71.4.1

(M M M M) (LE1) Physical Conditions

A written directive establishes minimum physical conditions for temporary detention room(s) and provides for access to water, restrooms, and other needs.

Commentary

These comfort items are not required to be in the room, but the agency is responsible to ensure these items are provided to detainees in a timely manner. (M M M M) (LE1)

71.4.2

(M M M M) (LE1) Fire Prevention/Suppression

There is a plan for fire prevention, fire evacuation, and fire suppression for the temporary detention room(s).

Commentary

The standard does not require a separate plan for the individual area(s) used for temporary detention and can be part of the overall plan for the law enforcement facility. (M M M M) (LE1)

71.4.3

(M M M M) (LE1) Inspections

A written directive governs the frequency of inspections of the temporary detention room(s) and provides for the administrative review of temporary detention areas and procedures at least once every three years.

Commentary

Rooms utilized for temporary detention should receive regularly scheduled inspections for cleanliness and to determine if any unsafe conditions are developing. The administrative review should ensure that agency policies and procedures governing temporary detention are being followed and that the original intent for authorization and use of the facility continues to be adequate for the agency's needs. The administrative review can also disclose more adequate arrangements for detention, such as the availability of a newly built central holding facility or jail that was not previously available or considered by the agency. (M M M M) (LE1)

71.5.1

(M M M M) (LE1) Security Concerns in Designated Processing or Testing Rooms/Areas

A written directive addresses the following security concerns in designated processing or testing room(s) or area(s):

a. constant supervision;

b. weapons control;

c. panic or duress alarms; and

d. escape prevention.

Commentary

Some detainees are a potential threat to themselves and agency staff, so appropriate safety precautions should be taken while maintaining legal and reasonable conditions of treatment. Officer safety should always be a priority when an agency exercises discretion related to security of weapons, to include firearms. The agency should consider any other items such as knives, batons, chemical sprays, electronic controlled weapons, etc., it may want to exclude from the processing and testing environment when formulating its directive. The use of portable radios with a designated signal and procedures for distress in the processing or testing area will suffice for panic or duress alarms. (M M M M) (LE1)

Chapter 72 Introduction

Standards in this chapter apply only to those agencies operating holding facilities to maintain custody of detainees for periods not exceeding 72 hours except in documented exigent circumstances which will be reported in the agency's annual report to CALEA.

Such facilities include substations or precinct lockups, as well as facilities operated as collection centers in which detainees are held for periods not exceeding 72 hours before their transfer to longer-term detention facilities.

Not included in this category are holding facilities co-located with and operated as an integral part of a jail or other correctional institution whose primary purpose is to house detainees for periods exceeding 72 hours. Agencies operating such facilities should contact the Commission on Accreditation for Corrections for possible accreditation.

For Court Holding Facilities, see (Chapter 73 Court Security).

Carefully read the Glossary terms: Holding Facility, Jail, and Court Holding Facility before proceeding with this chapter.

72.1.1

(M M M M) (LE1) Training User Personnel

A written directive requires that personnel receive initial training on the operations of the holding facility, to include fire suppression and equipment provided for use by the agency, and retraining at least once every three years.

Commentary

Types and levels of training should vary with the nature of assignments and responsibilities. Employees who work in direct, continuing contact with detainees require special training, including use of physical restraint, to ensure safety and security of staff and detainees. Employees who do not work in direct contact with detainees should receive an orientation on the operation of the holding facility and their role, if any.

Fire suppression may include smoke and fire detectors, fire extinguishers, fire hoses to one and one-half inches, and air packs (see standard 72.3.1). (M M M M) (LE1)

72.4.1

(M M M M) (LE1) Securing Firearms

A written directive specifies that firearms will be secured before entering the holding facility, and if any exceptions or conditions are permitted in emergencies, they are included in the directive.

Commentary

The agency should consider any other items such as knives, batons, chemical sprays, etc., it may want to exclude from the holding facility environment when formulating its directive on the exclusion of firearms. (M M M M) (LE1)

72.5.3

(M M M M) (LE1) Sight and Sound Separation

If males, females, and/or juveniles are required to be detained at the same time, their holding areas are separated from each other by sight and sound.

Commentary

The intent of this standard is to ensure the segregation of three detainee types. Juveniles should not be processed in the presence of adult violators and should be held in areas away from adult detainees. Females should be separated from areas where males are detained.

Sound, for the purpose of this standard, is defined as normal/loud conversation and does not include deliberate yelling or screaming. Yelling and screaming should be controlled by persons supervising detainees.

Agencies may comply with this standard by developing written procedural alternatives to avoid detaining males/females/juveniles in the same area. (M M M M) (LE1) Compliance may be OBSERVED.

Chapter 73 Introduction

Courts adjudicate cases, while ensuring that due process is honored in accordance with the rule of law. Courts may be civil or criminal. In criminal court, an accused's liberty is at stake. A criminal court is part of the judicial branch of government. In civil court, the tribunal adjudicates controversies between individual parties or an individual party and a governmental entity. A civil court may be part of the judicial or executive branch of government, the latter sometimes referred to as an administrative court. By way of illustration, and not by way of limitation, a civil or administrative court may hear matters concerning driver license revocations and suspensions, and forfeiture proceedings. While the threat of violence may be greater in a criminal court environment, civil courts experience violence and threats of violence as well. It is a self-evident proposition that violence, or a threat of violence, in a courtroom facility would have a profound negative impact on the safety and welfare of the litigants, witnesses, jurors, court and clerk staff, and all who are present. The ability of a court to function is, indeed, adversely affected by violence or the threat of violence. Accordingly, it is imperative that appropriate levels of security should prevail in a court facility (including the courtroom and the courthouse environs) to protect the integrity of court procedures and the physical safety of all present. Security measures used should include those designed to maintain the physical security of facilities and protect the judge, jury, and all other participants in the proceedings in court, as well as the public. These measures should be designed to intercept and remove individuals and items that may represent a threat to the peace, order, and integrity of the court.

