typo issues. The 2014 edition revises standard 20.11 to provide for annual qualification with the duty sidearm in agreement with CALEA, and adds the Social Media standard.

## **PROFESSIONAL STANDARD DEFINITION OF TERMS**

### *PURPOSE STATEMENT:*

Professional Standards exist to enable CACP and CSOC members to achieve a “Professional” status. The adoption of minimum professional standards is necessary for Colorado Police and Sheriff Organizations to achieve the status of “Professional”. CACP/CSOC through the Professional Standards Committee safeguard the integrity of the accreditation process for their members by utilizing professionally accepted methods for CACP/CSOC professional accreditation. The CACP/CSOC exists to assess law enforcement operations of applicant agencies. Agencies that provide detention services are encouraged to attain professional accreditation through other accrediting entities for such services.

*PROFESSIONAL STANDARDS:*

Professional Standards are statements of minimum requirements adopted by CACP/CSOC with the intent to more clearly define the role and responsibilities of a Colorado Peace Officer and to enhance the quality of services provided. Professional Standards at a minimum incorporate a Professional Code of Ethics, minimum professional standard requirements, and a recognized body of knowledge. Practitioner expertise is acquired through the study of these minimum standards translating to professional law enforcement services.

*AUTHORITY:*

These Professional Standards are approved and adopted by the respective Boards of the Colorado Association of Chiefs of Police and the County Sheriffs of Colorado.

*MANDATORY STANDARD:*

These are standards by definition deemed essential functions performed by law enforcement agencies. Or they may be a function less critical to the law enforcement function based on agency size or community make-up but should the applying agency choose to provide services within the title of that standard the agency is obligated to meet the standard requirements.

*OPTIONAL STANDARD:*

These standards are recognized generally as “good practice” for police agencies, however, are not mandated by CACP/CSOC as required operating standards. Should an agency choose to adopt such a standard they must implement within the parameters as provided by the CACP/CSOC professional standards manual.

*WRITTEN DIRECTIVES:*

This proof of compliance category includes written directives: “any written documents used to

guide or affect the performance or conduct of agency employees. The term includes policies, procedures, rules and regulations, general orders, and instructional material.”

*OTHER WRITTEN DOCUMENTATION:*

This proof of compliance category is composed of other kinds of written documentation. These may include: Examples of completed reports, logs, records or files, or written goals and objectives, budget documents, plans, and evaluations, among others.

*INTERVIEWS:*

This proof of compliance category involves the committee’s assessor asking questions of agency personnel who should have knowledge about the implementation of a standard or who are affected by that particular standard. When developing this type of proof, an agency must specify the person or persons to be interviewed, including name, rank, position (or job title), and information about how to contact the person.

*OBSERVATION:*

This category of proof includes verification through viewing a facility, condition, activity, or objective required by a standard. Typically observations are completed during the pre-site assessment when reviewing policies and during the onsite assessment when confirming policy with practice.

*LEAD ASSESSOR*

The lead assessor holds the position of a command officer, Chief executive or a retired Chief executive who is responsible for facilitating and coordinating a professional accreditation assessment of an applicant agency. This position is assigned by the CACP Professional Standards Committee Chair.

*SECOND ASSESSOR*

The second assessor assists the lead assessor this person can be a command level officer, a chief executive officer, retired chief executive, a civilian professional standards manager or the rank of sergeant or lower. This position is assigned by the Professional Standards Committee Chair with input from the assigned Lead Assessor.

## **Professional Standard Fees and Application Steps**



*REQUEST FOR INFORMATION:*

Interested Police/Sheriff Departments can acquire information from the Colorado Chiefs of Police or County Sheriffs of Colorado association offices regarding the "Professional Accreditation" process. Information and all accreditation forms are available on the CACP website "colochiefs.org".

*APPLICATION:*

The compliance process begins when you apply to CACP/CSOC for assessment and pay the required fee. The application form requires the signature of the chief executive officer. The application should not be submitted until after you have completed the "Self-Assessment" process and are ready for inspection. Department policies and procedures must be completed before submitting your application for accreditation. ***There is a one-year time period for completion of the assessment process.*** The time period begins when the application is received by CACP/CSOC.

*GENERAL INFORMATION QUESTIONNAIRE:*

You are to complete and file the General Information Questionnaire with the Application, thereby providing information that CACP/CSOC uses to determine assignment of assessors and other valuable information for the assessment process.

*SELF-ASSESSMENT:*

The self-assessment is an important aspect of the process. Self-assessment has two basic purposes: (1) to establish proof of compliance with applicable standards, and (2) to facilitate the on-site inspection by the assessors.

Self-assessment provides an opportunity for you to conduct a review of your organization to determine if you meet the requirements of the applicable standards. A systematic approach identifies the requirements of all applicable standards and determines how compliance can be verified. It also reveals those areas in which you do not meet the requirements of the standards and provides some guidance about what can be done to meet the requirement and verify compliance.

The self-assessment process involves examination by you to determine whether or not you believe that you comply with all applicable standards. "Proofs of Compliance" are prepared and documentation is assembled to facilitate the on-site inspection, and the assessment process.

All completed documents required for the self-assessment must be available for the assigned assessors for their review prior to the on-site assessment. This allows the assessors the opportunity to evaluate whether your agency is ready for assessment or further preparation is required before the on-site occurs.

*PRE-ASSESSMENT:*

**After you are satisfied that you have achieved compliance with all applicable standards, you then file the application form, include the appropriate fee, with CACP/CSOC.** The first step in the process to complete the assessment requires providing a completed copy of your department policies and procedures and all completed CACP/CSOC documents to the assessors when requested. The pre-assessment allows assessors to review all documentation and verify your agency policies and procedures conform to the adopted professional standards of CACP/CSOC prior to an onsite assessment.

*ON-SITE ASSESSMENT:*

CACP/CSOC then notifies the Professional Standards Committee Chairperson who assigns a team of assessors. These assessors examine all proofs of compliance to determine if your agency complies with all applicable standards.

*CACP RECOGNITION PROGRAM:*

There are Colorado Law enforcement agencies that choose to seek national accreditation through CALEA (The Commission on Accreditation for Law Enforcement Agencies). CACP recognizes CALEA accreditation standards far exceed the adopted CACP accreditation standards and include most if not all of the CACP standards. Therefore, the CACP Board authorizes the CACP Professional Standards Committee or the CACP Executive Director to accept and submit (with adequate proof of compliance) any CALEA accredited agency for immediate CACP Accreditation approval to the CACP Board of Directors.

*REVIEWS AND APPROVAL*

The assessment team submits a report to the Professional Standards Committee of CACP or CSOC; whichever is applicable, whereupon the committee recommends approval to the CACP/CSOC Board. The CACP/CSOC Board, after review of the report of the assessors and recommendation of

the Professional Standards Committee, will either approve or disapprove accreditation.

*FEES:*

Each agency is responsible for paying the appropriate fee as outlined within the fee schedule. The application fees must be submitted with the completed application prior to the assessment taking place. Since agencies throughout the state provide assessors from their staff at no cost to the applicant agencies, all applicant agencies are responsible for providing accommodations, travel expenses (if requested) and meals for each assessor. The CALEA Recognition fee is required for those agencies who attained CALEA accreditation yet wish to participate in the CACP/CSOC accreditation program. The fee amount for CALEA Recognition is a flat rate fee.

***Fee Schedule***

1 - 9 (Total Employees)	\$200.00
10 - 19	\$250.00
20 - 49	\$450.00
50 - 74	\$550.00
75 +	\$650.00
<b>CALEA Recognition</b>	<b>\$200.00</b>

**Please send completed application to the CACP office.**

**Mail:** 2851 S. Parker Road Suite 1210 Aurora, CO 80014

**Fax:** 303-200-7099

**Email:** [Info@colochiefs.org](mailto:Info@colochiefs.org)

**Phone:** 720-893-2227



# CACP/CSOC



## Professional Standards AGENCY APPLICATION

Department Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 County: \_\_\_\_\_ Zip: \_\_\_\_\_

Department Chief Executive Officer: \_\_\_\_\_ Email: \_\_\_\_\_ Title: \_\_\_\_\_  
 Project Coordinator or Manager: \_\_\_\_\_ Email: \_\_\_\_\_ Title: \_\_\_\_\_

# Sworn Officers: \_\_\_\_\_ # Non-Sworn Personnel: \_\_\_\_\_ # Reserve Officers: \_\_\_\_\_  
 Total Personnel: \_\_\_\_\_ Annual Budget: \_\_\_\_\_ Square Miles Served: \_\_\_\_\_  
 Population of \_\_\_\_\_ Seasonal Population increase \_\_\_\_\_ When: \_\_\_\_\_  
 City: \_\_\_\_\_ to: \_\_\_\_\_

Accredited by Law Enforcement commission on Accreditation (CALEA)? Yes  Date: \_\_\_\_\_ No   
 Current CACP – CSOC Accreditation? Yes  Date: \_\_\_\_\_ No   
 This is a CALEA recognition application? Yes  Date: \_\_\_\_\_ No

The **General Information Questionnaire** is designed to provide the body of information about your department for staff use and the inspectors that conduct the assessment of your department. The data produced will also be utilized to provide a general profile of law enforcement in Colorado for planning and problem solving purposes.

### Agreement:

With this application we agree to comply with the Professional Standards adopted by CACP-CSOC. The inspection will be conducted by professional law enforcement personnel and we agree to them having access to our department for this purpose. The commitment our department must make in working with the CACP-CSOC toward inspection is understood and accepted. We understand we are responsible for all per diem expenses of each assessor. We understand our application fee must accompany this application.

### Fee Amount Circle One

1 -9 Employees	\$200
10 – 19 Employees	\$250
20 – 49 Employees	\$450
50 – 74 Employees	\$550
75+ Employees	\$650
CALEA Recognition	\$200

Signature
(Typed Name)
(Title)
(Date)

### Official Use Only:

Fee \_\_\_\_\_  
 Date Received \_\_\_\_\_  
 Acknowledgement Date \_\_\_\_\_



# CACP/CSOC



## Professional Standards

### AGENCY GENERAL INFORMATION QUESTIONNAIRE

#### FUNCTIONAL PROFILE:

Please indicate, by checking the appropriate box, whether or not your department performs any of the following functions or activities in carrying out its responsibilities.

- | Please mark: |   | [YES]                    | [NO]                     | [OTHER]                  |
|--------------|---|--------------------------|--------------------------|--------------------------|
| 1.           | Has your department entered into a contractual agreement to provide law enforcement services to another jurisdiction through an IGA or MOU?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.           | Has your department entered into a contractual agreement to receive law enforcement services from another jurisdiction through an IGA or MOU? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.           | Is there a collective bargaining agreement in effect? (If yes on questions 1-3, provide copies of agreements.)                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.           | Does your department recruit its own entry-level personnel?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.           | Does your department:   | [YES]                    | [NO]                     | [OTHER]                  |
|              | a. Have a Traffic Unit or component?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|              | b. Employ non-sworn traffic direction and control personnel?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|              | c. Employ non-sworn traffic accident investigation Personnel?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|              | d. School Resource Officer program?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|              | e. Emergency response units (i.e. SWAT/ERT)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|              | f. Employ adult school crossing guards?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|              | g. Enforce Municipal Codes for dogs, weeds, junk vehicles, trash etc.?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.           | Does your department have a "holding facility" (i.e. a facility holding prisoners for 48 hours or less)?                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7.           | Does your department provide security for courtrooms?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

#### AGENCY PROFILE:

- |    |  |                          |                          |                          |
|----|--|--------------------------|--------------------------|--------------------------|
| 9. | Annual Report:   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|    | a. Does your department publish an annual report? (Is it available via | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

agency website?)

10. Uniformed Patrol Operations Please provide the \_\_\_\_\_ % Of total personnel assigned to patrol.

Types of Patrol:

- |                                      | [YES]                    | [NO]                     |
|--------------------------------------|--------------------------|--------------------------|
| a. All 1 officer cars                | <input type="checkbox"/> | <input type="checkbox"/> |
| b. All 2 officer cars                | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Combination of 1 & 2 officer cars | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Foot Patrol                       | <input type="checkbox"/> | <input type="checkbox"/> |
| e. K-9 Units                         | <input type="checkbox"/> | <input type="checkbox"/> |
| f. Equestrian Units                  | <input type="checkbox"/> | <input type="checkbox"/> |
| g. Motorcycle Patrol                 | <input type="checkbox"/> | <input type="checkbox"/> |
| h. Directed Patrol                   | <input type="checkbox"/> | <input type="checkbox"/> |
| i. Bicycle Patrol                    | <input type="checkbox"/> | <input type="checkbox"/> |

j. Other

Comments: \_\_\_\_\_

10-2 Describe how the Patrol Function is staffed by schedules and number of personnel.  
\_\_\_\_\_

10-3 Patrol "Systems": Briefly describe the "systems" used to determine: (1) Patrol manpower needs, and (2) Patrol beat boundaries;  
\_\_\_\_\_

11. Investigative Operations: If the department has an investigative unit, please provide the following information:

- |  | [YES]                    | [NO]                     |
|--|--------------------------|--------------------------|
| Do you have an Investigations Unit?  | <input type="checkbox"/> | <input type="checkbox"/> |
| a. If yes, _____% of total personnel assigned.   |                          |                          |
| b. Does your agency support a staff member to a regional or county wide drug task force?     | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Does the department routinely use uniformed officers to conduct follow-up investigations? | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Does agency have a separate juvenile crimes investigations division?                      | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Does your agency have separate person(s) and property crimes investigation unit?          | <input type="checkbox"/> | <input type="checkbox"/> |
| f. Does agency have a separate vice investigations unit?                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| g. Does your agency have a separate forensic lab unit?                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| h. Does your agency have a separate intelligence unit?                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| i. Does your agency have a separate unit dedicated to computer crimes?                       | <input type="checkbox"/> | <input type="checkbox"/> |
| <u>Does your agency provide other specialized</u>  | <input type="checkbox"/> | <input type="checkbox"/> |

investigative services? If yes, please explain.

\_\_\_\_\_

11-2 Organization of Investigations:

Briefly describe the organization of the investigative unit: Reports to; organized by crime specialty or not; how are personnel assigned; hours of work; and other aspects that will provide basic information.

\_\_\_\_\_

11-3 Solvability Factors:

Does your department routinely employ:

[YES]

[NO]

"Solvability factors" in deciding case assignments and/or case priorities?

If yes, briefly describe how solvability factors are employed:

\_\_\_\_\_

12. Administration:

Are administrative rules available via electronic media (i.e. web page, CD, etc...)

[YES]

[NO]

12-1 Rules and Regulations

Does your department have a manual of rules and regulations?

12-2 Written Directive System

Does your department have a written directive system?

12-3 Administrative Units

Does your department have a formal unit (i.e., one or more persons assigned full time for the following activities:

a. Planning/Research

b. Inspections

c. Intelligence

d. Internal Investigations

e. Public Information

f. Police-Community Relations

g. Data Processing

12-4 What other "formal" administrative units does the department have?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

12-5 \_\_\_\_\_% of total personnel assigned to administration.

