



Commission for Florida Law Enforcement Accreditation (CFA)

5.27 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
- ♦ 2.09M 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 lethal or less-lethal weapons
 - Annual refresher training on the agency's use of force policy
 - Use of Force training in accordance with CJSTC
- ♦ 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 approve personal firearms as authorized to carry, if applicable
 - ♦ 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
 - ♦ 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
- ♦ 10.17M Guardian Program
 - Quarterly reporting to FDLE
 - Documentation of active shooter or assailant scenarios
 - 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 and dating 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
 - ♦ 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
- ♦ 18.05M Interviews regarding the directive to protect the owner's property at the scene of a crash

- ♦ 18.07M 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 search of all vehicle prisoner compartments used for transporting prisoners/detainees
- ♦ 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, processing, and packaging physical evidence
 - ♦ Observation of evidence processing and packaging work areas
 - ♦ Proper containers for liquids
 - ♦ Preservation and timely delivery of perishable evidence
 - ♦ Packaging and labeling
 - ♦ Drying of wet evidence
 - ♦ Observation of packaging and labeling
 - ♦ Interviews
- ♦ 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
- ♦ 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