Standards specified herein apply only to those law enforcement agencies that have responsibilities for provision of security within the courtroom (including limited-use courtrooms and court facilities), for the courthouse itself, or both. Responsibility for providing court security is often a function of statutory or ordinance mandate. In some jurisdictions, the providing court security is a matter of local custom and practice. Regardless of the source of authority, whenever an agency provides court security services, it must do so in accordance with existing standards. The categories of standards set forth are administration, operations, policy/procedures, equipment, and court holding facilities. Emphasis is given to the fact that effective security for the court facility will be dependent on the use of written directives and operational plans. Also, it is implicit that written directives prepared in response to these standards are not in conflict with prevailing laws or court orders and are in accord with actual needs.

Moreover, although the size, type, and numbers of courts and/or courtrooms in a particular jurisdiction will vary considerably, a minimum level of security should prevail in each. The security function for the court facility and/or courtrooms may be shared by two or more officials, or one official may carry this responsibility alone. When responsibility is shared by two or more officials, a memorandum of agreement should identify the responsibilities of each.

Standards in (subchapter 73.5 Court Holding Facilities) are applicable to court holding facilities.

73.1.1

(M M M M) (LE1) Role, Authority, Policies

If the agency has a court security function, a written directive includes:

a. a clear description of the agency's role and authority for court security;

b. a clearly defined policy and procedure on court security for agency personnel assigned to the function; and

c. identification of a position in the agency responsible for the security function.

Commentary

The written directive may be as simple as a general order or as sophisticated as a desktop manual.

This standard is conditional upon the agency's obligation to provide security for a court facility as a part of its responsibility. Responding to the court on routine calls for service is no different from other such requests and does not cause this chapter to be applicable.

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

While the development of a suitable court facility security function is a cooperative effort involving the agency and the court, once established, the agency should maintain full control over its function and personnel. In addition to general agency policy, clear and concise policy and procedures for the court security function should be developed and provided in writing. (M M M M) (LE1)

73.3.1

(M M M M) (LE1) Weapon Lockboxes

If policies prohibit weapons in areas of the court, a secure area for weapons storage will be provided.

Commentary

Rules of the court or other regulations may prohibit weapons being carried in parts of the court facility. Secure areas should be located so that they are convenient for law enforcement officers as well as secure. (M M M M) (LE1)

73.4.2

(M M M M) (LE1) External Communications

Courtrooms are equipped with at least one means of external voice communication.

Commentary

This may be a telephone, a two-way radio (fixed or portable), or an intercom system. The need to communicate orally with security personnel in specific emergencies, such as a medical emergency, hostage situation, or at other times when assistance is needed, dictates this standard. (M M M M) (LE1) Compliance may be OBSERVED.

73.5.12

(M M M M) (LE1) Securing Firearms

A written directive specifies that firearms will be secured before entering the court holding facility, and, if any exceptions or conditions are permitted in emergencies, they are included in the directive.

Commentary

The agency should consider any other items such as knives, batons, chemical sprays, etc., it may want to exclude from the holding facility environment when formulating its directive on the exclusion of firearms. (M M M M) (LE1)

73.5.18

(M M M M) (LE1) Designated Control Point

The agency has a system in the court holding facility to alert a designated control point in the event of an emergency.

Commentary

An audio communication system may be enhanced by the use of video equipment to supplement personal supervision by staff. Detainees also can use the system to advise staff of emergency needs. (M M M M) (LE1) Compliance may be OBSERVED.

Chapter 74 Introduction

Many law enforcement agencies are mandated by state constitution, statute, or ordinance to serve civil process and/or execute criminal process in support of the judicial function.

The functioning of the courts is affected by the prompt service of court documents. Thus, the effectiveness and image of the judicial system are dependent in part, upon the effective and timely service of court documents.

The types of process to be served or executed vary among jurisdictions as do some of the agencies' accompanying responsibilities, depending on the source of legal authority. Inadequate record-keeping and/or inappropriate procedures may subject the law enforcement agency to litigation and civil liability.

In many cases, the law enforcement agency collects funds derived from fees and sale of property at the direction of the court. Consequently, the agency must ensure proper accountability of these funds.

Standards in this chapter address areas of agency discretion in performing and recording its legal process functions, including records, civil process, criminal process, financial requirements, and property management. The standards are designed to ensure sufficiency of information, accuracy, timeliness, accessibility, and fiscal accountability in the delivery of legal process services but not functional responsibility. Responsibility for functions in this chapter may be shared throughout the agency, e.g., patrol, criminal investigation, communications, records, or provided by a specialized component(s), e.g., warrant/fugitive, civil process.

74.1.1

(M M M M) (LE1) Information, Recording

Information regarding each item of legal process, civil and/or criminal, is recorded, and includes the following elements:

a. date and time received;

b. type of legal process, civil or criminal;

c. nature of document;

d. source of document;

e. name of plaintiff/complainant or name of defendant/respondent;

f. officer assigned for service;

g. date of assignment;

h. court docket number; and

i. date service due.

Commentary

Record entries may be cross-referenced so that the information can be retrieved by means of the court's docket number and by the names of any of the parties to the action. In most instances, a unique number should be assigned to permit cross-reference of the return with the entry. (M M M M) (LE1)

Chapter 81 Introduction

The basic function of the communications system is to satisfy the immediate information needs of the law enforcement agency in the course of its normal daily activities and during emergencies. It is the latter situation that places the greatest demands upon the communications system and tests the capability of the system to fulfill its functions.

The system conveys information from the public to the law enforcement agency through communications personnel, to the officer who responds to the call for assistance, to other law enforcement and public service agencies, and to information storage facilities and retrieval subsystems. The speed and accuracy with which information flows through each system are measures of the agency's capability to respond to the needs of the community.

It would be virtually impossible to design a law enforcement communications system that would meet every agency's requirements. Each system must be sufficiently flexible in design to fulfill the needs of the individual agency. However, measures and standards of performance are necessary to assess the effectiveness with which any department, large or small, utilizes available information technology in fulfillment of its missions.

81.2.1

(M M M M) (LE1) 24 Hour, Toll-Free Service

The agency provides 24-hour, toll-free voice and TDD telephone access or an equivalent system for emergency calls for service.

Commentary

The public should be able to contact the law enforcement agency at all times for information or assistance that may be needed in emergencies. Agencies that are unable to maintain 24-hour telephone service should arrange for such service through neighboring departments, sheriff's departments, or the state police. Access to emergency services should be toll free within the agency's jurisdiction or permit free access to the operator. Each emergency answering point for the agency should be equipped with a system capable of handling assistance calls from persons who are hearing impaired. (M M M M) (LE1) Compliance may be OBSERVED.