13. Evidence and Property:  
 Does your department operate and maintain its own evidence and property storage? [YES] [NO]

Does your agency provide evidence storage for other agencies?

14. Communications Center:  
 Does your department manage and operate its own communications center? [YES] [NO]

If no, who manages the department's communications or is it a shared facility? Please explain below:

\_\_\_\_\_

15. Records:  
 Does your department operate and maintain its own Records Section? [YES] [NO]

16. Civil Process:  
 Does your department have responsibility for civil process service? [YES] [NO]

17. Code Enforcement:  
 If you answered question 5-h "yes" please complete the following questions:  
 Do you enforce: [YES] [NO]

a. Animal Control?

b. Weed Abatement?

c. Trash Abatement?

d. Inoperable Vehicles?

e. Sign Ordinances?

Other \_\_\_\_\_

Number of personnel assigned: \_\_\_\_\_

a. Are these personnel:

Sworn

Non-Sworn

b. Briefly describe their work schedules:

\_\_\_\_\_

[YES] [NO]



- 
- c. Is a procedural or policy manual available?
18. Relations with the Fire Suppression Agency:  
Please indicate the relationship between your department and the fire suppression agency, or agencies in your service area:
- a. Is your department a separate service?
- b. If "no," is the department part of Department of Public Safety, reporting to a Director?
- c. Are department personnel cross-trained and used for law enforcement and fire suppression purposes?

If "yes," please describe the nature and scope of the program below:

\_\_\_\_\_

19. Please describe any unique characteristics of your community that causes special problems, i.e., ski resort, prison location, etc. or any unique problems your department may have that is in need of solutions. (Other than budget.)

\_\_\_\_\_



**CACP/CSOC**  
**Professional Standards**  
**ASSESSOR APPLICATION**



Name: \_\_\_\_\_

**EMPLOYMENT INFORMATION**

Agency Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Address: \_\_\_\_\_

Current Rank: \_\_\_\_\_ Length of service with this agency: \_\_\_\_\_

List any other position(s) you have held with this agency: \_\_\_\_\_

List other agencies you have worked for and at what rank/position/assignment:

\_\_\_\_\_

**AGENCY INFORMATION**

Is your agency currently accredited? Y  N  CALEA  ACA  CACP  OTHER

# sworn Officers \_\_\_\_\_ # Sworn Reserve Officers \_\_\_\_\_ #non-sworn Personnel \_\_\_\_\_

Population of Agency Jurisdiction: \_\_\_\_\_

Agency Levels of Service of functions provided

- |                         |                          |                        |                          |                    |                          |
|-------------------------|--------------------------|------------------------|--------------------------|--------------------|--------------------------|
| Dispatch                | <input type="checkbox"/> | Records                | <input type="checkbox"/> | Emergency Services | <input type="checkbox"/> |
| Patrol (24 hr)          | <input type="checkbox"/> | Court Security         | <input type="checkbox"/> | Fire               | <input type="checkbox"/> |
| SWAT-SRU                | <input type="checkbox"/> | Prisoner Transport     | <input type="checkbox"/> | Rescue             | <input type="checkbox"/> |
| Animal Control          | <input type="checkbox"/> | Civil                  | <input type="checkbox"/> | Dive/Search/Rescue | <input type="checkbox"/> |
| Detention Facility      | <input type="checkbox"/> | Warrants               | <input type="checkbox"/> | Other              | <input type="checkbox"/> |
| Separate Investigations | <input type="checkbox"/> | Special Investigations | <input type="checkbox"/> |                    |                          |

**EDUCATION/TRAINING**

List all education and training you have received that may be pertinent to this position (use a separate sheet of paper if necessary)

**EDUCATION**

High School:

---

College:

---

Advanced Degree:

---

**TRAINING**

POST Certifications

---

---

Other Professional Training

---

---

---

---

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Chief Executive Officer: \_\_\_\_\_

Date: \_\_\_\_\_

**ASSESSOR APPLICANT APPROVAL**

CACP Chairman: \_\_\_\_\_

CSOC Chairman: \_\_\_\_\_



**CACP/CSOC**  
**Professional Standards**



**SELF ASSESSMENT WORKSHEET**

**COMPLETED BY:** \_\_\_\_\_  
(Agency)

+ Optional Standard

STANDARD NUMBER #	COMPLIANCE		DOCUMENTATION & NOTES	ASSESSOR
	YES	NO		
10.1	<input type="checkbox"/>	<input type="checkbox"/>		
10.2	<input type="checkbox"/>	<input type="checkbox"/>		
20.1	<input type="checkbox"/>	<input type="checkbox"/>		
20.2	<input type="checkbox"/>	<input type="checkbox"/>		
20.3	<input type="checkbox"/>	<input type="checkbox"/>		
20.4	<input type="checkbox"/>	<input type="checkbox"/>		
20.5	<input type="checkbox"/>	<input type="checkbox"/>		
20.6	<input type="checkbox"/>	<input type="checkbox"/>		
20.7	<input type="checkbox"/>	<input type="checkbox"/>		
20.8	<input type="checkbox"/>	<input type="checkbox"/>		
20.9	<input type="checkbox"/>	<input type="checkbox"/>		
20.10	<input type="checkbox"/>	<input type="checkbox"/>		
20.11	<input type="checkbox"/>	<input type="checkbox"/>		
20.12	<input type="checkbox"/>	<input type="checkbox"/>		
30.1+	<input type="checkbox"/>	<input type="checkbox"/>		
30.2+	<input type="checkbox"/>	<input type="checkbox"/>		
30.3+	<input type="checkbox"/>	<input type="checkbox"/>		
40.1	<input type="checkbox"/>	<input type="checkbox"/>		
40.2	<input type="checkbox"/>	<input type="checkbox"/>		
40.3	<input type="checkbox"/>	<input type="checkbox"/>		

40.4	<input type="checkbox"/>	<input type="checkbox"/>		
50.1	<input type="checkbox"/>	<input type="checkbox"/>		
50.2	<input type="checkbox"/>	<input type="checkbox"/>		
50.3	<input type="checkbox"/>	<input type="checkbox"/>		
50.4	<input type="checkbox"/>	<input type="checkbox"/>		
50.5	<input type="checkbox"/>	<input type="checkbox"/>		
50.6	<input type="checkbox"/>	<input type="checkbox"/>		
50.7	<input type="checkbox"/>	<input type="checkbox"/>		
50.8	<input type="checkbox"/>	<input type="checkbox"/>		
60.1	<input type="checkbox"/>	<input type="checkbox"/>		
60.2	<input type="checkbox"/>	<input type="checkbox"/>		
60.3	<input type="checkbox"/>	<input type="checkbox"/>		
60.4	<input type="checkbox"/>	<input type="checkbox"/>		
60.5	<input type="checkbox"/>	<input type="checkbox"/>		
60.6	<input type="checkbox"/>	<input type="checkbox"/>		
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# CACP/CSOC

## Professional Standards

### INDIVIDUAL ASSESSMENT FORM

Agency: \_\_\_\_\_

#### Individual Standard Status Report

Standard Number: \_\_\_\_\_  
Assigned By: \_\_\_\_\_  
Prepared By: \_\_\_\_\_

#### Assessor Use Only:

Compliance Verified: \_\_\_\_\_  
 Non-Compliance \_\_\_\_\_  
 Other Status \_\_\_\_\_

**Compliance** (Complete Section A)

**Other than Compliance** (Complete Section B)

#### SECTION A – COMPLIANCE

(Place an "X" in Appropriate Box or Boxes and Identify the Source or Sources that Prove Compliance)

**Written Directive** (attach highlighted copy) \_\_\_\_\_

**Written Documentation** (attach highlighted copy) \_\_\_\_\_

Interview with: \_\_\_\_\_

**Observation of:** \_\_\_\_\_

#### SECTION B – OTHER THAN COMPLIANCE

(place an "X" in Appropriate Box and Complete Narrative on Reverse Side)

**Not Applicable by Reason of Function**

Optional Standard (We elect **NOT** to Comply)

**Other**



# CACP/CSOC

## Professional Standards

### Final Assessment Worksheet



*(To be used by CACP Assessors Only)*

Agency:	Date Started :
CEO:	Date Completed:
Project Coordinator:	
Assessors:	

#### + Optional Standard

STANDARD NUMBER #	COMPLIANCE		DOCUMENTATION & NOTES	ASSESSOR
	YES	NO		
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10.2	<input type="checkbox"/>	<input type="checkbox"/>		
20.1	<input type="checkbox"/>	<input type="checkbox"/>		
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20.11	<input type="checkbox"/>	<input type="checkbox"/>		
20.12	<input type="checkbox"/>	<input type="checkbox"/>		
30.1+	<input type="checkbox"/>	<input type="checkbox"/>		
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40.1	<input type="checkbox"/>	<input type="checkbox"/>		
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260.13	<input type="checkbox"/>	<input type="checkbox"/>	
260.14	<input type="checkbox"/>	<input type="checkbox"/>	
260.15	<input type="checkbox"/>	<input type="checkbox"/>	
260.16	<input type="checkbox"/>	<input type="checkbox"/>	
260.17	<input type="checkbox"/>	<input type="checkbox"/>	
260.18	<input type="checkbox"/>	<input type="checkbox"/>	
260.19	<input type="checkbox"/>	<input type="checkbox"/>	
260.20	<input type="checkbox"/>	<input type="checkbox"/>	
260.21	<input type="checkbox"/>	<input type="checkbox"/>	
260.22	<input type="checkbox"/>	<input type="checkbox"/>	

**CONCLUSION:**

AGENCY: \_\_\_\_\_

CEO: \_\_\_\_\_

Meets all required CACP / CSOC Professional Standards?   
Does not meet minimum CACP / CSOC Professional Standards?

**ASSESSOR RECOMMENDATION:**

Recommend Approval by CACP / CSOC? Yes  No

Assessor's Signatures: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

**PROFESSIONAL STANDARDS COMMITTEE RECOMMENDATION:**

Recommend approval for CACP Accreditation? Yes  No

Signed: \_\_\_\_\_  
Committee Chairman

Date: \_\_\_\_\_

**CACP / CSOC BOARD ACTION:**

Approval for CACP Accreditation? Yes  No

Signed: \_\_\_\_\_  
CACP/CSOC President

Date: \_\_\_\_\_

# FORMAT FOR FINAL REPORT

Assessment Date:

Assessors:

Agency:

Agency Head:

Project Coordinator:

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Community Profile

Department Profile

Pre-Assessment Review

Onsite Review

Post Assessment Review

Summary

## **SECTION “B”**



## **CACP Assessment Components**

### *THE PRE-ASSESSMENT:*

The pre-assessment allows the applicant agency and the assigned assessor to coordinate efforts to complete all necessary paperwork and forms prior to the onsite assessment. This is easily completed from the convenience of their offices. Normally this process takes three to six weeks to complete or longer (depending on the number of applicant agencies) since the assessor can be assigned to more than one agency. The pre-assessment steps include:

1. Completion of the self-assessment prior to submittal of accreditation application.
2. Accreditation Application is complete and all fees are paid.
3. Applicant Agency Questionnaire is complete.
4. Applicant Agency provided (2) hard copies and one electronic copy (CD or PDF) to the assessor.
5. Applicant agency completed all "Individual Standards Form" for each corresponding professional standard and attached the relevant policy section to that form.
6. An onsite assessment date is scheduled.
7. Applicant agency confirmed meals and lodging arrangements for assessors.
8. Assessors have made necessary arrangements with the applicant agency project manager to complete corrections to policies, "ISA's" and all other required CACP forms.
9. Assessors have reviewed all "Individual Standards Form" confirming presented policies meet CACP standards prior to the onsite.

It is the responsibility of the lead assessor and the second assessor to coordinate their efforts to review all policies and standards identifying policy compliance. When assessors find policies not in compliance with standards it is the lead assessor's responsibility to address this issue with applicant agency project manager. It is recommended the onsite assessment does not occur until all corrections are completed by the applicant agency.

### *THE ONSITE ASSESSMENT:*

The onsite assessment is primarily for confirming the applicant agency follows the written directives outlined in policies, general orders, and other documentation presented. Other components of the onsite assessment include:

1. Tour of the facility.
2. Inspection of department equipment.
3. Inspection of a marked patrol vehicle to include all equipment in the vehicle.
4. Inspection of unmarked vehicles (if utilized) with the vehicle fleet.
5. Inspection of the records unit.
6. Inspection of the evidence storage facility.
7. Inspection of the communication center and written policies.
8. Inspection of the municipal/county government policies and procedures relevant to police operations.
9. Inspection of the agency field training manual.
10. Review of all Memorandum of Understandings, Intergovernmental Agreements, and other written agreements that exist between the applicant agency and other government agencies.
11. Inspection/Tour of other offsite facilities that support the police function for the applicant agency.

12. Brief interviews with various members of the department staff (i.e. records, communication, evidence and property, and field training).

Typically the onsite assessment can be completed within a four to six hour time frame with two assessors for medium to large agencies. For smaller agencies the onsite can be completed by one assessor if necessary.

#### *THE POST ASSESSMENT:*

The post assessment requires the assessors to convene and share their observations based on the onsite and pre-site assessment. During this period the assessors come to agreement or concurrence on recommendation for approval of accreditation. Once the decision to approve is reached the lead assessor or second assessor ends the assessment process by completing the following forms:

1. Complete the final assessment worksheet and sign.
2. Complete the final assessment narrative report and sign.
3. Compile each signed individual standards form with the adjoining policy.
4. Compile the information in a three ring binder and submit the document to the professional standards committee chair.

It is incumbent on the assessors to complete this process within a three week period.

#### *AGENCY ACCREDITATION MEDIA RELEASE TEMPLATE:*

FOR IMMEDIATE RELEASE  
(Date XXX)

Contact:  
XXX Police Chief

#### **XXX POLICE DEPARTMENT EARNS STATE ACCREDITATION**

(XXX City)--The XXX Police Department has received accreditation from its peers by earning the Professional Standards Compliance Award, which recognizes outstanding police and sheriffs departments throughout Colorado based on 186 established professional standards. XXX Police Chief XXX, representing the Colorado Association of Chiefs of Police (CACP), presented the award to Chief XXX during (XXX Day of week) XXX Council meeting. Standards such as ethics, organization, crime prevention, operations and others were verified by an on-site assessment and the XXX Police Department met or exceeded the established standards. The accreditation program is sanctioned by CACP and the County Sheriffs of Colorado, which represent all local and county law enforcement in Colorado.

According to Chief XXX, the department earned the recognition due to its commitment to provide quality law enforcement services in partnership with the community. There are 232 law enforcement agencies in Colorado and only 35 of these agencies are accredited. "Gaining this accreditation was not an easy process and it involved a lot of work and commitment by the entire department," said XXX.

