



# Commission for Florida Law Enforcement Accreditation (CFA)

## 5.18 Observation and Interview Standards

### **ORGANIZATION**

- ♦ 1.01 Organizational Chart (posted/in manual/electronic)
  - ♦ Observations of posted charts or documented distribution of charts
- ♦ 1.07M A written directive establishes guidelines for the release of information related to ongoing investigations
  - ♦ Interview appropriate personnel regarding the release of the following information:
    - ♦ Prior criminal record, character, or reputation of the accused
    - ♦ Photographs of accused
    - ♦ Existence of any confession, admission of guilt, or statements or refusal of statements made by the accused
    - ♦ Results of any examinations or tests of the accused
    - ♦ Identity, testimony, or credibility of a prospective witness
    - ♦ Opinions of agency members regarding the guilt or innocence of the accused or merits of the case
    - ♦ Personal information identifying the victim
    - ♦ Information pertaining to juveniles
    - ♦ When other public service agencies are involved in a mutual effort

### **AUTHORITY**

- ♦ 2.02 Interviews regarding using alternatives to arrest
- ♦ 2.05M All sworn members have access to current laws and legal guidelines
  - ♦ Interview officers
    - ♦ Confirm availability of Florida Statutes, legal bulletins, training bulletins
  - ♦ Observe available resources
- ♦ 2.09M Volunteer programs and authority and latitude given such members by the agency
  - ♦ Interview the volunteer coordinator
- ♦ 2.11M Sworn members engaging in extra-duty employment
  - ♦ Interviews regarding the following:
    - ♦ Agency authorization for members
    - ♦ Behavior and activities of members
    - ♦ Initial approval and revocation process of each extra-duty employer

### **WRITTEN DIRECTIVE SYSTEM**

- ♦ 3.01M Written directive system
  - ♦ Observation of:
    - ♦ Each type of written directive

- ♦ Storage and archiving of directives
  - ♦ Dissemination and receipt of new and revised directives within a specified timeframe
- ♦ Interview agency members:
  - ♦ Dissemination and receipt of new and revised directives within a specified timeframe

## **USE OF FORCE**

- ♦ 4.02M Members receive copies of and are instructed in the agency's use of force policy before authorized to carry weapons
  - ♦ Interview both sworn and non-sworn members
- ♦ 4.04M Interviews regarding warning shots
- ♦ 4.05M Use of agency approved firearms
  - ♦ Interviews regarding:
    - ♦ On-duty use
    - ♦ Off-duty use
    - ♦ Proven proficiency prior to carrying
    - ♦ Use of only agency approved ammunition while on duty
    - ♦ Inspection and approval prior to carrying
    - ♦ Process to remove unsafe firearms
    - ♦ Maintaining a record on each firearm approved for use
- ♦ 4.07M Interviews regarding written report and documented review whenever a member:
  - ♦ Discharges Firearm
  - ♦ Applies force through use of weapons
  - ♦ Applies weaponless physical force
- ♦ 4.10M Interviews concerning members' use of chokeholds

## **FISCAL ACTIVITIES**

- ♦ 5.01M Monthly status reports
  - ♦ If the system is electronic with real-time data, observe elements of the standard within the system and no written documentation is required:
    - ♦ Initial appropriation for each account
    - ♦ Expenditures during the period
    - ♦ Unencumbered balance
- ♦ 5.04M Inventory control system for agency property, equipment, and other assets
  - ♦ Observation of property/identification methods
- ♦ 5.05M Accounting system for confidential funds
  - ♦ Interviews regarding:

- ♦ Designation of one person who is responsible for the system
- ♦ Procedures for member requests of funds
- ♦ Submission of receipts after payment to include:
  - ♦ Amount of payment
  - ♦ Member's name
  - ♦ Informant's name or identifier, if any
  - ♦ Purpose of the payment
  - ♦ Date and case number
- ♦ Approval by the CEO or designee for payments in excess of a specified amount
- ♦ A quarterly internal audit and report of expenditures to the CEO or designee
- ♦ Criteria for use of funds

### **CONDUCT AND DISCIPLINE**

- ♦ 7.03 Authority of each level of supervision relative to disciplinary actions
  - ♦ Interviews with supervisors
- ♦ 7.05 Observation of maintenance and secure storage of disciplinary records