81.2.2

(M M M M) (LE1) Continuous, Two-Way Capability

The agency has continuous two-way communication capability between the communications center and officers on duty.

Commentary

Immediate communications capability provides a measure of safety and security to law enforcement officers and the public. The nature of an officer's assignment, such as undercover, might dictate an exception to this continuous communication requirement.

The intent of this standard is to ensure that on-duty officers have the means for constant communication. In most situations, portable transceivers are required to enable officers on foot patrol and those away from their patrol vehicles to maintain communications with the dispatch center for exchanging information, requesting assistance, receiving orders or instructions, and responding to calls for service. (M M M M) (LE1) Compliance may be OBSERVED.

81.2.3

(M M M M) (LE1) Recording Information

A written directive establishes procedures for obtaining and recording relevant information of each request for service or self-initiated activity, to include:

a. control number;

b. date and time of request;

c. name and address of complainant, if possible;

d. type of incident reported;

e. location of incident reported;

f. identification of officer(s) assigned as primary and backup;

g. time of dispatch;

h. time of officer arrival;

i. time of officer return to service; and

j. disposition or status of reported incident.

Commentary

A control "system" can be a card, log, or computer entry that permits a permanent record to be maintained. Such records permit the agency to establish a control system to ensure a comprehensive field-reporting program. This information should be recorded for all requests, including those received by telephone; letter; in person; self-initiated by officers; or reported to officers in the field.

The control number should be affixed to a communication center control record and the call disposition or result noted thereon. The number may serve as the basis for filing and retrieving subsequent reports of the incident, but it is indispensable for auditing the communications and records systems (see Chapter 82 Central Records).

The procedures should encourage eliciting as much information as possible to enhance the safety of the officer and assist in anticipating conditions to be encountered at the scene. This is particularly important in certain categories of calls, and checklists may be provided to obtain additional information, e.g., for bomb threats, crimes in progress. (M M M M) (LE1)

81.2.4

(M M M M) (LE1) Radio Communications Procedures

A written directive establishes procedures for communications between field personnel and the communications center, to include:

a. *specifications of the methods and circumstances requiring communications by field personnel;*

b. *the recording of the status of field personnel when out of service;*

c. *the methods used for identifying field personnel during communications;*

d. *communication with interacting agencies;*

e. *criteria for the assignment of the number of field personnel in response to an incident;*

f. *circumstances that require the presence of a patrol supervisor at the scene for the purpose of assuming command; and.*

g. *responding to a field personnel emergency request for assistance or activated emergency alarm.*

Commentary

Identification systems should be based on beat numbers or other assignment numbers, unit identification numbers, or a combination of the two. Operations are more efficient and field personnel safety is enhanced when telecommunicators, supervisors, and fellow officers know the status of field personnel, their locations, the nature of cases or calls for service, and the developments in their investigation. The administrative control "system" can be maintained on a card, log sheet, computer record, or any instrument that permits a permanent record to be retained. The response to emergency requests or activated emergency alarm criteria should relate to a list of critical factors, e.g., officer needs assistance, officer in trouble, felony in progress, life saving situation. The list should be available to all telecommunicators. (M M M M) (LE1)

81.2.5

(M M M M) (LE1) Access to Resources

Communications personnel have immediate access to at least the following departmental resources:

a. officer in charge;

b. duty roster of all personnel;

c. residential telephone number of every agency member;

d. visual maps detailing the agency's service area;

e. officer status indicators;

f. written procedures and telephone numbers for procuring emergency and necessary external services to the agency; and

g. tactical dispatching plans.

Commentary

Communications personnel are often required to contact agency members both on and off duty. They should, therefore, have immediate access to such information as their working hours and residential telephone numbers.

Officer status indicators allow communications personnel to know the status of every officer under their control. All officers depend on the communications center to recognize when they may be in danger. By monitoring the officer status system, operators know where and how long each officer has been out on a call. When dispatching calls, operators also need to know which cars are available for service. A hand-written form updated by communications personnel would satisfy this standard.

Communications personnel also have the need to call other emergency service agencies, such as those pertaining to fire, rescue, ambulance, and animal control. They should have these and other telephone numbers immediately available by private line, telephone index, book, or other means that should expedite contacting the agencies.

Dispatching plans should include procedures to be followed in directing resources and obtaining information on crimes in progress, e.g., bank robbery, pursuits, and/or tactical operations. (M M M M) (LE1) Compliance may be OBSERVED.

81.2.8

(M M M M) (LE1) Recording and Playback

The agency has the capability of immediate playback of recorded telephone and radio conversations while it maintains a continuous recording of radio transmissions and emergency telephone conversations within the communications center. A written directive establishes procedures for the following:

a. a requirement that recordings be retained for a minimum period of thirty days;

b. secure handling and storage for recordings; and

c. criteria and procedures for reviewing recorded conversations.

Commentary

These recordings are an indispensable source for criminal investigations, internal investigations, training, and audits of the agency's service delivery system. Access to secure recordings should be limited and available only through a specific procedural method.

The citizen requesting service or the officer wanting assistance may not be able to repeat an emergency conversation that was garbled or too quick for easy understanding. Therefore, the agency should have the capability to replay a conversation while recording other calls and radio transmissions.

The capability of continuous recordings can be provided with a parallel dual-load recorder. (M M M M) (LE1)

81.2.12

(M M M M) (LE1) Misdirected Emergency Calls

A written directive establishes procedures for prompt handling and appropriate routing of misdirected emergency calls.

Commentary

It is common for one agency to receive emergency telephone calls intended for another law enforcement or public service agency. Agencies should accept any misdirected emergency call and promptly relay information to the agency having jurisdiction. (M M M M) (LE1)

81.2.14

(M M M M) (LE1) First Aid Over Phone

If the agency authorizes emergency first-aid instruction over the telephone or radio, employees must be trained and have immediate access to approved emergency medical guidelines or materials.