The XXX Police Department includes XX sworn officers and XX civilian employees and is known for its commitment to providing the highest quality of police service to its residents, businesses and guests. XXX Chief XXX says the department also is committed to improving

service delivery on an ongoing basis, resulting in a safer community.

For more information, contact XXX at XXX-XXXX (phone number).

*CACP ACCREDITATION PRESENTATION TEMPLATE:*

CACP/CSOC  
ACCREDITATION PRESENTATION

TEMPLATE

Good evening, my name is \_\_\_\_\_. I am the Chief of Police in \_\_\_\_\_ and I am here on behalf of the Colorado Association of Chiefs of Police. I am the \_\_\_\_\_ (board member or officer position in CACP).

My purpose is to present your Chief \_\_\_\_\_ with a certificate from the Police Chiefs and County Sheriff's Associations, which has found that the \_\_\_\_\_ Police Department has met the state standards for accreditation.

There are 232 law enforcement agencies in Colorado. Only about 15% of these agencies are accredited. It is not an easy process and it involves a lot of work and commitment by the entire department.

In order to become an accredited law enforcement agency, the \_\_\_\_\_ police department had to meet some 186 mandatory established professional standards 7 optional professional standards, which were verified by an on-site assessment by law enforcement officials from other jurisdictions serving on the CACP/CSOC Professional Standards Committee as professional assessors. Your police department met or exceeded all the established standards. (If a CIRSA agency) This accreditation will give your community bonus points with CIRSA, which may in-fact, reduce your insurance costs.

You can be very proud of you police department and its' employees. Chief \_\_\_\_\_ and his staff are committed to providing quality law enforcement services to your community.

On behalf of the Colorado Association of Chiefs of Police and the County Sheriffs of Colorado, it is my pleasure to present the \_\_\_\_\_ Police Department and Chief \_\_\_\_\_ with their accreditation certificate.

*CACP RECOGNITION PROGRAM:*

There are Colorado Law enforcement agencies that choose to seek national accreditation through CALEA (The Commission on Accreditation for Law Enforcement Agencies). CACP recognizes CALEA accreditation standards far exceed the adopted CACP accreditation standards and include most if not all of the CACP standards. Therefore, the CACP Board authorizes the CACP Professional Standards Committee or the CACP Executive Director to accept and submit (with adequate proof of compliance) any CALEA accredited agency for immediate CACP Accreditation approval to the CACP Board of Directors.

## **SECTION “C”**

### **OATH OF OFFICE AND CODE OF ETHICS**

*This is a mandatory standard requiring all agencies to provide a written directive supporting the*

*standard police officers are mandated by an oath of office to carry out their duties and are sworn to uphold the law regardless of the person(s) involved. Additionally, sworn officers are required to abide by a code of ethics as a policing professional.*

- 10.1 A written directive requires all personnel, prior to assuming sworn status, to take an oath of office to enforce the law and uphold the Constitution of the United States, and Constitution of the State of Colorado.

(Mandatory)

**COMMENTARY:** The taking of an oath of office is a universal practice in law enforcement service. The oath should include elements to satisfy both local and state requirements, as well as the need to enforce the law and uphold the Constitution of the United States.

- 10.2 A written directive requires all sworn officers to abide by a code or canon of ethics adopted by the agency.

(Mandatory)

**COMMENTARY:** The canon of ethics adopted by the International Association of Chiefs of Police, or the Law Enforcement Code of Ethics as published by the International Association of Chiefs of Police and adopted by the County Sheriffs of Colorado, will satisfy the intent of this standard. Adherence to the code of ethics and to the United Nations Code of Conduct for Law Enforcement Officials may also be inserted as an element of the oath of office.

## FORCE AND FIREARMS

*This is a mandatory standard requiring all agencies provide a written directive that outlines the proper use of force by officers of their agency. How police agencies direct police officers to apply force are mandated by constitutional law, state law, and agency policies. Within this framework agencies must ensure proper training and equipment is provided for all officers who enforce the law.*

- 20.1 A written directive states personnel will use only the force necessary to accomplish lawful objectives. Written documentation is required whenever an officer/deputy uses any force that results in injury or death.  
(Mandatory)

**COMMENTARY:** The intent of this standard is to establish the appropriate use of force, to include a documentation requirement and a supervisory review. Additionally, it is strongly recommended the agency establish and train in a use of force continuum. Typically written documentation is through a written police report and an agency administrative use of force report form. Agencies shall conduct a supervisory review (at a minimum) of all physical use of force situations that exceed minimal arrest control practices.

- 20.2 A written directive states an officer may use deadly force only when the officer reasonably believes that the action is in defense of human life, including the officer's own life, or in defense of any person in immediate danger of serious physical injury. Definitions of conditional terms such as those for reasonable belief, serious physical injury or similarly used terms that are used to qualify the directive shall be included.  
(Mandatory)

**COMMENTARY:** The intent of this standard is to establish a clear cut agency policy on the use of force that is consistent with state law and which provides officers with guidance in the use of force in life and death situations and to prevent unnecessary loss of life. Definitions of "reasonable belief," and "serious physical injury" should be included in the directive. The agency must review this direction with all sworn employees and may wish to cross-reference other critical policies such as pursuits and roadblocks.

- 20.3 A written directive specifies that use of deadly force against a "fleeing felon" must meet the conditions required by standard 20.2.  
(Mandatory)

**COMMENTARY:** A "fleeing felon" should not be presumed to pose an immediate threat to life in the absence of actions that would lead one to believe otherwise, such as a previously demonstrated threat to or wanton disregard for human life.

- 20.4 A written directive requires that all sworn personnel receive instruction and be issued copies (electronic or hard copies) of use of force policies described in standards 20.1, 20.2 and 20.3 before being authorized to carry a firearm.  
(Mandatory)

**COMMENTARY:** Owing to the importance of standards 20.1, 20.2 and 20.3, the agency should disseminate the directives to all sworn personnel individually.

- 20.5 A written directive governs the discharge of "warning shots."

(Mandatory)

COMMENTARY: None.

- 20.6 A written directive governs the carrying of side arms and ammunition while off duty.

(Mandatory)

COMMENTARY: The policy should specify the circumstances under which an officer may or may not carry a side arm and ammunition while off duty.

- 20.7 A written directive governs the use of less-lethal weapons by agency personnel and requires written documentation whenever an officer/deputy uses any less-lethal weapons other than in training situations.

(Mandatory)

COMMENTARY: Agency personnel normally have less-lethal tools at their disposal. The intent of this standard is to ensure the proper use, training, documentation of use and supervisory review of use of such tools is completed. The tools may include batons, PR-24's, Nunchaku's, Electric Restraint Devices, Kubatons, knives and chemical agent dispensers.

- 20.8 A written directive establishes criteria for authorizing the carrying of non-issued, personal firearms.

(Mandatory)

COMMENTARY: A firearm meeting accepted criteria should be expected to be in satisfactory working condition. The directive should address areas such as caliber, barrel length, type of weapon, identification of weapon, whether the officer/deputy is qualified to use the weapon, and policy concerning on and off duty use of the weapon.

- 20.9 A written directive requires that a written report be submitted whenever an officer/deputy discharges a firearm, other than in training or for recreational purposes.

(Mandatory)

COMMENTARY: The intent of this standard is to ensure that a written report is completed within a specified time period. The report should set forth all circumstances surrounding the incident. If the facts of the incident support a conclusion that the shot was the result of negligence, the officer/deputy should be required to undergo firearms certification training again.

- 20.10 A written directive requires that only officers demonstrating a proficiency in the use of agency authorized firearms, in addition to authorized side arms, be allowed to carry such weapons.

(Mandatory)

COMMENTARY: The intent of this standard is to cover the carrying of weapons such as shotguns, tear gas guns, or automatic rifles. Demonstrated proficiency includes achieving minimum scores on a prescribed course, attaining and demonstrating knowledge of the laws concerning the use of firearms, and being familiar with recognized safe-handling procedures for the use of these weapons.

- 20.11 A written directive requires each sworn officer to qualify and train at least annually with any firearm that the officer is authorized to use.

(Mandatory)

**COMMENTARY:** The written directive should describe the score required for qualification, target type, timing, distance, and other conditions. Qualification should involve not only the actual firing of the weapon, but also a passing score on a "what, when, where, and how" type of written test based on the training provided.

20.12 A written directive requires that only weapons and ammunition meeting agency-authorized specifications be used in the performance of duty.

(Mandatory)

**COMMENTARY:** Control should be maintained for reason of safety and civil liability.



## MUTUAL AID

*This is not a mandatory standard for all agencies. However, those agencies who operate under Mutual Aid Agreements, Memorandums of Understanding, or Intergovernmental Agreements must follow these optional standards as presented with written directives.*

- 30.1 A written directive delineates the terms of any interagency agreement concerning concurrent jurisdiction.  
(OPTIONAL)

**COMMENTARY:** The written directive should clearly outline such details as; which agency responds to calls for service, by type of event, if necessary; communication linkages between the agencies to assure prompt and appropriate response; the provision of backup support between jurisdictions, if necessary; reporting responsibilities; and policy concerning jurisdiction of prosecutors and courts.

- 30.2 If an agency enters into a mutual aid agreement, in addition to that provided for in Colorado Statutes, the mutual aid agreement should include an estimate of the amount of aid available from the provider agencies.  
(OPTIONAL)

**COMMENTARY:** Whether the agency operates under existing legislation or a mutual aid agreement, it should have a plan for providing or receiving aid in unusual occurrence situations. The plan should assess the extent of aid that could be provided while maintaining adequate law enforcement coverage in the service area. The types and amounts of major resources should be estimated and their locations listed. Planning should also involve liaison with other agencies that may be involved when mutual aid is invoked.

- 30.3 A written directive governs procedures for requesting federal law enforcement assistance in emergency situations.  
(OPTIONAL)

**COMMENTARY:** Circumstances may require the assistance of federal law enforcement resources. Procedures should be in place prior to the need for such assistance to ensure a quick and efficient request.

## ORGANIZATION, ACCOUNTABILITY, AUTHORITY

*This is a mandatory standard requiring all agencies provide a written directive with a detailed description of their organizational structure through a pictorial diagram demonstrating lines of authority and accountability within their organization.*

- 40.1 The agency's organizational structure is depicted graphically on an organizational chart that is reviewed and updated as needed. It is accessible to all personnel.  
(Mandatory)

**COMMENTARY:** In addition to the written description, the agency should have an official organizational chart. The chart should reflect the chain of command and the lines of authority and communication within the agency. The chart should be updated as required, but at least annually, and should be posted permanently in at least one location accessible to all personnel.

- 40.2 Each employee is accountable to only one supervisor at any given time.  
(Mandatory)

**COMMENTARY:** None.

- 40.3 A written directive requires that responsibility be accompanied by commensurate authority.  
(Mandatory)

**COMMENTARY:** The intent of the directive should be to establish a policy guideline for the delegation of authority. At every level within the agency, personnel should be given the authority to make decisions necessary for the effective execution of their responsibilities.

- 40.4 A written directive states that each employee is accountable for the use of delegated authority.  
(Mandatory)

**COMMENTARY:** The intent of the directive should be to establish a policy on employee accountability. A major priority of a law enforcement agency should be assurance that each employee is made fully accountable for the use of delegated authority, as well as for the failure to use it.

## CODE OF CONDUCT AND DISCIPLINE

*This is a mandatory standard requiring all agencies provide a written directive that defines agency requirements concerning proper conduct (on and off duty) and disciplinary practices that guide agency employees.*

- 50.1 A written directive specifies a code of conduct and appearance for agency personnel.  
(Mandatory)

**COMMENTARY:** This directive should include: (1) Compliance with agency directives; (2) Unbecoming conduct; (3) Use of alcohol and drugs; (4) Acceptance of gratuities, bribes, or rewards; (5) Abuse of authority; (6) Use of force; and (7) Proper care and maintenance of equipment. The directive should also specify the conduct expected of employees, and particularly identify prohibited employee behavior. Prohibitions should be specific, whereas approved behavior may be stated in general terms (e.g. courtesy, punctuality). Directives about grooming and uniform appearance also should be specific. The code of conduct may be in the form of rules and regulations.

- 50.2 The agency makes readily available to all employees copies of the code of conduct and appearance guidelines.  
(Mandatory)

**COMMENTARY:** In addition to having copies of the code of conduct and appearance readily available, this should be a topic included in all levels of training, and repeated at intervals to emphasize its importance.

- 50.3 A written employee recognition directive with established procedures and criteria for rewarding employees, including letters of commendation, compensation, awards for merit or valor.  
(Mandatory)

**COMMENTARY:** The written directive should enhance consistency in rewarding employees. Compensation may include additional time off with pay, as well as a monetary supplement. Agencies that present awards for meritorious and heroic acts should ensure that criteria are established as prerequisites for these awards.

- 50.4 A written disciplinary directive with established procedures and criteria that uses training as a function of discipline.  
(Mandatory)

**COMMENTARY:** The written directive should encourage training as a method of improving employee productivity and effectiveness through positive and constructive methods.

- 50.5 A written disciplinary directive with established procedures and criteria that uses counseling as a function of discipline.  
(Mandatory)

**COMMENTARY:** The written directive should provide guidelines regarding alternatives to be considered in counseling. In theory and practice, there is an association of severity attached to counseling at different levels in the hierarchical structure of the agency. The

directive should also provide guidance concerning the recording of the purpose and effect of the counseling experience.

- 50.6 A written disciplinary directive with established procedures and criteria for punitive actions in the interest of discipline; including oral reprimands, written reprimands, loss of leave, suspension, demotion and dismissal.

(Mandatory)

**COMMENTARY:** The directive should strive to enhance consistency in punitive actions. The severity of each alternative should be geared to the actions of the employee. This does not imply a required sequence of punitive acts. Some agencies specify a range of punishments for various violations or specific punishments in explicit situations; where these are established employees should be so informed.

- 50.7 A written directive with established procedures and criteria for the appeal process in disciplinary situations.

(Mandatory)

**COMMENTARY:** The directive should outline the process to be used by the employee to appeal or grieve the findings of the decision maker.

- 50.8 A written directive with established procedures for maintenance of records of disciplinary actions.

(Mandatory)

**COMMENTARY:** The components of the disciplinary system should identify the methods to be applied to officer conduct in the interest of discipline. The system should be based on fairness to the employee and the agency and should stimulate employee morale and motivation. The written system should address any Human Resource functions required by the agencies local governing body. Finally, the directive should require written records of disciplinary actions, and should include where the records should be filed, how long they should be maintained, and under what circumstances they should be purged.

## HIRING/RECRUIT PROBATION/RECRUIT TRAINING/ANNUAL TRAINING

*This is a mandatory standard requiring a written directive in support of the recruitment process, application of lawful hiring practices, training process (for recruits and non-probationary employees), and recruit training. Also, this standard requires a selection process is used by the agency in selecting their field training officers and field training supervisors.*

- 60.1 A background investigation of each candidate is conducted prior to appointment to probationary status.

