



Oregon Accreditation Alliance

STANDARDS MANUAL

THIRD EDITION

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PREFACE

This *Standards for Law Enforcement Agencies Manual* (Standards Manual) is the cornerstone publication of the Oregon Accreditation Alliance accreditation program. The standards are dynamic, that is they are constantly being reviewed, updated, added to, or deleted as is necessary to ensure contemporary standards and practices.

It is the intent of the Oregon Accreditation Alliance that the standards in this manual speak to “what” should be done and leaves the “how” to the agencies as they prepare for accreditation. The manual consists of 100 standards that are designed to provide flexibility to all law enforcement agencies, regardless of type, size or structure.

Two other Alliance publications outline the accreditation process and provide information on how to successfully negotiate the self-assessment phase. A third publication is under development that will outline assessor roles and responsibilities. Additional information on law enforcement accreditation in the State of Oregon can be accessed on the Alliance web site at www.oracall.org.

The *Self-Assessment Manual* is a guide to the most important component of the accreditation process, the agency’s own self-assessment. It is intended for two audiences, the agency’s accreditation manager while he or she manages the process and orients and trains other agency personnel, and for agency members who may be asked to undertake self-assessment assignments but who may have little or no knowledge about the nature and scope of the accreditation process.

The *Accreditation Process Manual* provides details about the Alliance and provides instructions for navigating the accreditation process from the time that an agency applies for accreditation until it is accredited. The APM also assists accredited agencies in maintaining their accredited status and guides them through the re-accreditation process, which must be completed every three years.

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CHAPTER 1

STANDARDS FOR ORGANIZATION AND MANAGEMENT ROLE

Section 1

LAW ENFORCEMENT ROLE AND AUTHORITY

1.1.1 – Oath of Office

A written directive requires that, prior to assuming sworn status personnel take an oath of office to uphold state and federal constitutions and local ordinances, to obey the rules and regulations of the employing agency, and to abide by a code or canons of ethics.

Purpose: To ensure that all sworn law enforcement personnel take an oath of office and that a part of the oath includes either the IACP adopted Canons of Ethics or Law Enforcement Code of Ethics, or NSA adopted Code of Ethics of the Office of the Sheriff.

1.1.2 Code of Ethics

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

Purpose: To ensure that agencies establish a system of ethical requirements for all sworn officers.

1.1.3 – Public Safety Certifications

A written directive(s) requires that all law enforcement and telecommunications personnel meet certification requirements as established by the Board on Public Safety Standards and Training and Oregon Administrative Rules.

Purpose: To ensure that employees obtain certification as required for their positions within established timelines, and that certification is maintained through training as required.

1.1.4 – Policy Manual

A written directive requires that all employees have the current written or electronic edition of the policy manual available to them.

Section 2

LIMITS OF AUTHORITY

1.2.1 – Constitutional Requirements

A written directive requires that all employees observe and comply with every person's rights under the United States and State constitutions.

Purpose: To ensure the established rights of individuals and deter possible abuse of authority and powers as granted to peace officers by state statute.

1.2.2 – Search & Seizure

A written directive specifies conditions under which searches can be made, establishes procedures for conducting searches, and provides guidelines for the following search criteria:

- a. A valid search warrant;*
- b. Plain view;*
- c. Exigent circumstances; and*
- d. Valid consent.*

Purpose: To provide clear and basic guidelines for evaluating search and seizure issues, and conducting searches within existing legal parameters that ensure the constitutional right of persons to be free from unreasonable government intrusion.

1.2.3 – Arrests

A written directive specifies the legal requirements and procedures for making a physical arrest with and without a warrant.

Purpose: To ensure arrests are made in compliance within all statutory and constitutional requirements

1.2.4 – Temporary Custody of Juveniles

A written directive specifies when a juvenile may be taken into physical custody, and/or issued a citation in lieu of custody.

Purpose: To ensure that agencies comply with applicable Oregon Revised Statutes regarding taking juveniles into physical custody and/or issuing a citation in lieu of custody. Ideally, applicable ORS sections should be referenced in the policy.

1.2.5 – Bias-Based Policing

A written directive prohibits racial profiling and bias-based policing by any member of the department, and includes a requirement for annual in-service training regarding agency policy.

Purpose: A policy prohibiting racial profiling and bias-based policing ensures that a person is not stopped or contacted solely based upon that person's membership in a protected class. All department members should be trained on the agency's policy.

1.2.6 – Arrest/Detention of Foreign Nationals

A written directive establishes procedures concerning the arrest or detention of foreign nationals.

Purpose: To ensure compliance with Article 36 of the Vienna Convention, which applies to the United States as of October 1969 that provides certain rights to foreign nationals when arrested.

Section 3

USE OF FORCE

1.3.1 – Use of Force

A written directive governs the use of force by agency personnel and requires that the force used is:

- a. Reasonable and appears necessary, given the circumstances perceived by the officer;*
- b. Justified under applicable state law;*
- c. Professionally accomplished according to approved training and with approved equipment;*
- d. Limited to the degree and duration which the officer reasonably believes necessary to accomplish the objective; and*
- e. Applied by the officer and reviewed by the agency based upon those circumstances which are reasonably believed by the officer at the time, applying legal and department requirements.*

Purpose: To establish definitions and guidelines for the necessary, reasonable, and legal use of force that ensures those decisions to use force are made in a professional, impartial, and safe manner, and that there is an understanding and appreciation for the limitations on the authority to use force.

1.3.2 – Deadly Force

A written directive specifies those circumstances where deadly force may be used, to include its use when making an arrest or preventing an escape.

Purpose: To clearly identify those circumstances that may warrant the use of deadly force, and to provide officers with guidance in the use of force during life-threatening situations.

1.3.3 – Use of Firearms

A written directive governs the use and reporting of incidents involving the discharge of firearms and, at a minimum, should include the following:

- a. Statutory authority based on imminent threat of death or serious physical injury to the officer or others;*
- b. Policy governing the use of warning shots;*
- c. Policy governing shots fired from or at a moving vehicle;*
- d. Use against dangerous animals and/or to dispatch injured animals; and*

e. *Report of a weapon discharge.*

Purpose: To provide clear-cut policies on the legal and legitimate use of firearms and those circumstances that are deemed unacceptable, and to establish report requirements for any discharge of a firearm for other than training purposes. Warning shots are generally discouraged and in most instances should be prohibited.

1.3.4 – Firearms Proficiency

A written directive requires that agency personnel authorized to carry firearms annually demonstrate proficiency in the use of agency authorized firearms, and that all personnel authorized to carry firearms shall receive annual in-service training on the agency's use of force policies. In addition:

- a. *A certified firearms instructor must monitor proficiency training;*
- b. *Procedures for remedial training must be established for employees who fail proficiency tests prior to resuming regular duties; and*
- c. *Training and proficiency must be documented.*

Purpose: To ensure that all personnel authorized to carry and use firearms demonstrate and maintain proficiency in the use of authorized firearms, and that documented training is provided on the agency's use of force policies.

1.3.5 – Firearms and Ammunition

A written directive establishes procedures for the specifications, possession, and maintenance for all firearms and ammunition approved for on-duty use or sanctioned for off-duty use, and the safe handling and storage of firearms.

Purpose: To ensure that the agency establishes rules for the possession and storage of firearms and ammunition approved for on-duty use or sanctioned for off-duty use by their personnel in law enforcement responsibilities that should include a complete inventory for all firearms approved, listing make, model, identifying numbers, and owner or assignee.. Consideration should also be given to regulations related to flying while armed and possession of concealed firearms outside the state. (Revised 09/15/08)

1.3.6 – Less-Lethal Weapons and Control Devices

A written directive specifies less-lethal weapons and control devices authorized for possession and use by agency personnel, and should include requirements for training and competency, with such training to occur at least biennially.

Purpose: To establish consistent procedures for the authorization and training by a certified instructor in the use of less-lethal weapons and control devices.

1.3.7 – Use of Force Reporting and Review

A written directive establishes a requirement for a separate use of force report whenever an employee uses force, and provides for initial supervisory review of each incident, and an annual analysis of all recorded use of force incidents.

