



Guidance for the Application of California Lexipol Policy Content to Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) Standards



Revision History

Version	Date Released	Standards Version	Lexipol Policy Version	Description of Change
0.1	March 2020	Version 6.8	March 2020	Draft copy
0.2	January 2021	Version 6.11	January 2021	Edited to address changes from CALEA version 6.8 to version 6.11

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Analysis Approach

Lexipol accreditation experts have analyzed each standard and identified the applicable policy content that addresses the intent of the standard. While we found that the vast majority of the standards are fully addressed by one or more Lexipol policies, a small percentage of the standards are not fully addressed by Lexipol content. Reasons for this include situations where the standard requires:

- Detailing of department procedures, which Lexipol is unable to provide due to the agency-specific nature of procedural content.
- Detailing of training, which is typically not part of Lexipol policies.
- Different practices than Lexipol policies suggest.
- Practices that are non-policy in nature.

Below is a summary of the analysis of the applicability of Lexipol policy to the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) standards. Note that this analysis was conducted against the Lexipol California master content. If your agency has modified content, your results may vary.

Total Number of Standards/Subsections	1371
Number of Standards/Subsections Addressed by Lexipol Policies	680
Standards Not Addressed:	
Additional procedural content required	462
Training detailing required	8
Policy modification/addition required	39
Non-policy-related requirement	182
Total	691
Lexipol Policy Coverage:	
Total coverage	50%
Coverage excluding procedural, training and non-policy items	97%

Analysis Results

The table below shows:

- Each standard identified in the analysis by Lexipol as not being fully addressed by policy content.
- A summary of the gap in compliance.
- A suggested approach that may help address the compliance gap.

This information is provided as reasonable suggestions to assist you in your accreditation efforts. However, each assessment is as unique as the perspective of each assessor. Lexipol cannot guarantee any of its suggestions will be approved by any individual assessor or accreditation body. Ultimately, it is your responsibility to ensure that your written directives, procedures, and proofs of compliance meet the requirements of your assessor.

Please note: This guide has been produced and written using a style (e.g., grammar, language, punctuation) that closely and intentionally mirrors that of the documents and standards provided by the state accreditation organization. As such, content in this document may not always adhere to the style typically used in other Lexipol products or policy manuals.

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STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
1.1.2	Code of Ethics	A written directive requires all personnel to abide by a code or canon of ethics adopted by the agency and mandates that ethics training be conducted for all personnel, at a minimum, biennially.	Lexipol provides a code of ethics in its Policy Manual Preface. However, Lexipol policy does not specifically require all personnel to abide by the code of ethics or mandate that ethics training be conducted for all personnel, at a minimum, biennially.	<p>The agency should add a new "CODE OF ETHICS" subsection to the OATH OF OFFICE section of the Oath of Office Policy that states: <u>All members shall abide by the code of ethics adopted by the agency.</u></p> <p>The agency should add a new "ACCREDITATION TRAINING" subsection to the TRAINING PLAN section of the Training Policy that states: <u>All members shall receive ethics training at least biennially.</u></p>
1.1.3	Agency's Participation in Criminal Justice Diversion Programs	A written directive describes the agency's participation in criminal justice and social service diversion programs.	Lexipol's Crisis Intervention Incidents, Cite and Release, and Homeless Persons policies provide guidance in the use of criminal justice and social service diversion programs. However, Lexipol policies do not describe agency-specific participation in these programs.	The agency needs to describe its participation in any criminal justice and social service diversion programs specific to the agency.
1.2.2	Legal Authority to Carry/Use Weapons	A written directive defines the legal authority to carry and use weapons by agency personnel in the performance of their duties.	Lexipol's Use of Force, Control Devices, and Firearms policies address the use of lethal and less-than-lethal weapons. However, the legal authority to carry and use weapons may vary by jurisdiction.	The agency needs to provide a copy of the federal, state, or local law(s) that permit the legal authority to carry and use weapons by agency personnel in the performance of their duties.

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1.2.3 (a) 1.2.3 (b) 1.2.3 (c)	Compliance with Constitutional Requirements	<p>A written directive governs procedures for assuring compliance with all applicable constitutional requirements, including:</p> <p>(a) interviews (including field interviews).</p> <p>(b) interrogations.</p> <p>(c) access to counsel.</p>	Lexipol's Law Enforcement Authority Policy requires all members to comply with individuals' constitutional rights, and its Contacts and Temporary Detentions Policy addresses the constitutional protections of citizens in interview and interrogation situations. However, Lexipol policy does not provide procedures for assuring compliance.	The agency needs to establish procedures to assure compliance with all applicable constitutional requirements including interviews and field interviews, interrogations, and access to counsel.
1.2.8 (b)	Strip/Body Cavity Search	<p>The agency has written procedures for strip and body cavity searches. The procedures shall include:</p> <p>(b) provisions for privacy and search by gender or gender identity/expression.</p>	Lexipol's Custodial Searches Policy includes provisions for privacy and search by gender in strip and physical body cavity searches but does not specifically address gender identity/expression.	The agency needs to establish procedures including provisions for privacy and search by gender identity/expression in strip and body cavity searches.
1.2.8 (c)	Strip/Body Cavity Search	<p>The agency has written procedures for strip and body cavity searches. The procedures shall include:</p> <p>(c) provisions for circumstances involving juveniles.</p>	Lexipol's Custodial Searches Policy does not include provisions for circumstances involving juveniles in strip and body cavity searches.	The agency needs to establish procedures including provisions for circumstances involving juveniles in strip and body cavity searches.

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1.2.9 (b)	Bias Policing	<p>The agency has a written directive governing biased policing and, at a minimum, includes the following provisions:</p> <p>(b) initial training and annual training for affected personnel in biased issues including legal aspects.</p>	Lexipol's Bias-Based Policing Policy requires initial training and refresher training every five years or sooner but does not specifically require annual training including legal aspects.	The agency should add text to the newly created ACCREDITATION TRAINING subsection in the TRAINING PLAN section of the Training Policy that states: <u>Affected members shall receive annual training in biased policing issues including legal aspects.</u>
2.1.1	Geographical Boundaries	A written directive delineates the specific geographical boundaries of the agency's jurisdiction.	Lexipol's Law Enforcement Authority Policy describes arrest authority within and outside an agency's jurisdiction. However, Lexipol policy cannot delineate the specific geographical boundaries of an agency's jurisdiction.	The agency needs to delineate the specific geographical boundaries of its jurisdiction. A detailed official map, including the boundaries of the jurisdiction, may satisfy the requirements of this standard.
2.1.2	Concurrent Jurisdiction	A written directive specifies the agency's responsibilities in any interagency agreement regarding concurrent jurisdiction.	Lexipol's Law Enforcement Authority Policy describes arrest authority within and outside an agency's jurisdiction. However, Lexipol policy cannot specify an agency's responsibilities in any interagency agreement regarding concurrent jurisdiction.	The agency should have written interagency agreements or cite specific legal basis of concurrent jurisdiction.

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2.1.3 (e) 2.1.3 (f) 2.1.3 (g) 2.1.3 (h)	Written Agreements for Mutual Aid	<p>The agency has written agreements with neighboring agencies to provide mutual aid in emergency situations. The mutual aid agreement must include, at a minimum, the following details:</p> <p>(e) identity of persons to whom outside personnel are to report.</p> <p>(f) procedures for maintaining radio communication with outside personnel.</p> <p>(g) expenditures, if any, which should be borne by the receiver agency to compensate for the use of the provider agency's resources.</p> <p>(h) procedures for review and revision if prescribed in the agreement.</p>	Lexipol's Outside Agency Assistance Policy provides for mutual aid but cannot include agency-specific written agreements. This standard does not require a policy.	The agency should have written agreements with neighboring agencies to provide mutual aid in emergency situations. The agreement should include the identity of persons to whom outside personnel are to report; procedures for maintaining radio communication with outside personnel; expenditures, if any, which should be borne by the receiver agency to compensate for the use of the provider agency's resources; and procedures for review and revision if prescribed in the agreement.
2.1.4	Requesting Assistance: Federal Law Enforcement/National Guard	A written directive governs procedures for requesting national law enforcement, security services, or military assistance in emergency situations.	Lexipol policy addresses agency participation in a comprehensive emergency management plan consistent with state law but does not provide procedures for requesting national law enforcement, security services, or military assistance.	The agency needs to establish procedures for requesting national law enforcement, security services, or military assistance in emergency situations.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
3.1.1 (a) 3.1.1 (b) 3.1.1 (c) 3.1.1 (d) 3.1.1 (e) 3.1.1 (f) 3.1.1 (g) 3.1.1 (h)	Written Agreement for Services Provided	<p>A written agreement exists governing law enforcement services provided by the agency, and includes:</p> <p>(a) a statement of the specific services to be provided.</p> <p>(b) specific language dealing with financial agreements between the parties.</p> <p>(c) specification of the records to be maintained concerning the performance of services by the provider agency.</p> <p>(d) language dealing with the duration, modification, and termination of the contract.</p> <p>(e) specific language dealing with legal contingencies.</p> <p>(f) stipulation that the provider agency maintains control over its personnel.</p> <p>(g) specific arrangements for the use of equipment and facilities.</p> <p>(h) a procedure for review and revision, if needed, of the agreement.</p>	Lexipol policy cannot establish written agreements for agencies. This standard does not require a policy.	The agency needs to establish written agreements governing law enforcement services provided by the agency, including a statement of the specific services to be provided; specific language dealing with financial agreements between the parties; specification of the records to be maintained concerning the performance of services by the provider agency; language dealing with the duration, modification, and termination of the contract; specific language dealing with legal contingencies; stipulation that the provider agency maintains control over its personnel; specific arrangements for the use of equipment and facilities; and a procedure for review and revision, if needed, of the agreement.

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3.1.2	Employee Rights	A written directive stipulates that employment rights of personnel assigned under a written agreement for law enforcement services are not abridged by the provider agency.	Lexipol policy cannot address agency-specific written agreements and therefore does not stipulate that employment rights of personnel assigned under a written agreement for law enforcement services are not abridged by the provider agency.	The agency needs to stipulate that employment rights of personnel assigned under a written agreement for law enforcement services are not abridged by the provider agency.
4.1.2	Use of Deadly Force	A written directive states deadly force may only be used when an officer reasonably believes the action is in defense of any human life in imminent danger of death or serious bodily injury. Definitions of conditional terms, such as those for reasonable belief, serious physical injury, or similar terms used to qualify the directive, shall be included and reviewed during annual in-service training.	Lexipol's Use of Force Policy addresses the use of deadly force and situations in which it may be appropriate. However, Lexipol policy does not include definitions of conditional terms such as reasonable belief and serious physical injury.	The agency needs to provide definitions of conditional terms, such as those for reasonable belief, serious physical injury, or similarly used terms that are used to qualify the directive.