(Mandatory)

**COMMENTARY:** The background investigation, though costly and time-consuming, is considered by many practitioners to be the most useful and relevant component of the selection process. Investigators must use all data available on the candidate, especially the application form and the medical history report. It is more reliable to conduct the inquiry in person, though telephone and mail inquiries are appropriate in cases of criminal history and driving records. The investigation should routinely involve a home visit with the candidate and his or her family, and interviews with neighbors. Background investigations are generally listed among the final stages in the selection process only to suggest that this is when they should be completed; they are likely to have commenced much earlier.

- 60.2 A written directive requires that a background investigation include verification of a candidate's qualifying credentials, a review of a candidate's criminal record, if any; and verification of at least three personal references of the candidate.

(Mandatory)

**COMMENTARY:** Qualifying credentials should include educational achievement, employment, age, residence and citizenship. The verification can be made by telephone, correspondence, computer inquiry, or personal interview, and should be backed up by written notations. A candidate's criminal history should be obtained from the National Crime Information Center (NCIC), a Federal Bureau of Investigation (FBI) fingerprint check, and appropriate state and local criminal history record information repositories. Personal references should include at least one employer (if the candidate has an employment history) and may include teachers, landlords, neighbors, friends, and co-workers. The verifications can be made by telephone, correspondence, or personal interview, and should be backed up by written notations.

- 60.3 Only qualified professionals are used to assess the emotional stability and psychological fitness of candidates.

(Mandatory)

**COMMENTARY:** Law enforcement officers, personnel technicians, or other agency staff should not attempt to interpret psychiatric or psychological requirements. Only qualified professionals, such as psychologists or psychiatrists, should make such judgments to ensure proper interpretation and legal defensibility of the selection process.

- 60.4 At least a 12-month probationary period and completion of entry-level training is required before candidates are granted regular status.

(Mandatory)

**COMMENTARY:** The agency should include a probationary period among the final steps

in the selection process. A one-year probationary period is generally accepted among the law enforcement community. The time required for an entry level police officer to complete field training requirements and academy usually total six months or more reducing the amount of time available to assess the officer's skills and suitability for the position of police officer.

- 60.5 The agency requires all candidates for employment as peace officers to have completed an approved Colorado POST basic academy pursuant to C.R.S. 24-31-305 before performing duties of a sworn peace officer as defined by C.R.S. 16-2.5-102.  
(Mandatory)

**COMMENTARY:** The intent of this standard is to prevent the hiring of persons as peace officers who have not successfully completed a Colorado POST recognized basic training course. An agency may retain recruit non-certified officer candidates as non-sworn employees for other duties (i.e. communications, records etc...) until they meet the requirements of the Colorado P.O.S.T. board. However, they may not perform sworn law enforcement duties.

- 60.6 A written directive system establishes a field-training program for recruit police officers..  
(Mandatory)

**COMMENTARY:** Due to the amount of information a recruit police officer is required to learn a formal or structured field training program ensures the recruit receives appropriate assistance during this learning phase.

- 60.7 A written directive that establishes procedures identifying a liaison with the academy staff for newly hired recruit police officers attending an accredited police academy.  
(Mandatory)

**COMMENTARY:** If a recruit officer is hired prior to attending or while attending the academy agencies should establish routine communication with academy staff. Considering the amount of time and dedication of resources to a new recruit officer it is incumbent to assign a member from the agency training program or supervisor to engage academy staff for the purpose of receiving updates on the progress of a police recruit.

- 60.8 A written directive establishing the rotation of recruit field assignments (assigning recruits to different training officers).  
(Mandatory)

**COMMENTARY:** Imperative to the learning experience for the police recruit is controlled exposure to various methods of policing strategies and tactics employed by veteran training officers. To accomplish this it is important recruit officers are exposed to different styles of policing that still meet department mandates and philosophies through systemic rotational process. Also, important to the rotational process is providing training officers with time away from recruit officers to avoid occupational burnout.

- 60.9 A written directive that establishes a selection process for field training officers.  
(Mandatory)

**COMMENTARY:** Every agency should have established a minimum selection criterion for training officers. These requirements at a minimum should include; time on the job,

achieved training levels, demonstrated proficiencies through past performance and other relevant criteria determined by the agency.

- 60.10 A written directive that establishes training requirements for field training officers.  
(Mandatory)

**COMMENTARY:** The agency should select a recognized forty-hour training program built to teach training officers how to instruct and train recruit police officers. It is encouraged these training programs for training officers include a component on teaching the adult learner.

- 60.11 A written directive outlining the guidelines for the evaluation of recruits by field training officers.  
(Mandatory)

**COMMENTARY:** The agency should adopt an evaluation system (through recognized field training programs) or similar systems that can evaluate a recruit officer daily, weekly, and monthly.

- 60.12 A written directive establishing reporting responsibilities of the field training officer.  
(Mandatory)

**COMMENTARY:** As a special assignment within policing it is recognized training officers should report to a training supervisor responsible for the overall recruit training program. At times this could be a person other than the officer's immediate supervisor. It is imperative agencies delineate these roles of supervision within the department so training officers and recruit officers understand who they report to under the recruit training system.

- 60.13 A written directive that assigns a recruit training supervisor.  
(Mandatory)

**COMMENTARY:** For continuity and efficiency the recruit training program should have a dedicated supervisor assigned for maintaining the integrity of the program. Included is the ability to hold recruit officers and training officers accountable during the training program. The supervisor should be responsible for ensuring all appropriate documentation and training methods are being utilized to benefit the recruit officer's development.

- 60.14 A written directive requires all sworn personnel to complete an annual retraining program, inclusive of firearms re-qualifications.  
(Mandatory)

**COMMENTARY:** The agency should ensure that personnel are kept up to date with new laws, technological improvements, and revisions in agency policy, procedures, rules and regulations. The Mandatory retraining may also be designed to provide supervisory, management, or specialized training to participants. Retraining may be used to supplement: (1) Pre-promotional training, (2) Training prior to assignment to a specialized component, or (3) Executive development training for higher-ranking officers. The agency should ensure that information included in retraining is included on promotional examination.

The program should be structured in such a way as to motivate experienced officers and to further the professionalism of the agency. The training can address the following topics: (1) Review of agency policy, procedures, and rules and regulations, with emphasis on changes; (2) Review of statutory or case law affecting law enforcement operations, with emphasis on changes; (3) Review of the functions of agencies in the local criminal justice system; (4) Exercise of discretion in the decision to invoke the criminal justice process; (5) Review of interrogation and interviewing techniques; (6) Agency policy on the use of force, including the use of deadly force; (7) Emergency medical services; (8) Review of the performance evaluation system; (9) Emergency fire suppression techniques; (10) New or innovative investigative or technological techniques or methods, if any; (11) Hazardous materials incidents; (12) Review of contingency plans, if any, including those relating to special operations and unusual occurrences; (14) Collection and preservation of evidence; (15) Report writing and records system procedures and requirements; (16) Constitutional law; and (17) Anti-Bias training component. Agencies are encouraged to train in the areas presenting the greatest liability to their officers and department, i.e. use of force, pursuit vehicle operation, emergency vehicle operation, evidence collection and preservation, and constitutional law as etc...



## PERFORMANCE EVALUATION

*This is a mandatory standard requiring a written directive that supports the ongoing evaluation of agency members and their performance in the pursuit of meeting the mission of policing services within the agency.*

- 70.1 A written directive requires an annual performance evaluation of each employee.  
(Mandatory)

**COMMENTARY:** The purposes of performance evaluations are to: (1) Standardize the nature of the personnel decision making process; (2) Assure the public that the agency's personnel are qualified to carry out their assigned duties; (3) Provide job incumbents with necessary behavior modification information to allow them to maintain behaviors that are appropriate from the agency's standpoint and to eliminate inappropriate behaviors.

Each agency may require more frequent evaluation reports to assure that the objectives of the system are reached. This may include weekly, monthly, or quarterly review and coaching sessions with employee's direct supervisor as an example.

## PERSONNEL STAFFING ALLOCATION

*This a mandatory standard requiring a written directive requiring the use of a staffing methodology to adequately support the policing function for the agency and their community.*

80.1 The allocation of personnel to the patrol component is based upon a workload assessment.  
(Mandatory)

**COMMENTARY:** The workload assessment system should include an outline of the calculations required and any source documents, factors, personnel, and/or equipment necessary to accomplish the task. Departmental personnel should consider such things as:

- a. Number of incidents handled by patrol personnel during the specified period;
- b. Average time required handling an incident at the patrol level (or measurement of a sampling of cases);
- c. Calculation of the percent of time, on the average, that should be available to the patrol officer for handling incidents during a specified period (such as an eight-hour shift); and
- d. Time lost through days off, holidays, and other leave, compared to the total time required for each patrol assignment.

## PURSUIITS - EMERGENCY RESPONSE

*This is a mandatory standard requiring a written directive defining the application of pursuit and emergency vehicle operation practices of the agency. Agencies are required to properly apply all state laws governing use and operation of emergency vehicles.*

90.1 A written directive governs pursuit of motor vehicles.

(Mandatory)

**COMMENTARY:** The agency should have a clear-cut policy and procedure for pursuits. The policy should be cross-referenced with the agency's deadly force policy (See 20.1 and 20.2). Given the gravity of possible outcomes and concern for public safety when a police officer decides to pursue it should be well stated and known within policy what actions are allowed.

90.2 A written directive requiring evaluation of circumstances before engaging in emergency vehicle operation or pursuit.

(Mandatory)

**COMMENTARY:** This standard requires officers to actively evaluate the circumstances anytime a situation dictates emergency vehicle operation for pursuits.

90.3 A written directive that outlines the initiating officer's responsibilities.

(Mandatory)

**COMMENTARY:** At a minimum this should include direction of travel, speeds, and reason for pursuit for the purpose of keeping fellow officers and communications informed. In the case of emergency responses for other events policy should include a component that responding officers notify communications when they are responding with both lights and sirens,

90.4 A written directive outlining a secondary unit's responsibilities.

(Mandatory)

**COMMENTARY:** Often other units will respond to assist with police pursuits. An agency should include a component that addresses the role of the secondary unit responsibilities and the number of subsequent units allowed to participate in the pursuit.

90.5 A written directive outlining a dispatcher's responsibilities during a motor vehicle pursuit.

(Mandatory)

**COMMENTARY:** Many agencies share communication services with other emergency service providers and law enforcement entities. Any outlined requirements of dispatchers should be provided to the communication center for clarity.

90.6 A written directive that outlines a supervisor's responsibilities for motor vehicle pursuits.

(Mandatory)

**COMMENTARY:** Agencies should have included within their policy guidelines for supervisors outlining their duties during a motor vehicle pursuit.

90.7 A written directive outlines the use of products capable of debilitating a vehicle, when to apply the use of roadblocks or other vehicle maneuvers capable of stopping fleeing vehicles.

(Mandatory)

**COMMENTARY:** The safety of officers and the public are compromised when deploying stopping maneuvers, using roadblocks, or deploying the use of “stop sticks”. Departments should have written guidelines addressing this issue.

90.8 A written policy addressing when to terminate a pursuit.

(Mandatory)

**COMMENTARY:** The authority to stop a pursuit should be clearly stated within policy too include the progression by which such a decision can be made.

90.9 A written directive addressing outside jurisdictional pursuits.

(Mandatory)

**COMMENTARY:** Agencies should include guidelines that address when personnel are allowed to assist with outside agency pursuits. This should include any agreements or memorandums of understanding in place that address vehicle pursuit assistance.

90.10 A written directive with procedures requiring a critique of the pursuit as soon as possible.

(Mandatory)

**COMMENTARY:** At a minimum the policy should contain requirements to debrief the pursuit with all officers involved. Followed by a report process that includes a review of the pursuit to ensure all policies and law were complied with by officers involved in the pursuit. This report should be submitted to the Chief Executive Officer of the agency.

90.11 A written directive establishes procedures for responding to routine and emergency calls, and includes guidelines for the use of authorized equipment.

(Mandatory)

**COMMENTARY:** The agency should classify radio calls as routine or emergency. These classifications should permit designation of the seriousness of the call, when the emergency lights and siren should be used, and when the traffic laws should be observed. The directive should address high speed driving necessary to respond to emergency calls. In these instances, speeds should be limited, unless a life-threatening situation exists and traffic conditions permit a higher speed.

90.12 A written directive requiring all members receive agency pursuit policy.

(Mandatory)

**COMMENTARY:** All sworn personnel should be provided with this written directive. Agencies may wish to consider frequent discussion and review of these policies/procedures during roll call and/or in-service training sessions.

## MARKED VEHICLES

*This is a mandatory standard requiring a written directive ensuring all emergency vehicles meet minimum statutory requirements and CACP guidelines for properly marked vehicles.*

- 100.1 Vehicles used in routine or general patrol service must be conspicuously marked.  
(Mandatory)

**COMMENTARY:** Conspicuously marked patrol cars are readily identified as law enforcement agency vehicles from every view and from a long distance, even at night. Conspicuous marking increases safety, serves as a warning to potential violators, and provides citizens with a feeling of security. Markings should include: (1) Mounted emergency lights (such as those mounted on rooftop light bars); (2) The agency's name; (3) The emergency telephone number; and (4) Reflective materials placed on the sides and rear of the vehicle, such as reflective striping, lettering, or decals.

Vehicles used primarily by investigators, in plain clothes, for covert purposes or for traffic law enforcement, do not have to meet this standard.

- 100.2 Each vehicle used in routine or general patrol service must be equipped with (1) Red and/or blue and/or white mounted lights; (2) A siren; and (3) A mobile radio transceiver.  
(Mandatory)

**COMMENTARY:** As an emergency vehicle, a patrol car should be equipped with these accessories to increase its effectiveness. It is also recommended the patrol cars be equipped with a public address speaker, exterior spotlights, and alley lights. Patrol vehicles used for covert purposes do not have to meet this standard.

## UNIFORMS

*This is a mandatory standard requiring a written directive by the agency concerning the equipment and uniforms to be worn by agency officers. This includes the use of safety equipment by officers of the agency and who is responsible for providing said equipment.*

- 110.1 A written directive designates specifications for personal equipment and apparel to be worn by patrol officers.  
(Mandatory)

**COMMENTARY:** Uniforms should be well fitting and suited for seasonal changes in climate to provide maximum comfort. The uniform should also identify the wearer by name, rank, and agency. Clothing, leather goods, accessories, and service weapons should convey uniformity.

- 110.2 A written directive designates or establishes procedures for the use and availability of ballistic body armor for sworn personnel.  
(Mandatory)

**COMMENTARY:** A directive may specify circumstances when the wearing of vests is Mandatory. The vests or jackets should be rated as recommended by the National Institute of Justice and at a minimum be capable of stopping a caliber of ammunition that officer uses for their sidearm weapon. If the agency elects to provide ballistic body armor, the number of vests must equal the total number of sworn officers who perform operational duties.