Purpose: To ensure that any force used that is capable of causing injury is recorded and that a formal review process is established to review use of force incidents for compliance with existing policy and law. The collection of use of force incidents in each year should be analyzed to determine if there are training issues, equipment issues, or policy issues that should be addressed.

1.3.8 – Officer Involved Shooting

A written directive establishes a formal process for response to, investigation of, and review of any incident where an officer deliberately discharges a firearm with the intent to use deadly force, or has some other discharge that causes injury or death. Policies should include at least the following:

- a. Investigation responsibility and jurisdiction;*
- b. Types of investigations and investigative processes;*
- c. Supervisory and management responsibilities;*
- d. Relief from line duty of involved officer(s) pending formal review;*
- e. Civil liability;*
- f. Notifications; and*
- g. Media relations.*

Purpose: That the agency has in place a formal response, review and investigative process for officer involved shootings that result in injury or loss of life, in order to protect community interests and the rights and mental health of involved officers.

Section 4

DIRECTION

1.4.1 – Mission

The agency has a written mission statement.

1.4.2 – Direction

Authority and responsibility of the Chief Executive Officer is designated by a written statement from a local unit of government, a law or ordinance, or a combination of the two.

Purpose: To ensure that the agency CEO is designated as having full authority and responsibility for the management, direction and control of the operations and administration of the agency.

1.4.3 – Chain of Command

A written directive designates the order of command authority in the absence of the Chief Executive Officer.

Purpose: To inform all personnel of the order of succession in the absence of the CEO and to ensure continuity of leadership and command.

1.4.4 – Supervisor Accountability

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

Purpose: That all agency personnel are notified of the fact that their immediate supervisor is responsible for the employee's job performance.

1.4.5 – Duty to Obey Lawful Orders

A written directive requires employees to obey a lawful order of a superior, including any order relayed from a superior by an employee of the same or lesser rank, and establishes specific procedures to follow when an employee receives inconsistent, illegal or conflicting orders.

Purpose: To provide procedures addressing the area of conflicting orders or orders deemed to be illegal, unethical, or in contravention to the agency's policies. (Revised 04/08/08)

1.4.6 – Written Directives

The agency shall have a written directive system that may be used by the Chief Executive Officer to make changes to policy and procedures. At a minimum, the written directive system shall include the following:

- a. Procedures for formatting, indexing, purging, and updating;*
- b. Procedures for dissemination to all employees;*
- c. A process for staff review and input prior to implementation; and*
- d. Identifies person or position, other than the Chief Executive Officer, authorized to issue written directives.*

Purpose: To ensure that the agency has a consistent and current policy and procedures manual that provides clear employee performance expectation and constraints, organizational philosophy, and both operational and administrative procedures. [\(Revised 04/08/08\)](#)

Section 5

PERSONNEL AND PERSONNEL ALTERNATIVES

1.5.1 – Recruitment and Selection

The agency utilizes a formal recruitment and selection process that provides equal opportunity to all applicants, based on minimum employment and testing requirements as established by the Department of Public Safety Standards and Training (DPSST), laws of the State of Oregon, and local authority.

Purpose: To create a professional, fair and equitable recruitment and selection process that attracts qualified candidates meeting minimum requirements as established by state training standards and applicable laws, and that employment standards are created for each job classification that, at a minimum, includes required special training, abilities, knowledge and skills.

1.5.2 – Job Descriptions

A written directive requires the agency to establish job descriptions for all positions within the agency and to establish a process for periodic review and update.

Purpose: To ensure that the agency maintains current and accurate job descriptions for each agency position that detail required duties and responsibilities.

1.5.3 – Evaluation of Employees

A written directive establishes and describes an annual employee performance evaluation system for permanent and probationary employees that include appropriate rating criteria for each job classification.

Purpose: To ensure that regular evaluations of employee performance take place that includes identification of levels of performance, supervisory responsibility, and disposition of completed evaluations.

1.5.4 – Promotions, Transfers, and Special Assignments

A written directive establishes a competitive process for promotion, with identified minimum position qualifications, criteria for work transfers, and selection criteria or competitive processes for special assignments.

Purpose: To ensure that fair, consistent, and professional processes are followed for promotions, special assignments, or transfer of personnel, and that all employees are notified of promotional or special assignment opportunities.

1.5.5 – Conditions of Work

A written directive outlines specific conditions of work to include, but not be limited to, the following:

- a. Personal appearance standards;*
- b. Uniform regulations;*
- c. Tobacco use policy;*
- d. Alcohol and drug use policy;*
- e. Reporting employee convictions; and*
- f. Outside employment.*

Purpose: To establish professional guidelines for all employees that provide consistency and conformity of appearance and operation, minimize or eliminate conflicts of interest, and comply with legal mandates.

1.5.6 – Personnel Files

A written directive regulates the maintenance, retention, and access to personnel files in accordance with established law.

Purpose: To ensure that records related to agency personnel are legally maintained, updated, and purged as needed, and that dissemination criteria are established and confidentiality is maintained as allowed. [\(Revised 04/08/08\)](#)

1.5.7 – Health & Safety

A written directive establishes criteria for employee fitness, reducing, reporting and responding to exposure to blood-borne pathogens, reporting on-duty injuries and illnesses and, at a minimum includes the following:

- a. Fitness for duty requirements;*
- b. Physical and psychological examinations;*
- c. HIV & Hepatitis testing procedures;*
- d. Communicable diseases;*
- e. Personal protective equipment (PPE);*
- f. Disposal and decontamination procedures;*
- g. Exposure reporting procedure;*
- h. Reporting responsibilities;*
- i. Confidentiality; and*
- j. Worker's compensation reports.*

Purpose: To inform and educate employees on job-related risks, the need and importance for physical, emotional, and mental fitness, provide procedures for safely responding to and reporting any exposure to blood-borne pathogens in a safe and timely manner, and processes for reporting on-duty injuries. To ensure that confidentiality of information is maintained as required. Directives related to personal protective equipment should include requirements for assessment for each job classification, and any required training and/or certification.

1.5.8 – Workplace Harassment

A written directive prohibits any discriminatory or harassing act or conduct by an employee of the agency; the directive will include:

- a. Employee responsibilities;*
- b. Supervisory responsibilities;*
- c. Investigatory responsibility;*
- d. Disposition of complaints;*
- e. Notification of disposition to complainant; and*
- f. Documentation of complaints.*

Purpose: To prevent discriminatory and/or harassing practices and ensure conformance with Title VII of the Civil Rights Act of 1964, the guidelines issued by the Equal Opportunity Commission, and the guidelines issued pursuant to ORS 659A.003 through ORS 659A.990, and ORS 659A.805.

1.5.9 – Department Computer Use and Electronic Mail

A written directive specifies the authorized use and prohibitions of agency owned computers, software and systems, and specifies procedures for electronic mail. At a minimum, the following shall be covered:

- a. Supervisory inspection or review of system;*
- b. Intellectual property and created product rights;*
- c. Software duplication and introduction of outside software;*
- d. Internet use and associated system security issues;*
- e. Protection of agency systems and files;*
- f. Right of privacy; and*
- g. Allowable use of e-mail.*

Purpose: To prevent unauthorized access to agency systems and information, reduce the risk of computer virus infection, ensure that appropriate security of agency property and systems is maintained, and to ensure appropriate use of electronic systems. (Revised 04/08/08)

1.5.10 – Employee Commendations

A written directive establishes a process to commend exemplary employee performance.

Purpose: To ensure recognition of employee performance that exceeds the norm, to include acts of conspicuous bravery, lifesaving, or outstanding individual performance.

1.5.11 – Reserve Officers

If the agency has a reserve officer program, a written directive defines the organization of the function and, at a minimum, includes the following:

- a. Pre-appointment procedures and processes that are equivalent to regular, full-time officers;*
- b. Administration of Oath of Office;*
- c. Restrictions to duties and authority;*
- d. Training that is comparable to regular, full-time officers, if performing like functions;*
- e. Duties and authority of the person designated to supervise the reserve officer program;*
- f. Description and requirements of any differing reserve levels; and*
- g. Reserve officer uniforms and equipment.*

Purpose: That the reserve officer program be reduced to writing and to ensure that agencies employing reserve officer programs meet statutory requirements as outlined in Oregon Revised Statutes, and as established by best practices.