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4.2.4 (a) 4.2.4 (b) 4.2.4 (c) 4.2.4 (d)	Analyze Reports from Use of Force	<p>Annually, the agency conducts an analysis of its use of force activities, policies and practices. The analysis should identify:</p> <p>(a) date and time of incidents.</p> <p>(b) types of encounters resulting in use of force.</p> <p>(c) trends or patterns related to race, age and gender of subjects involved.</p> <p>(d) trends or patterns resulting in injury to any person including employees.</p>	Lexipol's Use of Force Policy requires an annual analysis report on use of force incidents, including identification of any trends in the use of force by members. However, Lexipol policy doesn't specify all standard elements to be included. This standard does not require a policy.	The agency needs to conduct an annual analysis which includes the date and times of incidents; types of encounters resulting in use of force; trends or patterns related to race, age and gender of subjects involved; and trends or patterns resulting in injury to any person including employees.
4.2.5	Assault on Sworn Officer Review	Annually, the agency conducts a review of all assaults on law enforcement officers to determine trends or patterns, with recommendations to enhance officer safety, revise policy, or address training issues.	Lexipol policy does not address a review of assaults on law enforcement officers. This standard does not require a policy.	The agency needs to annually conduct a review of all assaults on law enforcement officers to determine trends or patterns, with recommendations to enhance officer safety, revise policy, or address training issues.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
4.3.1 (a)	Authorization: Weapons and Ammunition	<p>A written directive requires that only weapons and ammunition authorized by the agency be used by agency personnel in the performance of their responsibilities. The directive shall apply to weapons and ammunition carried both on and off duty, and must address:</p> <p>(a) the types and specifications of all lethal and less lethal weapons approved for use, including those weapons used by members of tactical teams or other specialized personnel.</p>	Lexipol's Firearms Policy provides for insertion of agency-specific types and specifications of authorized firearms. However, Lexipol policy does not provide for insertion of agency-specific types and specifications of authorized control devices and conducted energy devices.	<p>The agency should add the following new subsections to the ISSUING, CARRYING AND USING CONTROL DEVICES section of the Control Devices and Techniques Policy to address the types and specifications of all less lethal weapons approved for use, including those weapons used by members of tactical teams or other specialized personnel. The five new subsections include the following: "AUTHORIZED BATON", "AUTHORIZED TEAR GAS AND DELIVERY SYSTEM", "AUTHORIZED OLEORESIN CAPSICUM (OC) SPRAY", "AUTHORIZED OLEORESIN CAPSICUM (OC) PROJECTILE AND DELIVERY SYSTEM", and "AUTHORIZED KINETIC ENERGY PROJECTILE AND DELIVERY SYSTEM."</p> <p>The agency should add a new "AUTHORIZED CONDUCTED ENERGY DEVICE" subsection to the ISSUANCE AND CARRYING EMDT DEVICES section of the Conducted Energy Device Policy that allows for the types and specifications of authorized conducted energy devices.</p>

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4.3.1 (b)	Authorization: Weapons and Ammunition	<p>A written directive requires that only weapons and ammunition authorized by the agency be used by agency personnel in the performance of their responsibilities. The directive shall apply to weapons and ammunition carried both on and off duty, and must address:</p> <p>(b) the types and specifications of ammunition approved for use, including ammunition used in specialized weapons for members of tactical teams or other specialized personnel.</p>	Lexipol's Firearms Policy provides for insertion of agency-specific types and specifications of authorized firearms. However, Lexipol policy does not provide for insertion of agency-specific types and specifications of authorized ammunition.	<p>The agency should add text to the end of each of the following subsections of the AUTHORIZED FIREARMS, AMMUNITION AND OTHER WEAPONS section of the Firearms Policy to state:</p> <p>HANDGUNS <u>Authorized handgun ammunition includes:</u> <u>TYPE SPECIFICATION</u></p> <p>SHOTGUNS <u>Authorized shotgun ammunition includes:</u> <u>TYPE SPECIFICATION</u></p> <p>PATROL RIFLES <u>Authorized patrol rifle ammunition includes:</u> <u>TYPE SPECIFICATION</u></p>
4.3.1 (c)	Authorization: Weapons and Ammunition	<p>A written directive requires that only weapons and ammunition authorized by the agency be used by agency personnel in the performance of their responsibilities. The directive shall apply to weapons and ammunition carried both on and off duty, and must address:</p> <p>(c) the procedure for review, inspection, and approval of all weapons intended for use by each employee in the performance of duty, prior to carrying, by a qualified weapons instructor or armorer.</p>	Lexipol's Control Devices and Techniques Policy and Firearms Policy each address review, inspection, and approval of weapons but do not provide agency-specific procedures for review, inspection, and approval of all weapons intended for use by each employee in the performance of duty, prior to carrying, by a qualified weapons instructor or armorer.	The agency needs to establish procedures for review, inspection, and approval of all weapons intended for use by each employee in the performance of duty, prior to carrying, by a qualified weapons instructor or armorer, to include firearms, control devices, and conducted energy devices.

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4.3.1 (d)	Authorization: Weapons and Ammunition	<p>A written directive requires that only weapons and ammunition authorized by the agency be used by agency personnel in the performance of their responsibilities. The directive shall apply to weapons and ammunition carried both on and off duty, and must address:</p> <p>(d) a process to remove unsafe weapons.</p>	<p>Lexipol's Firearms Policy requires the removal of weapons in need of service or repair but does not provide an agency-specific process to remove unsafe weapons. Lexipol's Conducted Energy Device Policy does not provide an agency-specific process to remove unsafe weapons.</p>	<p>The agency needs to establish a process to remove unsafe weapons, to include firearms and conducted energy devices.</p>
4.3.1 (e)	Authorization: Weapons and Ammunition	<p>A written directive requires that only weapons and ammunition authorized by the agency be used by agency personnel in the performance of their responsibilities. The directive shall apply to weapons and ammunition carried both on and off duty, and must address:</p> <p>(e) the procedure for maintaining a record on each weapon approved by the agency for official use.</p>	<p>Lexipol's Firearms Policy provides for records of personally-owned, secondary, and off-duty firearms. However, Lexipol policy does not provide agency-specific procedures for maintaining records on other approved weapons.</p>	<p>The agency needs to establish procedures for maintaining a record of each weapon approved for use to include all firearms, control devices, and conducted energy devices.</p>

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
4.3.3 (a)	Annual/Biennial Proficiency Training	<p>At least annually, all agency personnel authorized to carry weapons are required to receive in-service training on the agency's use of force policies and demonstrate proficiency with all approved lethal weapons and electronic controlled weapons that the employee is authorized to use. In-service training for other less lethal weapons and weaponless control techniques shall occur at least biennially. In addition:</p> <p>(a) proficiency training must be monitored by a certified weapons or tactics instructor.</p>	<p>Lexipol's Control Devices and Techniques Policy requires proficiency training to be monitored by a certified control-device weapons or tactics instructor. Lexipol's Conducted Energy Device Policy requires proficiency training to be monitored by a department-approved conducted energy device instructor. However, Lexipol's Firearms Policy does not include this specific requirement. This standard does not require a policy.</p>	<p>The agency needs to ensure that at least annually, all agency personnel authorized to carry weapons are required to receive in-service training on the agency's use of force policies and demonstrate proficiency with all approved lethal weapons and electronic controlled weapons that the employee is authorized to use. In-service training for other less lethal weapons and weaponless control techniques shall occur at least biennially. In addition, proficiency training must be monitored by a certified weapons or tactics instructor.</p>

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4.3.5 (a) 4.3.5 (b) 4.3.5 (d) 4.3.5 (f) 4.3.5 (g)	Firearms Range	<p>A written directive describes regulations for use of the agency's firearms range and shall include:</p> <p>(a) the purpose for which the range shall be utilized and with any restrictions.</p> <p>(b) documented safety procedures and range rules, which are reviewed prior to every training event held at the range.</p> <p>(d) the type of weapons, ammunition, targets, and equipment permitted for use on the range.</p> <p>(f) training and certification requirements for range supervisory personnel, to include emergency medical response training for firearms instructors.</p> <p>(g) regulations regarding the storage of ammunition and weapons.</p>	Lexipol's Firearms Policy assigns duties to the Rangemaster but does not address use of agency-specific firearms ranges.	The agency needs to describe regulations for use of the firearms range and shall include the purpose for which the range shall be utilized and with any restrictions; documented safety procedures and range rules, which are reviewed prior to every training event held at the range; the type of weapons, ammunition, targets, and equipment permitted for use on the range; training and certification requirements for range supervisory personnel, to include emergency medical response training for firearms instructors; and regulations regarding the storage of ammunition and weapons.

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11.3.1 (a) 11.3.1 (b)	Responsibility/Authority	<p>A written directive requires that:</p> <p>(a) responsibility is accompanied by commensurate authority.</p> <p>(b) each employee is accountable for the use of delegated authority.</p>	Lexipol policy addresses organizational structure and responsibility but does not specifically require that responsibility is accompanied by commensurate authority and that each employee is accountable for the use of delegated authority.	The agency should add a new "AUTHORITY AND RESPONSIBILITY" section to the Organizational Structure and Responsibility Policy that states: <u>Irrespective of rank, each employee within the organization has clearly articulated duties and responsibilities. Each employee is hereby delegated the authority necessary to effectively execute those responsibilities. Each employee will also be held accountable for the appropriate application of that delegated authority.</u>
11.3.4 (e) 11.3.4 (f)	Police Action Death Investigations	<p>A written directive establishes the criminal and administrative procedures for the investigation of use of force and other police actions that result in death or serious bodily injury, and include:</p> <p>(e) process training for agency personnel responsible for managing such incidents.</p> <p>(f) awareness training for all personnel potentially impacted.</p>	Lexipol's Officer-Involved Shootings and Deaths Policy provides for the investigation of situations in which use of force or police action results in death or serious bodily injury. However, Lexipol policy does not include training requirements.	The agency should add a new "TRAINING" section to the Officer-Involved Shootings and Deaths Policy that requires process training for agency personnel responsible for managing such incidents and awareness training for all personnel potentially impacted.

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11.4.1 (a) 11.4.1 (b) 11.4.1 (c) 11.4.1 (d) 11.4.1 (e)	Administrative Reporting Program	<p>A written directive specifies an agency's administrative reporting program, to include:</p> <p>(a) a listing of all administrative reports.</p> <p>(b) a statement as to the person(s) or position(s) responsible for the formulation of the report(s).</p> <p>(c) a statement of the purpose of the report(s).</p> <p>(d) a statement of the frequency of the report(s).</p> <p>(e) a statement of the distribution of the report(s).</p>	Lexipol policy addresses administrative communications but does not provide agency-specific administrative reporting programs.	The agency needs to specify an administrative reporting program, to include a listing of all administrative reports; a statement as to the person(s) or position(s) responsible for the formulation of the report(s); a statement of the purpose of the report(s); a statement of the frequency of the report(s); and a statement of the distribution of the report(s).
11.4.2	Accountability for Agency Forms	The agency has a written directive to ensure accountability for agency forms that includes procedures for development, modification, approval, and review.	Lexipol policy provides guidance for agency reporting but does not provide procedures for development, modification, approval, and review of agency-specific forms.	The agency needs to establish procedures for the development, modification, approval, and review of agency forms.
11.4.3	Accreditation Maintenance	A written directive describes the agency's system for ensuring that periodic reports, reviews, and other activities mandated by applicable accreditation standards are accomplished.	Lexipol policy does not address compliance with accreditation standards.	The agency needs to describe its system for ensuring that periodic reports, reviews, and other activities mandated by applicable accreditation standards are accomplished.

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11.4.5 (a) 11.4.5 (b) 11.4.5 (c) 11.4.5 (d) 11.4.5 (e) 11.4.5 (f)	Electronic Data Storage	<p>If the agency uses a service provider for electronic data storage, a written agreement is established addressing:</p> <p>(a) data ownership.</p> <p>(b) data sharing, access and security.</p> <p>(c) loss of data, irregularities and recovery.</p> <p>(d) data retention and redundancy.</p> <p>(e) required reports, if any.</p> <p>(f) special logistical requirements and financial arrangements.</p>	Lexipol policy cannot provide agency-specific written agreements with service providers. This standard does not require a policy.	If the agency uses a service provider for electronic data storage, the agency needs to establish and maintain a written agreement that addresses data ownership; data sharing, access and security; loss of data, irregularities and recovery; data retention and redundancy; required reports, if any; and special logistical requirements and financial arrangements.
11.5.1 (b)	Temporary/Rotating Assignments	<p>If the agency allows temporary or rotating assignment of sworn personnel, a written directive describing the agency procedure, will include:</p> <p>(b) the duration of assignments.</p>	Lexipol's Special Assignments and Promotions Policy outlines special assignments and promotions as well as a selection process but does not provide agency-specific duration of assignments.	If the agency allows temporary or rotating assignments of sworn personnel, the agency needs to describe the duration of assignments.
12.2.1 (a)	The Written Directive System	<p>The agency has a written directive system that includes, at a minimum, the following:</p> <p>(a) agency values and mission statement.</p>	Lexipol's Policy Manual Preface allows for insertion of an agency-specific mission statement in the Preface.	The agency needs to add its mission statement to the Mission Statement Page of the Lexipol Policy Manual.