### **RECRUITMENT**

- ♦ 8.03 EEO statement on recruitment literature/employment application
  - ♦ Observation of recruitment literature, posters, websites, social media, and employment applications

### **SELECTION**

- ♦ 9.01 Selection process
  - ♦ Interviews with Human Resources, or responsible entity, for validation process:
    - ♦ All elements documented as job related and nondiscriminatory
    - ♦ All elements administered, scored, and interpreted in a uniform manner
- ♦ 9.02M Observation of secure psychological fitness examination files

### **TRAINING**

- ♦ 10.03M New members receive overview on the agency's accreditation standards and process
  - ♦ Interviews of members
- ♦ 10.04M Remedial training policy
  - ♦ Interview Range Master and Training Supervisor to ensure compliance with agency procedures
    - ♦ Procedures for those members who are unable to demonstrate proficiency prior to resuming official duties
    - ♦ Both lethal and less-lethal weapons must be addressed
  - ♦ Interview civilian members authorized to carry weapons

- ♦ 10.05M The agency maintains complete training records for each member
  - ♦ Observation of training records
- ♦ 10.06M The agency maintains a record for each in-service training class
  - ♦ Observe in-service training class files
    - ♦ Course content
    - ♦ Names of participants
    - ♦ Performance, if applicable
    - ♦ Instructors
- ♦ 10.07M Field Training Officers (FTO) Program
  - ♦ Interview Field Training Officers and supervisors regarding:
    - ♦ Qualifications for Field Training Officers
    - ♦ Training requirements for Field Training Officers
    - ♦ Supervision of Field Training Officers
    - ♦ Reporting responsibilities of Field Training Officers
    - ♦ Guidelines for Field Training Officers' evaluation of recruits
- ♦ 10.09M Observation of high liability instructor ATMS records
- ♦ 10.10M In-service training for members authorized to carry weapons
  - ♦ Interviews of members
  - ♦ Verify training for civilian members carrying weapons (e.g. batons, OC, etc.)
  - ♦ View lesson plans for each training topic identified:
    - ♦ Annual demonstration of proficiency with firearms authorized to carry
    - ♦ Annual use of force training
    - ♦ Annual Dart-Firing Stun Gun training
    - ♦ Biennial less-lethal weapon training
- ♦ 10.11M Specialized training
  - ♦ Interview employees in positions which require specialized training
- ♦ 10.13M Periodic first aid refresher training for sworn members
  - ♦ Interview sworn members
- ♦ 10.16M Training related to mental health awareness, prevention, mitigation, and treatment to include Post-Traumatic Stress Disorder
  - ♦ Interview members

## **PERFORMANCE EVALUATIONS**

- ♦ 12.02 Performance evaluation review between rater and member
  - ♦ Interviews of supervisors and members, both sworn and civilian

- ♦ 12.04 Review at beginning of a rating period to include:
  - ♦ Task of the position
  - ♦ Level of performance expected
  - ♦ Rating criteria
- ♦ Interview employees to ensure supervisors conducted review, with all elements of the standard included

## **FIELD PERSONNEL**

- ♦ 14.02 Special purpose vehicles
  - ♦ Observation of special purpose vehicles and equipment
- ♦ 14.05M Pursuit of motor vehicles
  - ♦ Interviews regarding:
    - ♦ Evaluation of the circumstances
    - ♦ Initiating member's responsibilities
    - ♦ Secondary unit's responsibilities
    - ♦ Roles and restrictions pertinent to marked, unmarked, or other types of police vehicle involvement
    - ♦ Dispatcher's responsibilities
    - ♦ Field supervisor's responsibilities
    - ♦ Forcible stopping
    - ♦ When to terminate
    - ♦ Interjurisdictional and intrajurisdictional pursuits
    - ♦ Procedure for reporting and a documented administrative review
- ♦ 14.07M Proper use of equipment during emergency and non-emergency situations
  - ♦ Observation of operational equipment:
    - ♦ Emergency lights
    - ♦ Sirens
    - ♦ Hazard warning lights
    - ♦ Spotlights, if equipped
    - ♦ Public address systems, if equipped
  - ♦ Interviews
- ♦ 14.08M Vehicle equipment
  - ♦ Observation of equipment:
    - ♦ Operational emergency lights and siren
    - ♦ Fire extinguisher
    - ♦ Operational flashlight
    - ♦ Medical equipment with current supplies
    - ♦ Personal protective equipment