1.5.12 – Police Cadets

If the agency has police cadets, a written directive establishes program requirements for a Police Cadet program to include minimum eligibility requirements, program coordination and supervision, training, assignments, and performance evaluations.

Purpose: To ensure that cadet programs are established with the appropriate controls in place to provide young people interested in a law enforcement career with apprenticeship opportunities.

Section 6

FISCAL MANAGEMENT AND AGENCY-OWNED PROPERTY

1.6.1 – Cash Funds/Accounts

A written directive establishes procedures for the maintenance of all cash funds or accounts where agency personnel receive, maintain, or disburse cash and includes at a minimum, the following:

- a. An accounting system that identifies initial balance, cash received, cash disbursed, and the balance on hand;*
- b. Receipts or documentation for cash received;*
- c. Identification of person(s) by name or position authorized to disburse or accept cash funds, with CEO authorization for expenses over a certain amount;*
- d. Financial statements or records for cash expenditures; and*
- e. Established method for periodic review of agency cash activity.*

Purpose: To ensure that control measures are in place for all cash activities in the agency, specifically the common areas of petty cash, cash received in records, or other areas where cash funds are maintained. (Revised 04/08/08)

1.6.2 – Audits

A written directive establishes procedures for annual audits of the agency's fiscal activities.

Purpose: To ensure the integrity of the agency's fiscal activities and that sound business practices are followed; to comply with Oregon Revised Statutes. (Revised 04/08/08)

1.6.3 – Inventory Controls

A written directive establishes procedures for inventory control of agency property, equipment, or other assets.

Purpose: To ensure that procedures are in place for accounting for agency-owned property and other assets. This may be a function of the local government.

Section 7

COMPLAINT AND DISCIPLINARY PROCEDURES

1.7.1 – Personnel Complaint Procedure

A written directive establishes procedures for the reporting, investigation, and disposition of complaints received against the agency or any employee of the agency. At a minimum, the directive should provide for the following:

- a. Categories of complaints;*
- b. Acceptance of complaints;*
- c. Complaint documentation and format;*
- d. Responsible person or position for investigations;*
- e. Investigation process and timelines;*
- f. Employee notification and rights;*
- g. Procedures for notifying complainant;*
- h. Administrative leave;*
- i. Disposition;*
- j. Annual analysis of complaints; and*
- k. Maintenance of records and confidentiality.*

Purpose: To ensure that the agency has a formal process of internal investigation to appropriately respond to allegations of misconduct against the agency or agency employees in a timely manner; to annually analyze all complaints to determine if there is a training deficiency, a policy failure, or a personnel issue. [\(Revised 04/08/08\)](#)

1.7.2 – Disciplinary Policy

The agency will have a written directive regarding its disciplinary policy that addresses the following areas:

- a. Due process requirements;*
- b. Forms of progressive discipline to be used;*
- c. Code of conduct;*
- d. A statement requiring the investigation of all allegations of misconduct;*
- e. Supervisor and command responsibilities;*
- f. Employee rights;*
- g. Resignations/retirements prior to discipline;*
- h. Discipline of probationary employees;*

- i. Maintenance of records; and*
- j. Appeal process.*

Purpose: To establish a code of conduct and to ensure that established and current standards for discipline and employee rights are in place within the agency. Records maintenance should include location of and access to complaint and disciplinary records, records retention schedule, and circumstances that require purging of records. (Revised 04/08/08)

1.7.3 – Grievance Procedure

A written directive establishes grievance procedures that include at a minimum the following:

- a. Identification of matters that can be grieved;*
- b. Levels within the agency or unit of government that grievances may be filed or appealed;*
- c. Time limitations for filing or appealing grievances to the next level;*
- d. Description of necessary information to submit upon filing a grievance;*
- e. Provisions for employee representation; and*
- f. Procedural steps and timelines for response to grievances or appeals.*

Purpose: Establishment of a clear and concise process to resolve differences between employees and employer quickly and fairly. Controlling contract language and/or unit of government grievance procedure can constitute proof of compliance with this standard.

(Revised 04/08/08)

Section 8

TRAINING AND CAREER DEVELOPMENT

1.8.1 – Training Policy

A written directive requires that the agency develops and conducts an annual training plan that includes the following:

- a. Legislative changes and changes in case law;*
- b. State mandated training;*
- c. High liability issues training; and*
- d. Department policies and procedures.*

Purpose: To ensure that the agency is providing necessary and required training to all personnel.

1.8.2 – Field Training Evaluation Program

A written directive establishes a formal Field Training Evaluation Program that complies with DPSST training requirements.

Purpose: That upon graduation from the Basic Police Academy, new police officers complete a formal Field Training Evaluation Program that complies with DPSST requirements, and provides officers with actual, critical field experience prior to a solo assignment.

Section 9

PUBLIC INFORMATION AND COMMUNITY RELATIONS

1.9.1 – News Media Relations

A written directive provides procedures for relations with the news media, to include:

- a. Responding to requests for information;*
- b. Media access;*
- c. Law enforcement involved incidents; and*
- d. Scope of information subject to release.*

Purpose: To provide guidelines for media access and release of information that meets the agency's needs and the media's needs.

1.9.2 – Citizen Ride-Along

If the agency allows citizens to ride-along on patrol, a written directive establishes procedures for a citizen ride-along program.

Purpose: To provide clear and consistent procedures for allowing citizens to ride with police officers that give citizens an opportunity to observe police actions first-hand, while preserving the integrity and operational needs of those actions.

Section 10

CRIME ANALYSIS

1.10.1 – Crime and Traffic Analysis

If the agency has a crime analysis function, a written directive establishes functions to collect, collate, analyze, disseminate, obtain feedback, and evaluate criminal data and traffic data.

Purpose: That the agency is collecting the necessary information from available sources to analyze and respond to criminal and traffic activity trends or patterns. Such analysis should be used in agency planning efforts in addressing crime and traffic issues.

1.10.2 – Uniform Crime Reports

A written directive establishes procedures to collect and submit required Uniform Crime Report data.

Purpose: To ensure that necessary data for Uniform Crime Reports are collected and submitted as required.

CHAPTER 2

STANDARDS FOR LAW ENFORCEMENT FUNCTIONS

Section 1

PATROL OPERATIONS

2.1.1 – Vehicle Response to Emergency & Non-Emergency Calls

A written directive establishes procedures for response to emergency and non-emergency calls for service that conform to state legal requirements.

Purpose: To provide guidelines for response to calls for service, and to ensure agency response codes conform to state law.

2.1.2 – Vehicle Pursuit Driving

A written directive establishes procedures for pursuit of motor vehicles to include the following:

- a. Factors to be considered by sworn personnel when initiating a pursuit;*
- b. Guidance and determining factors for termination of a pursuit;*
- c. Number of units involved, use of motorcycles, and use of unmarked vehicles;*
- d. Responsibilities of the primary and secondary units;*
- e. Pursuit driving tactics for primary and secondary units, and units not involved.*
- f. Control and responsibility exercised by supervisory personnel;*
- g. Duties and responsibilities of communication personnel;*
- h. Procedures to follow when a pursuit leaves the agency's jurisdiction and when another agency's pursuit enters local jurisdiction;*
- i. Pursuit trailing;*
- j. Authorized pursuit intervention techniques, including technique definitions, training requirements and frequency, and when intervention techniques are authorized;*
- k. Reporting requirements detailing the circumstances of the pursuit, including a written supervisory summary;*
- l. Regular pursuit training;*
- m. Administrative review process; and*
- n. Annual analysis of all pursuits to identify training needs, policy compliance, or personnel issues.*

Purpose: To establish clear guidelines on the initiation and conduct of police pursuits that include on-going training requirements and review/analysis processes.