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12.2.1 (i)	The Written Directive System	<p>The agency has a written directive system that includes, at a minimum, the following:</p> <p>(d) procedures for review of proposed or revised policies, procedures, rules, and regulations prior to their promulgation to ensure they do not contradict other existing agency directives or applicable law.</p>	Lexipol's Policy Manual Policy and Departmental Directives Policy require staff review of policies but do not include specific procedures for review of proposed or revised policies, procedures, rules, and regulations prior to their promulgation to ensure they do not contradict other existing agency directives or applicable law.	The agency needs to establish procedures for the review of proposed or revised policies, procedures, rules, and regulations prior to their promulgation to ensure they do not contradict other existing agency directives or applicable law.
12.2.2 (c)	Dissemination and Storage	<p>A written directive establishes procedures for the dissemination and storage of agency written directives, and addresses at a minimum, the following:</p> <p>(c) acknowledgment indicating receipt and review of disseminated directives by affected personnel whether in written form or in some other way that is at least equally effective.</p>	Lexipol's Departmental Directives Policy requires that receipt and review of any new directive be acknowledged in writing. However, Lexipol's Policy Manual Policy does not require that access to and opportunity to review the existing Policy Manual be acknowledged in writing.	The agency should establish procedures for acknowledgment indicating receipt and review of the Policy Manual by affected personnel whether in written form or in some other way that is at least equally effective.
15.1.1	Activities of Planning and Research	A written directive describes the activities of the planning and research function.	Lexipol policy recognizes the need to conduct planning and research activities but cannot describe the agency-specific Planning and Research function.	The agency needs to describe the activities of its planning and research function.

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15.1.2	Organizational Placement/Planning and Research	Operational and organizational placement of the planning and research function ensures that the position responsible for this function has ready access to the agency's chief executive officer.	Lexipol policy addresses organizational structure and responsibilities but cannot determine placement of the agency-specific planning and research function. This standard does not require a policy.	The agency needs to ensure that operational and organizational placement of its planning and research function ensures that the position responsible for this function has ready access to the agency's chief executive officer.
15.1.3 (a) 15.1.3 (b) 15.1.3 (c) 15.1.3 (d) 15.1.3 (e) 15.1.3 (f)	Multi-year Plan	<p>The agency has a current, multi-year plan, which includes the following:</p> <ul style="list-style-type: none"> (a) long-term goals and operational objectives. (b) anticipated workload in relation to population trends. (c) anticipated personnel levels. (d) anticipated capital improvements and equipment needs. (e) provisions for review and revision as needed. (f) collaborative systems review. 	Lexipol policy cannot provide agency-specific multi-year plans. This standard does not require a policy.	<p>The agency needs to establish an agency-specific, multi-year plan which includes:</p> <ul style="list-style-type: none"> (a) long-term goals and operational objectives. (b) anticipated workload in relation to population trends. (c) anticipated personnel levels. (d) anticipated capital improvements and equipment needs. (e) provisions for review and revision as needed. (f) collaborative systems review.
15.1.4	Succession Planning	The agency maintains a succession plan for the development of command and executive leadership.	Lexipol policy cannot provide agency-specific succession plans.	The agency needs to maintain a succession plan for the development of command and executive leadership.

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15.2.1	Annual Updating/Goals and Objectives	A written directive requires the formulation and annual updating of written goals and objectives for the agency and for each major organizational component within the agency. Established goals and objectives are made available to all agency personnel.	Lexipol policy does not address the formulation and annual updating of written goals and objectives for the agency and for each major organizational component within the agency.	<p>The agency should add a new “GOALS AND OBJECTIVES” section to the Organizational Structure and Responsibility Policy that states: <u>The CEO or the authorized designee is responsible for establishing goals and objectives for the agency using a strategic planning process and shall ensure the goals and objectives are reviewed and updated annually.</u></p> <p><u>Division Commanders are responsible for developing, reviewing and updating the elements of the plan that affect their division. The strategic plan should specify a time period and should include, but is not limited to:</u></p> <ul style="list-style-type: none"> • <u>Long-range goals and objectives.</u> • <u>Anticipated workload and staffing needs.</u> • <u>Capital improvement, equipment and supply needs.</u> • <u>Provisions for implementation, measuring achievement and revision as needed.</u> • <u>Documentation of the review process.</u>
15.2.2	System for Evaluation/Goals and Objectives	The agency has a system for evaluating the progress made toward the attainment of goals and objectives.	Lexipol policy does not provide an agency-specific system for evaluating the progress made toward the attainment of goals and objectives. This standard does not require a policy.	The agency needs to establish a system for evaluating the progress made toward the attainment of goals and objectives.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
17.1.1	CEO Authority and Responsibility	The agency's chief executive officer is designated as having the authority and responsibility for the fiscal management of the agency, either through a written statement issued by the government, or by a law, or by a combination of the two.	This standard does not require a policy.	The agency needs to maintain a copy of the law or written statement issued by the government designating the chief executive officer as having the authority and responsibility for the fiscal management of the agency.
17.2.1	Budget Process and Responsibility Described	A written directive describes the agency's internal budget process and assigns the responsibility for budget preparation and management within the agency.	Lexipol policy provides guidelines for cash management but does not describe an agency-specific budget process or assign responsibility for budget preparation and management within the agency.	The agency needs to describe its internal budget process and assign the responsibility for budget preparation and management within the agency.
17.2.2 (a) 17.2.2 (b) 17.2.2 (c)	Functional Recommendations to Budget	<p>Personnel in charge of major components within the agency annually prepare written budget recommendations to include at a minimum:</p> <p>(a) Operating needs.</p> <p>(b) Capital purchases needs.</p> <p>(c) Personnel needs.</p>	Lexipol policy does not provide guidelines for budget recommendations. This standard does not require a policy.	The agency needs to ensure personnel in charge of major components annually prepare written budget recommendations to include operating needs; capital purchases needs; and personnel needs.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
17.3.1 (a) 17.3.1 (b) 17.3.1 (c) 17.3.1 (d) 17.3.1 (e) 17.3.1 (f)	Requisition and Purchasing Procedures	<p>A written directive governs procedures for the requisition and purchase of agency equipment and supplies to include, at a minimum:</p> <p>(a) positions authorized to make purchases.</p> <p>(b) specifications for items requiring standardized purchases.</p> <p>(c) bidding procedures.</p> <p>(d) criteria for the selection of vendors and bidders.</p> <p>(e) procedures for the emergency purchasing or rental agreements for equipment.</p> <p>(f) procedures for requesting supplemental or emergency appropriation and fund transfer.</p>	<p>Lexipol policy does not provide agency-specific procedures for the requisition and purchase of agency equipment and supplies.</p>	<p>The agency needs to establish procedures for purchasing to include positions authorized to make purchases; specifications for items requiring standardized purchases; bidding procedures; criteria for the selection of vendors and bidders; procedures for the emergency purchasing or rental agreements for equipment; and procedures for requesting supplemental or emergency appropriation and fund transfer.</p>

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
17.4.1 (a) 17.4.1 (b) 17.4.1 (c) 17.4.1 (d)	Accounting System	<p>The agency has an accounting system that includes approval of each account and, at a minimum, provisions for monthly status reports showing:</p> <p>(a) initial appropriation for each account (or program).</p> <p>(b) balances at the commencement of the monthly period.</p> <p>(c) expenditures and encumbrances made during the period.</p> <p>(d) unencumbered balance.</p>	<p>Lexipol policy provides guidelines for cash management but does not provide guidelines for agency-specific accounting systems. This standard does not require a policy.</p>	<p>The agency needs to have an agency-specific accounting system that includes approval of each account and, at a minimum, provisions for monthly status reports showing:</p> <p>(a) initial appropriation for each account (or program).</p> <p>(b) balances at the commencement of the monthly period.</p> <p>(c) expenditures and encumbrances made during the period.</p> <p>(d) unencumbered balance.</p>
17.4.2 (c)	Cash Fund/Accounts Maintenance	<p>A written directive lists all cash funds or accounts where agency personnel are permitted to receive, maintain, or disburse cash and governs the maintenance of those accounts. The written directive includes, at a minimum:</p> <p>(c) authorization for cash disbursement, including CEO authorization for expenses in excess of a given amount.</p>	<p>Lexipol's Cash Handling, Security and Management Policy requires a supervisor to approve cash disbursements over \$1000 but does not include CEO authorization for expenses in excess of a given amount.</p>	<p>The agency needs to list all cash funds or accounts where agency personnel are permitted to receive, maintain, or disburse cash and govern the maintenance of those accounts. The agency should establish procedures for cash disbursements and include CEO authorization for expenses in excess of a given amount.</p>

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
17.4.2 (f)	Cash Fund/Accounts Maintenance	<p>A written directive lists all cash funds or accounts where agency personnel are permitted to receive, maintain, or disburse cash and governs the maintenance of those accounts. The written directive includes, at a minimum:</p> <p>(f) quarterly accounting of agency cash activities.</p>	Lexipol's Cash Handling, Security and Management Policy requires an audit of petty cash no less than once every six months but does not require quarterly accounting of agency cash activities.	The agency needs to list all cash funds or accounts where agency personnel are permitted to receive, maintain, or disburse cash and govern the maintenance of those accounts. The agency should establish procedures for quarterly accounting of agency cash activities.
17.5.1 (a) 17.5.1 (b)	Inventory and Control	<p>The agency has a written directive that establishes procedures for agency property to include:</p> <p>(a) inventory and control of agency property and equipment.</p> <p>(b) issuing agency property to authorized users.</p>	Lexipol policy provides general guidelines for the care and maintenance of agency property and equipment but does not establish agency-specific procedures for inventory and control or for issuing agency property to authorized users.	The agency needs to establish procedures for the inventory and control of agency property and equipment; and issuing agency property to authorized users.
17.5.2	Operational Readiness	A written directive requires agency property to be stored in a state of operational readiness and designates the person or unit responsible for its maintenance.	Lexipol's Department-Owned and Personal Property Policy provides that employees shall be responsible for the safekeeping, serviceable condition, proper care, use and replacement of department property assigned or entrusted to them. However, Lexipol policy does not specifically require agency property to be stored in a state of operational readiness.	The agency should add a new "OPERATIONAL READINESS" subsection to the CARE OF DEPARTMENT PROPERTY section of the Department-Owned and Personal Property Policy that states: <u>Department-owned property shall be stored in a state of operational readiness.</u>