## CANINE-EQUINE POLICE USE

*This is only a mandatory standard requiring a written directive if the agency uses canine or equestrian animals in support of the police function. If the agency provides or supports these functions a written directive is required to meet this standard.*

- 120.1 If an agency uses canine teams or horses, a written directive specifies the training officers receive prior to assuming the duties and responsibilities of a canine handler or horse handler/rider, and the annual retraining needed to maintain certifications is at a minimum of eight hours.

(Mandatory)

COMMENTARY: None

- 120.2 A written directive specifies the training handlers of canine or equine receives, is a law enforcement recognized training program specific to law enforcement use.

(Mandatory)

COMMENTARY: The purpose of this standard is to ensure that canine and horse teams receive the appropriate training to effectively perform their duties and responsibilities, and that these teams are not deployed haphazardly. Great caution should be used in deploying teams in heavily populated or congested areas. The directive should include specific statements restricting the use of dogs for controlling riots or Civil Disorders.

- 120.3 A written directive establishes the guidelines, circumstances, and limitations in which canines and horses may be used.

(Mandatory)

COMMENTARY: None

- 120.4 A written directive establishes procedures for canine area and building searches, tracking, and drug and explosive detection.

(Mandatory)

COMMENTARY: None

- 120.5 A written directive establishes canine and horse use of physical force guidelines and reporting procedures, including dog bites, and injuries to the handler/rider.

(Mandatory)

COMMENTARY: None

- 120.6 A written directive establishes procedures for the care of canines and horses.

(Mandatory)

COMMENTARY: None

- 120.7 A written directive specifies the care and usage of canine and horse vehicles and equipment, including specific markings identifying a canine vehicle.

(Mandatory)

COMMENTARY: None



## JUVENILE INVESTIGATION

*This is a mandatory standard requiring a written directive concerning agency practices in dealing with juveniles as suspects, arrestees, or status offenders. It is imperative the agency follow all federal and state mandates in handling and dealing with juveniles.*

- 130.1 A written directive requires that officers dealing with juvenile offenders use the least coercive among reasonable alternatives, consistent with preserving public safety, order, and individual liberty.  
(Mandatory)

**COMMENTARY:** Youthful offenders may be dealt with by law enforcement officers in one of four ways; (1) Outright release with no further action; (2) Simple treatment by the agency alone, consisting principally of supervision on a voluntary basis agreed to by the parents; (3) A relatively prolonged program of treatment, also on a voluntary basis, necessitating the services of a number of social agencies; or (4) Referral to juvenile court. In keeping with the doctrine of parens patriae (i.e., the concept that the state plays the role of parent to the child rather than adversary), agencies should seek the least forceful alternative when disposing of cases involving juveniles.

- 130.2 A listing is maintained of social services agencies, which provides services to youths within the agency service area.  
(Mandatory)

**COMMENTARY:** Law enforcement officers, especially juvenile specialists, should be aware of the alternatives and resources available to them. Such a list should prove an invaluable aid to those who must choose among available social service agencies when the decision to divert a juvenile is being, or has been, made. This list should be updated periodically.

## COMMUNITY PARTNERSHIPS

*This is a mandatory standard requiring a written directive by the agency. Research and practices have proven community and police partnerships effectively enhance the quality of police services and reduce crime and disorder issues within communities. This practice supports the mission premise of a professional agency.*

- 140.1 The agency has established policies and directives outlining the development of given partnerships within their community that may include but is not limited to; local businesses, service clubs, schools, religious organizations, and other government agencies.  
(Mandatory)

**COMMENTARY:** Community partnerships provide agencies the opportunity to more effectively and efficiently address crime and disorder issues within their communities. The agency should have incorporated within their agency a unit, person, or all members actively engaged in developing community partnerships which is inclusive of community members who represent various community components. This practice brings credibility and accessibility of local law enforcement to the general public.

- 140.2 The agency has established policies outlining utilization of conventionally recognized problem solving strategies to address community crime and disorder issues.  
(Mandatory)

**COMMENTARY:** Problem Oriented Policing and Community Policing concepts include a problem solving component for police practitioners. Problem solving designed specifically to address crime and disorder issues contain the following components; reviewing the problem, identifying the problem, developing a response to address the problem, and an assessment component determining the effectiveness of the response to the problem. The agency should incorporate these practices within their organization and train personnel in the use and application of these concepts on.

- 140.3 The agency has assigned responsibility to one employee, a unit, or has implemented agency wide practices and philosophies that aid in the sustainability of developing community wide partnerships through problem solving initiatives to reduce crime and disorder. (Examples include School Resource Officer programs, Crime Prevention programs, Community Safety services etc...)  
(Mandatory)

**COMMENTARY:** None

## CRITICAL INCIDENTS

*This is a mandatory standard requiring a written directive that addresses management of special operations. Even for smaller agencies who do not possess the resources or staff to support managing such events a developed directive would include the agency's ability to draw on resources from other agency's within their geographical area.*

- 150.1 A written directive, at a minimum, establishes procedures for governing special operation that includes: a selection/screening process for special units, such as a SWAT (Special Weapons and Tactical) teams, crises negotiation unit, and bomb disposal unit; training; the development of operational plans; and guidelines, circumstances, and limitations for use.  
(Mandatory)

COMMENTARY: None

- 150.2 A written directive on the deployment and use of special weapons and tactics (SWAT) team to include procedures for activating the team.  
(Mandatory)

COMMENTARY: Agencies at a minimum must have access to a SWAT Unit through either their own department or through informal inter-agency cooperation or a formal Intergovernmental Agreement (IGA). Within these procedures should include person(s) authorized to activate the SWAT Unit.

- 150.3 A written directive addressing crisis negotiation callouts and their uses when deployed.  
(Mandatory)

COMMENTARY: Typically a crisis negotiator is used most commonly for barricaded subject or hostage situation callouts. The agency must have in place at a minimum written directives or plan for handling these situations.

- 150.4 A written directive for the deployment and use of any special purpose vehicles used by tactical teams, for other emergency response callouts or special events.  
(Mandatory)

COMMENTARY: This standard requires agencies have procedures for those qualified to operate specialty vehicles and outlining the uses of such vehicles.

- 150.5 The agency has a written directive for the use of Decoy operations.  
(Mandatory)

COMMENTARY: NONE

- 150.6 The agency has a written directive for undercover and surveillance/stakeouts.  
(Mandatory)

COMMENTARY: NONE

- 150.7 Agencies have written directives for the proper disposal of incendiary/explosive devices.

(Mandatory)

**COMMENTARY:** The agency must have the ability to dispose of explosive devices through internal process or through other agencies. At a minimum the safe deactivation and disposal of these devices is necessary for the safety of personnel and the community.

150.8 Agencies have a written plan for responding to and managing bomb threats.

(Mandatory)

**COMMENTARY:** Often agencies are called to assist with the management of bomb threats for either government or private facilities. The agency should have a written plan for response and checking of buildings for possible bombs or explosive devices.

150.9 Agencies have a written plan for coordinating the public safety needs of special events held within their community.

(Mandatory)

**COMMENTARY:** Communities hold special events where the daily population increases placing a strain on public safety resources. Agencies should have in place written directives that identify the management of such events to include personnel allocation, police versus private security of such events, traffic management plans, and booking needs for workloads that exceed normal loads.

150.10 Agencies have a written plan for the protection and management of visiting VIP's within their community.

(Mandatory)

**COMMENTARY:** Visiting VIP's can place unexpected load on agencies and their staff. Therefore at a minimum, a written plan outlining protection of VIP's, traffic routes, coordination with VIP teams and coordination of VIP management with other jurisdictions at a minimum are required.

150.11 Coverage of Homeland Security emergencies, disasters and all hazard situations.

(Mandatory)

**COMMENTARY:** With the advent of the 9/11 attacks homeland security has become a necessity for all law enforcement. Agencies must have at a minimum a completed community threat assessment and a response plan to address homeland security threats.

150.12 A written directive addressing coverage and management of civil disorders.

(Mandatory)

**COMMENTARY:** None

150.13 A written directive for the use of the Incident Command System and the National Incident Management System (NIMS).

(Mandatory)

**COMMENTARY:** The agency directive should identify the organizational configurations of the special operations component, as well as the position or persons authorized to activate special operations. The directive should also set forth procedures governing the use of special operations personnel in specific situations. The agency is responsible for ensuring

all response personnel within the organization have received basic NIMS training through their state or federal affiliates.

- 150.14 Emergency operations plans are accessible to all command personnel and are reviewed and, if necessary, updated every two years.

(Mandatory)

**COMMENTARY:** Emergency operations plans should be reviewed and compared with new conditions, hazards, or threats. This should occur every two years but more frequent updates are encouraged where needed.

- 150.15 If an agency performs search and rescue missions, a written directive defines the scope and procedures of their activities.

(Mandatory)

**COMMENTARY:** None.

## TACTICAL AND CRISIS SITUATIONS

*This is a mandatory standard requiring a written directive. Agencies are required to provide a written plan that addresses the management of such events to include the acquisition of outside resources to meet the demands of managing this type of event. If the agency does not have the resources required to handle these situations the plan must include a component that outlines how adequate resources are allocated for such an incident.*

- 160.1 The agency has a written plan for handling a barricaded person and hostage situations.  
(Mandatory)

**COMMENTARY:** The agency has the ability to bring on scene a crisis negotiator and special response unit to manage barricaded subject and crisis negotiation scenes. The agency incorporates within the written response plan the roles and responsibilities of first responders and on scene command. It is imperative the written plans are practiced annually to ensure their working capacity during an actual event.

- 160.2 A written notification and callout system of SWAT personnel, and crisis negotiators, if this function exists within the organization or a callout process to activate outside agency resources to provide these services when needed.  
(Mandatory)

**COMMENTARY:** Guidelines for barricaded subjects and hostage situations need to be developed and tested prior to use. Once in effect, they should be frequently trained on, and subject to annual review and modification.

- 160.3 Notification of appropriate persons within and outside of the agency (i.e. command officer, dog handlers, press information officer, etc.)  
(Mandatory)

**COMMENTARY:** None

- 160.4 Establishment of an inside and outside perimeter around the scene.  
(Mandatory)

**COMMENTARY:** Establishing operational parameters protects officers and the general public during a barricaded subject and crisis negotiation event and aids in containing the event.

- 160.5 Evacuation of injured victims and bystanders.  
(Mandatory)

**COMMENTARY:** Once contained it is a primary responsibility of the responding agency to provide for the injured and remove innocent bystanders from potential personal danger.

- 160.6 A written directive establishing a central command post and chain of command for management of a crisis situation.  
(Mandatory)

**COMMENTARY:** Establishing a clear chain of command and selecting a safe central location for a command post allows for effective and efficient emergency management

- during a crisis situation.
- 160.7 A written directive outlining when to request fire rescue and ambulance service.  
(Mandatory)
- COMMENTARY: None
- 160.8 A written directive that delineates how media access and news media access is allowed during a crisis situation.  
(Mandatory)
- COMMENTARY: Typically this process is identified within the agency emergency management plan.
- 160.9 A written directive that clearly outlines who has authorization to utilize lethal and less than lethal weapons, and use of chemical munitions.  
(Mandatory)
- COMMENTARY: Built within the emergency management plan identification of the command person responsible for directing the application of use of force and the level of force deployed during a crisis situation.
- 160.10 Guidelines/instructions for the negotiation process, to include decision making authority, and a list of non-negotiable items  
(Mandatory)
- COMMENTARY: None
- 160.11 A written directive that establishes appropriate protocols outlining who communicates with a suspect in a hostage situation and when the use of trained negotiator is used in such situations.  
(Mandatory)
- COMMENTARY: It is critical that only trained personnel negotiate with barricaded subjects and hostage takers when possible.
- 160.12 A written directive that identifies the level of interaction between SWAT and hostage/crisis negotiator personnel and the responsibilities of each during a crisis event.  
(Mandatory)
- COMMENTARY: During a hostage situation it is imperative open and direct communication is established between SWAT and crisis negotiators to conclusion of the event.
- 160.13 A written directive that clearly states who has the authority to activate a chase/surveillance vehicle and how the travel routes will be controlled.  
(Mandatory)
- COMMENTARY: None.

## INTERNAL AFFAIRS

*This is a mandatory standard requiring a written directive. The internal affairs function and citizen complaint process is a necessary component of a professional policing model requiring agencies to accept all citizen complaints. A credible IA function tracks all complaints from receipt to completion with appropriate notification to the complainant and the aggrieved employee. All IA functions are assigned to one person who reports directly to the Chief Executive of the agency this maintains the confidentiality of the investigation for all involved.*

- 170.1 A written directive establishes the agency's internal affairs function.  
(Mandatory)

**COMMENTARY:** The written directive should establish the administration of internal affairs matters for the purpose of creating a process to ensure the integrity of the agency. The goal of internal affairs is to ensure that the integrity of the agency is maintained through an internal system where objectivity, fairness, and justice are assured by intensive, impartial investigation and review.

- 170.2 A written directive specifies the activities of the internal affairs function.  
(Mandatory)

**COMMENTARY:** It is important the agency clearly states when the internal affairs function is activated so all members of the agency understand when the need arises to deploy the I.A. process. It should be the policy of the agency that all allegations of employee misconduct be appropriately investigated and promptly adjudicated. Additionally, all reports or accusations made against members of the agency or the agency in general, from all sources, should be completely investigated in order to insure the integrity of the agency and its members.

- 170.3 A written directive outlining recording, registering, and controlling the investigation of complaints against officers.  
(Mandatory)

**COMMENTARY:** The proper management of all officer complaints is imperative. The agency must have in place at a minimum a reporting system that tracks all complaints by case number, who received the complaint, and the final disposition of the complaint. Included is the requirement that the agency maintain the complaint on file for a predetermined time frame as required by state law.

- 170.4 A written directive that outlines who is responsible for supervising and controlling the internal affairs investigation of the internal investigation of alleged or suspected misconduct within the agency.  
(Mandatory)

**COMMENTARY:** The agency must assign the investigation of alleged misconduct to one person who is responsible for overseeing completion of the investigation and who has the formal authority to direct others to conduct all or portions of the investigation.

- 170.5 A written directive identifies the importance to maintain the confidentiality of the internal affairs investigation and records.  
(Mandatory)



**COMMENTARY:** Internal investigations should remain confidential and are generally not of public concern nor are they of concern to non-involved members of the organization. Employees under investigation and those conducting investigation of alleged misconduct must protect the rights of the aggrieved employee and the organization. At no time should any employee be allowed to discuss the merits of an internal investigation with anyone else other than those investigating the allegation or the Chief Executive Officer or their designee.

- 170.6 A written directive specifies the categories of complaints that require investigation by the internal affairs function.

**(Mandatory)**

**COMMENTARY:** The intent of this standard is to provide guidelines regarding which categories of complaints are to be handled by the internal affairs function or as part of routine discipline. The criteria for determining the categories of complaints to be referred to the internal affairs function may include allegations of corruption, brutality, use of force, breach of civil rights, or criminal misconduct. Criteria for assignment of the investigation for the complaint to line supervisors may include, for example, alleged rudeness on the part of the officer, tardiness, or insubordination. Examples of categories to be used are (Formal Investigation) for serious policy violations or law violations and (Informal Investigation) for minor policy violations.