2.1.3 – Citation & Release Policy

A written directive establishes criteria and procedures for alternate handling of offenders other than full-custody arrest.

Purpose: To provide an alternative to a full-custody arrest within statutory authority of ORS 133.055 and ORS 161.705, which authorizes officers to issue a criminal citation in misdemeanor cases and felony cases that are subject to misdemeanor treatment.

2.1.4 – Hazardous Materials

A written directive establishes procedures for the response to and handling of hazardous material incidents.

Purpose: To ensure that responses to hazardous material incidents are conducted in a safe and consistent manner that reduces risks to responding personnel and the general public, and provides for appropriate response to reports of exposure.

2.1.5 – Police Service Dogs

A written directive specifies guidelines and procedures for the use of police service dogs, including bomb detection and narcotics detection dogs. At a minimum, the following must be included as are applicable:

- a. Guidelines for requesting use of police dogs by agency personnel and by other agencies;*
- b. Deployment requirements;*
- c. Reporting requirements when a police dog is deployed;*
- d. Duties and responsibilities of police service dog handler; and*
- e. Initial training and certification requirements.*

Purpose: To ensure that use of police service dogs meet established operational, training, and legal requirements.

2.1.6 – Special Response Unit

If the agency has a special response unit such as SWAT or hostage negotiations, a written directive establishes procedures for the administration and operation of the unit, to include:

- a. Selection of personnel;*

- b. *Training of personnel;*
- c. *Management/supervision of the unit;*
- d. *Mobilization criteria;*
- e. *Procedures for outside agency requests;*
- f. *Responsibility of field units;*
- g. *On-scene command responsibility; and*
- h. *Post-incident report.*

Purpose: To establish clear guidelines for the administration and operation of special units on incidents involving critical field operations that requires specialized negotiations or tactical deployment.

Section 2

GENERAL OPERATIONS

2.2.1 – Domestic Violence

A written directive provides procedures for the handling of domestic violence calls in accordance with state law, to include:

- a. Mandatory arrest criteria;*
- b. Standby assistance;*
- c. Restraining orders;*
- d. Victim/witness protocols;*
- e. Required reports of domestic violence;*
- f. Seizure of firearms at the scene of domestic violence incidents; and*
- g. Procedures for responding to an employee involved incident, both sworn and non-sworn, from the agency or another jurisdiction.*

Purpose: To ensure that response to domestic violence incidents meets requirements established by applicable Oregon Revised Statutes.

2.2.2 – Elder Abuse

A written directive specifies the procedures for responding to elder abuse in accordance with Oregon Revised Statutes reporting and investigative requirements:

Purpose: To identify the role of agency members in the prevention, detection, and intervention in incidents of elder abuse, and ensure that mandatory state reporting and investigation requirements are completed within specified guidelines. [\(Revised 09/22/09\)](#)

2.2.3 – Child Abuse Reporting

A written directive specifies the procedures for investigating and reporting child abuse, to include:

- a. Procedures for initial investigations;*
- b. Responsibility for follow-up investigation;*
- c. Required reporting; and*
- d. Confidentiality of reports.*

Purpose: To provide guidelines and procedures for timely reporting and investigating of suspected child abuse in accordance with Oregon Revised Statutes. The procedures should include the taking of minor children into protective custody.

2.2.4 – Missing Persons

A written directive specifies the procedures for investigating missing persons, to include:

- a. Requirement to accept reports;*
- b. Procedures for the initial investigation;*
- c. Responsibility for follow-up investigation;*
- d. Data entry and clearance of missing persons into/from LEDS and NCIC; and*
- e. Initiation and activation criteria for Amber Alert.*

Purpose: To ensure that reported missing person cases, particularly those involving minor children, are investigated as soon as possible, utilizing all available resources in compliance with statutory requirements.

2.2.5 – Mental Illness

A written directive establishes procedures for the handling of mentally ill individuals, including those pending criminal charges and mental health commitments, pursuant to Oregon Revised Statutes.

Purpose: To provide guidelines for handling mentally ill persons which are compliant with state laws under ORS 426.070 – ORS 426.228, and that provide opportunity for the appropriate evaluation and treatment of mentally ill persons.

2.2.6 – Hate Crimes

A written directive specifies the procedures for investigating hate crimes, to include mandated reporting requirements.

Purpose: To provide guidelines for identifying and investigating incidents and crimes that may be motivated by hatred or bias.

2.2.7 – Confidential Informants

If the agency uses confidential informants, a written directive specifies the procedures for the use of those confidential informants, to include:

- a. A file system that protects the identity of the informant;*
- b. Information to be kept in a confidential informant file;*
- c. Secure, locked storage for confidential informant files;*

- d. *The use of juveniles as confidential informants;*
- e. *Guidelines to maintain officer informant integrity; and*
- f. *Procedures for compensating an informant.*

Purpose: To establish a consistent and accountable system for the use of informants that maintains the integrity of the agency and officers using informants.

2.2.8 – Body Armor

A written directive establishes body armor wear criteria, to include:

- a. *Required wear when engaged uniformed field duties; and*
- b. *Required wear when engaged in high-risk, pre-planned incidents.*

Purpose: The law enforcement agency is responsible for ensuring that personnel engaged in uniformed field duties or high-risk situations are wearing necessary protective equipment.

2.2.9 – Occupant Safety Restraints

A written directive requires the use of occupant safety restraints while operating agency vehicles.

Purpose: To ensure that all personnel operating agency vehicles are complying with statutory requirements to wear occupant safety restraints, to include the use of child safety restraints when transporting children.

2.2.10 – Field Reporting and Management

A written directive establishes a uniform field reporting system that includes:

- a. *When reports must be completed;*
- b. *Reporting forms;*
- c. *Procedures for completing reports; and*
- d. *Submission and review of reports.*

Purpose: To ensure that a consistent and uniform process is in place for recording law enforcement activities and incidents.

2.2.11 – Victim Rights Notification

A written directive requires agencies to comply with all victim rights notification requirements under state law.

Section 3

UNUSUAL OCCURRENCES AND SPECIAL OPERATIONS

2.3.1 – Disaster Plan

The agency has a written plan for natural or man-made disasters in place that is reviewed and updated annually, requires annual training for all personnel on the plan, and is readily available to all personnel.

Purpose: To ensure the agency has a current plan in place and is prepared to respond to any disaster immediately.

2.3.2 – Bombs and Explosive Material

A written directive establishes procedures for responding to and handling bombs or explosive material incidents.

Purpose: To provide agency personnel with clear guidelines on responding to bombs or explosive material incidents that allows for necessary information gathering while maintaining the safety of agency personnel and the surrounding public.

2.3.3 – Aircraft Accidents

If the agency jurisdiction has an airport, a written directive provides procedures for the response to aircraft crashes and emergencies.

Purpose: To ensure that plans and procedures are in place to adequately respond to aircraft emergencies or crashes.

Section 4

TRAFFIC OPERATIONS

2.4.1 – Traffic Enforcement

A written directive states the agency's policy on the enforcement of traffic offenses to include the following:

- a. Use of warnings,*
- b. Citations; and*
- c. Physical arrest.*

Purpose: To provide clear guidelines for the fair and impartial enforcement of traffic laws.

2.4.2 – Traffic Crash Investigation

A written directive establishes procedures and assigns responsibility for reporting and investigating traffic crashes to include the following:

- a. Death or injury;*
- b. Property damage;*
- c. Hit and run;*
- d. Impairment due to alcohol or drugs; and*
- e. Crashes involving publicly owned vehicles and department vehicles.*

Purpose: To ensure that traffic crashes are consistently reported and investigated in accordance with governing Oregon Revised Statutes, specifically identifying the type of crashes that require investigation.

2.4.3 – Reflectorized Vests

The agency provides OSHA approved reflectorized vests to increase the visibility of employees while exposed to traffic hazards. Use of reflectorized vests is mandated for personnel while directing traffic, or at the scene of a traffic accident.

Purpose: To ensure the safety and visibility of all employees exposed to traffic hazards or while engaged in traffic direction or the investigation traffic accidents.