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
21.1.1 (a) 21.1.1 (b) 21.1.1 (c) 21.1.1 (d)	Task Analysis	<p>A written task analysis of every class of full-time employee in the agency is conducted, maintained on file and includes, at a minimum:</p> <p>(a) the work behaviors (duties, responsibilities, functions, tasks, etc.).</p> <p>(b) the frequency with which the work behaviors occur.</p> <p>(c) how critical the work behaviors are.</p> <p>(d) the job-related knowledge, skills, and abilities needed to perform the work behaviors effectively.</p>	Lexipol policy cannot provide task analyses of agency-specific employee classes. This standard does not require a policy.	The agency needs to conduct a written task analysis of every class of full-time employee in the agency and maintain it on file. The analysis must include, at a minimum, the work behaviors (duties, responsibilities, functions, tasks, etc.); the frequency with which the work behaviors occur; how critical the work behaviors are; and the job-related knowledge, skills, and abilities needed to perform the work behaviors effectively.
21.2.1 (a) 21.2.1 (b) 21.2.1 (c) 21.2.1 (d)	Classification Plan	<p>The agency has a written classification plan, that includes:</p> <p>(a) categorization of every job by class on the basis of similarities in duties, responsibilities, and qualification requirements.</p> <p>(b) class specifications.</p> <p>(c) provisions for relating compensation to classes.</p> <p>(d) provisions for reclassification.</p>	Lexipol policy cannot provide agency-specific classification plans. This standard does not require a policy.	The agency needs to establish a written classification plan that addresses categorization of every job by class on the basis of similarities in duties, responsibilities, and qualification requirements; class specifications; provisions for relating compensation to classes; and provisions for reclassification.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
21.2.2	Job Description Maintenance and Availability	A written directive requires a documented review of job descriptions of all employees every four years, ensuring job descriptions are current and made available to all personnel.	Lexipol's Recruitment and Selection Policy addresses maintaining job descriptions but does not address agency-specific information.	The agency needs to require a documented review of job descriptions of all employees every four years and ensure job descriptions are current and made available to all members.
21.2.3 (a) 21.2.3 (b) 21.2.3 (c)	Position Management System	<p>The agency has a position management system, which provides the following information:</p> <p>(a) the number and type of each position authorized in the agency's budget.</p> <p>(b) location of each authorized position within the agency's organizational structure.</p> <p>(c) position status information, whether filled or vacant, for each authorized position in the agency.</p>	Lexipol policy cannot provide agency-specific position management systems. This standard does not require a policy.	The agency needs to establish a position management system that provides the number and type of each position authorized in the agency's budget; location of each authorized position within the agency's organizational structure; and position status information, whether filled or vacant, for each authorized position in the agency.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
21.2.4 (a) 21.2.4 (b) 21.2.4 (c)	Workload Assessments	<p>A written directive requires documented workload assessments of all organizational components be conducted at least once every four years and shall include:</p> <p>(a) designation of position responsible for assessments.</p> <p>(b) assessment methodology to be used for each component.</p> <p>(c) conclusions and recommendations for distribution/allocation of personnel.</p>	Lexipol policy recognizes the need to maintain information on the organizational structure of an agency and monitor assignments but cannot address agency-specific matters related to all positions and personnel management.	<p>The agency should add a new "WORKLOAD ASSESSMENTS" section to the Organizational Structure and Responsibility Policy that states: <u>A workload assessment of all organizational components shall be conducted at least once every four years and shall include:</u></p> <ul style="list-style-type: none"> • <u>A designation of position responsible for assessments.</u> • <u>Assessment methodology to be used for each component.</u> • <u>Conclusions and recommendations for distribution/allocation of personnel.</u>
22.1.1 (a) 22.1.1 (b) 22.1.1 (c) 22.1.1 (d) 22.1.1 (g)	Salary Program	<p>A written directive describes the agency's salary program, to include:</p> <p>(a) entry-level salary for the agency.</p> <p>(b) salary differential within ranks, if any.</p> <p>(c) salary differential between ranks.</p> <p>(d) salary levels for those with special skills, if any.</p> <p>(g) the provision of salary augmentation.</p>	Lexipol policy cannot describe agency-specific salary programs.	If not addressed in a collective bargaining agreement, the agency needs to describe its salary program to include entry-level salary information; salary differential within ranks, if any; salary differential between ranks; salary levels for those with special skills, if any; and the provision of salary augmentation.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
22.1.2 (b) 22.1.2 (d) 22.1.2 (e) 22.1.2 (f)	Leave Program	A written directive describes the agency's leave program, to include: (b) holiday leave. (d) vacation (annual) leave. (e) family medical leave. (f) short-term military leave.	Lexipol policy provides general guidance for sick and administrative leave but cannot describe agency-specific leave programs.	If not addressed in a collective bargaining agreement, the agency needs to describe its leave program to include holiday leave; vacation (annual) leave; family medical leave; and short-term military leave.
22.1.3 (a) 22.1.3 (b) 22.1.3 (c) 22.1.3 (d) 22.1.3 (e)	Benefits Program	The agency has written directives that describe the following personnel programs: (a) retirement program. (b) health insurance program. (c) disability and death benefits program. (d) liability protection program. (e) employee educational benefits, if any.	Lexipol policy cannot describe agency-specific personnel programs.	If not addressed in a collective bargaining agreement, the agency needs to describe its retirement program; health insurance program; disability and death benefits program; liability protection program; and employee educational benefits, if any.

<p>22.1.7 (a) 22.1.7 (b) 22.1.7 (c) 22.1.7 (d) 22.1.7 (e) 22.1.7 (f)</p>	<p>Employee Assistance Program</p>	<p>The agency makes available to employees an Employee Assistance Program (EAP) designed to assist in the identification and resolution of concerns or problems (personal or job related), which may adversely affect an employee's personal or professional well-being or job performance. These personal concerns may include, but are not limited to, health, marital status, family, financial, substance abuse, emotional/stress, and other personal matters. The Employee Assistance Program shall include, at a minimum:</p> <p>(a) a written directive describing program services. (b) procedures for obtaining program services. (c) confidential, appropriate, and timely problem assessment services. (d) referrals to services, either workplace or community resources for appropriate diagnosis, treatment, and follow-up. (e) written procedures and guidelines for referral to and/or mandatory participation. (f) training of designated personnel in the program services, supervisor's role and responsibility, and identification of employee behaviors which would indicate the existence of employee concerns, problems and/or issues that could impact employee job performance.</p>	<p>Lexipol policy does not address Employee Assistance Programs and cannot describe agency-specific program services.</p>	<p>The agency needs to make available to employees an Employee Assistance Program (EAP) designed to assist in the identification and resolution of concerns or problems (personal or job related), which may adversely affect an employee's personal or professional well-being or job performance. These personal concerns may include, but are not limited to, health, marital status, family, financial, substance abuse, emotional/stress, and other personal matters. The Employee Assistance Program shall include a written directive describing program services; procedures for obtaining program services; confidential, appropriate, and timely problem assessment services; referrals to services, either workplace or community resources for appropriate diagnosis, treatment, and follow-up; written procedures and guidelines for referral to and/or mandatory participation; and training of designated personnel in the program services, supervisor's role and responsibility, and identification of employee behaviors which would indicate the existence of employee concerns, problems and/or issues that could impact employee job performance.</p>
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STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
22.1.8 (c)	Employee Identification	<p>The agency has a written directive concerning personnel identification that includes provisions for:</p> <p>(c) verbal identification over the telephone.</p>	<p>Lexipol's Uniform Regulations Policy provides guidelines for contents and display of department issued identification. However, Lexipol policy does not include provisions for verbal identification over the telephone.</p>	<p>The agency needs to establish procedures for verbal identification over the telephone.</p>

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STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
22.1.9 (a) 22.1.9 (b) 22.1.9 (c) 22.1.9 (d) 22.1.9 (e) 22.1.9 (f) 22.1.9 (g)	Military Deployment and Reintegration	<p>The agency has a written directive establishing a plan for personnel with military activations exceeding 180 days for pre-deployment, deployment, and post deployment. The plan includes provisions for:</p> <p>(a) designating an agency point of contact.</p> <p>(b) designating a human resource point of contact, if outside the agency.</p> <p>(c) out processing, including an exit interview with the CEO or designee.</p> <p>(d) storage of agency owned equipment during deployment.</p> <p>(e) in processing, including an interview with the CEO or designee.</p> <p>(f) initial and/or refresher training, weapons requalification and steps for reintegration, as appropriate.</p> <p>(g) ensuring a process for communication with the deployed member is established.</p>	Federal law, statutory laws and/or collective bargaining agreements typically govern military deployments. Lexipol policy does not address these agency-specific plans.	The agency needs to establish an agency-specific plan for employees on military deployment that addresses the designating an agency point of contact; designating a human resource point of contact, if outside the agency; out processing, including an exit interview with the CEO or designee; storage of agency owned equipment during deployment; in processing, including an interview with the CEO or designee; initial and/or refresher training, weapons requalification and steps for reintegration, as appropriate; and ensuring a process for communication with the deployed member is established.
22.1.10	Bonding/Liability Protection	All sworn officers are bonded and/or provided with public liability protection consistently between all such positions.	The standard does not require a policy.	A copy of bonding or a liability protection insurance policy for all sworn officers, consistently between all such positions within the agency needs to be provided.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
22.2.3 (a) 22.2.3 (b) 22.2.3 (c) 22.2.3 (d) 22.2.3 (e)	Fitness and Wellness Program	<p>The agency has a written directive that addresses a fitness and wellness program which includes:</p> <p>(a) mandatory or voluntary participation by agency personnel.</p> <p>(b) a trained program coordinator.</p> <p>(c) individual health screening and fitness assessment.</p> <p>(d) individual education and goal setting.</p> <p>(e) ongoing support and evaluation.</p>	<p>Lexipol policy provides that all officers should remain fit for duty and able to perform their job functions. However, Lexipol policy cannot provide agency-specific fitness and wellness programs.</p>	<p>The agency needs to have a fitness and wellness program which includes mandatory or voluntary participation by agency personnel; a trained program coordinator; individual health screening and fitness assessment; individual education and goal setting; and ongoing support and evaluation.</p>

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
22.3.1 (a) 22.3.1 (b) 22.3.1 (c) 22.3.1 (d) 22.3.1 (e)	Agency Role	<p>If there are represented employees in the agency, a written directive describes the role of the agency in the collective bargaining process, and includes:</p> <p>(a) establishment of a collective bargaining team for the agency with one person designated as the principal negotiator.</p> <p>(b) identification of the bargaining unit or units representing an agency's employees with which it will negotiate.</p> <p>(c) a commitment by the agency to participate in "good faith" bargaining with the duly recognized bargaining units representing its members.</p> <p>(d) a commitment to abide by the ground rules for collective bargaining that arise out of the collective bargaining process or labor arbitration.</p> <p>(e) a commitment to abide, in both letter and spirit, by the negotiated labor agreement that has been signed by management, labor representatives, and ratified by the bargaining unit.</p>	<p>Lexipol policy does not address the collective bargaining process.</p>	<p>If there are represented employees in the agency, the agency needs to establish agency-specific guidelines for collective bargaining (may be part of personnel manual) to include establishment of a collective bargaining team for the agency with one person designated as the principal negotiator; identification of the bargaining unit or units representing an agency's employees with which it will negotiate; a commitment by the agency to participate in "good faith" bargaining with the duly recognized bargaining units representing its members; a commitment to abide by the ground rules for collective bargaining that arise out of the collective bargaining process or labor arbitration; and a commitment to abide, in both letter and spirit, by the negotiated labor agreement that has been signed by management, labor representatives, and ratified by the bargaining unit.</p>