- ♦ 14.10M Observation of available body armor for sworn members

- ♦ 14.11M K-9 teams

- ♦ Interviews with K-9 handler:

- ♦ Circumstances for use
    - ♦ Handler selection criteria
    - ♦ Duties and responsibilities
    - ♦ Certification documentation
    - ♦ Training requirements for handler and K-9
    - ♦ Deployment Documentation

- ♦ 14.15M Civilian Rider Program

- ♦ Interviews with officers:

- ♦ Officer responsibilities

## **INVESTIGATIONS**

- ♦ 15.01M Case files

- ♦ Observation of files:

- ♦ Types of records maintained
    - ♦ Accessibility
    - ♦ Security

- ♦ 15.02M Vice/organized crime files are maintained separately and securely from central records

- ♦ Observation of the vice/organized crime files

- ♦ 15.03M Confidential informants

- ♦ Observation of:

- ♦ Master file of all confidential informants used by agency
    - ♦ Maintenance and security of confidential informant files
    - ♦ Confidential informant access tracking

- ♦ Interviews regarding:

- ♦ Protection of the identity of the confidential informant
    - ♦ Criteria for paying confidential informants
    - ♦ Precautions to be taken with confidential informants
    - ♦ Special precautions to be taken with juvenile informants
    - ♦ Level of supervisory approval before a juvenile is used
    - ♦ Training of personnel involved in the use or recruitment of confidential informants
    - ♦ Tracking of confidential informant file access
    - ♦ Annual administrative review of agency practices

- ♦ 15.09M Response to reports of domestic violence
  - ♦ Interviews regarding:
    - ♦ Initial response and entry to the scene
    - ♦ On-scene investigations
    - ♦ Arrests
    - ♦ Victim support services available
    - ♦ Follow-up investigation
    - ♦ Report writing and distribution in accordance with Florida Statute
    - ♦ Domestic violence cases involving a sworn member
- ♦ 15.10M Response to sexual violence
  - ♦ Interviews regarding:
    - ♦ Initial response, investigations, and report writing
    - ♦ Obtaining medical/counseling assistance for victims
    - ♦ Evidence collection/preservation
    - ♦ Follow-up investigation and supplemental reports
- ♦ 15.11M Guidelines – surveillance, undercover, and decoy operations or raids
  - ♦ Interviews regarding:
    - ♦ Level or authority that can approve an operation
    - ♦ Designating a single person to command the operation
    - ♦ Establishing routine and emergency communications
    - ♦ Notifying the patrol supervisor responsible for the target area
    - ♦ Confirming target location
    - ♦ Identifying and making contact with suspects
    - ♦ Documentation, as required by the agency
- ♦ 15.12M Procedures when investigating missing children/adults
  - ♦ Interviews regarding:
    - ♦ Requirements for accepting missing child and missing adult reports
    - ♦ Requirement for entry into FCIC/NCIC within two hours of receipt of the report
    - ♦ Procedures for initiating, maintaining, closing, or referring a missing child or missing adult investigation
    - ♦ Maintaining and clearing computer data stored in FCIC/NCIC, to include a monthly review of each case and a determination of whether the case should be maintained in the database
    - ♦ Written consent for dental records from family or next of kin
    - ♦ Attempt to obtain a biological specimen for DNA analysis if the missing person has not been located within 90 days.
- ♦ 15.13M Procedures for conducting lineups
  - ♦ Interviews regarding all elements of the standard

- ♦ 15.14M Procedures for conducting showups
  - ♦ Interviews regarding:
    - ♦ Circumstances when a showup may be conducted
    - ♦ Limitations to reduce the suggestiveness of a showup
    - ♦ Standard instructions to be used by the investigator conducting the showup to instruct the witness prior to the procedure
    - ♦ Investigator avoids any conduct that might directly or indirectly influence the witness' decision and avoid comments or actions that suggest the witness did or did not identify the suspect
    - ♦ Discerning the level of confidence in an identification as expressed by the witness
    - ♦ Documenting the procedure and outcome of the showup, including noting the witness' response and exact words
- ♦ 15.19M Interviews regarding the seizure and forfeiture of vessels, vehicles, aircraft, currency, or other personal property, or contraband articles
- ♦ 15.20M Interviews regarding procedures used for a Blue Alert