Commentary

The training should be approved by a competent authority and should be designed to provide emergency life saving information to callers until emergency medical personnel arrive at the scene. Retraining should also be provided on a schedule approved by a competent authority. The material/guidelines and training should be complementary. (M M M M) (LE1)

81.3.1

(M M M M) (LE1) Communications Center Security

Security measures for the communications center are in place to:

a. limit access to the communications center to authorized personnel;

b. protect equipment;

c. provide for back-up resources; and

d. provide security for transmission lines, antennas, and power sources.

Commentary

The capability to maintain communications in all emergency situations dictates that security measures be implemented to protect communications personnel, facilities, and equipment. Protective measures may include locating the center and equipment in areas providing maximum security, installing bullet resistant glass in areas of public access, and restricting access to the communications center. Providing security for equipment may be done with a combination of security cameras, fences, or other measures based on the needs of the agency, location of the equipment, and operational considerations. (M M M M) (LE1) Compliance may be OBSERVED.

81.3.2

(M M M M) (LE1) Alternate Power Source

The agency has an alternate source of electrical power that is sufficient to ensure continued operation of emergency communication equipment in the event of the failure of the primary power source. A documented inspection and test of the alternate power source is completed at least monthly, or in conformance with manufacturer recommendations, and tested or operated under full load at least once a year.

Commentary

Disruptions in the primary power source frequently occur. The agency should ensure continuous emergency communications capability through an alternate power source. The readiness of the alternate equipment should be ensured by reasonable testing or self-testing of the technology employed. A documented observation of a self-testing generator's performance once a month will satisfy this requirement. (M M M M) (LE1) Compliance may be OBSERVED.

Chapter 82 Introduction

The central records function is important to the effective delivery of law enforcement services. In this chapter, the standards address those central records functions that are basic to meeting the management, operational, and information needs of the agency. The standards are principally concerned with the administration, field-reporting, and central records activities and do not address the secondary records activities attendant to functions or components within the agency which are addressed in other chapters. The authorized dissemination of central records information is often governed by law.

82.1.1

(M M M M) (LE1) Privacy and Security

A written directive establishes privacy and security precautions for the agency's central records and, at a minimum, includes the following:

a. security of and controlling access to agency files;

b. accessibility to operations personnel after hours; and

c. procedures and criteria for the release of agency records.

Commentary

The privacy and security precautions for the central records function should be in accordance with agency policy, local ordinance, and/or state or provincial statutes.

Dissemination of all records should meet the legal requirements that apply in the agency's jurisdiction. The agency should determine the physical security requirements for the facility and decide who is authorized to access agency files. Facility and file security ensure the integrity of the system and the information it contains.

In some agencies the accessibility of records during evening and early morning hours becomes problematic. In these instances, specific persons working or available through call-in should be given authority to physically access central records information or have access through computer technology, when available (see standard 74.1.1). (M M M M) (LE1)

82.1.2

(M M M M) (LE1) Juvenile Records

A written directive establishes guidelines for collecting, disseminating, and retaining juvenile records, to include:

a. methods to distinguish juvenile records;

b. fingerprints, photographs, and other forms of identification;

c. physical security and controlling access to juvenile confidential information;

d. disposition of juvenile records after reaching adult age; and

e. expungement, when ordered by the court.

Commentary

The privacy and security precautions for juvenile records should be in accordance with agency policy, local ordinance, and/or state or provincial statutes. The agency specifically identifies juvenile criminal and identification records from adult criminal records to prevent unauthorized access and release. This identification may include: specially marked index cards; computer files that are marked for restricted access; or separated files. Dissemination of juvenile information should meet the legal requirements that apply in certain jurisdictions. The procedures should also provide guidelines for the disposition of juvenile records when the juvenile reaches adult age and for the expungement of records when ordered by the court. The agency should determine the physical security requirements for the juvenile files and decide who has authorized access. (M M M M) (LE1)

82.1.6

(M M M M) (LE1) Computer File Backup and Storage

The agency has a process for maintaining security of central records computer systems, to include:

a. data back-up;

b. storage;

c. access security; and

d. password audits, at least annually.

Commentary

The integrity of a computer system is only as good as the security system in place. Computer files should be backed up according to a regular schedule and comply with record retention laws or regulations, as they exist. The media, tapes, disks, or drives should be stored off-site in a secure facility or area. If used media is not recycled, methods of destruction should be determined to ensure that data is not retrievable from the discarded media (see standard 82.1.3). A regular check of passwords, access codes, and other security devices will maintain the integrity of the records system. A security system to prevent unauthorized access may be maintained by another government entity. Automated systems for verifying passwords and access security will satisfy the requirements of bullets c and d of this standard. (M M M M) (LE1)

82.2.1

(M M M M) (LE1) Field Reporting System

A written directive establishes a field-reporting system, to include:

a. guidelines to indicate when reports must be written;

b. forms to be used in field reporting;

c. information required in field reports;

d. procedures to be followed in completing field reports; and

e. procedures for submitting, processing, and supervisory review of field reports.

Commentary

This directive may be in the form of a field-reporting manual that describes and illustrates the information to be included on report forms. The document should be all-inclusive and serve as the complete user's guide, as well as a resource guide in all field-reporting situations.

A suggested set of field-reporting forms would include the following: offense report; supplemental report; traffic accident report; arrest report; property report; prosecution report; and complaint control and miscellaneous incident report. The forms may be more specialized than those listed, e.g., crimes against persons, crimes against property. The forms may also be consolidated to serve the purposes identified in the standard. The complaint control and miscellaneous incident report can be initiated by dispatchers and may serve as a control document and/or as the full report of a miscellaneous incident.

The agency should adopt a set of forms to standardize field reporting and structure them to ensure that basic information is captured for all crimes and incidents. Samples of the forms should be included, with clear instructions for filling out and submitting the field reports.

Supervisory review should be required as the first step in the submission process, and the form should be designed for the signature or initials of the reviewing supervisor. Typically, supervisory review is a function of the first line supervisor and is intended to ensure that the assignment has been satisfactorily completed and reported consistent with the field-reporting system.

If the agency is using a computerized system, the guide should address procedures for use. (M M M M) (LE1)

82.2.2

(M M M M) (LE1) Reporting Requirements

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

a. citizen reports of crimes;

b. citizen complaints;

c. incidents resulting in an employee being dispatched or assigned;

d. criminal and noncriminal cases initiated by law enforcement employees; and

e. incidents involving arrests, citations, or summonses.