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
22.3.2 (a) 22.3.2 (b) 22.3.2 (c)	Ratification Responsibilities	<p>When a negotiated labor agreement is ratified by all parties, the agency's CEO, or designee, will:</p> <p>(a) obtain a written, signed copy of the labor agreement.</p> <p>(b) review and amend, if necessary, all written directives and procedures to coincide with the terms of the labor agreement.</p> <p>(c) disseminate information relative to a new labor agreement, including modifications to existing agreements, to managers and supervisors of bargaining unit employees.</p>	Lexipol policy does not address the collective bargaining process. This standard does not require a policy.	When a negotiated labor agreement is ratified by all parties, the agency's CEO, or designee, needs to obtain a written, signed copy of the labor agreement; review and amend, if necessary, all written directives and procedures to coincide with the terms of the labor agreement; and disseminate information relative to a new labor agreement, including modifications to existing agreements, to managers and supervisors of bargaining unit employees.
26.1.4 (a) 26.1.4 (b) 26.1.4 (c)	Disciplinary System	<p>A written directive establishes a disciplinary system, to include:</p> <p>(a) procedures and criteria for using training as a function of discipline.</p> <p>(b) procedures and criteria for using counseling as a function of discipline.</p> <p>(c) procedures and criteria for taking punitive actions in the interest of discipline.</p>	Lexipol policy provides guidelines for accepting and investigating personnel complaints but does not establish agency-specific disciplinary systems.	The agency needs to establish a disciplinary system to include procedures and criteria for using training as a function of discipline; procedures and criteria for using counseling as a function of discipline; and procedures and criteria for taking punitive actions in the interest of discipline.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
26.1.7 (a) 26.1.7 (b) 26.1.7 (c)	Termination Procedures	<p>If employee misconduct results in termination, a written directive requires the following information be provided to the employee:</p> <p>(a) written statement citing the reason for termination.</p> <p>(b) effective date of the termination.</p> <p>(c) statement of the status of accrued employee benefits after termination.</p>	Lexipol's Personnel Complaints Policy allows for the agency to add these requirements in the policy.	<p>The agency needs to add a new "FRINGE BENEFITS" subsection to the PERSONNEL COMPLAINTS section of the of the Personnel Complaints Policy to state: <u>If employee misconduct results in termination, a written directive requires the following information be provided to the employee:</u></p> <ol style="list-style-type: none"> a. <u>A written statement citing the reason for termination.</u> b. <u>The effective date of the termination.</u> c. <u>A statement of the status of accrued employee benefits after termination.</u>
26.2.3	CEO, Direct Accessibility	A written directive specifies the position responsible for the internal affairs function has the authority to report directly to the chief executive officer.	Lexipol's Personnel Complaints Policy follows the chain of command for investigation of complaints and misconduct with the CEO being notified. The policy does not specify the position responsible for the internal affairs function has the authority to report directly to the CEO.	The agency should add a bullet to the SUPERVISOR RESPONSIBILITIES subsection of the Personnel Complaints Policy that states: <u>The position responsible for the internal affairs function has the authority to report directly to the chief executive officer.</u>
26.2.5	Annual Statistical Summaries; Public Availability	The agency compiles annual statistical summaries of complaints and internal affairs investigations, which are made available to the public and agency employees.	Lexipol policy requires notification of final disposition to complainants but does not require annual statistical summaries of complaints and internal affairs investigations. This standard does not require a policy.	The agency needs to compile annual statistical summaries of complaints and internal affairs investigations, and ensure the information is made available to the public and agency employees.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
26.3.4 (b)	Informing Complainant	<p>The agency has a written directive regarding complainant notification, that includes:</p> <p>(b) a schedule for status notification to the complainant.</p>	<p>Lexipol's Personnel Complaints Policy provides for periodic updates as well as notification of final disposition to complainants. However, Lexipol policy does not establish an agency-specific schedule for status notification to the complainant.</p>	<p>The agency needs to establish a schedule for status notification to the complainant.</p>
26.3.5	Statement of Allegations/Rights	<p>When employees are notified they have become the subject of an internal affairs investigation, the agency issues the employee a written statement of the allegations and the employee's rights and responsibilities relative to the investigation.</p>	<p>Lexipol's Personnel Complaints Policy provides that the supervisor is responsible for ensuring the procedural rights of the accused member are followed (Government Code § 3303 et seq.). However, Lexipol policy does not specifically require the employee be issued a written statement of the allegations and the employee's rights and responsibilities relative to the investigation. This standard does not require a policy.</p>	<p>The agency needs to ensure all legal requirements are met and the employee receives a written statement of the allegations and the employee's rights and responsibilities relative to the investigation.</p>

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
26.3.6 (a) 26.3.6 (b) 26.3.6 (d) 26.3.6 (e)	Submission to Tests, Procedures	<p>A written directive specifies the conditions when an employee may, during an internal affairs investigation, be required to submit to any of the following:</p> <p>(a) medical or laboratory examinations.</p> <p>(b) photographs.</p> <p>(d) participate in a line-up.</p> <p>(e) submit financial disclosure statements.</p>	<p>Lexipol's Personnel Complaints Policy provides for recording of members in administrative investigations and prohibits polygraph examinations. However, Lexipol policy does not specify the conditions when an employee may be required to submit to medical or laboratory examinations; photographs; participate in a line-up; or submit financial disclosure statements.</p>	<p>The agency needs to specify the conditions when an employee may, during an internal affairs investigation, be required to submit to medical or laboratory examinations; photographs; participate in a line-up; or submit financial disclosure statements.</p>
31.1.2	Assignment/Recruitment	<p>Individuals assigned to recruitment activities have received training in personnel matters, especially equal employment opportunity and key recruitment objectives.</p>	<p>Lexipol policy provides a framework for employee recruiting efforts but does not address training of individuals assigned to recruitment activities. This standard does not require a policy.</p>	<p>The agency needs to ensure that individuals assigned to recruitment activities have received training in personnel matters, especially equal employment opportunity and key recruitment objectives.</p>

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
31.2.1 (a) 31.2.1 (b) 31.2.1 (c)	Recruitment Plan	<p>The agency has a recruitment plan for full-time sworn personnel outlining the steps to achieve the goals of an ethnic, racial, and gender workforce composition in approximate proportion to the available workforce in the agency's service community to include the following:</p> <p>(a) statement of objectives.</p> <p>(b) plan of action designed to achieve the objectives identified in bullet a.</p> <p>(c) identify employees, inside or outside the agency, responsible for plan administration.</p>	Lexipol policy provides a framework for employee recruiting efforts but cannot provide agency-specific recruitment plans. This standard does not require a policy.	The agency needs to have a recruitment plan for full-time sworn personnel outlining the steps to achieve the goals of an ethnic, racial, and gender workforce composition in approximate proportion to the available workforce in the agency's service community to include statement of objectives; plan of action designed to achieve the objectives identified in bullet a; and identify employees, inside or outside the agency, responsible for plan administration.
31.2.2 (a) 31.2.2 (b) 31.2.2 (c)	Annual Analysis	<p>The agency shall conduct an annual analysis on the recruitment plan that is reviewed by the agency CEO. The analysis report shall include the following:</p> <p>(a) progress toward stated objectives.</p> <p>(b) revisions to the plan, as needed.</p> <p>(c) demographic data of sworn personnel.</p>	Lexipol policy does not provide for an annual analysis on the recruitment plan. This standard does not require a policy.	The agency needs to conduct an annual analysis on the recruitment plan that is reviewed by the agency CEO. The analysis report shall include the following progress toward stated objectives; revisions to the plan, as needed; and demographic data of sworn personnel.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
31.2.3	Equal Employment Opportunity Plan	The agency has an equal employment opportunity plan.	Lexipol policy cannot provide agency-specific equal employment opportunity plans. This standard does not require a policy.	The agency needs to establish and maintain an equal opportunity plan.
31.3.1 (a) 31.3.1 (b) 31.3.1 (c) 31.3.1 (d)	Job Announcements	<p>The agency's job announcements and recruitment notices for all personnel:</p> <p>(a) provide a description of the duties, responsibilities, requisite skills, educational level, and other minimum qualifications or requirements.</p> <p>(b) advertise entry-level job vacancies through electronic, print, or other sources.</p> <p>(c) advertise the agency as an equal opportunity employer on all employment applications and recruitment advertisements.</p> <p>(d) advertise official application filing deadlines.</p>	Lexipol policy does not address agency-specific job announcements and recruitment notices. This standard does not require a policy.	The agency needs to ensure job announcements include a description of the duties, responsibilities, requisite skills, educational level, and other minimum qualifications or requirements; advertise entry-level job vacancies through electronic, print, or other sources; advertise the agency as an equal opportunity employer on all employment applications and recruitment advertisements; and advertise official application filing deadlines.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
31.4.3	Uniform Administration	A written directive requires that all elements of the selection process for all personnel be administered, scored, evaluated, and interpreted in a uniform manner within the classification.	Lexipol's Recruitment and Selection Policy requires validated, job-related, and nondiscriminatory employment standards to be established for each job classification, and that each standard should include performance indicators for candidate evaluation. However, Lexipol policy does not specifically state the requirement that all elements of the selection process for all personnel be administered, scored, evaluated, and interpreted in a uniform manner within the classification.	The agency should add a new "UNIFORM ADMINISTRATION" subsection to the SELECTION PROCESS section of the Recruitment and Selection Policy that states: <u>All elements of the selection process for all personnel shall be administered, scored, evaluated, and interpreted in a uniform manner within the classification.</u>
31.4.4 (a) 31.4.4 (b) 31.4.4 (c)	Candidate Information	At the time of their formal application, candidates for all positions are informed, in writing, of: (a) all elements of the selection process. (b) the expected duration of the selection process. (c) the agency's policy on reapplication.	Lexipol's Recruitment and Selection Policy provides a framework for a recruitment and selection strategy but does not agency-specific guidelines for the application process. This standard does not require a policy.	The agency needs to ensure all candidates at the time of application for any position receive, in writing, all elements of the selection process; the expected duration of the selection process; and the agency's policy on reapplication.
31.4.5	Notification of Ineligibility	All candidates not selected for positions are informed in writing.	Lexipol policy does not address notification to candidates not selected for positions. This standard does not require a policy.	The agency needs to ensure all candidates not selected for positions are informed in writing.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
31.4.6 (a) 31.4.6 (b) 31.4.6 (d)	Records	<p>A written directive governs the records of all candidates, to include:</p> <p>(a) the disposition of records of candidates not selected.</p> <p>(b) the secure storage of selection materials.</p> <p>(d) the retention of medical, emotional stability, and psychological fitness examinations.</p>	Lexipol's Recruitment and Selection Policy provides guidance for the retention of candidate background information but does not govern the disposition of records of candidates not selected; secure storage of selection materials; or retention of medical, emotional stability, and psychological fitness examinations.	The agency needs to establish procedures governing the records of all candidates, to include the disposition of records of candidates not selected; the secure storage of selection materials; and the retention of medical, emotional stability, and psychological fitness examinations.
31.5.1 (f)	Background Investigations	<p>A background investigation of each candidate for all positions is conducted prior to appointment and includes:</p> <p>(f) a review of relevant national or state decertification resources if available.</p>	Lexipol's Recruitment and Selection Policy provides guidance for conducting candidate background investigations but does not include a review of relevant national or state decertification resources. This standard does not require a policy.	The agency needs to ensure candidate background investigations include a review of relevant national or state decertification resources if available.
31.5.2	Training	Personnel used to conduct background investigations are trained in collecting required information.	Lexipol's Recruitment and Selection Policy provides guidance for conducting candidate background investigations but does not address training of background investigators. This standard does not require a policy.	The agency needs to ensure personnel used to conduct background investigations are trained in collecting required information.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
31.5.3	Truth Verification	If polygraph examinations or other instruments for the detection of deception are used in the selection process, candidates are provided with a list of areas from which questions will be drawn, prior to such examination.	Lexipol's Recruitment and Selection Policy provides for use of a lie detector test in its selection process when legally permissible. However, Lexipol policy does not address conditions for use of polygraph examinations or other instruments for the detection of deception. This standard does not require a policy.	If polygraph examinations or other instruments for the detection of deception are used in the selection process, the agency and/or examiners need to ensure candidates are provided with a list of areas from which questions will be drawn, prior to the examination.
31.5.4	Conducted by Certified Personnel	If polygraph examinations or other instruments for the detection of deception are used in the selection process, the administration of examinations and the evaluation of results are conducted by personnel certified in these procedures.	Lexipol's Recruitment and Selection Policy provides for the use of a lie detector test in its selection process when legally permissible. However, Lexipol policy does not address conditions for use of polygraph examinations or other instruments for the detection of deception. This standard does not require a policy.	If polygraph examinations or other instruments for the detection of deception are used in the selection process, the agency needs to ensure the administration of examinations and the evaluation of results are conducted by personnel certified in these procedures.
31.5.5	Use of Results	A written directive prohibits the use of results of polygraph examinations or other instruments for the detection of deception as the single determinant of employment status.	Lexipol's Recruitment and Selection Policy provides for use of a lie detector test in its selection process when legally permissible. However, Lexipol policy does not specifically address the use of their results.	If the agency uses polygraph examinations or other instruments for the detection of deception in the selection process, the agency should add a new "USE OF POLYGRAPH RESULTS" subsection to the SELECTION PROCESS section of the Recruitment and Selection Policy that states: <u>The use of results of polygraph examinations or other instruments for the detection of deception shall not be used as the single determinant of employment status.</u>