## **JUVENILE**

- ♦ 16.03M Procedures for juveniles who have been taken into custody
  - ♦ Observation of adult and juvenile separation to ensure no contact

## **SPECIAL OPERATIONS**

- ♦ 17.01M Incident Command System
  - ♦ Interviews regarding:
    - ♦ System activation criteria
    - ♦ Command protocol
    - ♦ Training of affected personnel
    - ♦ Documented periodic training or operational exercise
- ♦ 17.04M Tactical team
  - ♦ Interviews regarding:
    - ♦ Team member selection criteria
    - ♦ Quarterly team training
    - ♦ Call out criteria and notification procedures
    - ♦ Deployment procedures
    - ♦ Duties and responsibilities
  - ♦ Observation of specialized equipment
- ♦ 17.05M Hostage negotiators
  - ♦ Observation of specialized equipment
- ♦ 17.07M Procedures for bomb related incidents



- ♦ Interviews regarding:
  - ♦ Role of members in obtaining details from the bomb threat caller
  - ♦ Notification of appropriate personnel
  - ♦ Establishment of a security perimeter
  - ♦ Organization of search teams and search procedures
  - ♦ Notification of bomb disposal unit when suspected device is located
  - ♦ General evacuation plan
  - ♦ Coordination with fire department
  - ♦ Communications procedures
  - ♦ Post explosion procedures
- ♦ 17.08M Bomb squad
  - ♦ Observation of specialized equipment

### **TRAFFIC LAW ENFORCEMENT**

- ♦ 18.04M Responsibilities of first responding member at the scene of a crash
  - ♦ Interviews regarding:
    - ♦ Administering emergency medical care and providing basic life support
    - ♦ Summoning ambulance and/or additional assistance
    - ♦ Protecting the crash scene
    - ♦ Preserving short-lived evidence
    - ♦ Establishing a safe traffic pattern around the scene
    - ♦ Locating witnesses and recording crash information
    - ♦ Expediting the removal of vehicles and debris from the roadway
    - ♦ Hazardous material assessment
- ♦ 18.05M Interviews regarding the directive to protect the owner's property at the scene of a crash
- ♦ 18.08M Observation of high visibility clothing worn by members while directing traffic
- ♦ 18.11M Observation of school crossing guard uniforms

### **CRIMINAL INTELLIGENCE**

- ♦ 19.01M Ensuring legality and integrity of intelligence
  - ♦ Interviews regarding:
    - ♦ Ensuring collected information is limited to criminal conduct and relates to activities that present a threat to the community
    - ♦ Describing the types or quality of information that may be included in the system
    - ♦ Using intelligence members, equipment, and techniques
    - ♦ Purging information which is no longer active or accurate
- ♦ 19.02M Safeguarding of intelligence information
  - ♦ Interviews regarding:

- ♦ Dissemination to internal components and other criminal justice agencies
- ♦ Collation and analysis in a secure environment
- ♦ Security measures to protect against unauthorized attempts to access, modify, remove, or destroy stored information, whether electronic or physical
- ♦ Secure storage in an area separate from the agency's central records function
- ♦ Observation of security system

### **MISCONDUCT COMPLAINT PROCESSING**

- ♦ 20.01M Procedures for processing complaints against the agency or its members
  - ♦ Interviews regarding:
    - ♦ Procedures for maintaining a record of complaints
    - ♦ Maintaining the confidentiality of internal affairs investigations
  - ♦ Observation of secure storage

### **PRISONER/DETAINEE TRANSPORTATION**

- ♦ 21.03M Interviews regarding the examination of all vehicles used for transporting prisoners/detainees (the agency must address the examination of both assigned and unassigned vehicles)
- ♦ 21.04M Interviews regarding restraining devices and methods to be used during prisoner/detainee transports
- ♦ 21.08M Members' actions upon delivering prisoners/detainees
  - ♦ Interviews regarding:
    - ♦ Securing weapons
    - ♦ Removing restraining devices
    - ♦ Advising receiving agency personnel of any potential medical or security hazards
  - ♦ Observation of method to secure weapons