Section 5

EQUIPMENT

2.5.1 – Patrol Vehicles

A written directive requires that vehicles used in patrol operations are equipped with emergency lights, siren, and police radio.

Purpose: To ensure that all vehicles used for patrol operations, whether marked or unmarked, have the necessary emergency equipment, and that the equipment is within the standards established under ORS 816.250 and OAR 735-110-0010 through 735-110-0050.

2.5.2 – Vehicle Equipment

A written directive specifies the type and amount of equipment and supplies to be carried in each kind of agency owned vehicle.

Purpose: To ensure that all department vehicles have the necessary equipment and supplies in relation to the vehicle function.

2.5.3 – Vehicle Inspections

A written directive requires that vehicles are inspected by the operator at the beginning of each day/shift to ensure that minimum safety standards are met.

Purpose: To ensure that the vehicle systems are functioning properly, that all lights and emergency equipment are working, and that no property or contraband is present.

CHAPTER 3

STANDARDS FOR SUPPORT SERVICE FUNCTIONS

Section 1

COMMUNICATIONS

3.1.1 – Communications Operations

The agency has 24 hour, two-way radio capability that provides continuous communication between the agency and on-duty personnel.

Purpose: To ensure that a continuous link is established between a central communications center and officers in the field. Twenty-four hour two-way radio capability is an essential function to safe, efficient and responsive operations. (Revised 04/08/08)

3.1.2 – Recording and Playback

The agency has immediate playback capability of all recorded telephone conversations and radio transmissions, and has continuous recording capability for all telephone lines designated to handle emergency and non-emergency requests for service from the public and radio transmissions to and from the communications center. Procedures have been established for the retention, storage, security, and review of recordings.

Purpose: To ensure that information can be immediately replayed, if necessary, to verify call or radio information, and to retain information as a source for criminal investigations, internal investigations, public records disclosure requirements, and service delivery audits.

(Revised 04/08/08)

3.1.3 – Emergency Power

In the event of a power failure, the agency has an alternative source of power sufficient to ensure the continued operation of the communications center.

Purpose: To ensure that all communications equipment and telephones in the communications center can be powered for an extended period of time if the normal electrical power source is interrupted.

3.1.4 – Emergency Medical Dispatch

If the agency authorizes first aid and lifesaving instructions to be given over the phone, all personnel authorized to give such instructions must be trained and certified through an approved training program, and have immediate access to approved emergency medical guidelines and materials.

Purpose: To ensure that telecommunications personnel who engage in providing medical lifesaving instructions receive necessary and approved training. (Revised 04/08/08)

3.1.5 - Security

The agency has appropriate security measures in place to:

- a. Control access to the communication center;*
- b. Protect equipment;*
- c. Establish security for transmission lines, antennas, and power sources.*

Purpose: To ensure that adequate measures are taken to secure and protect the communications facility, its personnel, and equipment.

3.1.6 – Telecommunications Code of Ethics

A written directive requires that all telecommunications personnel sign and adhere to the Telecommunications Code of Ethics.

Purpose: To ensure that all telecommunications personnel acknowledge and adhere to the tenets of the adopted Telecommunications Code of Ethics.

Section 2

RECORDS

3.2.1 – Public Records

A written directive establishes procedures for the maintenance, release and security of public records to include the following:

- a. Arrest and crime reports;*
- b. Investigative information;*
- c. Juvenile records;*
- d. Exempt public records;*
- e. Other public records;*
- f. Expungement of records; and*
- g. Records retention.*

Purpose: To provide guidelines in accordance with the Oregon Public Records Act that maintains the integrity of the agency's records system and limits access to authorized personnel only.

3.2.2 – Computerized Criminal History Information

The agency complies with Oregon Revised Statutes regarding access to criminal history information, release, security and review of criminal history information.

Purpose: To ensure that criminal history information is managed and released in accordance with established statutory requirements.

Section 3

PROPERTY & EVIDENCE

3.3.1 – Scene Processing Availability

A written directive requires that qualified personnel are available on a 24 hour basis to process crime scenes, traffic accident scenes, and other investigation scenes.

Purpose: To ensure that qualified and skilled personnel are available at all times to respond to and process crime scenes, traffic accident scenes, and other investigation scenes. Smaller agencies may have skilled personnel on call or may have arranged with another agency to acquire skilled personnel.

3.3.2 – Collection and Preservation of Evidence

A written directive establishes procedures for the proper collection, storage, preservation, and security of evidence and other property in the field.

Purpose: To establish guidelines for agency personnel to ensure that evidence and property are properly collected, handled and secured in field operations in order to maintain the integrity of the chain of custody.

3.3.3 – Evidence / Property Transfer

A written directive establishes procedures for documenting the release, receipt, and return of evidence or property that is transferred to the lab or temporarily released for investigative or court purposes. At a minimum, the transfer record should contain:

- a. Authorization from the primary officer or investigator;*
- b. Date and time of the transfer;*
- c. Name of the transporting person;*
- d. Name of the receiving person;*
- e. Name and location of the laboratory or the agency where the property is to be transferred; and*
- f. Reason for the transfer.*
- g. Return of property/evidence to the agency's custody.*

Purpose: To ensure maintenance of the chain of custody of all evidence and property, and establishment of necessary transfer records.

3.3.4 – Administration and Operations

A written directive establishes procedures for receiving evidence and property obtained by agency personnel into agency custody and control, to include:

- a. Definitions of property, evidence, safekeeping, and found property;*
- b. That all evidence/property is logged into agency records as soon as practicable;*
- c. That all evidence/property is placed under the control of the evidence and property control function prior to the officer going off-duty;*
- d. That a written report is prepared which details how the evidence/property came into the agency's possession, specifically describing each item of property obtained;*
- e. That a process is established for receipting property taken from or returned to citizens;*
- f. Guidelines for packaging and labeling evidence/property prior to storage;*
- g. That extra security measures are established for processing, handling and storing weapons, cash, controlled substances, or other property requiring exceptional or special handling;*
- h. That efforts are made to identify and notify the owner or custodian of recovered property in the agency's custody; and*
- i. That procedures are established for the final release of property.*

Purpose: To ensure appropriate, safe handling and packaging of all property and evidence coming into the possession of the agency, in order to maintain the integrity of the property or evidence function. Items requiring extra security measures for handling, processing and storing include, but are not limited to, firearms and other weapons, blood and body fluids, controlled substances, and money. Off-site secure storage should be provided for dangerous items such as chemicals and explosives. (Revised 07/29/08)

3.3.5 – Bio-Hazard Materials

A written directive requires that all bio-hazard materials and their storage areas are properly marked with hazard labels.

Purpose: To ensure that all bio-hazard material submitted for storage is properly labeled as such, including the area of storage.

3.3.6 – Secure Storage

A written directive requires all evidence and property to be stored in secure areas and/or facilities under direct control of the Evidence Custodian.

Purpose: To ensure that all property and evidence in possession of the agency is properly secured and safeguarded. Some items held in custody may have different storage requirements that must be evaluated by the agency for the best method of safe and secure storage.

3.3.7 – After Hours Storage

A written directive establishes procedures for placing evidence and property into secure storage during those times when the property room is closed.

Purpose: To provide a safe and secure alternative source of storage for property and evidence when the property room is closed.

3.3.8 – Authorized Access

A written directive limits access to areas where property and evidence is stored to authorized personnel only.

Purpose: To ensure the integrity of property and the value of evidence, it is important to limit and control access to property rooms to only those persons authorized.

3.3.9 – Property Records System

A written directive establishes procedures to report and record all property and evidence held by the agency.

Purpose: To ensure that a records system is established that identifies the status and location of all property and evidence held in the agency's custody.