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
33.1.3	Outside Training Reimbursement	A written directive governs agency reimbursements to employees attending training programs in or outside the agency's service area.	Lexipol policy cannot address agency-specific benefits to include training reimbursements.	The agency needs to establish procedures for reimbursements to employees attending training programs in or outside the agency's service area.
33.1.4 (a) 33.1.4 (b) 33.1.4 (c) 33.1.4 (d) 33.1.4 (e) 33.1.4 (f)	Lesson Plan Requirements	<p>The agency requires lesson plans for all training courses conducted by the agency, to include:</p> <p>(a) a statement of performance and job-related objectives.</p> <p>(b) the content of the training and specification of the appropriate instructional techniques.</p> <p>(c) list of resources used in the development of the curriculum.</p> <p>(d) a list of resources required in the delivery of the program.</p> <p>(e) a process for approval of lesson plans.</p> <p>(f) identification of any tests used in the training process.</p>	Lexipol policy does not address the use of lesson plans. This standard does not require a policy.	The agency needs to ensure lesson plans include a statement of performance and job-related objectives; the content of the training and specification of the appropriate instructional techniques; list of resources used in the development of the curriculum; a list of resources required in the delivery of the program; a process for approval of lesson plans; and identification of any tests used in the training process.
33.1.5 (a) 33.1.5 (b)	Remedial Training	<p>A written directive establishes agency policy concerning remedial training to include:</p> <p>(a) documentation of remedial training provided.</p> <p>(b) timeframes for remedial training.</p>	Lexipol's weapons policies require documented remedial training for those who fail to demonstrate proficiency. However, Lexipol policy does not address other types of remedial training or timeframes of remedial training.	The agency needs to establish procedures for the documentation of remedial training provided and timeframes for remedial training.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
33.1.6	Employee Training Record Maintenance	A written directive requires the agency to update records of employees following their participation in training programs.	Lexipol's Training Policy provides guidance for an agency training plan but does not specifically require the agency to update records of employees following their participation in training programs.	The agency should add a new "TRAINING RECORDS" section to the Training Policy that states: <u>Following participation in training programs, each member's training record shall be updated.</u>
33.1.7 (a) 33.1.7 (b) 33.1.7 (c) 33.1.7 (d)	Training Class Records Maintenance	<p>A written directive requires the agency maintain records of each training class it conducts to include, at a minimum:</p> <p>(a) course content (lesson plans).</p> <p>(b) names of agency attendees.</p> <p>(c) performance of individual attendees as measured by tests, if administered.</p> <p>(d) retention schedule for lesson plans and related records.</p>	Lexipol's Training Policy provides guidance for an agency training plan but does not specify the contents required in the agency's training records.	<p>The agency should add text to the newly created TRAINING RECORDS section of the Training Policy that states: <u>Records of each agency training class shall include, at a minimum:</u></p> <ol style="list-style-type: none"> a. <u>Course content (lesson plans).</u> b. <u>Names of agency attendees.</u> c. <u>Performance of individual attendees as measured by tests, if administered.</u> d. <u>Retention schedule for lesson plans and related records.</u>

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
33.2.1 (a) 33.2.1 (b) 33.2.1 (c) 33.2.1 (d)	Academy Administration and Operation	<p>If the agency operates a training academy, a written directive requires provisions for the administration and operation of the academy, to include:</p> <p>(a) a statement of the academy's goals and responsibilities.</p> <p>(b) organization and staffing.</p> <p>(c) administrative procedures.</p> <p>(d) operating procedures.</p>	Lexipol policy does not address the operation of training academies.	If the agency operates a training academy, the agency needs to establish the administrative requirements of the academy to include a statement of the academy's goals and responsibilities; organization and staffing; administrative procedures; and operating procedures.
33.2.2 (a) 33.2.2 (b) 33.2.2 (c) 33.2.2 (d)	Academy Facilities	<p>If the agency operates an academy facility, the facility includes, at a minimum:</p> <p>(a) classroom space consistent with the curriculum being taught.</p> <p>(b) office space for instructors, administrators, and secretaries.</p> <p>(c) physical training capability.</p> <p>(d) access to resources and study materials.</p>	This standard does not require a policy.	If the agency operates an academy facility, the facility includes, at a minimum, classroom space consistent with the curriculum being taught; office space for instructors, administrators, and secretaries; physical training capability; and access to resources and study materials.
33.2.3	Outside Academy, Role	If agency personnel are trained in an academy not administered by the agency, a written directive describes the relationship between the agency and the academy.	Lexipol's Field Training Officer Policy refers to working with the academy for training purposes but cannot describe agency-specific relationships with academies.	If agency personnel are trained in an academy not administered by the agency, the agency needs to describe the relationship between it and the academy.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
33.2.4	Outside Academy, Agency-specific Training	If agency personnel are trained in an academy not administered by the agency, a written directive governs the training to be received by agency personnel regarding the agency's policies, procedures, rules, and regulations.	Lexipol's Field Training Officer Policy provides guidance for agency training. However, Lexipol policy does not govern the training to be received by agency personnel regarding an agency's policies, procedures, rules, and regulations.	If agency personnel are trained in an academy not administered by the agency, the agency needs to establish procedures governing training to be received by agency personnel regarding the agency's policies, procedures, rules, and regulations.
33.3.1 (a) 33.3.1 (b) 33.3.1 (c) 33.3.1 (d) 33.3.1 (e)	Instructor Training	<p>Personnel assigned to the training function, in a full-time capacity as instructors, receive instructor development training which includes, at a minimum:</p> <ul style="list-style-type: none"> (a) lesson plans. (b) performance objectives. (c) instructional techniques. (d) testing and evaluation techniques. (e) resource availability and use. 	This standard does not require a policy.	Personnel assigned to the training function, in a full-time capacity as instructors, receive instructor development training which includes, at a minimum lesson plans; performance objectives; instructional techniques; testing and evaluation techniques; and resource availability and use.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
33.4.2 (a) 33.4.2 (b) 33.4.2 (c)	Recruit Training Program	<p>A written directive requires the agency's recruit training program to include:</p> <p>(a) a curriculum based on tasks of the most frequent duties of sworn personnel who complete recruit training.</p> <p>(b) use of evaluation techniques designed to measure competency in the required knowledge, skills, and abilities.</p> <p>(c) an orientation handbook issued to all new recruit personnel at the time academy training begins.</p>	Lexipol's Field Training Officer Policy provides guidance for agency training of new members and its Training Policy provides guidance for in-service training. However, Lexipol policy does not address academy curriculum, evaluation techniques, or orientation handbooks.	<p>The agency should add a new "RECRUIT TRAINING" section to the Training Policy that states: <u>The recruit training program shall include:</u></p> <ol style="list-style-type: none"> a. <u>A curriculum based on tasks of the most frequent duties of sworn personnel who complete recruit training.</u> b. <u>Use of evaluation techniques designed to measure competency in the required knowledge, skills, and abilities.</u> c. <u>an orientation handbook issued to all new recruit personnel at the time academy training begins.</u>
33.4.3 (g)	Field Training Program	<p>A written directive establishes a field training program for all newly sworn officers with a curriculum based on tasks of the most frequent assignments with provisions for the following:</p> <p>(g) guidelines for the evaluation of recruits by field training officers.</p>	Lexipol's Field Training Officer Policy requires the evaluation of trainees by field training officers but does not provide agency-specific guidelines.	The agency needs to establish agency-specific guidelines for the evaluation of recruits by field training officers.
33.5.1	Annual In-Service Training Program	A written directive requires all sworn personnel to complete an annual in-service training program consistent with the position held and functions performed, including legal updates.	Lexipol's Training Policy requires the development of a training plan but does not specifically require all sworn members to complete an annual in-service training program, including legal updates.	The agency should add a new "ANNUAL PROGRAM" subsection to the TRAINING PLAN section of the Training Policy that states: <u>All sworn members shall complete an annual in-service training program, consistent with the position held and functions performed, to include legal updates.</u>

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
33.6.1 (c)	Specialized Training	A written directive identifies the assignments for which specialized training is required, and includes the following: (c) supervised on-the-job training, if applicable.	Lexipol's Canines Policy, Crisis Response Unit Policy, Field Training Officer Policy, and Bicycle Unit Policy identify the respective assignments as requiring specialized training. However, Lexipol policy does not address supervised on-the-job training.	The agency needs to identify the assignments for which specialized training is required, including supervised on-the-job training, if applicable.
33.7.1 (a) 33.7.1 (b) 33.7.1 (c)	Non-Sworn Orientation	A written directive requires all newly appointed non-sworn personnel to receive information regarding: (a) the agency's role, purpose, goals, policies, and procedures. (b) working conditions and regulations. (c) working conditions and regulations.	Lexipol policy does not specifically require newly appointed non-sworn personnel to receive information regarding the agency's role, purpose, goals, policies, and procedures; working conditions and regulations; and working conditions and regulations.	The agency should add a new "NON-SWORN ORIENTATION" subsection to the TRAINING PLAN section of the Training Policy that states: <u>All newly appointed non-sworn members shall receive information regarding:</u> a. <u>The agency's role, purpose, goals, policies, and procedures.</u> b. <u>Working conditions and regulations.</u> c. <u>Working conditions and regulations.</u>
33.8.1	Training for Career Development Personnel	A written directive establishes training requirements for all personnel conducting career development activities.	Lexipol policy does not establish agency-specific training requirements for members conducting career development activities.	The agency needs to establish training requirements for all members conducting career development activities.
33.8.2	Skill Development Training Upon Promotion	The agency provides job related training to all newly promoted personnel.	This standard does not require a policy.	The agency needs to provide job related training to all newly promoted personnel.
33.8.3	Career Development Program	A written directive describes the agency's career development program.	Lexipol policy cannot establish an agency-specific career development program.	The agency needs to describe its career development program.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
33.8.4 (a)	Education Incentives	<p>A written directive establishes the agency's commitment to higher education through one or more of the following:</p> <p>(a) requirement of all candidates for full-time sworn positions to possess at a minimum a bachelor degree.</p>	Lexipol's Recruitment and Selection Policy lists the minimum selection standards established by POST but cannot determine agency-specific requirements.	The agency should add text to the STANDARDS FOR OFFICERS section of the Recruitment and Selection Policy requiring at a minimum a bachelor's degree.
33.8.4 (b) 33.8.4 (c) 33.8.4 (d)	Education Incentives	<p>A written directive establishes the agency's commitment to higher education through one or more of the following:</p> <p>(b) career advancement or compensation incentives for post-secondary educational attainments.</p> <p>(c) education reimbursement for post-secondary education expenses incurred by sworn members of the agency.</p> <p>(d) bachelor degree or higher educational requirements for defined sworn positions/ranks within the agency.</p>	Lexipol policy cannot determine agency-specific commitments to higher education.	The agency needs to establish its commitment to higher education through a requirement of all candidates for full-time sworn positions to possess at a minimum a bachelor degree; and/or career advancement or compensation incentives for post-secondary educational attainments; and/or education reimbursement for post-secondary education expenses incurred by sworn members of the agency; and/or bachelor degree or higher educational requirements for defined sworn positions/ranks within the agency.
34.1.3	Job Relatedness	All elements used to evaluate candidates for promotion are job-related and nondiscriminatory.	This standard does not require a policy.	The agency needs to ensure all elements used to evaluate candidates for promotion are job-related and nondiscriminatory.
34.1.4	Promotional Announcement	The agency provides personnel with a written announcement of the promotional process.	This standard does not require a policy.	The agency needs to provide members with a written announcement of the promotional process.