### **HOLDING AREAS**

- ♦ 22.01M Observation of holding areas for:
  - ♦ Adequate lighting
  - ♦ Circulation of fresh or purified air
  - ♦ Controls to reduce the possibility of invading prisoner/detainee's privacy
- ♦ 22.03M Holding area operations
  - ♦ Observation of secured weapon storage
    - ♦ Securing all weapons before entering, with exceptions specified (both lethal and less-lethal weapons must be addressed)
    - ♦ Security checks for weapons, contraband, and damaged equipment prior to use
  - ♦ Observation of alert system
    - ♦ An alert system to a designated control point in the event of an emergency (not required to be electronic)

- ♦ Conditions under which a member enters an occupied holding area
  - ♦ Securing holding area doors
- ♦ Observation of security alarm system
  - ♦ A security alarm system linked to a designated control point if a member is not equipped with alert or panic alarm systems, or a means of two-way communication
- ♦ 22.04M Procedures for processing prisoners/detainees
  - ♦ Interviews regarding:
    - ♦ Search of each prisoner/detainee prior to entering the holding area
  - ♦ Observation of secure storage of all property taken
- ♦ 22.05M Agency staff be available to supervise prisoners/detainees on a continual basis and includes a documented physical check at least every 15 minutes for adult prisoners/detainees identified as being suicidal or a danger to themselves
  - ♦ Observation of holding area
    - ♦ Physical observation at least every 15 minutes as noted above
- ♦ 22.06M Use of electronic surveillance equipment
  - ♦ Observation of electronic surveillance equipment
    - ♦ Controls to protect a prisoner/detainee's privacy
    - ♦ Measures to ensure immediate intervention for prisoner/detainee emergencies
- ♦ 22.07M Observation of holding areas to ensure males/females/juveniles are separated to prevent regular contact
- ♦ 22.09M Observation of signs explaining procedures for gaining access to medical services posted in areas used by prisoners/detainees, in the language(s) prevalent to the service community
- ♦ 22.13M Observation of first aid kit containing current supplies available in all holding areas
- ♦ 22.15M Immovable object for securing prisoner/detainee designed and intended for such use
  - ♦ Observation of immovable object
- ♦ 22.16M Agency staff be available to supervise prisoners/detainees on a continual basis and includes physical observation and documented checks at least every 10 minutes for juveniles
  - ♦ Observation of holding area
    - ♦ Physical observation at least every 10 minutes as noted above
- ♦ 22.17M Agency staff be available to supervise prisoners/detainees on a continual basis and includes procedures for supervision of prisoners/detainees that are the opposite sex of the staff member providing supervision
  - ♦ Observation of holding area

## **COURT SECURITY**

- ♦ 23.01M Courtroom/Courthouse Security
  - ♦ Observation of:
    - ♦ Communications system
    - ♦ Courthouse security
    - ♦ Evacuation procedures
- ♦ 23.02 If policies prohibit weapons in areas of the courthouse, an area is provided for securing firearms and weapons
  - ♦ Observation of secure area with limited access
- ♦ 23.03 Court security equipment
  - ♦ Observation of:
    - ♦ Availability
    - ♦ Readiness
    - ♦ Secure location
- ♦ 23.04M Procedures for restricting public contact with prisoners while in the courthouse
  - ♦ Observation of restricted public contact
  - ♦ Interviews
- ♦ 23.06M Procedures for the examination of articles brought into the courthouse
  - ♦ Observation of process
  - ♦ Interviews
- ♦ 23.07 Observation of key control system for the control of electronic and manual keys to the courthouse and courtrooms
- ♦ 23.08 Courtroom duress alarms (judge's area)
  - ♦ Observation of:
    - ♦ Duress alarms
    - ♦ External communications equipment

## **CIVIL PROCESS**

- ♦ 24.06M Interviews regarding the Florida Risk Protection Order Act

## **COMMUNICATIONS**

- ♦ 25.01M Security of the Communication Center
  - ♦ Observation of restricted access and security measures (a locked door is not required by this standard)
    - ♦ Authorized personnel