3.3.10 – Property and Evidence Audits

A written directive requires the completion of the following documented inspections, inventory, and audits:

- a. Annual inspections are conducted by a person responsible for the property and evidence function to determine if the agency procedures are being followed;*
- b. Annual audits are conducted of random choice of evidence by a supervisor not in the evidence custodian's chain of command;*

- c. *An inventory of property is conducted whenever there is a change in the personnel of the agency who have access to the secure evidence storage areas, or there is reason to believe evidence has been tampered with;*
- d. *Unannounced inspections of evidence and property storage areas are conducted as directed by the agency CEO.*

Purpose: To provide a means of oversight and accountability and ensure the integrity of the property and evidence function. An inventory of property accounts for all guns, controlled substances and money, and a representative sample of all other property to ensure the integrity and accountability of the system. (Revised 09/15/08)

CHAPTER 4

CUSTODY STANDARDS

Section 1

TEMPORARY HOLDING FACILITY

4.1.1 – Temporary Holding Facility

For an agency maintaining a temporary holding facility a written directive shall establish policies and procedures in accordance with ORS Chapter 169 and the Board of Corrections.

Purpose: To ensure appropriate operation of a temporary holding facility in a professional and legal manner, and establishment of policies and procedures governing booking, housing, maintenance of prisoners, and required annual inspections.

4.1.2 – Temporary Juvenile Detention

A written directive specifies the conditions, length of time, and reasons a juvenile may be held in temporary custody in a law enforcement facility and, at a minimum, will address the following:

- a. Amenities and items that must be made available to the juvenile;*
- b. Specific requirements if the juvenile is in secure custody;*
- c. Prohibitions of physical, sight, and sound contact between juveniles and adults;*
- d. Conditions for use of temporary detention rooms;*
- e. Securing of the juvenile's personal property;*
- f. Requirement to notify the juvenile's parents or legal guardian;*
- g. Conditions and procedures for the release of a juvenile from custody;*
- h. Medical emergencies;*
- i. Alcohol intoxication and controlled substance abuse by a juvenile; and*
- j. Juvenile custody reports.*

Purpose: To ensure that juveniles taken into temporary custody are housed in a safe, secure environment that protects individual and parental rights, and complies with all applicable Oregon Revised Statutes. [\(Revised 09/22/09\)](#)

Section 2

LOCKUP FACILITY

4.2.1 – Administration and Organizational Structure

For an agency maintaining a lockup facility, a written directive provides for operation of such facility in accordance with ORS Chapter 169 and the Board of Corrections, and provides the supervision and monitoring of prisoners and the organizational structure and assigned responsibilities.

Purpose: Guidelines exist for the overall professional management of the facility, establishing accountability for operations, and to ensure that both the prisoners' and public interests are protected. Detainable prisoner classifications, non-detainable prisoner categories, monitoring, and release/transport criteria should be determined. Procedures should be established for temporary detention of females and juveniles, and the arrest and detention of foreign nationals.

4.2.2 – Operational Procedures

The facility has established procedures for overall operations to include:

- a. Security;*
- b. Prisoner monitoring;*
- c. Positive prisoner identification;*
- d. Receipt, storage, and release of prisoner property;*
- e. Receipt of prisoners;*
- f. Prisoner bedding;*
- g. Prisoner food service;*
- h. Prisoner telephone calls;*
- i. Medical and health care;*
- j. Attorneys;*
- k. Religious worship;*
- l. Release of prisoners;*
- m. Death of a prisoner; and*
- n. Facility sanitation and maintenance.*

Purpose: Sufficient procedures exist that facilitate day-to-day operations, provides necessary or required services to prisoners, and maintains required facility security.

Section 3

GENERAL PROCEDURES

4.3.1 – Custody Searches

A written directive establishes procedures for custody searches which conform to lawful searches identified in ORS 131.605 – 133.525 and ORS 133.525 – 133.537.

Purpose: Ensures that necessary searches are completed, and includes procedures for normal pat-down (frisk) search, booking search, strip search, and physical body cavity search.

4.3.2 – Emergency Response

A written directive establishes response criteria in event of fire or other emergencies affecting the lockup or temporary holding facility and the safety of employees and prisoners, to include at a minimum the following:

- a. Established plan for regular inspections of fire extinguishers, smoke alarms and/or sprinkler systems, first aid kits, or any other medical or safety equipment employed by the agency;*
- b. Availability of cell keys in an area readily accessible in an emergency;*
- c. Posting of evacuation plans; and*
- d. Required training on evacuation procedures.*

Purpose: The lockup or temporary holding facility complies with the State of Oregon Structural Specialty Code and the Fire and Life Safety Code. [\(Revised 09/15/08\)](#)

4.3.3 – Alcohol and Controlled Substances

A written directive provides for appropriate care of prisoners that are under the influence of alcohol and/or drugs.

Purpose: Ensure that prisoners determined to be intoxicated and/or under the influence of controlled substances receive necessary segregation, monitoring, or medical care dependent on factors such as level of intoxication, known drugs of influence, or suspected/visible injury. Consideration should be given to the collection and preservation of evidence, if necessary.

4.3.4 – Prisoner Transports

A written directive specifies procedures for the transportation of prisoners, to include the following:

- a. Restraint devices and methods to be used;*
- b. Prisoner search requirements;*
- c. Vehicle search before and after transport;*
- d. Transport of sick, injured, or disabled prisoners;*
- e. Destination actions;*
- f. Notification procedures for security risk;*
- g. Security and control of prisoners transported to medical facilities/hospitals for treatment;*
- h. Prisoner identification confirmation procedures; and*
- i. Actions required in event of prisoner escape.*

Purpose: To establish procedures for the transport of prisoners that ensures the safety of the transporting officer and the general public, and provides for the security of the prisoner in transport and arrival at destination.

APPENDIX A

GLOSSARY

A

ACADEMY: A facility at which agency training programs are conducted, usually housing classrooms, gymnasium, library, and offices for academy instructors and staff. Other facilities usually considered to be part of the academy, such as firing ranges and driving tracks, may be located at other sites.

ACCOUNTABILITY: The state of being held responsible by higher authority for specified job-related results.

ADMINISTRATIVE REVIEW: A documented review of an incident or occurrence prepared by or for the Chief Executive Officer or his/her designee. The review should indicate whether policy, training, equipment, or disciplinary issues should be addressed.

ADVERTISEMENT: The direct or indirect contact between an agency and the general public by way of printed publications or broadcast announcements.

AGENCY: An administrative division of government with specific functions, such as a Police or Sheriff's Department.

ARREST: To deprive a person of his/her liberty by legal authority.

ARRESTING OFFICER: A sworn law enforcement officer who takes a person into custody, with or without a warrant.

AUDIT: A formal, periodic examination and checking of accounts or financial records to verify their correctness.

AUXILIARY: A civilian associated with the law enforcement agency in a part-

time, non-sworn capacity, because of his/her interest in supporting the agency, such as volunteers, senior citizens, and law enforcement explorers.

B

BARRICADED PERSON: An individual who resists being taken into custody by using or threatening to use, firearms, other weapons, explosives, etc. Generally, the barricaded person is behind cover. As used here, the barricaded person may or may not have taken a hostage or made a threat to his or her own life.

BIENNIALLY: An action or event that occurs once every two years.

BPSST: The Board on Public Safety Standards and Training, which establishes certification requirements for public safety personnel and the requisite training requirements.

BOOKING: A procedure for admitting a person charged with an offense to a holding facility; includes searching, fingerprinting, photographing, medical screening, collecting personal history data, and inventorying and storing a person's property.

C

CANDIDATES: Persons seeking employment who have completed a formal application.

CAREER DEVELOPMENT: The process of providing specific training or work opportunity designed to enhance an employee's overall potential for upward mobility and/or job satisfaction.

CELL: A space, area, or enclosure in which to place and lock in a detainee, so as to prohibit freedom of movement.

CEO: Chief executive officer: the sheriff; the chief of police; or public safety director.

CHAIN OF COMMAND: Lines of communication going downward or upward within the organizational hierarchy through each successive level of command.

CHAIN OF EVIDENCE: The continuity of custody of material and items collected as physical evidence, whether at a crime scene or not, that proves any material or item introduced into the court at the time of trial is the same as that initially collected.