Commentary

The purpose of this standard is to require a comprehensive reporting system. A record should be made of actions taken by law enforcement personnel whether in response to a request for service or for self-initiated actions. If two or more persons report the same incident, only one case report should be required.

The directive should establish procedures to ensure that proper action is taken to investigate complaints, evaluate suggestions, and correct deficiencies or refer them to proper authorities for correction. The person making the complaint or suggestion should be notified of the action taken. This may be contained in the agency's general field-reporting document. (M M M M) (LE1)

82.2.3

(M M M M) (LE1) Case Numbering System

A written directive establishes a case-numbering system, with provisions for the assignment of a unique number to every case.

Commentary

A single numbering series (case or incident number) should be employed for all incidents of law enforcement service, including traffic collision investigations, criminal investigations, and miscellaneous calls for law enforcement service. Some activities, such as the issuance of traffic citations, need not be recorded as numbered cases; the citation form itself serves as the report. The numbering system should be designed to ensure that all cases receive a number, that no numbers are omitted, and that no numbers are duplicated. (M M M M) (LE1)

82.3.4

(M M M M) (LE1) Traffic Citation Maintenance

A written directive establishes procedures for maintaining records of traffic citations, to include:

a. issuing citation forms to officers;

b. accounting for citations; and

c. storing citations in a secure area.

Commentary

Issuing and accounting for traffic citations should be rigidly controlled. Copies of citations issued by officers should be filed in agency records. Issuing, accounting, and storing of citations may be accomplished by electronic means. (M M M M) (LE1)

Chapter 83 Introduction

Of Evidence

The effective exercise of law enforcement responsibility in the investigation of crime and in the prosecution of offenders requires that information be obtained through the application of scientific knowledge and methods. There is no practical alternative. Research has shown clearly that physical evidence must be identified, collected, and preserved properly, and transmitted to the laboratory promptly if laboratory support resources are to be used effectively.

83.1.1

(M M M M) (LE1) 24 Hour Availability

Qualified personnel are available on 24-hour basis to process a crime scene/traffic collision.

Commentary

If a crime/collision has occurred and involves the prompt collection and preservation of physical evidence, 24-hour crime scene processing capability should be available. When the immediate services of a crime scene processor are required, personnel with these skills should be notified as soon as possible. In many cases, the implementation or continuation of the investigative process should await completion of certain aspects of the crime scene processor's work. Therefore, it is important that the processor be notified to coordinate their arrival at the scene and to provide instructions to on-scene personnel on how to proceed until they arrive. Smaller departments may have skilled personnel on call or may have arranged to acquire such personnel from another agency. (M M M M) (LE1)

83.2.1

(M M M M) (LE1) Guidelines and Procedures

A written directive establishes guidelines and procedures used for collecting, processing, and preserving physical evidence in the field, and includes the documented transfer of custody of physical evidence, while in the field.

Commentary

The agency should develop general guidelines for its approach to crime scene processing. For example, the first rule may be to secure and protect the crime scene. Agency policy should dictate whether processing is to be conducted by field personnel or specialists. Processing procedures should determine the progression of tasks, such as photograph, sketch, fingerprint, mark, and collect.

The directive should also provide guidelines for the preferred methods of collecting, marking/labeling, and packaging/storing a variety of evidentiary items. Methods used are those that should preserve the condition of evidence in the process of collection, prevent the introduction of foreign materials to it, and ensure as complete a sample as possible and practical.

For physical evidence to be accepted by the court at time of trial, it is essential that the chain of evidence be maintained. The initial step in this process is marking or labeling the item at the time it is collected, seized, or received. Items should be marked so as not to damage or contaminate the evidence. Items that cannot be marked should be placed in an appropriate container, sealed, and the container labeled.

Vehicles used for processing crime scenes should have equipment to recover fingerprints, take photographs, sketch the crime scene, and collect and preserve evidence.

For all items of evidence gathered at a crime scene, the investigator and/or processor should prepare a list containing a description of the item collected (including make, model, and serial number, if any), the source (person or location obtained from), and the name of the person collecting the item. The inventory is essential to the investigator and the processor for recording activities at the scene and qualifying the evidence at the time of trial.

If the evidence is transferred to another person prior to being logged in with the agency, documenting the transfer is critical to maintaining the chain of custody. The record of transfer of physical evidence should include the following: date and time of transfer; receiving person's name and functional responsibility; reason for the transfer; name and location of the laboratory; synopsis of the event; examinations desired; and date of transfer to a laboratory not within the agency. This standard applies to all persons, functions, and components responsible for collecting evidence. (M M M M) (LE1)

83.2.4

(M M M M) (LE1) Equipment and Supplies

The agency provides or has access to personnel, equipment, and supplies used for processing scenes for the following purpose:

a. recovery of latent fingerprints;

b. photography;

c. sketch of the scene; and

d. collection and preservation of physical evidence.

Commentary

In some jurisdictions where crime scene processors are required to go from one crime scene to another without the opportunity to return to a central point to replenish equipment and supplies, a specially built and equipped vehicle should be used, e.g., one having a portable power generator, ladder, and lights. Patrol officers and investigators who are appropriately trained may carry equipment in their vehicles for scene processing. It is important, however, that those who process the scene are equipped with necessary equipment to allow effective and timely processing of the scene. (M M M M) (LE1)

83.2.6

(M M M M) (LE1) Report Preparation

A written directive governs the preparation of a report by the person who processes a crime/traffic collision scene.

Commentary

An accurate record of events that transpire at the scene in connection with the investigation is required at the time of trial. The directive may require such elements as the following to be included in the report: date and time of arrival at the scene; location of the crime; name of the victims, if known; name of suspect, if known; action taken at the scene, including the number of photographs taken, and whether measurements were made (yes or no); list of physical evidence recovered; and case file reference number.

Other information that should be included when a crime scene processor is involved is the date and time a request for service was received, the name of the investigating officer, the disposition of the physical evidence and exposed negatives, and crime scene measurement information. (M M M M) (LE1)

83.3.2

(M M M M) (LE1) Evidence, Laboratory Submission

A written directive establishes procedures for submitting evidence to a forensic laboratory, which include:

a. identification of the person responsible for submitting the evidence;

b. methods for packaging and transmitting evidence to the laboratory;

c. types of documentation to accompany evidence when transmitted;

d. receipts to ensure maintenance of chain of evidence; and

e. stipulation that laboratory results be submitted in writing.