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34.1.5 (a) 34.1.5 (b) 34.1.5 (c) 34.1.5 (d) 34.1.5 (e)	Eligibility Lists	<p>If the agency uses promotional eligibility lists, a written directive establishes criteria and procedures for the development and use to include:</p> <p>(a) the numerical weight, if any, assigned to each eligibility requirement.</p> <p>(b) the system of ranking eligible candidates on the lists.</p> <p>(c) time-in-grade and/or time-in-rank eligibility requirements, if any.</p> <p>(d) the duration of the lists.</p> <p>(e) the system for selecting names from the lists.</p>	Lexipol's Special Assignments and Promotions Policy refers promotional matters to the personnel agency and does not address the use of promotional eligibility lists.	If the agency uses promotional eligibility lists, the agency needs to establish criteria and procedures for the development and use to include the numerical weight, if any, assigned to each eligibility requirement; the system of ranking eligible candidates on the lists; time-in-grade and/or time-in-rank eligibility requirements, if any; the duration of the lists; and the system for selecting names from the lists.
35.1.4	Evaluation Criteria	Criteria used for performance evaluation and measurement definitions are specific to the assignment of the employee during the rating period.	Lexipol's Evaluation of Employees Policy provides guidance for rating employee performance but does not establish criteria used for performance evaluation and measurement definitions. This standard does not require a policy.	The agency needs to ensure criteria used for performance evaluation and measurement definitions are specific to the assignment of the employee during the rating period.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
35.1.9 (b) 35.1.9 (e) 35.1.9 (h)	Personnel Early Intervention System	<p>A written directive establishes a Personnel Early Intervention System to identify agency employees who may require agency intervention efforts. The directive shall include:</p> <p>(b) threshold or trigger levels to initiate a review of employee actions or behavior.</p> <p>(e) documented annual evaluation of the system.</p> <p>(h) some type of employee assistance such as a formal employee assistance Program, peer counseling, etc.</p>	Lexipol's Performance History Audits Policy provides guidance relative to early intervention but does not include agency-specific threshold or trigger levels to initiate a review of employee actions or behavior; documented annual evaluation of the system; and some type of employee assistance such as a formal employee assistance program, peer counseling, etc.	As part of its Personnel Early Intervention System, the agency needs to establish procedures to include threshold or trigger levels to initiate a review of employee actions or behavior; documented annual evaluation of the system; and some type of employee assistance such as a formal employee assistance program, peer counseling, etc.
40.1.1 (b) 40.1.1 (d)	Crime Analysis Procedures	<p>A written directive establishes crime analysis procedures to include, at a minimum:</p> <p>(b) evaluation of data and findings for accuracy.</p> <p>(d) briefing the chief executive officer on crime patterns or trends.</p>	Lexipol's Crime Analysis Policy provides general guidance for the crime analysis function but does not provide agency-specific procedures.	The agency needs to establish crime analysis procedures to include evaluation of data and findings for accuracy and briefing the chief executive officer on crime patterns or trends.
40.2.3 (e)	Criminal Intelligence Procedures	<p>If the agency collects criminal intelligence, a written directive addresses its processing and sharing with appropriate entities, to include:</p> <p>(e) annual review of procedures and processes.</p>	Lexipol's Criminal Organization Policy provides guidance for the use and review of criminal intelligence information but does not require an annual review of procedures and processes.	If the agency collects criminal intelligence, the agency should add a new "ANNUAL REVIEW" section to the Criminal Organizations Policy requiring an annual review of procedures and processes related to criminal intelligence.

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41.1.1 (b) 41.1.1 (c) 41.1.1 (d) 41.1.1 (e) 41.1.1 (f)	Shift/Beat Assignment	<p>The agency has a written directive which describes:</p> <p>(b) assignment to patrol shifts.</p> <p>(c) frequency of shift rotation, if any.</p> <p>(d) assignment to service areas, if any.</p> <p>(e) frequency of service area rotation, if any.</p> <p>(f) determination of days off.</p>	Lexipol's Patrol Policy defines the patrol function but cannot describe agency-specific assignments.	The agency needs to describe the assignment to patrol shifts; frequency of shift rotation, if any; assignment to service areas, if any; frequency of service area rotation, if any; and determination of days off.
41.1.3 (c) 41.1.3 (d)	Special-Purpose Vehicles	<p>A written directive governs the operation of agency-owned or controlled special-purpose vehicles, and includes the following provisions for each kind of vehicle:</p> <p>(c) designation of the person or position responsible for the condition and maintenance of the vehicle.</p> <p>(d) a listing of equipment, if any, to be kept in or on the vehicle.</p>	Lexipol's Bicycle Patrol Units Policy provides guidance for the use of patrol bicycles but does not include agency-specific information. Lexipol policy also does not address other types of special-purpose vehicles.	If the agency uses patrol bicycles, the agency needs to establish provisions for the designation of the person or position responsible for the condition and maintenance of the vehicle; and a listing of equipment, if any, to be kept in or on the vehicle. If the agency uses other types of special-purpose vehicles, the agency needs to establish the standard's provisions for each kind of vehicle.

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41.1.4 (a) 41.1.4 (b) 41.1.4 (c) 41.1.4 (d) 41.1.4 (e)	Agency Service Animals	<p>A written directive governs agency-owned or controlled animals(s), and includes the following provisions for each kind of animal:</p> <p>(a) authorization, conditions, and limitations on usage.</p> <p>(b) qualifications and training for personnel assigned to control the animal(s).</p> <p>(c) training or certifications required for the animal being deployed.</p> <p>(d) designation of the person or position responsible for the care of the animal(s).</p> <p>(e) a listing of equipment required for each type of animal.</p>	Lexipol's Canines Policy provides guidance for agency use of canines. However, Lexipol policy does not address other types of agency-owned or controlled animals(s).	The agency needs establish a directive and/or procedures for any service animals to include provisions for the authorization, conditions, and limitations on usage; qualifications and training for personnel assigned to control the animal(s); training or certifications required for the animal being deployed; designation of the person or position responsible for the care of the animal(s); and a listing of equipment required for each type of animal.
41.1.5 (b)	Police Service Canines	<p>A written directive governs all agency-owned or controlled canines, and includes the following provisions for each canine:</p> <p>(b) selection, evaluation, and pre-service training requirements for police canines.</p>	Lexipol's Canine Policy details training and handler selection as well as responsibilities. Agency specific procedures for the selection, training, and pre-service training is not addressed.	The agency needs to establish an agency-specific guidelines for the selection, evaluation, and pre-service training requirements for police canines.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
41.2.2 (l)	Pursuit of Motor Vehicles	<p>A written directive governs pursuit of motor vehicles, to include:</p> <p>(l) conducting a documented annual analysis of pursuit reports, to include a review of policy and reporting procedures, approved by the agency CEO.</p>	<p>Lexipol's Vehicle Pursuits Policy provides comprehensive guidance governing pursuit of motor vehicles but does not include conducting a documented annual analysis of pursuit reports, to include a review of policy and reporting procedures, approved by the agency CEO.</p>	<p>The agency should add a new "ANNUAL ANALYSIS AND REVIEW" subsection to the REPORTING REQUIREMENTS section of the Vehicle Pursuits Policy requiring a documented annual analysis of pursuit reports be conducted, to include a review of policy and reporting procedures, approved by the agency CEO.</p>
41.2.5 (a) 41.2.5 (f)	Missing Persons	<p>A written directive provides procedures for reporting and investigating adult missing persons which include, at a minimum:</p> <p>(a) initial description and information to be gathered.</p> <p>(f) follow-up investigation and search.</p>	<p>Lexipol's Missing Persons Policy address both adults and juveniles as well as at risk persons and outlines initial investigation steps to be taken. However, Lexipol policy does not provide agency-specific procedures.</p>	<p>The agency needs to establish procedures for reporting and investigating adult missing persons to include initial description and information to be gathered, and follow-up investigation and search.</p>

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41.2.7 (b) 41.2.7 (c)	Mental Health Issues	<p>The agency has a written directive regarding the interaction of agency personnel with persons suspected of suffering from mental health issues that addresses:</p> <p>(b) procedures for accessing available community mental health resources.</p> <p>(c) specific guidelines for personnel to follow in dealing with persons they suspect suffer from mental health issues during contacts on the street, as well as during interviews and interrogations.</p>	<p>Lexipol's Crisis Intervention Incidents Policy provides guidance for interacting with those experiencing a mental health or emotional crisis. However, Lexipol policy does not provide agency-specific procedures.</p>	<p>The agency needs to establish procedures for accessing available community mental health resources; and specific guidelines for personnel to follow in dealing with persons they suspect suffer from mental health issues during contacts on the street, as well as during interviews and interrogations.</p>
41.2.7 (d) 41.2.7 (e)	Mental Health Issues	<p>The agency has a written directive regarding the interaction of agency personnel with persons suspected of suffering from mental health issues that addresses:</p> <p>(d) documented entry level training of agency personnel.</p> <p>(e) documented annual refresher training.</p>	<p>Lexipol's Crisis Intervention Incidents Policy provides for education and training of agency members to enable them to effectively interact with persons in crisis. However, Lexipol policy does not specify entry-level and annual refresher training requirements.</p>	<p>The agency needs to specify documented entry level training of agency personnel and documented annual refresher training for interacting with persons suspected of suffering from mental health issues.</p>
41.3.1	Patrol Vehicles Lights, Sirens	<p>Vehicles used in routine or general patrol service, whether conspicuously marked or unmarked, must be equipped with operational emergency lights and a siren.</p>	<p>This standard does not require a policy.</p>	<p>The agency needs to ensure vehicles used in routine or general patrol service, whether conspicuously marked or unmarked, are equipped with operational emergency lights and a siren.</p>

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41.3.2	Equipment Specification/Replenishment	A written directive specifies the equipment to be included in every patrol vehicle and establishes a system to ensure replenishment of supplies for operational readiness.	Lexipol's Vehicle Maintenance Policy specifies equipment to be maintained in patrol vehicles but does not establish an agency-specific system to ensure replenishment of supplies for operational readiness.	The agency needs to establish a system to ensure replenishment of supplies in patrol vehicles for operational readiness.
41.3.6	Protective Vests/Pre-Planned, High Risk Situations	A written directive requires the wearing of protective vests by personnel engaged in pre-planned, high-risk situations as defined by the agency.	Lexipol's Body Armor Policy requires members to wear body armor whenever they are in a situation where they could reasonably be expected to take enforcement action. Although this would include high risk operations, Lexipol policy does not specifically state that pre-planned high-risk operations are included.	The agency needs to ensure that procedures for pre-planned high-risk operations include the requirement that the wearing of protective vests by personnel involved is mandatory.
41.3.7 (d)	Mobile Data Access	If the agency has computerized mobile data access capabilities or other similar technologies, a written directive establishes procedures for its use, to include: (d) manipulation or alteration of current software running on agency-owned mobile, desktop, or handheld computers.	Lexipol's Information Technology Use Policy prohibits the introduction of unauthorized software or use of unlicensed software. However, Lexipol policy does not establish a procedure to address the manipulation or alteration of the software.	If the agency has computerized mobile data access capabilities or other similar technologies, the agency needs to establish procedures for the operation of the equipment and include a prohibition against manipulation or alteration of current software running on agency-owned mobile, desktop, or handheld computers.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
41.3.8 (f)	In-Car and/or Body-Worn Audio/Video	<p>If the agency employs in-car and/or body-worn cameras, a written directive includes:</p> <p>(f) training requirements for users and supervisors.</p>	<p>Lexipol's Mobile Audio/Video Police Policy and Portable Audio/Video Policy both provide guidelines for use of mobile and portable audio/video recording devices and provide for a coordinator to establish procedures for their use. However, Lexipol policy does not specify training requirements for users and supervisors.</p>	<p>If the agency employs in-car and/or body-worn cameras, the agency needs to specify the training for users and supervisors in the operation and use of the equipment.</p>
41.3.8 (g)	In-Car and/or Body-Worn Audio/Video	<p>If the agency employs in-car and/or body-worn cameras, a written directive includes:</p> <p>(g) requirements for documented review of camera captured data including frequency and quantity.</p>	<p>Lexipol's Mobile Audio/Video Police Policy and Portable Audio/Video Policy provide guidelines for review of portable audio/video recording data but do not establish agency-specific requirements for documented review of camera captured data including frequency and quantity.</p>	<p>If the agency employs in-car and/or body-worn cameras, the agency needs to establish requirements for documented review of camera captured data including frequency and quantity.</p>
42.1.1	On-Call Schedule	<p>The criminal investigation function provides 24-hour service capabilities.</p>	<p>This standard does not require a policy.</p>	<p>The agency needs to have or attain 24-hour service capabilities relative to the criminal investigation function.</p>
42.1.2	Case-Screening System	<p>The agency uses a case-screening system and specifies the criteria for continuing and/or suspending an investigative effort.</p>	<p>Lexipol's Investigation and Prosecution Policy provides guidance for discontinuing investigation of a criminal case or efforts to seek prosecution, but does not provide agency-specific case-screening systems.</p>	<p>The agency needs to establish a case-screening system and specify the criteria for continuing and/or suspending an investigative effort.</p>