CITATION: Any traffic enforcement action that involves a written notice to the accused to appear and that contemplates trial adjudication or disposition to determine guilt or innocence of the person charged with the violation.

CIVILIAN: A non-sworn (non-commissioned) person, who may be employed or associated with the law enforcement agency in a variety of supporting roles.

COMMAND PROTOCOL: The process identified to ensure a continuation of supervision at all levels of the chain of command when vacancies or absence from duty exists.

CONTRABAND: Items that are not permitted within a holding facility because of their illegality or possible use to disrupt security measures within the facility.

COUNSELING: The giving of advice; advising. As used: discussions between the rated employee and rater wherein the rater provides advice to the rated employee on performance.

COURSE: A body of prescribed study about a specific topic.

COURT: A judicial officer or the room or space where judicial officers conduct trials, hearings, or other judicial activities.

CRIME SCENE: The location where the crime occurred or where the indication of the crime exists.

CRIME SCENE PROCESSING: The specific actions taken at the crime or traffic crash scene, consisting of the taking of photographs, preparing crime or crash scene sketch, and collecting and preserving physical evidence.

CRIMINAL INTELLIGENCE: The activity principally concerned with collecting, processing, and disseminating information related to such areas as organized criminal activities, subversive activities, vice activities, terrorism, and civil disorders. Ordinarily the intelligence component should not perform enforcement activities but should be a source of information for operational units.

CURRICULUM: A series of courses related to a specific training program.

CUSTODY: Legal or physical control of a person; legal supervisory or physical responsibility for a person.

D

DETAINEE: A person who, having been arrested or detained is held in a holding facility for not more than 72 hours. Such persons are held in the holding facility pending arraignment, release, adjudication, or transfer to another facility.

DISABLED PRISONER: A prisoner with an anatomical, physiological, or mental impairment that hinders mobility.

DPSST: The Department of Public Safety Standards and Training which, under Oregon statutory authority, regulates minimum standards for certification of public safety personnel and the associated training requirements.

E

EMERGENCY SITUATION: An actual or potential condition that poses an immediate threat to life or property. In the context of mutual aid, it means a situation that exceeds the capability of the local agency to counteract successfully.

EXECUTION: The performance of an act required by the writ, warrant, or other process commanding the seizure of a person or thing, as opposed to mere delivery of an instrument without any concomitant seizure.

F

FIELD INTERVIEW: The stopping and questioning of a person by a law enforcement officer because the officer (1) has reasonable suspicion that the subject may have committed, may be committing, or may about to commit a crime, (2) believes the subject may be a hazard, or (3) believes the interview may have a preventative effect.

FIELD TRAINING EVALUATION PROGRAM (FTEP): A structured and closely supervised program provided to recruit officers to facilitate the application of skills and knowledge obtained in the academy/classroom to actual performance in on-the-job situations.

FIELD TRAINING OFFICER (FTO): An officer who has been carefully selected and trained to deliver the field training evaluation program to recruit officers.

FORMAL APPLICATION: A written form used to express interest in employment

and to request information on a person's basic occupational qualifications, work experience, educational background, training, and special skills or abilities.

FUNCTION: A general term for the required or expected activity of a person or an organizational component, e.g., patrol function, communications function, investigations function.

G

GENERAL ASSISTANCE: Services of a non-emergency nature provided by agency personnel, such as providing information or directions and assisting stranded or disabled motorists.

GOAL: A relatively broad statement of the end or result that one intends to ultimately achieve.

H

HIGHWAY: The entire width between the boundary line of every publicly maintained way when any part thereof is open to the use of the public for purposes of vehicular traffic; a street; or a publicly maintained traffic way.

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.

I

INCIDENT: An event that requires law enforcement action or the dispatching of officers in response to citizen requests for law enforcement services, whether criminal or non-criminal.

IN CUSTODY: Being under the full control of a law enforcement officer.

INTAKE: The point at which a juvenile offender enters the juvenile justice system intake unit.

J

JOB: One or more positions with duties and responsibilities that are identical in all significant aspects so that a single descriptive title can be used to identify work performed by incumbents.

JOB CLASSIFICATION: A detailed written statement that (1) identifies the characteristics of various positions (jobs) by assigning job titles and job specifications, (2) arranges positions according to a logical plan that groups those with common characteristics, and (3) establishes minimum qualifications and equitable salaries for each group.

JOB DESCRIPTION: A specific outline of job related duties and responsibilities and reporting authority that includes minimum educational, physical, and additional skills requirements.

L

LATERAL ENTRY: A personnel practice that permits employees from in or outside the agency to be selected for a position and be exempted from all or part of the agency's selection process for that position, if the employees meet the minimum qualifications of the employing agency.

LESSON PLAN: A detailed guide from which an instructor teaches. The plan includes the goals, specific subject matter, performance objectives, references, resources, and method of evaluating or testing students.

M

MANUAL: A collection of written directives in either hard-copy or electronic format.

MUTUAL AID: An exchange of services, personnel, and/or equipment between law enforcement agencies during times of emergency.

O

OBJECTIVE: An end or result that one intends to attain in order to achieve partial fulfillment of a goal. An objective is a subset or an element of a goal, which usually requires shorter timelines to accomplish than a goal.

ORGANIZATIONAL COMPONENT: A subdivision of the agency, such as a bureau, division, section, or unit.

P

PATROL: The deployment of officers to repress and prevent criminal activities, investigate offenses, apprehend offenders, and furnish day-to-day law enforcement services to the community.

PERFORMANCE: Something done or performed. As used: actions taken or omitted with regard to specific tasks or assignments.

PHYSICAL ARREST: Any enforcement action that consists of taking persons into custody for the purpose of holding or detaining them to answer a charge of law violation before the court.

POLICY: A broad statement of agency principles. Policy statements may be characterized by such words as "may" or "should" and usually do not establish fixed rules or set procedures for conduct of a particular activity, but rather provide a

framework for development of procedures and rules and regulations.

POSITION: The duties and responsibilities, or work, assignable to one employee. A position may be filled or vacant. For purposes of comparison, a patrol officer assigned as a court officer would occupy a "position", where patrol officer would be the "job."

PRISONER: A person who has been arrested and taken into custody.

PROCEDURE: A guideline for carrying out agency activities. A procedure may be made mandatory in tone through the use of "shall" rather than "should", or "must" rather than "may." Procedures sometimes allow some latitude and discretion in carrying out an activity.

PROFICIENCY: The additional skills, knowledge, and abilities that are needed to remain competent in performing the duties and responsibilities of the job.

PURSUIT: An active attempt by a law enforcement officer in a motor vehicle to apprehend one or more occupants of another moving motor vehicle, where the driver of the fleeing vehicle is aware of the attempt and is resisting apprehension.

R

REASONABLE BELIEF: The facts or circumstances the officer knows, or should know, are such as to cause an ordinary and prudent person to act or think in a similar way under similar circumstances.

REMEDIAL TRAINING: Personalized training to correct a particular deficiency, which is identified by (1) testing or other evaluation during training, or (2) supervisory evaluation during routine job performance.

RESERVE OFFICER: A part-time, sworn law enforcement officer who may possess the same powers and perform the same duties as full-time officers.

RESTRAINING DEVICES: Equipment that is used to restrain the movement of a prisoner, such as handcuffs, waist chains, ankle chains, and flex-cuffs.

ROAD: That portion of the highway that includes both the roadway (traveled portion) and the shoulder.

ROADBLOCK: A temporary operation in which law enforcement or other authorized personnel use a restriction, obstruction or device to stop or prevent free passage of motor vehicles in order to apprehend a suspect.

ROADWAY: That portion of the highway specifically designed, improved, or ordinarily used for motor vehicle travel.

RULES AND REGULATIONS: A set of specific guidelines to which all employees must adhere.

S

SECONDARY EMPLOYMENT: Any outside employment, which is either extra-duty or off-duty. Extra-duty employment is any secondary employment requiring the actual or potential use of law enforcement powers. Off-duty employment is any secondary employment that does not require the actual or potential use of law enforcement powers.