Commentary

The written directive should specify procedures for submission of perishable evidence to the forensic laboratory, such as fresh blood, blood stained objects, other physiological stains and tissue, and biological materials. Large and bulky items, firearms, drugs, and other items should be prepared in a uniform manner that is consistent with the requirements of the receiving laboratory.

The responsibility for requesting laboratory examinations and preparing and transmitting the evidence to the laboratory should be defined. Guidelines for the types and preparation of transmittal documents should be described. Chain of custody should be carefully maintained.

Verbal reports from the laboratory may be accepted, but the agency should insist these be followed up by a written report. When the laboratory is part of the agency, the directive should specify that written reports of findings are provided. When a laboratory is not part of the agency, a transmittal letter or written request, as a part of the evidence transmittal form should be used to request a written report of laboratory findings. (M M M M) (LE1)

Chapter 84 Introduction

The property and evidence control function should provide for the security and control of seized, recovered, and evidentiary property as well as abandoned, lost, or found property in the custody of the agency. This is critically important in supporting investigations, in helping to guarantee successful prosecution at criminal/civil trials, in facilitating the timely return of property to its rightful owners, and in establishing the agency's reputation as an honest, reputable agency worthy of the public's confidence and trust.

It is critical that a law enforcement agency's property and evidence control function develop and maintain strict measures for the receipt, handling, security, and disposition of property.

84.1.1

(M M M M) (LE1) Evidence/Property Control System

A written directive establishes procedures for receiving all in-custody and evidentiary property obtained by employees into agency control, to include:

a. *requiring all property to be logged into agency records before the officer ends his/her tour of duty or under exceptional circumstances as defined by policy;*

b. *requiring all property to be placed under the control of the property and evidence control function before the officer ends his/her tour of duty or under exceptional circumstances as defined by policy;*

c. *requiring a written report detailing the circumstances by which the property came into the agency's possession and describing each item of property obtained;*

d. *providing guidelines for packaging and labeling property prior to storage;*

e. *establishing extra security measures for handling exceptional, valuable, or sensitive items of property;*

f. *requiring an effort to identify and notify the owner or custodian of property in the agency's custody; and*

g. *establishing procedures for the temporary and final release of property items from the control of the property and evidence function.*

Commentary

The agency should not lose sight of its responsibility to protect all property coming into its control and custody or of its ongoing obligation, in some situations, to maintain an uninterrupted chain of custody. The agency should establish specific controls and ensure strict adherence to all of its policies and procedures governing in-custody and evidentiary property. This should protect both the officer and the agency.

All employees should complete a descriptive inventory of every item of property coming into their possession as a result of their official duties and responsibilities as soon as practical. Initially, every item of property obtained by an employee during a shift should be placed under the control of the property and evidence function prior to shift's end. This should allow the property to be officially inventoried and recorded in the agency's records in a timely manner. The agency may authorize exceptions to these procedures; however, supervisory approval should be obtained and a descriptive inventory should be accomplished verbally or through other electronic means if distance is a factor.

The property should be entered into storage in a uniform manner. Methods for preparing, labeling, and recording property should be established. Responsibility for these tasks may be assigned.

Extra security measures for handling and receiving should be taken when, from whatever source, items are considered to be sensitive, high in value, or otherwise constituting an increased security risk. Guidelines are provided for handling items such as money, firearms and weapons, blood and other body fluids, and drugs. Drugs should be packaged in tamper-proof protective packaging whenever they are received by, released by, or returned to the property custodian. The intent of this packaging system is to ensure that the property custodian does not have to open a submitted drug package for the purpose of verifying contents whenever the package leaves the property section for court, crime lab, or other authorized purposes. All containers and packages should be inspected for tampering as a safeguard against substitution. These procedures need to conform to OSHA (Occupational Safety and Health Administration) standards.

84.1.2

(M M M M) (LE1) Storage and Security

All in-custody and evidentiary property is stored within designated, secure areas with access limited to authorized personnel.

Commentary

Administrative and physical security procedures are mandatory to ensure that all property taken into custody and stored by the agency in any manner is properly controlled and protected while in agency custody. Entry to property areas should be controlled to prevent the alteration, unauthorized removal, theft, or other compromise of property stored by the agency and to maintain chain of custody.

Some items of in-custody property, by their very nature, require extra protection, security, and handling precautions. Items such as money, precious metals, jewelry, firearms, and drugs are some that should be considered. The agency may set its own guidelines and determine the degree of extra security required. Providing locked containers, such as vaults, lockers, or interior rooms, should satisfy the requirements of the standard. Further restrictions on access to certain areas also enhance security precautions. It is not necessary, however, for each type of item to have its own separate secure area.

The agency should have access to secure refrigerated storage for perishable items, such as blood and urine specimens. If the agency maintains a lockable refrigerator on its premises for this purpose, use should be restricted to in-custody property and evidence.

In addition to the general property room(s) or facilities, the agency needs to provide secure storage for large items such as vehicles, bicycles, appliances, and the like. Special areas and/or procedures should be provided. External areas, such as impoundment lots, are vulnerable. When assessing the degree of security to provide, the agency should weigh the importance of the property it is placing in these areas and the consequences if the property is stolen, damaged, or contaminated while in-custody. (M M M M) (LE1) Compliance may be OBSERVED.

84.1.3

(M M M M) (LE1) Temporary Security

Secure facilities are provided for storage of in-custody or evidentiary property during periods when the property room is closed.

Commentary

Provisions should be made for securing items of property when the property room is closed. Several methods can be followed to achieve this objective, such as installation and use of one-way drop boxes, lockers, and specially designed containers. (M M M M) (LE1) Compliance may be OBSERVED.

84.1.4

(M M M M) (LE1) Security of Controlled Substances, Weapons for Training

A written directive establishes procedures to ensure security and accountability for controlled substances, weapons, or explosives used for investigative or training purposes.

