



Commission for Florida Law Enforcement Accreditation (CFA)

5.23 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

- 4.01M Use of force policy
 - ◊ Annual refresher training to include agency use of force policy and at least one mandatory training topic on use of force as required by CJSTC
- ◊ 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 (both sworn and applicable civilian)
 - ◊ Interviews regarding:
 - ◊ On-duty use
 - ◊ Off-duty use
 - ◊ Proven proficiency prior to carrying for newly hired sworn and applicable civilian members
- 4.06M Use of agency approved less-lethal weapons (both sworn members and applicable civilian)
 - Interviews regarding:
 - On-duty use
 - Off-duty use
 - Biennial less-lethal training (for weapons other than dart firing stun gun)
 - Proven proficiency prior to carrying (newly hired sworn and applicable civilian)
- ◊ 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
- 4.12M Agency issued/authorized firearms, ammunition, and less lethal weapons
 - Interviews concerning:
 - Requirement for only agency approved ammunition to be used while on-duty
 - Inspection and approval of agency approved firearms by qualified instructor or armorer prior to carrying
 - A process to remove unsafe firearms
 - Maintaining a record of each firearm approved by the agency for official use
 - Maintaining a current list of each type of approved less-lethal weapon

A requirement for a documented annual inspection of less-lethal weapons to ensure functionality and/or expiration dates are not exceeded

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
- ◊ 9.06M Observation of selection criteria

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
 - ◊ View lesson plans for each training topic identified:
 - ◊ Annual demonstration of proficiency with firearms authorized to carry
 - ◊ Biennial qualification as required by CJSTC

- ◊ 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
- ◊ 10.19M Training related to Active Assailant Event
 - ◊ Interview members
- ◊ 10.20M Training related to dart-firing stun guns. (both sworn and civilian)
 - ◊ 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
 - ◊ Providing immediate notice of legal rights and remedies available
 - ◊ 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 911Public 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 Security of property and evidence areas
 - ◊ Observation of secure areas
 - ◊ Observation of controlled access
- ◊ 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 property and evidence records system is electronic, compliance may only be proven by observation
 - ◆ Current location of property and/or evidence
 - ◆ Date and time property and/or evidence was received/released
 - ◆ Description of property and/or 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 property and 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

EXPOSURE CONTROL

- ◆ 29.01M Exposure Control Plan available to all members
 - ◆ Interviews
 - ◆ Procedures for laundering contaminated uniforms and personal clothing
 - ◆ Observation of:
 - ◆ Availability of plan
 - ◆ Personal protective equipment
 - ◆ 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