- 170.7 A written directive designates a position or individual within the agency as responsible for the internal affairs function with the authority to report directly to the agency's chief executive officer.

**(Mandatory)**

**COMMENTARY:** This standard should ensure accountability and unity of command. The sensitivity and impact of internal affairs matters on the direction and control of an agency require that the agency's chief executive officer receive all pertinent information directly.

- 170.8 Written directives relating to the administration of the internal affairs function are disseminated to all personnel.

**(Mandatory)**

**COMMENTARY:** In the interest of preserving discipline and enhancing self-discipline within the agency, each employee must understand and be guided by the directives mentioned in this standard. Individuals should receive updated copies of these directives whenever changes are published. This is normally accomplished through annual policy update practices and the use of appropriate distribution practices for said updates.

- 170.9 When employees are notified that they have become the subject of an internal affairs investigation, the agency issues the employee a written statement of the allegations and the employee's rights and responsibilities relative to the investigation.

**(Mandatory)**

**COMMENTARY:** The action described in this standard should be taken in the interest of organizational integrity and fairness to employees.

- 170.10 A written directive requires the agency to investigate all complaints against the agency or

employees of the agency.  
(Mandatory)

**COMMENTARY:** The purpose of the standard is to require an appropriate investigation of all complaints, against the agency or its employees. On occasion, malicious and deliberate false accusations are made against the agency or its employees. These accusations should be investigated to protect the integrity of the agency and the employees, thereby instilling public confidence in the agency.

- 170.11 A written directive requires that the agency notify the complainant concerning the status of complaint against the agency or its employees.  
(Mandatory)

**COMMENTARY:** In the public interest and to enhance police-community relations, the status of investigations should be communicated periodically during and at the conclusion of an investigation. The degree of specificity of the notice is left to the discretion of the agency.

- 170.13 Records pertaining to internal affairs investigations are maintained in a secure area by the individual responsible for the internal affairs function.  
(Mandatory)

**COMMENTARY:** The purpose of this standard is to protect the confidentiality of all records associated with the investigative reports and documents related to an internal affairs case. This includes archiving records as required by state law.

- 170.14 A written directive specifies the conditions under which employees may be interviewed.  
(Mandatory)

**COMMENTARY:** This standard should address appropriateness and type of interview methods to be used when interviewing an employee either as a witness or subject of an accusation.

- 170.15 A written directive establishing a notification process to the employee as to who will conduct the interview.  
(Mandatory)

**COMMENTARY:** The employee under investigation should be informed prior to such interview of the rank, name and command of the officer in charge of the interview, the interrogating officers, and all other persons to be present during the interview.

- 170.16 A written directive stating when and where interviews of the employee may take place, and for how long;  
(Mandatory)

**COMMENTARY:** When employees are being interviewed as a subject or witness they should be given ample time to make necessary arrangements to meet their personal or professional obligations.

- 170.17 Compensation, if any, for interview time.

(Mandatory)

**COMMENTARY:** Non-exempt employees are entitled to appropriate compensation agencies should identify within policy when and how employees are to be compensated.

170.18 A written directive that outlines the manner in which interviews will be conducted..

(Mandatory)

**COMMENTARY:** Personnel assigned to the investigation should conduct employee interviews in a professional and acceptable manner. The interrogating session should be for a reasonable period, taking into consideration gravity and complexity of the issue being investigated. The person being interviewed should be allowed to attend to his own personal physical necessities.

170.19 A written directive that outlines, if any, publicity of the interview.

(Mandatory)

**COMMENTARY:** Internal affair investigations include interviewing subject employees. Agencies must weigh the right of the employee versus the right of the public to know. Agencies should state within policy when if at any time information concerning Internal Affair interviews is available for public knowledge.

170.20 A written directive establishing the documentation of an interview, recording and transcription, and who is allowed access to these documents.

(Mandatory)

**COMMENTARY:** This standard should address how interviews, written documents, and who is has direct access to work product from Internal Affair interviews. Included should be components identifying when interviews should be recorded. The complete interview of an employee may be recorded. If a tape recording is made of the interview, the employee should have access to the tape, if any further proceedings are contemplated, or prior to any further interview at a subsequent time. The employee should be entitled to a transcribed copy of any notes (at his expense) made by a stenographer, or to any reports or complaints made by investigators or other persons, except those which are deemed by the investigating agency to be confidential and may be entered in the employee's file. The employee being interviewed should have the right to bring his own recording device and record any and all aspects of the interview.

170.21 A written directive outlining the appropriateness and timeliness of when Garrity and/or Miranda decisions are administered.

(Mandatory)

**COMMENTARY:** It is important personnel assigned to conducting Internal Affair investigations understand when the use of Garrity outweighs the need to apply Miranda advisement. The standard recommends agencies identify how the use of either doctrine applies for a given investigation.

170.22 Who is authorized to represent the employee and guidelines to control the number and nature of the representatives.

(OPTIONAL)

**COMMENTARY:** Colorado is an “at will” employment State and the procedures regarding employee representation in administrative investigations or pre-disciplinary meetings vary by jurisdiction. The agency should be guided by and follow the administrative policies or guidelines adopted by their governing body. If an agency allows employee representation during administrative investigations, the following guidelines are recommended. Upon the filing of a formal written statement of charges, or whenever an interview focuses on matters which are likely to result in punitive action against any employee, that employee, at his request, should have the right to be represented by a representative of his choice to include legal counsel who may be present at all times during such interview. The representative should not be a person subject to the same investigation.

The representative should not be required to disclose, nor be subject to any punitive action for refusing to disclose, any information received from the employee under investigation for non-criminal matters. Whenever an employee is subject to interview resulting from an internal investigation or subjected to questioning which could result in disciplinary action being taken, such investigation or questioning should be given the following considerations. For the purpose of this standard, disciplinary action is defined as any action which may lead to dismissal, demotion, suspension, reduction in salary or rank, written reprimand, or transfer for purposes of punishment.

Upon the filing of a formal written statement of charges, or whenever an interview focuses on matters which are likely to result in punitive action against any employee, that employee, at his request, should have the right to be represented by a representative of his choice to include legal counsel who may be present at all times during such interview. The representative should not be a person subject to the same investigation. The representative should not be required to disclose, nor be subject to any punitive action for refusing to disclose, any information received from the employee under investigation for non-criminal matters.

This section should not apply to any interview of an employee in the normal course of duty, counseling, instruction, or informal verbal admonishment by, or other routine or unplanned contact with, a supervisor or any other employee, nor should this section apply to an investigation concerned solely and directly with alleged criminal activities.

- 170.23 A written directive regulates when an employee is to be notified of the completion of an investigation of misconduct.  
(OPTIONAL)

**COMMENTARY:** An employee who is the subject of an interview should be provided with notification of the conclusion of the internal investigation within a reasonable time of that event. It shall be sufficient that the employing law enforcement agency make reasonable efforts to comply with this provision within the time constraints provided.

- 170.24 A written directive specifies the situations or conditions, when an instrument of deception can be used during an internal affairs investigation.  
(Mandatory)

**COMMENTARY:** The written directive should be based upon the legal requirements in the jurisdiction, case law, and precedent and should be consistent with other administrative decisions.

No employee should be compelled to submit to a polygraph examination against his will. However, refusal to submit to lie detector examination may and can result in disciplinary up to and including termination dependent on agency policies.

If a voluntary test is taken, the employee should be provided with copies of the reports and results.

This section is not intended to limit an employing law enforcement agency from requiring a lie detector examination as a part of its hiring process.

- 170.25 A written directive specifies the conditions under which medical or laboratory examinations are administered in conducting internal affairs investigations, photographs are taken of employees in conducting internal affairs investigations, an employee may be directed to participate in a line-up as part of an internal affairs investigation, and an employee may be required to submit financial disclosure statements as part of an internal affairs investigation.

(OPTIONAL)

**COMMENTARY:** The directive should be in the form of an order signed by the agency's chief executive officer. An employee may be required to submit to a medical or laboratory examination, at the agency's expense, when the examination is specifically directed and narrowly related to a particular internal affairs investigation being conducted by the agency. An example is the use of this process in determining drug use by employees.

An employee may also be required to be photographed, to participate in a line up, and/or to submit a financial disclosure statement when the actions are material to a particular internal affairs investigation being conducted by the agency.

## ADMINISTRATIVE PROCEDURES FOR PERSONNEL

*This is a mandatory standard requiring a written directive. It is the responsibility of the agency to ensure the organization, its employees, and the governmental body is protected from undue liability. Agencies are encouraged to maintain a current knowledge base of all federal and state laws concerning personnel management.*

- 171.1 A written directive specifies the acceptable level of political activity of an employee.  
(Mandatory)

**COMMENTARY:** Except as otherwise provided by law, or whenever on duty or in uniform, no employee should be prohibited from engaging in, or be coerced or required to engage in political activity.

- 171.2 A written directive establishes procedures for employee personnel files, to include: file storage and security, access, contents, employee review, and content retention schedule.  
(Mandatory)

**COMMENTARY:** No employee should have any comment adverse to his interest entered in his personnel file, or any other files used for any personnel purposes by his employer, without the employee having first reviewed the document. After an employee reviews the document, that fact shall be noted on that document, and signed or initialed by the keeper of the records.

An employee should have a reasonable period of time within which to file a written response to any adverse comment entered into his personnel file. Such written response should be attached to, and should accompany, the adverse comment.

- 171.3 A written directive regulates an employee's involvement in employee organizations.  
(Mandatory)

**COMMENTARY:** Employees are provided direction reference their right to form, join, support, participate in, or abstain from employee organizations, or its lawful activities.

- 171.4 A written directive specifies the conditions in which a medical and/or chemical test may be administered to an employee for suspected drug and chemical abuse.  
(Mandatory)

**COMMENTARY:** An employee may be compelled to submit to a blood, breath, or urine test only on the basis of a reasonable suspicion that the employee is under the influence of drugs or alcohol.

- 171.5 A written directive specifies an employee's due process in any disciplinary action.  
(Mandatory)

**COMMENTARY:** An employee is given due process, to include a pre-disciplinary hearing in any disciplinary action taken by an employing law enforcement agency which effects such employee's compensation, benefits, status, or tenure. If the applicant agency employees (at will status) their policies outline that process for the employee.

171.6 A written directive prevents discrimination against an employee when the conditions of employment and the standards of investigation procedures are utilized on his/her behalf.  
(Mandatory)

**COMMENTARY:** No employee should be discharged, demoted, disciplined, or denied promotion, or be threatened with any such treatment by reason of the lawful exercise of the rights granted herein, or the exercise of any rights under any existing administrative grievance procedure.

It shall be a violation of the Professional Standards Policy of Colorado Association of Chiefs of Police and the County Sheriffs of Colorado to deny or refuse to any peace officer the rights and protection guaranteed to them by this policy.

## PRISONER TRANSPORT AND RESTRAINT

*This is a mandatory standard requiring a written directive. The proper handling of arrestees and subsequent prisoner transport requires officers to ensure their safety and the safety of the prisoner is paramount. Searching methods and techniques applied should take into consideration proper application with members of the opposite sex when practical. Adequate and legal restraint devices should be used to control prisoners.*

- 180.1 A written directive requires a search of the prisoner by the transporting officer before being transported.

(Mandatory)

**COMMENTARY:** The transporting officer is legally responsible for the safety and custody of the prisoner being transported. It must be assumed that the prisoner may have had an opportunity to obtain contraband or a weapon prior to the time he or she is accepted for transport by the officer. It should never be assumed by the officer that someone else has searched the prisoner. Prisoners should be searched each time they come into the transporting officer's custody, including transports to and from court appearances.

- 180.2 A written directive stipulates prisoners are to be restrained during transport, with exceptions noted.

(Mandatory)

**COMMENTARY:** It is necessary for officers to know when and how prisoners are to be restrained, and when, where, and how particular restraining devices are to be employed, including special and prohibited methods. For example: (1) In transporting more than one prisoner, each is to be handcuffed with hands in front and arms intertwining; and (2) A prisoner is not to be handcuffed to any part of the vehicle, such as a door post; and (3) Consideration must be given to the medical and physical condition of the prisoner and the possibility of positional asphyxia.

The directive should also take into account circumstances under which the prisoner is to be transported by vehicle over a period of several hours.

- 180.3 A written directive governs situations permitting transport of prisoners by officers of the opposite sex, with exceptions defined.

(Mandatory)

**COMMENTARY:** The agency is in a vulnerable position if a male escort officer/deputy is used to transport a female prisoner, and only slightly less vulnerable in the reverse situation. At times, however, it may not be possible to assign a female as the transporting officer/deputy for a female prisoner. In such situations, procedures should provide for recording time of departure, time of arrival, and mileage of the vehicle used, at both ends of the trip. The pertinent information should be documented.

- 180.4 A written directive prescribes procedures for transporting prisoners in special situations.

(Mandatory)

**COMMENTARY:** The unusual circumstances surrounding such situations as transports to hospitals, dental offices, and psychiatric institutions provide extraordinary opportunities to a prisoner for unauthorized personal contact, escape or infliction of injury on himself or



others. Therefore, special precautions and security measures should be stipulated and employed.

- 180.5 A written directive requires examination of all vehicles, used for transporting prisoners, at the beginning of each shift and the search of any transport vehicles prior to and after transporting prisoners.

(Mandatory)

**COMMENTARY:** The intent of this standard is to ensure that any vehicle used to transport a prisoner is free of weapons and contraband before and after the prisoner comes in contact with the vehicle. An examination before each shift will insure the vehicle has not been tampered with since last used, is free of weapons and contraband, is mechanically safe, is free of damage or defect and is properly equipped for use.

## PRISONER RIGHTS AND WELFARE – NON-DETENTION FACILITY

*This is a mandatory standard requiring a written directive. Handling prisoners on scene and afterwards is the responsibility of the agency member. If agencies do not have the facilities to hold a person for questioning or temporary detention (12 hours or less) the written directive must provide alternatives for the arresting officers. Conversely, if the agency does have adequate facilities they must meet the minimum standards as outlined.*

- 190.1 A written directive governs access of media representatives to the holding facility.  
(Mandatory)

**COMMENTARY:** While media representatives may be granted access to holding facilities for reporting items of public interest, their presence, however, should not violate arrestee's privacy, impede facility operations, or obstruct or frustrate acquisition and development of information for presentation in court by both the prosecution and the defense. Access of all non-essential personnel should be prohibited in emergency situations.

- 190.2 A written directive specifies procedures for supervision of arrestees of a sex opposite that of the supervising staff member.  
(Mandatory)

**COMMENTARY:** Agency staff should be carefully selected and receive appropriate training to supervise arrestees of the opposite sex.