Commentary

Some agencies may choose to utilize seized or forfeited controlled substances, weapons, or explosives for investigative or training purposes. It is critical that the agency establish safeguards to maintain security and integrity of these items. The agency should establish guidelines for the periodic accounting of any item utilized in this manner. (M M M M) (LE1)

84.1.5

(M M M M) (LE1) Records, Status of Property

Records reflect the status of all property held by the agency.

Commentary

Fundamental to the operation of the property room is a records system that reflects the location of the property; date and time when the property was received or released; character, type, and amount of property on hand; and chain of custody from the time the property was stored until its destruction or other final disposition. Many agencies have successfully installed a "bar coding" system for property management. (M M M M) (LE1)

84.1.6

(M M M M) (LE1) Inspections and Reports

In order to maintain a high degree of evidentiary integrity over agency controlled property and evidence, the following documented inspections, inventory, and audits shall be completed:

a. *an inspection to determine adherence to procedures used for the control of property and evidence is conducted semi-annually by the person responsible for the property and evidence control function or his/her designee;*

b. *an audit of property and evidence in compliance with Appendix I occurs whenever the property and evidence custodian is assigned to and/or transferred from the position and is conducted jointly by the newly designated property and evidence custodian and a designee of the CEO to ensure that records are correct and properly annotated;*

c. *an annual audit of property and evidence in compliance with Appendix K is conducted by a supervisor not routinely or directly connected with control of property and evidence; and*

d. *unannounced inspections of property and evidence storage areas are conducted, as directed by the agency's chief executive officer, at least once a year.*

Commentary

The purpose of this standard is to ensure the integrity of the in-custody property and evidence storage system. The inspection is conducted to determine that the property room is being maintained in a clean and orderly fashion, that the integrity of the property is being maintained, that provisions of agency orders or other directives concerning the property management system are being followed, that property is being protected from damage or deterioration, that proper accountability procedures are being maintained, and that property having no further evidentiary value is being disposed of promptly.

During the joint audit associated with evidence custodian transfers, a sampling of the total amount of high risk (e.g., money, precious metals, jewelry, firearms, and drugs) property records under the agency's care must be reviewed with respect to documentation and accountability. Appendix I should be used to determine the appropriate sample size for high risk items. An error rate that exceeds four percent will require a full inventory of high risk items. For general property the audit associated with evidence custodian transfers should be sufficient to ensure the integrity of the system and accountability of property. The person assuming custody of the property should ensure that records are current and properly annotated. All discrepancies should be recorded prior to the assumption of property accountability by the newly appointed custodian.

The purpose of the annual audit is to ensure the continuity of custody and not to require the accounting of every single item of property. The audit should be sufficient to ensure the integrity of the system and the accountability of property. Appendix K should be used to determine the minimum sampling of property including high-risk items. The person named to conduct the audit should be appointed by the agency's chief executive officer. Under no circumstances should that inspector be appointed by supervisory or command officers having the property function under their control.

The unannounced inspection is not meant to be a time consuming task. It can be as simple as the chief executive officer, or their designee, entering the property and evidence areas and inspecting for cleanliness, orderliness and tracing a few pieces of property and evidence to assure they are in the proper place as stated in the area's records. (M M M M) (LE1)

Chapter 91 Introduction

This chapter is applicable *only* to college, university or other campus law enforcement agencies. It recognizes the distinctive challenges these agencies face and addresses some unique situations. These standards are established to enhance a campus law enforcement agency's ability to provide better and effective service to their campus community and adds additional values to its accreditation.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act require colleges and universities within the United States that receive federal funds make public specific information on an annual basis. This information is a valuable resource for families and students permitting them to make knowledgeable decisions on attending an institution or maintaining life activities in the area of the educational institution.

The Clery Act and related legislation is often modified and it is important that the agency remain current with the latest legal requirements.

91.1.1

(M M M M) (LE1) Risk Assessment and Analysis

The agency has a written directive requiring a documented risk assessment and analysis every three years that addresses:

a. specific areas to be reviewed;

b. identifying records and reports to be used;

c. risks to campus community from criminal activity;

d. risks to campus community from accidents;

e. risk of property loss to the institution and individuals;

f. liability issues; and

g. reporting analysis conclusions and recommendations to appropriate officials outside the agency.

Commentary

The risk assessment and analysis may be part of other assessments completed by the institution and should encompass areas where the security function has or likely may have responsibility. The analysis may identify areas where mitigating action can be taken to remove or limit injuries, property loss and costs.

The basic foundation of the security function is a risk assessment and analysis of the information. Analysis of past data indicates what has happened and provides insight to future occurrences. Frequency of past occurrences, the criticality of the event and loss or replacement costs should be considered. Some factors to consider are crime and incidents reports, vehicle and personal accident reports, potential weather and geographic events, physical and building issues, the surrounding demographic environment, possible negligent human actions or criminal and terrorism actions.

The analysis should be sent to appropriate authorities outside the campus public safety function. (M M M M) (LE1)

91.1.3

(M M M M) (LE1) Campus Background Investigation

If the agency has a role in conducting background investigations of students, faculty, staff, and other on campus personnel a written directive defines this responsibility.

Commentary

The nature and scope of certain activities on college and university campuses now require background investigations to establish trustworthiness and reliability of certain persons. Agencies should be aware of, and work in conformance with, the applicable law and regulations regarding the investigation, procedures, records distribution and retention. (M M M M) (LE1)

91.1.4

(M M M M) (LE1) Campus Security Escort Service

If the campus law enforcement agency is responsible for a campus security escort service, a written directive addresses:

a. conditions for supplying security escort services;

b. notification of the service to the campus community;

c. supervision;

d. security escort selection;

e. training or orientation; and

f. rules and regulations for security escorts.

Commentary

Many campus law enforcement agencies are involved in providing or managing a campus security escort service composed of students, volunteers, contract security, or part-time employees. This service is usually for campus community members when they travel alone in isolated areas or after dark, or when there is a concern for personal safety.

It is important that background investigation, screening of applicants, and training or orientation is done before they start their duties.

This standard does not apply to regular employees of the campus law enforcement agency who may provide security escort service as part of their regular duties. (M M M M) (LE1)

91.1.5

(M M M M) (LE1) Emergency Notification System

If the campus law enforcement agency has partial or full responsibility for an emergency notification system, a written directive defines:

a. authorization for system use;

b. conditions that will initiate the notification system;

c. methods by which the information will be released;

d. who activates the notification system;

e. testing; and

f. administrative issues.