SELECTION CRITERIA: Rules, standards, procedures, or directives upon which a judgment or decision concerning employment can be based.

SELECTION PROCESS: The combination of components and procedures that lead to a final employment decision.

SERIOUS PHYSICAL INJURY: A bodily injury that creates a substantial risk of death; causes serious, permanent disfigurement; or results in a long-term loss or impairment of any bodily member or organ.

SHIFT: An established period of time that an employee works, and can be determined based on workload demands and/or collective bargaining agreements.

SHIFT BRIEFING: Informational sessions of short duration administered to law enforcement officers just prior to their tour of duty. These sessions may also be used for training purposes.

SKILL: A present, observable competence acquired or developed through experience and/or training.

SKILLS, KNOWLEDGE, AND ABILITIES: Skills are the proficiency with which an individual performs. Knowledge is a body of information or the understanding gained through learning, education, experience, or associations. Abilities are processes required to perform various job responsibilities.

SPECIAL EVENT: An activity, such as a parade, athletic contest, or public demonstration that results in the need for control of traffic, crowds, or crimes.

SPECIALIZED ASSIGNMENT: An assignment often characterized by increased levels of responsibility and specialized training, but within a given position classification.

SPECIALIZED TRAINING: Training that enhances skills, knowledge, and abilities, either in technical or job-related subjects or it may address supervisory, management, and/or executive development training.

SPECIAL PURPOSE VEHICLE: A vehicle used for specific situations that

require special needs for weather, operations, terrain, storage requirements or appearance. Includes SWAT vehicles, bomb disposal vehicles, mobile command posts, boats, aircraft, snowmobiles, bicycles, all-terrain vehicles, motorcycles, canine vehicles, general animal transport vehicles, or any other vehicle designed and used for a special purpose.

SUPERVISION AND CONTROL: Means direct in-person contact.

SWORN OFFICER: A person who is granted general peace officer powers prescribed by constitution, statute, or ordinance in the jurisdiction.

T

TACTICAL TEAM: Usually refers to a group of officers who are specifically selected, trained, and equipped to handle high-risk incidents such as barricaded subjects, hostage takers, or other situations or activities as determined by command leadership.

TASK: A unit of work performed by an individual to accomplish the goal of a job.

TEMPORARY HOLDING AREA: A room, space, or area for processing, questioning or testing of detainees where they may not be subject to the continuous control or supervision of agency personnel in the same room, space, or area. The time period in which a detainee may be held under these circumstances may not exceed four hours. If needed, under specific circumstances, a detainee may be restrained to a fixed object, designed and intended only for that use, for no more than four hours.

TRANSPORT VEHICLE: The vehicle used for transporting a prisoner from one point to another. The transport vehicle may be a patrol vehicle or other specially designed prisoner transport vehicle, such as a van or bus.

TRANSPORTING OFFICER: A sworn law enforcement officer who is responsible for transporting a prisoner from one point to another. This may be the arresting officer or another officer assigned to the responsibility.

U

UNLAWFUL HARASSMENT: Conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

W

WORKLOAD: The sum total of cases and other measurable activities occurring within a given area or time period.

WRITTEN DIRECTIVE: Any written document used to guide or affect the performance or conduct of agency employees. The term includes policies, procedures, plans, rules and regulations, administrative orders, general orders, special orders, memorandum, or other instructional material.

APPENDIX B

GUIDING PRINCIPLES

1.0 FUNCTIONS PERFORMED OR DELEGATED

1.1 An agency that delegates functions to other agencies is held accountable for compliance with applicable standards governing those functions.

For example, even though the agency delegates its communications function to a regional center and its recruit training to a state or regional training center, the applicant agency remains responsible for the functions and, therefore, for compliance with the standards related to those functions.

1.2 An agency for which functions are performed on its behalf by another entity is held accountable to verify compliance with applicable standards governing those functions.

An applicant agency remains accountable for the performance of functions that the Oregon Accreditation Alliance determines is applicable for an agency of its size and type, even if the function is performed by another organization. This applies to functions delegated as in 1.1 and functions that are traditionally performed by another entity. This includes recruitment, selection, and promotion, which may be the function of a local Human Resources Department.

1.3 An agency can be held accountable for functions governed by standards, if the Oregon Accreditation Alliance determines that an agency of its size and type should perform the function.

Ordinarily, this matter is resolved before self-assessment, but agencies should be aware of this guiding principle.

1.4 If an agency occasionally performs a function governed by standards, its operations in this regard must not be in violation of the applicable standards.

“Occasional” performance might include: (1) a less than full-service sheriff’s office which backs up a local law enforcement agency that may be shorthanded several times a month; (2) a small law enforcement agency which must hold prisoners for several hours in a holding area in the agency because the lockup facility normally used is full; or (3) a large agency that normally uses a regional law enforcement training center holds in-service training programs several times a year because training needs increase due to problems that are unique to that agency. Agencies that occasionally perform functions should ensure that its operations do not violate the standards.

2.0 STANDARDS

2.1 An agency can exceed the requirement of a standard.

A semiannual reporting requirement may be done quarterly. This is but one example of how an agency’s performance can exceed the standard.

2.2 A standard may not be applicable if the agency does not have responsibility for the functions addressed by the standard, providing the Oregon Accreditation Alliance concurs.

A procedure by which to establish non-applicability is included in the self-assessment process.

2.3 Unless otherwise indicated, standards related to personnel matters apply to all agency employees.

Some standards indicate applicability to sworn or civilian personnel. Where that differentiation is not made, the standard applies to all agency personnel.

3.0 WRITTEN DIRECTIVES

3.1 A written directive can be a policy, plan, procedure, rule or regulation, general or special order, training directive, or other document that is binding upon agency personnel.

The objective of a written directive standard is to require written policy. The form of that written policy can be what the agency has determined best fits its written directive system.

3.2 An agency does not need to have an individual directive for each standard requiring a written directive; the agency may have a single manual or directive covering several different standards,

The accreditation process is not intended to generate unnecessary paperwork for the applicant agency. A written directive, general order, etc. may serve to document a number of standards. The agency may list one source of documentation as many times as is appropriate.

4.0 ASSESSORS

The final three principles pertain to assessors, and are intended for purposes of information without comments.

4.1 Assessors may go outside the proofs of compliance.

4.2 Assessors may go outside the agency to verify compliance.

4.3 Assessors must verify agency compliance with every applicable standard; assessors may verify compliance with any other standard they decide to assess.

5.0 GENERAL PREMISE

Compliance with standards must be both reasonable and achievable.

APPENDIX C

PERFORMANCE ACTIVITIES

The accreditation process has certain time sensitive issues that require some type of agency action within specific timeframes. Included are reports, analysis, reviews, and inspections ranging from daily, weekly, periodically, to once in three years. These activities are important to agency operations, public safety, and liability concerns. The following index lists applicable time sensitive issues.

- 1.2.5 *Bias-Based Policing*
- 1.3.3 *Weapons Discharge Reports*
- 1.3.4 *Training and Proficiency on Use of Force Policies and Firearms*
- 1.3.7 *Required Reports and Reviews for Use of Force Incidents*
- 1.3.8 *Review of Deadly Force Incidents*
- 1.5.3 *Employee Performance Evaluations*
- 1.6.1 *Cash Accounting Activities*
- 1.6.2 *Fiscal Audits*
- 1.7.1 *Personnel Complaints Review*
- 1.8.1 *Training Plan*
- 2.1.2 *Vehicle Pursuit Reports and Reviews*
- 2.1.6 *Special Response Unit Post-Incident Reports*
- 2.3.1 *Disaster Plan Training and Update*
- 2.5.3 *Operator Vehicle Inspections*
- 3.1.3 *Communications Center Alternate Power Source*
- 3.3.4 *Report Required for Property Coming into Agency Possession*
- 3.3.10 *Property/Evidence Audits, Inspections, and Inventory*
- 4.1.1 *Temporary Holding Facility Inspections*
- 4.3.2 *Emergency Response Equipment Testing and Inspection*
- 4.3.4 *Required Actions in Escape of Prisoner Being Transported*