- 190.3 A written directive prescribes procedures to be used to ensure the right of arrestees to have confidential access to attorneys.  
(Mandatory)

**COMMENTARY:** Every effort should be made to ensure privacy in contacts between attorneys and their clients. Arrestees should be able to consult with attorneys, their representatives, or experts retained by them.

- 190.4 A written directive governs arrestee's visitation/rights.  
(Mandatory)

**COMMENTARY:** Arrestees in temporary custody who have been transported to another facility or released should be permitted visitors consistent with security needs and maintenance of order.

- 190.5 Juveniles are provided detention quarters separated from adult arrestees; and may not be detained more than six hours.  
(Mandatory)

**COMMENTARY:** Juvenile housing should be separated by sight and sound from adult housing. Juveniles should also be processed into the facility separately.

- 190.6 Female arrestees are provided quarters separate from male arrestees.  
(Mandatory)

**COMMENTARY:** Female prisoners should be separated by sight and sound from male

prisoners when possible, although these persons may be detained in the same building.

- 190.7 The agency has a written directive that governs the operation and maintenance of the holding facility.

(Mandatory)

**COMMENTARY:** The written directive may be in the form of a manual that covers management, operations, security, detainee accounting, and control.

**HOLDING FACILITY:** A temporary confinement facility for which the custodial authority is usually less than 72 hours, and where detainees are held pending release, arraignment, adjudication, or transfer to another facility. Excluded from this definition are rooms, areas, or space provided for processing, questioning, or testing a detainee--when the detainee is under continuous supervision and control of agency personnel within the room, area, or space, and for a period of time not to exceed two hours.

- 190.8 A written directive requires that a detainee's opportunity to make bail is not impeded.

(Mandatory)

**COMMENTARY:** Given local circumstances and applicable law, a detainee should be able to consult with the jurisdiction's pretrial release agency, if one exists, or with a bail bondsman as soon as possible after admission to the facility.

- 190.9 A written directive sets forth procedures for a detainee's access to a telephone.

(Mandatory)

**COMMENTARY:** Detainees should be afforded a chance to contact persons at the first practical opportunity during the admissions process. Any limits on the use of the telephone, such as the type and number of calls and their duration should be stated. If the detainee is unable to complete the call without assistance, a staff member should make the call for the detainee. These phone calls should be monitored only when there are substantial reasons for doing so.

- 190.10 If audio or visual electronic surveillance equipment is used, a written directive specifies that the equipment will be controlled to reduce the possibility of invading a detainee's personal privacy.

(Mandatory)

**COMMENTARY:** Electronic surveillance devices, such as television cameras and listening devices, should be used primarily at critical locations of movement in the facility. They should not be used in such a way that they violate the personal privacy of detainees. Exceptions may be made and those exceptions should be noted in the directive. It is recommended suspects, detainees and arrestees are not intentionally made available to the media for video or photographic review.

## EVIDENCE/PROPERTY

*This is a mandatory standard requiring a written directive. The proper handling and management of*

*found property or evidence is a critical piece for any police agency. It establishes credibility and confidence in others of the agency. Utilization of industry standards are generally acceptable practices and recommended for the effective and efficient management of property.*

- 200.1 A written directive establishes procedures for receiving found property, all in-custody and evidentiary property, obtained by employees, into agency control.  
(Mandatory)

**COMMENTARY:** A critical component to the police operation is management of found property and evidence. A written directive that addresses reporting, collection and receipt of property (evidence and found) protects agencies from liability and agency credibility while maintaining chain of custody of all property. At a minimum property management should include; collection, logging, booking, secured storage, retrieval of evidence for criminal prosecution, and disposal of property.

- 200.2 A written directive requiring all property to be logged into agency records as soon as possible.  
(Mandatory)

**COMMENTARY:** This is accomplished through the agency's reporting system requiring agency members to assign corresponding case numbers or a specific case number to the item of evidence or property seized. The evidence property manager should maintain a log of all property received into the agency property storage facility.

- 200.3 A written directive requiring all property to be placed under the control of the property and evidence control function before the officer ends his/her tour of duty.  
(Mandatory)

**COMMENTARY:** All officers or staff members who retrieve/receive property or evidence must submit said property into the agency storage facility prior to their end of shift.

- 200.4 A written directive requiring a written report detailing the circumstances by which the property came into the agency's possession and describing each item of property obtained.  
(Mandatory)

**COMMENTARY:** Using the agency reporting system agency members must provide a written report or account of the circumstances detailing how the property came into possession of the agency member. Included within the report shall be a detailed itemized list of all property found to include item description, serial numbers if any, identifying features of property, a photograph of property if appropriate, and other relevant information.

- 200.5 A written directive providing guidelines for the packaging and labeling of property prior to storage.  
(Mandatory)

**COMMENTARY:** The proper tracking and submittal of evidentiary property requires the agency to correctly package and label all property. Specifically, the agency must adhere to industry best practices related to packaging and submitting hazardous materials, explosives, and biological evidence for laboratory analysis. These processes reduce the

risk of compromising the safety of persons who handle such property and supports the scientific process required for successful case prosecution.

- 200.6 A written directive establishing extra security measures for handling exceptional, valuable or sensitive items.  
(Mandatory)

**COMMENTARY:** Items of significant value should require a process where handling and submittal of property for storage are witnessed by a second party (in the case of money or valuable jewelry) and photographed. Similar practices should exist for all case sensitive material where criminal prosecution is a strong likelihood.

- 200.7 A written directive requiring an effort to identify and notify the owners or custodian of property in the agency's custody.  
(Mandatory)

**COMMENTARY:** The written directive must include a step by step process requiring property management personnel to attempt to locate and return all found property to its rightful owner. In addition, the disposal of all property must adhere to Colorado Law and Local Laws.

- 200.8 Establishing procedures for the temporary and final release of property items from the control of the property and evidence function.  
(Mandatory)

**COMMENTARY:** Adherence to written directives outlining the function of the property management system is necessary to ensure continuity and consistency of operation. The establishment and maintenance of correct evidence-handling procedures are most important to the successful prosecution of a case in court. Law enforcement agencies should establish procedures for the prompt photographing and return of property to victims, with the prosecutor's approval. Disposal of property should follow state or local laws and be included within written policies or procedures. Effective written directives protect agencies from mishandling or loss of property.

- 200.9 A written directive designates one person as responsible for on scene property management activity.  
(Mandatory)

**COMMENTARY:** Only when property accountability is vested in one person for each property management activity can centralized control of property be realized for agency property, property in custody, and for found, recovered, and evidentiary property.

- 200.10 A written directive designates the property custodian as accountable for control of all property accepted by or stored in the agency's property storage area or areas.  
(Mandatory)

**COMMENTARY:** Agencies should identify by position the one person responsible for property management of the agency within written policy.

- 200.11 All property stored by the agency is within a designated secure area.  
(Mandatory)

**COMMENTARY:** Administrative and physical security procedures are Mandatory to ensure that all property stored by the agency is properly controlled. Special consideration should be given to the storage of drugs, chemicals, biological and hazardous materials.

- 200.12 An **annual** inventory and audit of property held by the agency is conducted by a supervisor not routinely or directly connected with control of property.  
(Mandatory)

**COMMENTARY:** The purpose of the standard is to ensure the integrity of the system, and not require an accounting for every item of property. The person named to conduct the inventory should be appointed by the agency's chief executive officer. Under no circumstances should the inspector be appointed by supervisory or command officers having the property function under their control.

- 200.13 A written directive requires that only authorized personnel have access to areas used by the agency for storage of property.  
(Mandatory)

**COMMENTARY:** Entry to property areas should be controlled to prevent the alteration, unauthorized removal, theft, or other compromise of property stored by the agency. Allowing other than authorized personnel into property areas should be controlled through a formal tracking system.

- 200.14 Final disposition of found, recovered, and evidentiary property is accomplished promptly after legal requirements have been satisfied.  
(Mandatory)

**COMMENTARY:** Prompt, authorized property removal (final disposition/destruction) prevents an overload on the property management system and reduces the requirement for additional storage space. Also, the lack of prompt disposition procedures further deprives owners of the use of their property. Law enforcement agencies should establish procedures for the prompt photographing and return of property to victims, with the prosecutor's approval.

- 200.15 Records reflect the status of all property held by the agency.  
(Mandatory)

**COMMENTARY:** Fundamental to the operation of the property room is a records system that reflects the location of the property; date and time when the property was received or released; character, type, and amount of property on hand; chain of custody from the time the property was stored until its destruction or other final disposition; and date and results of all inspections and inventories of property and audits of records.

## RECORDS

*This is a mandatory standard requiring a written directive. In support of the records function proper records management requires the agency meets state archiving laws at a minimum. Additionally, proper archiving and records retention supports both the criminal and civil process.*

210.1 A written directive requires the reporting of every incident in one or more of the following categories if the incident is alleged to have occurred in the agency's service area:

- \* Citizen reports of crimes.
- \* Citizen requests for services when:
  - \* An officer is dispatched
  - \* An employee is assigned to investigate
  - \* An employee is assigned to take action at a later time
- \* Criminal and non-criminal cases initiated by law enforcement officers
- \* Incidents involving arrests, citations, or summonses  
(Mandatory)

**COMMENTARY:** The purpose of this standard is to encourage a comprehensive reporting system. A record should be made of actions taken by law enforcement personnel whether in response to a request for service or for self-initiated actions. If two or more persons report the same incident, only one case report should be required. A citizen is defined as any person other than an agency employee.

210.2 A written directive specifies procedures to be followed in supervisory review of field reports.  
(Mandatory)

**COMMENTARY:** The procedures may vary among agencies. However, supervisory review should be required, and the form should be designed for the signature of the reviewing supervisor. Typically, supervisory review is a function of the first-line supervisor and is intended to ensure that the assignment has been satisfactorily completed and reported.

210.3 A written directive establishes procedures for the distribution of reports and records.  
(Mandatory)

**COMMENTARY:** The directive should specify which reports should be routed to the various specialized organizational components for follow-up, those to be distributed outside the agency, those to be released to individuals (e.g. accident and theft reports for insurance purposes), and those to be released to media representatives. Distribution of reports should be tracked and logged by records personnel.

210.4 A written directive establishes privacy and security precautions for the central records function.

(Mandatory)

**COMMENTARY:** The privacy and security precautions for the central records function should be in accord with agency policy, local ordinance, and Colorado Open records Act. The privacy and security of criminal history record information (CHRI) should be in accord with U.S. Department of Justice regulations (28 Code of Federal Regulations Part 20) with regard to dissemination, completeness and accuracy, audits, security requirements, and access and review.

210.5 A written directive specifies procedures for handling funds by records personnel, to include:

\* Designation of persons permitted to receive money

\* Accountability

\* Security

\* Audits

(Mandatory)

**COMMENTARY:** The procedures should enhance security and accountability of all monies received by the agency.

210.6 A written directive establishes procedures for collecting and submitting crime data to the National Incident Based Reporting System.

(Mandatory)

**COMMENTARY:** Participation in the National Incident Based Reporting System helps promote the development of good record keeping and aids in the effort to establish a national database of crime statistics. The standard will be satisfied if the agency reports data to a state system for subsequent inclusion in the national system.



## COMMUNICATIONS

*This is a mandatory standard requiring a written directive. This standard supports the police function. Responding to calls for service using both non-emergency and emergency phone lines. Using radio dispatching or wireless communication methods to achieve effective dispatching of officers is allowable. The ability to use NCIC and CCIC is a necessary component in support of the police function.*

- 220.1 A written directive establishes the authority and responsibilities of personnel assigned to the communications component.

(Mandatory)

**COMMENTARY:** A written job description should contribute to standardization of service rendered, reduce errors, aid the training effort, and reduce confusion during emergency situations.

- 220.2 The agency has access to local, state, and federal criminal justice information systems.

(Mandatory)

**COMMENTARY:** The effectiveness of investigative efforts depends heavily upon the quality of information resources. Agencies should have the equipment they need to gain access to information from nearby agencies, regional law enforcement information networks, statewide information resources, and the National Crime Information Center.

- 220.3 The agency provides 24-hour, toll-free telephone access for emergency calls for service.

(Mandatory)

**COMMENTARY:** The public should be able to contact the law enforcement agency at all times for information or assistance that may be needed in emergencies. Agencies that are unable to maintain 24-hour telephone service should arrange for such service through neighboring departments, sheriff's departments, or the state police. Access to emergency services should be toll free within the agency's jurisdiction, or permit free access to the 9-1-1 center.

- 220.4 A written directive establishes procedures for procuring necessary services external to the agency.

(Mandatory)

**COMMENTARY:** These services should include fire equipment, environmental and human services, ambulances, helicopter or other aircraft, wreckers, cabs, and other services that are not components of the individual agency. The procedures must be specific for each individual service in order to provide prompt assistance in all, but especially in emergency, situations.

- 220.5 A written directive specifies security measures for the communications center.

(Mandatory)

**COMMENTARY:** The capability to maintain communications in all emergency situations dictates that security measures be implemented to protect communications personnel and equipment. Secured access within the confines of the communication center is controlled restricting access to unauthorized personnel. Building security should include a safe

location and use of bullet proof glass for dispatchers exposed to the general public as an example. Security measures should go beyond building security and include technological measures capable of protecting 9-1-1 and radio dispatch services from outside influences (i.e. computer hackers).

- 220.6 A written directive specifies the protection of communication center equipment and the technology applications used for the protection of (i.e. dispatch consoles, computer equipment, telephone lines, servers) and back-up measures in case of primary equipment failure.

(Mandatory)

**COMMENTARY:** Protective measures may include locating the center and equipment in areas providing maximum security. Security precautions should also be taken to protect communication lines, computer servers, antennas, and power sources. Redundant systems must be in place for communications systems in the event of power failure or similar situations where primary systems fail. 9-1-1 services must include hard phone line and cellular access to an emergency services dispatcher.

## LEGAL PROCESS

*This is a mandatory standard requiring a written directive. Municipal police officers typically are not involved in the civil process in support of the justice system. However, the issuance of subpoenas, criminal summonses, and execution of warrants fall within the responsibilities of the police function too include issuance of subpoenas to police officers on behalf of the court system. Therefore, municipal agencies must have directives that outline the execution of these documents in support of the justice systems legal process. These processes must adhere to Colorado law.*

230.1 If the agency supports the judicial function through the civil/criminal process (of subpoenas, warrants, or criminal complaints) a mechanism that tracks receipt and service must include:

- \* Date and time received
- \* Type of legal process (civil or criminal)
- \* Nature of document
- \* Source of document
- \* Name of plaintiff/complainant or name of defendant/respondent
- \* Officer assigned for service
- \* Date of assignment
- \* Tracking number
- \* Date service due  
(Mandatory)

**COMMENTARY:** Record entries may be cross-referenced so that the information can be retrieved by means of a tracking number and by names of any of the parties to the action. In most instances, a unique number should be assigned to permit cross-reference of the return with the entry. This process includes the service of criminal summonses upon defendants.