- ♦ Backup resources
  - ♦ Antennas and power sources
- ♦ 25.02 Interviews regarding procedures for Handling Calls Received through Text Telephone(s) (TTY) or Telecommunications Relay Services (TRS)
- ♦ 25.03M Continuous Recording (radio and telephone)
  - ♦ Observation of:
    - ♦ Continuous recording system
    - ♦ Recordings maintained 30 days
    - ♦ Secure storage for recordings
    - ♦ Ensure direct connect telephones are not being used for dispatching (unless center is equipped to automatically record direct connect communications)
- ♦ 25.04M Observation of the playback function for radio and emergency telephone conversations
- ♦ 25.05M Interviews regarding handling misdirected emergency calls, and hang-up emergency calls
- ♦ 25.06M Communications personnel have immediate access to resources
  - ♦ Observation of immediate access to:
    - ♦ Officer in charge
    - ♦ Duty rosters
    - ♦ Telephone numbers of every member
    - ♦ Maps of the agency's current service area
- ♦ 25.07M Procedures for contacting external services
  - ♦ Interviews regarding:
    - ♦ Fire suppression equipment
    - ♦ Environmental and human services
    - ♦ Ambulances
    - ♦ Aircraft
    - ♦ Wreckers
    - ♦ Other services which are not a component of the agency (i.e. animal control, railroad, traffic engineering, streetlights, etc.)
- ♦ 25.09M Radio communications with field members
  - ♦ Observation of member status system
    - ♦ Documenting initial status and any change in status
    - ♦ Methods used for identifying members during radio transmissions
    - ♦ Communications with interacting agencies
    - ♦ Guidelines for verifying member status after an established period of time has elapsed without contact
  - ♦ Ensure guidelines are in place for the duration of the shift
- ♦ 25.10M Observation of equipment for emergency power source

- ♦ 25.11M Observation of emergency medical guidelines if the agency authorizes emergency first-aid instruction over the telephone or radio
- ♦ 25.12M Staff interviews regarding procedures for obtaining interpretation services for non-English speakers
- ♦ 25.13M Staff interviews if the agency has a training program for 911 Public Safety Telecommunicator certification
- ♦ 25.16 Interviews regarding procedures for obtaining the services of qualified interpreters for the deaf and hearing impaired
- ♦ 25.17M Observation of 24-hour two-way continuous communication system

## **RECORDS**

- ♦ 26.01M Central records function
  - ♦ Observation of the central records system:
    - ♦ Report accountability
    - ♦ Records maintenance
    - ♦ Records retrieval
  - ♦ Interviews
- ♦ 26.03M Privacy/security of central records area
  - ♦ Interviews
  - ♦ Observation of records and related security:
    - ♦ Restricted access
    - ♦ Restricted viewing of files and computer monitors
- ♦ 26.04M Computerized central records system
  - ♦ Interviews
  - ♦ Observation of computer security system
    - ♦ Safeguards against unauthorized attempts to access, alter, remove, disclose, or destroy stored information
    - ♦ Computer files maintenance, backup, and retention
- ♦ 26.06M Warrant and wanted persons file
  - ♦ Observation of:
    - ♦ Process for entering and canceling information in the state and federal information systems
    - ♦ 24-hour access to warrants
- ♦ 26.07M Observation of fingerprint records and photographs of juveniles taken into custody to ensure they are maintained separately and marked "Juvenile Confidential" unless not required by Florida law

## **EVIDENCE**

- ♦ 27.01M Collecting and processing physical evidence
  - ♦ Observation of evidence processing and packaging work areas
    - ♦ Proper containers for liquids
    - ♦ Preservation and timely delivery of perishable evidence
    - ♦ Sealing, marking, and labeling
  - ♦ Interviews
    - ♦ Drying of wet evidence
- ♦ 27.02M Observation of chain of custody procedures
  - ♦ Date and time of any transfer of custody
  - ♦ Receiving person's name and responsibility
  - ♦ Reason for transfer
  - ♦ If other than a transfer person to person or into a receptacle, the method of transfer
  - ♦ Name and location of lab and exams desired
  - ♦ Date and time of receipt in lab
- ♦ 27.03M Interviews regarding crime scene specialist training
- ♦ 27.06M Observation of controlled access to evidence areas
- ♦ 27.07M Procedures for acceptance and release of narcotics, including quantity control and packaging inspections
  - ♦ Observation of the packaging system
- ♦ 27.08M The agency has refrigerated storage for perishable items of evidence
  - ☐ Observation of the secured refrigerated storage utilized for perishable items of evidence
  - ☐ Interviews
- ♦ 27.09M Observation of secure temporary storage areas (verify security for all types of property)
- ♦ 27.10M If the evidence records system is electronic, compliance may only be proven by observation
  - ♦ Current location of evidence
  - ♦ Date and time evidence was received/released
  - ♦ Description of evidence
  - ♦ Chain of custody from time of receipt until final disposition
- ♦ 27.11M Observation of mobile evidence storage units for temporary evidence storage
- ♦ 27.14M The submission of evidence collected in sexual offense investigations for processing, and includes:
  - ♦ Interviews