Commentary

A campus emergency notification system is an important and effective way to notify the campus community of dangerous conditions that currently exist, i.e. fire or shooting incident, conditions that may develop i.e. tornado warning, or when the campus community may assist in locating a missing person or an offender.

A primary aspect of these systems is some type of electronic personal notification which may require individual enrollment. This results in managing an ever changing data base, system integrity, security and privacy issues so most systems involve more entities than just the law enforcement agency. Coordination and cooperation is critical.

This standard clarifies the agency's role and is designed, in part, to identify weakness in the total system for correction or coordination.

The system should also consider periodic updates of the situation and notification to the campus community when the situation requiring the notice has ended.

Besides e-notification, there can also be sirens or speakers, electronic bill boards, radio/TV announcements, and reverse phone calls.

Federal and state/provincial regulations affecting these systems should be considered. (M M M M) (LE1)

91.1.7

(M M M M) (LE1) Behavioral Threat Assessment

The agency has a written directive addressing its involvement in the campus behavioral threat assessment process.

Commentary

The intent of this standard is to make appropriate campus resources aware of affiliates that come to the attention of law enforcement that demonstrate they are at risk physically or emotionally or may be a risk to others. This may be from an abusive relationship, excessive disregard of the consequences of excessive drinking, or drug use, or a serious inability to adapt to campus life which if the situation continues could result in harm to themselves or others. (M M M M) (LE1)

91.1.8

(M M M M) (LE1) Security Camera Responsibilities

If the agency has responsibilities for security cameras, a written directive addresses:

a. assessing conditions for camera locations;

b. establishing conditions and responsibilities for monitoring cameras and responding to potential incidents;

c. establishing a media retention schedule and security access protocols;

d. maintenance and testing responsibilities;

e. training of employees;

f. annual reevaluation of incidents and camera locations; and

g. requests to view recordings and the release of information/data.

Commentary

Security cameras are effective in reducing crime and aiding in the identification of criminals, identifying traffic problems and situations where the public ay need assistance.

The responsibilities for security camera surveillance may be shared with other departments or organizations; however, it is important that all parties involved meet their responsibilities.

The location and technical deployment of cameras should be reevaluated to ensure timely adjustments are made. (M M M M) (LE1)

91.1.9

(M M M M) (LE1) Emergency Only Phones and Devices

If the campus has fixed locations for "emergency only" phones or related devices, the agency has a written directive that addresses:

a. procedures for determining their locations;

b. regular maintenance and testing;

c. procedures for responding;

d. methods to notify the campus community of the service; and

e. a needs review based on a documented security survey conducted once every three years.

Commentary

Often called blue light phones or emergency phones, prominently marked direct line phones or devices to the law enforcement agency can provide the campus community a means of immediate contact for public safety services. These devices may be located within buildings or in external environments. The agency may not have full responsibility for these devices but it must demonstrate that the institution as a whole has met the standard requirements. (M M M M) (LE1)

91.1.10

(M M M M) (LE1) Administrative Investigation Procedures

A written directive describes the procedures for conducting an administrative investigation to include:

a. clarification of the administrative investigative goal;

b. reviewing and analyzing records, documentation and related materials;

c. conducting additional interviews;

d. seeking additional information;

e. planning, organizing and preparing investigative reports and findings for review by appropriate administrative authorities; and

f. consulting with appropriate prosecutorial authorities in all instances when criminal activities are discovered during the non-criminal administrative investigation.

Commentary

Campus law enforcement often holds dual capacities as public peace officers and officers of the administration. Occasionally, these officers will be tasked to conduct non-criminal administrative investigations (to exclude those misconduct investigations addressed within Chapter 52 Internal Affairs). Such administrative investigations should conform to investigative best practices. (M M M M) (LE1)

91.2.1

(M M M M) (LE1) Agency Role and Responsibilities

If a college/university agency has a medical center within its jurisdiction, a written directive governs the agency's role and responsibility in providing public safety services for the facility.

Commentary

University medical centers may be directly governed by the institution of higher learning or be governed by a separate hospital authority with a strong affiliation to the institution of higher learning. These medical facilities often hire outside security companies, off-duty police officers, or have their own security personnel responsible for patrolling the facility. The directive should address the agency's role in patrolling the facility and responding to calls for service at the facility. This standard does not apply to student, faculty, or staff health centers with limited operations. (M M M M) (LE1)

91.3.1

(M M M M) (LE1) Agency Role and Responsibilities

If the agency has a research intensive facility or facilities on its campus or within its jurisdiction, a written directive establishes the agency's role and responsibilities for response to these facilities that includes at a minimum:

a. *the identity of the position or campus agency responsible for coordinating the response to various incidents at the center/facility;*

b. *specific responsibilities of agency communications personnel;*

c. *specific responsibilities of responding agency personnel;*

d. *special risks and response training for agency personnel at least annually; and*

e. *specialized equipment needs/requirements.*

Commentary

Research facilities pose an elevated threat for both responding public safety personnel and the research facility. This includes response to emergency or non-emergency situations. The directive should provide for response procedures, availability of information and equipment necessary to ensure the safety of responders and ensure the safety of the research contained in the facility. It should be noted a variety of regulatory and safety provisions impact these facilities and should be referenced in developing policy and training. (M M M M) (LE1)

91.4.1

(M M M M) (LE1) Position Responsible for Clery Act

The agency has a written directive that establishes a position responsible for compliance with the Clery Act and includes:

a. *annual reporting;*

b. *timely warnings to the campus community about crimes that are a threat to students and employees;*

c. *public crime log;*

d. *submission of data to the United States Department of Education;*

e. *establishing the rights of victims of sexual assaults; and*

f. *meeting other operational and reporting requirements as stipulated by the United States Department of Education.*

Commentary

The Clery Act is specific about the types of crimes to be reported in several categories. Reporting requirements also include public areas adjacent to the campus, off campus living locations, etc. Some information may need to be acquired from adjacent local law enforcement agencies. There are also requirements for posting the agency's policies on several topics, i.e. sexual assaults, and involvement with other law enforcement agencies. The Higher Education Opportunity Act should be consulted as a resource when considering the implications of this standard. (M M M M) (LE1)