230.2 If the agency performs civil or criminal process in support of the judicial function, a record on the execution or attempt of service of the legal process is documented and maintained must include:

- \* Date and time service was executed/attempted;
- \* Name of officer/deputy executing/attempting service;
- \* Name to whom legal process was served/executed on;
- \* Method of service/reason for non-service, and;
- \* Address of service/attempt.

(Mandatory)

**COMMENTARY:** This can include the service of subpoenas for witnesses of criminal cases. It is recommended this tracking method is recorded on the official document or through some administrative form identifying the needed information listed above.

- 230.3 If the agency performs civil process in support of the judicial function, written directives govern the service of civil process documents.

(Mandatory)

**COMMENTARY:** Typically, the written directives should describe the role of the process servers and their general responsibilities relating to the methods of service and the actions required of the server. Additionally, each type of process in the jurisdiction may be identified, and any specific requirements unique to that individual process should be explained. The procedures for execution of the return may be explained, including notations and attachments. The directive should also contain details for service on partnerships and corporations, as well as civil process received from, or served, outside of the agency's jurisdiction.

- 230.4 If the agency performs civil process in support of the judicial function, execution of orders for civil arrest or writs requiring the seizure of real or personal property is performed by a sworn law enforcement officer.

(Mandatory)

**COMMENTARY:** Restricting the individual's "present right to personal liberty" is best performed by an arresting officer/deputy who has proper authority and training. The seizure of property, pursuant to a court order, involves a potential for resistance. In the execution of such writs, the agency should ensure that the officer/deputy assigned has the power to keep the peace and that sufficient sworn personnel are assigned to deter breach of the peace during the execution.

- 230.5 If the agency performs criminal process (execution of warrants) in support of the judicial function, written directives govern the execution of criminal process.

(Mandatory)

**COMMENTARY:** The directives should address the types of warrants to be executed, territorial limitations upon execution, time requirements for execution, statutory provisions for summoning aid, and procedures for the issuance of summons in lieu of arrest. Consideration should also be given to such matters as standards for the use of force, statutory provisions respecting immunity from arrest, as well as other statutory provisions pertaining to arrest in the jurisdiction.

- 230.6 If the agency performs criminal process in support of the judicial function, arrest warrants are executed by sworn law enforcement officers/deputies only.

(Mandatory)

**COMMENTARY:** Statutory mandates, plus the broader potential civil liability for citizens who affect arrests, make it essential that only sworn officers/deputies execute criminal process.

- 230.7 All property acquired through the civil process is accounted for in agency records and is

disposed of by the agency pursuant to legal authority.

(Mandatory)

COMMENTARY: None.

## COURT SECURITY

*This is not a mandatory standard requiring a written directive unless the agency provides any level of courtroom security. If the agency provides any courtroom security a written directive is required. There can be no informal practices or informal agreements between local courts and police agencies with providing courtroom security.*

- 240.1 If the agency has a court security function, a written directive includes; a clear description of the agency's role and authority for court security; clearly defined policy and procedure on court security for agency personnel assigned to the function; identifying a position in the agency responsible for the security function.

(Mandatory)

**COMMENTARY:** The written directives may be as simple as a general order or as sophisticated as a desk manual. This standard is conditional upon the agency's obligation to provide security for a court as a part of its legally mandated responsibility. Responding to the court on routine calls for service is no different from other such requests and does not cause this chapter to be applicable.

If the court security function is shared between two or more agencies, a memorandum of agreement should identify the responsibilities of each.

While the development of a suitable court security function is a cooperative effort involving the agency and the court, once established, the agency should maintain full control over its function and personnel. In addition to general agency policy, clear and concise policy and procedure for the court security function should be developed and provided in writing.

- 240.2 If the agency has a court security function, it should ensure it is developed to meet the court's needs, and addresses; Facilities; Equipment; and Plans/procedures based on a documented survey conducted every three years.

(Mandatory)

**COMMENTARY:** The intent of this standard is to meet the needs of a variety of situations that may occur in the court.

Facilities refers to interior and exterior doors/windows; interior and exterior lighting; emergency lighting and power; fire/smoke detection and suppression equipment; alarms (intrusion, fire, duress); circulation patterns; secure areas; restricted areas; key control; ADA accessibility and communications.

Equipment includes fire suppression; medical supplies; restraining devices; communications; weapons (ammunition, gas); magnetometers; and alarms. Plans/procedures refers to the establishment of plans and/or procedures to deal with emergencies (fire, medical, hostage, bomb, disaster); high risk trials; searches (area, person); weapons; use of restraining devices; detainee movement; circulation pattern.

- 240.3 If the agency has a court security function and if policies prohibit weapons in areas of the court, lock boxes are available.

(Mandatory)

**COMMENTARY:** Rules of the court or other regulations may prohibit weapons being

carried in parts of the courthouse. Lock boxes should be located so that they are convenient for law enforcement personnel, as well as secure.

- 240.4 If the agency has a court security function, a written directive governs the use of restraints on persons in custody while in the courtroom.

(Mandatory)

**COMMENTARY:** These persons may be defendants awaiting trial, prisoners appearing as participants in a trial, or persons ordered by the court to be detained. The use of restraining devices, where and when they are to be used, should be clearly set forth as applicable to the above, whether they be male, female, juvenile, or handicapped persons, and exceptions should be included, if applicable. Application of policy should be uniform and consistent. A variety of restraining devices should be securely stored in an area in or near the courtroom(s) and available for use by the court security officers.

- 240.5 If the agency has a court security function, equipment used for the court security function is specifically identified, available for immediate use, and maintained in a state of readiness.

(Mandatory)

**COMMENTARY:** It is important that court security officers know the types, quantity, condition, and location of such equipment. A list that identifies dates of acquisition and shelf life for such material as chemical agents should be readily available to the court security officer. Recorded items may include weapons; chemical agents; electronic gear such as alarms, communications equipment, etc.; fire detection and fire fighting items; crowd control items; and photographic equipment. Inspection forms, completed at regular intervals, should attest to the current state of readiness. Actual testing, where appropriate, of equipment should also be scheduled at regular intervals to insure system integrity. Certification of equipment readiness by bona fide experts (i.e. engineers, fire marshals, doctors) is acceptable in lieu of actual testing.

- 240.6 If the agency has a court security function, courtrooms are equipped with at least one means of external oral communication.

(Mandatory)

**COMMENTARY:** This may be a telephone, a two-way radio (fixed or portable), or an intercom system. The need to communicate orally with security personnel in specific emergency, such as medical emergencies, hostage situations, or at other times when assistance is needed, dictates this standard.

- 240.7 If the agency has a court security function, courtrooms are equipped with duress alarms.

(OPTIONAL)

**COMMENTARY:** Duress alarms are usually operated by switches at the judge's bench. It is also advisable to have switches at the clerk's and the bailiff's positions. The alarms should terminate in an area from which rapid response can be made to the call for assistance; the agency's communication centers would be ideal. The level of sophistication of the alarm system should be consistent with the needs of individual courtrooms.

## VICTIM/WITNESS ASSISTANCE

*This is a mandatory standard requiring a written directive. All Colorado Police Agencies are required to meet Colorado Law requirements as it relates to crime victim rights.*

- 250.1 A written directive summarizes the rights of victims and witnesses. Written directives specify responsibilities for delivery of information to victims and witnesses rights.

(Mandatory)

**COMMENTARY:** State victim/witness rights legislation may serve as written directive, if distributed to all personnel. Distribution of information to victims and witnesses regarding their rights are critical to meeting needs of this standard. Department policy should outline how information is provided to victims/witnesses by agency personnel.

- 250.2 If the agency has a victim/witness assistance program providing services in addition to those required by state law, a written directive defines the services to be rendered.

(Mandatory)

**COMMENTARY:** None.

- 250.3 A written directive defines victim/witness assistance services to be rendered to agency personnel and their families following line-of-duty deaths or serious injuries.

(OPTIONAL)

**COMMENTARY:** Appropriate agency-provided services include notifying the family of the dead or injured employee in a timely, personal manner, assisting the family at the hospital, supporting the family at the funeral and burial, helping the family with legal and benefit matters, counseling the family regarding finances and other possible problems, supporting the family during criminal proceedings (if any), and maintaining long-term contact with the family and keeping informed of needs.

- 250.4 A written directive establishes procedures for notifying next-of-kin of deceased, seriously injured, or seriously ill persons.

(Mandatory)

**COMMENTARY:** The procedures should ensure that notifications are carried out promptly and in a courteous manner. Whenever possible, assistance should be obtained from the clergy, or a relative, or close friend. Procedures should also address notification requests initiated by other agencies. The agency may cover notifications for accident and non-accident situations in the same directive.



## SOCIAL MEDIA

This is a mandatory standard requiring a written directive by the agency. Research and experience have shown that, appropriately used, social media enhance communication, collaboration, and information exchange. (IACP Concepts & Issues Paper, September 2010) Social media also may be used in the personal lives of agency personnel. Personal use of social media may easily overlap into the official employment of the individual. When using social media, agency personnel should be mindful that their speech becomes part of the worldwide electronic domain. Therefore, adherence to the agency's code of conduct is required in the personal use of social media. Certain cautions or prohibitions are appropriate for the use of social media. For purposes of this standard, the term "social media" does not include professional networking sites, such as Linked In, Blue Line, and others that are similarly limited in the range of users.

260.1 A written directive, at a minimum, establishes procedures for the use of social media for community outreach, problem-solving, investigative, crime prevention, and related objectives.

(Mandatory)

COMMENTARY: None.

260.2 A written directive that all agency social media shall be approved by the chief executive or his or her designee.

(Mandatory)

COMMENTARY: Where possible, social media pages should clearly indicate they are maintained by the agency and shall have agency contact information prominently displayed. Also where possible the social media page(s) should link to the agency's official website.

260.3 A written directive that all social media content adhere to applicable laws, regulations, and policies, including all information technology and records management policies.

(Mandatory)

COMMENTARY: None.

260.4 Where possible, each social media page shall include an introductory statement that clearly specifies the purpose and scope of the agency's presence on the website.

(Mandatory)

COMMENTARY: All agency social media sites or pages shall be approved by the chief executive or his or her designee. Where possible, social media pages should clearly indicate they are maintained by the agency and shall have agency contact information prominently displayed.

260.5 Where possible, social media pages should state that the opinions expressed by visitors to the page(s) do not reflect the opinions of the agency.

(Mandatory)

COMMENTARY: Pages should clearly indicate that posted comments will be monitored and that the agency reserves the right to remove obscenities, off-topic

comments, and personal attacks. Pages should clearly indicate that any content posted or submitted for posting is subject to public disclosure.

- 260.6 A written directive that agency personnel representing the agency via social media outlets conduct themselves at all times as representatives of the agency and, accordingly, shall adhere to all agency standards of conduct and observe conventionally accepted protocols and proper decorum.

(Mandatory)

COMMENTARY: None.

- 260.7 A written directive that agency personnel representing the agency via social media outlets shall not make statements about the guilt or innocence of any suspect or arrestee, or comments concerning pending prosecutions, nor post, transmit, or otherwise disseminate confidential information, including photographs or videos, related to agency training, activities, or work-related assignments without express written permission.

(Mandatory)

COMMENTARY: None.

- 260.8 A written directive that agency personnel representing the agency via social media outlets shall not conduct political activities or private business.

(Mandatory)

COMMENTARY: None.

- 260.9 A written directive that employees shall observe and abide by all copyright, trademark, and service mark restrictions in posting materials to electronic media.

(Mandatory)

COMMENTARY: None.

- 260.10 A written directive that agency personnel are free to express themselves as private citizens on social media sites to the degree that their speech does not impair working relationships of the agency, impede the performance of duties, impair discipline and harmony among coworkers, or negatively affect the public perception of the agency.

(Mandatory)

COMMENTARY: Agency employees should be cautioned that, as public employees, their speech whether on- or off-duty, made pursuant to their official duties (that is, that owes its existence to the employee's professional duties and responsibilities) is not protected speech under the First Amendment and may form the basis for discipline if deemed detrimental to the agency. Agency personnel should assume that their speech and related activity on social media sites will reflect upon themselves and their agency.

- 260.11 A written directive that agency personnel shall not post, transmit, or otherwise disseminate any information to which they have access as a result of their employment without written permission from the chief executive or his or her

designee.  
(Mandatory)

COMMENTARY: None.

260.12 A written directive that while accessing and communicating on any social media site located on the internet, regardless if it is done while conducting official, work-related business or done for personal use, employees shall conduct themselves in a manner that is consistent with the Code of Conduct and shall not engage in any activity or present themselves in such a manner that would bring discredit upon themselves or their agency.

(Mandatory)

COMMENTARY: None.

260.13 A written directive that personnel when using personal social media shall not post personal photographs or provide similar means of personal recognition that will reflect poorly on themselves or their agency and thereby bring disrepute to the agency.

(Mandatory)

COMMENTARY: None.

260.14 A written directive that officers who are, or who may reasonably be expected to work in undercover operations, shall not post any form of visual or personal identification.

(Mandatory)

COMMENTARY: None.

260.15 A written directive that, when using social media, agency personnel shall not use speech containing obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, any religion, or any protected class of individuals.

(Mandatory)

COMMENTARY: None.

260.16 A written directive that, when using social media, personnel shall not use speech involving themselves or other department personnel reflecting behavior that would reasonably be considered reckless or irresponsible.

(Mandatory)

COMMENTARY: None.

260.17 A written directive that engaging in prohibited speech noted herein may provide grounds for undermining or impeaching an officer's testimony in criminal proceedings and that personnel thus sanctioned are subject to disciplinary action.

(Mandatory)

COMMENTARY: None.

260.18 A written directive that agency personnel may not divulge information gained by reason of their authority; make any statements, speeches, appearances, and endorsements; or publish materials that could reasonably be considered to represent the views or positions of the agency without express written authorization.

(Mandatory)

COMMENTARY: None.

260.19 Agency personnel should be made aware that they may be subject to civil litigation for:

- a. Publishing or posting false information that harms the reputation of another person, group, or organization (defamation);
- b. Publishing or posting private facts and personal information about someone that has not been previously revealed to the public, is not of legitimate public concern, and would be offensive to a reasonable person;
- c. Using someone else's name, likeness, or other personal attributes without that person's permission for an exploitative purpose, or;
- d. Publishing the creative work of another, trademarks, or certain confidential business information without the permission of the owner.

(Mandatory)

COMMENTARY: None.

260.20 Agency personnel should be made aware that privacy settings and social media sites are constantly in flux, and they should never assume that personal information posted on such sites is protected.

(Mandatory)

COMMENTARY: None.

260.21 Agency personnel should be made aware that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the department at any time without prior notice.

(Mandatory)

COMMENTARY: None.

260.22 A written directive that any employee becoming aware of or having knowledge of a posting or of any website or web page in violation of the provisions of the policies required by this standard shall notify his or her supervisor as soon as practical.

(Mandatory)

COMMENTARY: None.