- ♦ Observation of:
  - ♦ Storage
  - ♦ Method for informing victims
- ♦ 27.15M Procedures for evidence held by the agency, to include:
  - ♦ Interviews
  - ♦ Observation of:
    - ☐ Logs
    - ☐ Secured areas
    - ☐ Packaging and labeling
- ♦ 27.16M If the agency has designated specialists to perform crash scene evidence processing, they:
  - ☐ Interview of crash scene technician

## **PROPERTY**

- ♦ 28.01M Property
  - ♦ Interviews
    - ♦ Logging property into agency records within a specific timeframe
    - ♦ Property in evidence prior to end of shift or secure with supervisor approval
    - ♦ Description of property and how it came into agency's possession
    - ♦ Notify property owner of agency's custody
    - ♦ Procedures for release of property
  - ♦ Observation of:
    - ♦ Logs
    - ♦ Secured areas
    - ♦ Packaging and labeling
- ♦ 28.03M Observation of the security of the property areas
  - ♦ Verify security of all property areas (bike racks, off-site storage, etc.)
- ♦ 28.04M Observation of property records system
  - ♦ Current location of property
  - ♦ Date and time property was received/released
  - ♦ Description of property
  - ♦ Chain of custody from time of receipt until final disposition

## **INFECTIOUS DISEASES**

- ♦ 29.01M Exposure Control Plan available to all members
  - ♦ Interviews
    - ♦ Procedures for laundering contaminated uniforms and personal clothing
  - ♦ Observation of:



- ♦ Availability of plan
  - ♦ Sharps container, biohazard waste bags, etc.
  - ♦ Accessibility to personal protective equipment
  - ♦ Decontamination supplies
  - ♦ Labels and signs communicating hazards to members
- ♦ 29.03M Medical records storage and confidentiality for members with occupational exposure
  - ♦ Interviews
  - ♦ Observation of medical records confidentiality

## **INTERVIEW ROOMS**

- ♦ 31.01M Suspects, detainees, or prisoners - if secured in a designated area without continuous supervision by agency personnel
  - ♦ Interviews
    - ♦ Authorization for use of room, space or area
    - ♦ Member accountability
    - ♦ Separation of males, females and juveniles
    - ♦ Authorized temporary restraint devices
    - ♦ Access to water, restrooms and other needs
    - ♦ Safety considerations for objects contained in the room
    - ♦ Member contact at least every fifteen minutes
    - ♦ Member training on the use of interview rooms
  - ♦ Observation
    - ♦ Authorization for use of room, space, or area
- ♦ 31.02M Security measures within the interview room
  - ♦ Interviews
    - ♦ Search of suspects, detainees, or prisoners
    - ♦ Identification of person(s) authorized access
    - ♦ Control of lethal and less-lethal weapons
    - ♦ Escape prevention
    - ♦ Safeguarding prisoner's/detainee's property
    - ♦ Control of suspects, prisoners, detainees or prisoners during medical or emergency situations
    - ♦ Plan for fire prevention, evacuation and suppression
    - ♦ Panic or duress alarms
    - ♦ Security inspections
  - ♦ Observations
    - ♦ System to control weapons
    - ♦ Evaluation plans and fire suppression equipment
    - ♦ Panic or duress alarms
    - ♦ Procedures for safeguarding prisoner's/detainee's property
    - ♦ Escape prevention

## **TECHNOLOGY**

- ♦ 32.01M Observation of agency computer hardware and software
  - ☐ Use of email
  - ☐ Internet access
  - ☐ Access restrictions
  - ☐ Authorized use
  - ☐ Access to and use of personal identification information