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
42.1.3 (a) 42.1.3 (b) 42.1.3 (c) 42.1.3 (d) 42.1.3 (e)	Case File Management	<p>A written directive establishes a system of case file management for the criminal investigation function, to include:</p> <p>(a) a case status control system.</p> <p>(b) administrative designators for each case.</p> <p>(c) types of records to be maintained.</p> <p>(d) accessibility to the files.</p> <p>(e) procedures for purging files.</p>	Lexipol's Records Bureau Policy provides guidance for maintenance of records but cannot establish agency-specific case file management systems.	The agency needs to establish a system of case file management for the criminal investigation function, to include a case status control system; administrative designators for each case; types of records to be maintained; accessibility to the files; and procedures for purging files.
42.1.5 (a) 42.1.5 (b) 42.1.5 (c)	Habitual/Serious Offenders	<p>A written directive requires the following:</p> <p>(a) specification of criteria designating certain individuals as habitual/serious offenders.</p> <p>(b) identification of all cases in which a designated habitual/serious offender is a party.</p> <p>(c) notification to the prosecuting agency of such cases.</p>	Lexipol's Registered Offender Information Policy addresses the need of an agency to be aware of registered offenders living within the jurisdiction. However, Lexipol policy does not establish jurisdiction-specific procedures relevant to habitual/serious offenders.	The agency should establish procedures to include specification of criteria designating certain individuals as habitual/serious offenders; identification of all cases in which a designated habitual/serious offender is a party; and notification to the prosecuting agency of such cases.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
42.2.2 (a) 42.2.2 (b) 42.2.2 (c) 42.2.2 (d) 42.2.2 (e) 42.2.2 (f) 42.2.2 (g) 42.2.2 (h)	Follow-Up Investigations Steps	<p>A written directive establishes steps to be followed in conducting follow-up investigations to include, at a minimum:</p> <p>(a) reviewing and analyzing all previous reports prepared in the preliminary phase, departmental records, and results from laboratory examinations.</p> <p>(b) conducting additional interviews and interrogations.</p> <p>(c) seeking additional information.</p> <p>(d) planning, organizing, conducting searches, and collecting physical evidence.</p> <p>(e) identifying and apprehending suspects.</p> <p>(f) determining involvement of suspects in other crimes.</p> <p>(g) checking suspects' criminal histories.</p> <p>(h) preparing cases for court presentation.</p>	<p>Lexipol's Investigation and Prosecution Policy provides general guidance for initial investigations while other policies provide more specific steps for particular types of investigations. However, Lexipol policy does not establish agency-specific procedures for conducting follow-up investigations.</p>	<p>The agency needs to establish procedures for the follow-up of criminal investigations to include reviewing and analyzing all previous reports prepared in the preliminary phase, departmental records, and results from laboratory examinations; conducting additional interviews and interrogations; seeking additional information; planning, organizing, conducting searches, and collecting physical evidence; identifying and apprehending suspects; determining involvement of suspects in other crimes; checking suspects' criminal histories; and preparing cases for court presentation.</p>

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
42.2.4(a) 42.2.4(b) 42.2.4(c) 42.2.4(d) 42.2.4(e) 42.2.4(f)	Investigative Task Forces	<p>If agency personnel participate in long term, multi-jurisdictional or multi-agency investigative task force(s), a written directive describes the task force activities, to include:</p> <p>(a) the purpose.</p> <p>(b) supervision.</p> <p>(c) evaluating results and the need for continued operation(s).</p> <p>(d) staffing, equipment, and resource requirements.</p> <p>(e) officer safety information.</p> <p>(f) identification procedures for task force participants.</p>	Lexipol policy does not address participation in long term, multi-jurisdictional or multi-agency investigative task force(s).	If agency personnel participate in long term, multi-jurisdictional or multi-agency investigative task force(s), the agency needs to describe task force activities to include the purpose; supervision; evaluating results and the need for continued operation(s); staffing, equipment, and resource requirements; officer safety information; and identification procedures for task force participants.
42.2.5	Deception Detection Examinations	<p>If technical aids for the detection of deception are used, a written directive governs their use in criminal investigations. Examiners must be appropriately certified and qualified to conduct the examinations.</p>	Lexipol's Sexual Assault Investigations Policy and Prison Rape Elimination Policy govern the use of a polygraph in specific situations. However, Lexipol policy does not address other types of technical aids for the detection of deception or address examiner qualifications.	If technical aids for the detection of deception are used, the agency needs to establish procedures for their use and ensure examiners are appropriately certified and qualified to conduct the examinations.
42.2.6 (f)	Informants	<p>A written directive specifies the procedures to be followed when using confidential informants, to include:</p> <p>(f) safety of informants.</p>	Lexipol's Informants Policy provides guidelines for the use of informants but does not provide agency-specific procedures for the safety of informants.	The agency needs to establish procedures to be followed for the safety of confidential informants.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
42.2.7 (a) 42.2.7 (b) 42.2.7 (c)	Cold Cases	<p>A written directive describes the procedures for the investigation of cold case files, which includes:</p> <p>(a) defining a cold case.</p> <p>(b) establishing cold case evaluation criteria.</p> <p>(c) recording agency investigative actions or activities.</p>	Lexipol's Investigation and Prosecution Policy provides guidelines for initial investigation but does not provide procedures for the investigation of cold case files.	The agency needs to establish procedures for the investigation of cold cases to include defining cold cases; establishing cold case evaluation criteria; and recording agency investigative actions or activities.
42.2.8 (a) 42.2.8 (b) 42.2.8 (c) 42.2.8 (d) 42.2.8 (e) 42.2.8 (f) 42.2.8 (g)	Interview Rooms	<p>The agency has a written directive governing procedures for utilizing designated rooms for interviews and interrogation, to include:</p> <p>(a) weapons control.</p> <p>(b) security concerns.</p> <p>(c) number of personnel allowed in the interview room.</p> <p>(d) means and methods for summoning assistance, if needed.</p> <p>(e) use of video and audio recording equipment.</p> <p>(f) other equipment or items to be kept in the interview room or area.</p> <p>(g) access to restrooms, water, or comfort breaks.</p>	Lexipol policy provides guidance on the interview and interrogation of suspects, witnesses, victims, and arrestees. However, Lexipol policy cannot provide procedures governing the use of agency-specific interview rooms.	The agency needs to establish procedures for the use of its designated interview room(s) to include weapons control; security concerns; number of personnel allowed in the interview room; means and methods for summoning assistance, if needed; use of video and audio recording equipment; other equipment or items to be kept in the interview room or area; and access to restrooms, water, or comfort breaks.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
43.1.1 (a) 43.1.1 (b) 43.1.1 (c) 43.1.1 (d)	Complaint Management	<p>The agency has a written directive for investigating vice, drug, and organized crime activities, to include:</p> <p>(a) specifying procedures for receiving and processing complaints.</p> <p>(b) maintaining a record of complaints received.</p> <p>(c) maintaining a record of information conveyed to and received from outside agencies.</p> <p>(d) specifying procedures for advising the agency's CEO of activities.</p>	Lexipol policy addresses the receipt of complaints from the public regarding a variety of incidents or issues. However, Lexipol policy does not provide agency-specific procedures for investigating vice, drug, and organized crime activities.	The agency needs to establish procedures for investigation of vice, drugs, and organized crimes to include specifying procedures for receiving and processing of such complaints; maintaining a record of complaints received; maintaining a record of information conveyed to and received from outside agencies; and specifying procedures for advising the agency's CEO of activities.
43.1.2	Records, Storage and Security	Records and reports relating to active vice, drug, and organized crime investigations are securely filed and maintained separately from the central records system.	This standard does not require a policy.	The agency needs to ensure records and reports relating to active vice, drug, and organized crime investigations are securely filed and maintained separately from the central records system.
43.1.3	Confidential Funds	The agency's budget provides for a confidential fund(s) to support the operations of the vice, drug, and organized crime control functions.	This standard does not require a policy.	The agency needs to ensure its budget provides for a confidential fund(s) to support the operations of the vice, drug, and organized crime control functions.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
43.1.4	Equipment, Authorization and Control	If the agency possesses, or has access to, surveillance and undercover equipment, a written directive establishes a system for its authorization, distribution, and use.	Lexipol policy addresses the issuance and maintenance of agency property but does not provide an agency-specific system for authorization, distribution, and use of surveillance and undercover equipment.	If the agency possesses, or has access to, surveillance and undercover equipment, the agency needs to establish an agency-specific procedure that involves a system for the authorization, distribution, and use of surveillance and undercover equipment.
43.1.5 (a) 43.1.5 (b) 43.1.5 (c) 43.1.5 (d)	Covert Operations	<p>The agency has written procedures for conducting, or participating in, surveillance, undercover, and decoy operations to include:</p> <p>(a) authorization to conduct the activity.</p> <p>(b) supervision.</p> <p>(c) safety procedures.</p> <p>(d) reporting requirements upon completion of the operation, if any.</p>	Lexipol policy provides general guidance for the use of unmanned aerial systems (UAS) and for working with informants but does not provide agency-specific procedures for conducting, or participating in, surveillance, undercover, and decoy operations.	The agency needs to establish procedures for conducting, or participating in, surveillance, undercover, and decoy operations to include authorization to conduct the activity; supervision; safety procedures; and reporting requirements upon completion of the operation, if any.
44.1.1	Juvenile Operations Policy	A written directive describes the agency's juvenile operations function.	Lexipol policy provides specific guidance for the temporary custody of juveniles and general guidance for youth activities and programs. However, Lexipol policy cannot describe agency-specific juvenile operations functions.	The agency needs to describe its juvenile operations function.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
44.1.3	Annual Program Review	A written directive requires annual review and written evaluation, approved by the agency's CEO, of all enforcement and prevention programs relating to juveniles.	Lexipol's Community Relations Policy provides general guidance for youth activities and programs but does not provide for the annual review and written evaluation, approved by the agency's CEO, of all enforcement and prevention programs relating to juveniles.	The agency should add a new "ANNUAL REVIEW" subsection to the COMMUNITY AND YOUTH ACTIVITIES AND PROGRAMS section of the Community Relations Policy that includes a requirement that the agency will conduct an annual review and written evaluation, approved by the agency's CEO, of all enforcement and prevention programs relating to juveniles.
44.2.1 (a) 44.2.1 (c) 44.2.1 (d)	Handling Offenders	<p>A written directive requires that personnel dealing with juvenile offenders use the least coercive among reasonable legal alternatives and includes, at a minimum, provisions for the following:</p> <p>(a) release to a parent, legal guardian, or other responsible adult, with no further action.</p> <p>(c) referral to another agency or service for potential diversion alternatives.</p> <p>(d) referral to juvenile court.</p>	Lexipol's policies provide various options for the warning, citing, or custody of juveniles. However, Lexipol policy cannot provide agency-specific provisions for the handling of juvenile offenders.	The agency needs to establish procedures for dealing with juvenile offenders to include release to a parent, legal guardian, or other responsible adult, with no further action; referral to another agency or service for potential diversion alternatives; and referral to juvenile court.
44.2.4	School Services Programs	If agency personnel are assigned a function in schools, a written directive describes the agency's school services program.	Lexipol's Community Relations Policy tasks the agency's community relations coordinator with organizing or assisting with programs such as school resource officer and DARE © programs. However, Lexipol policy cannot describe agency-specific school services programs.	If agency personnel are assigned a function in schools, the agency needs to describe its school services program.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
45.1.1 (a) 45.1.1 (c)	Crime Prevention Activities	<p>The crime prevention function provides for the development of problem-oriented or community policing strategies to include at a minimum:</p> <p>(a) focusing on programs by crime type and geographic area on the basis of crime data.</p> <p>(c) conducting a documented evaluation of crime prevention programs, at least once every two years.</p>	This standard does not require a policy.	The agency needs to ensure the crime prevention activities focus on programs by crime type and geographic area on the basis of crime data; and conduct a documented evaluation of crime prevention programs, at least once every two years.
45.1.3	Prevention Input	The agency provides crime prevention input into the development and revision of zoning policies, building codes, fire codes, and residential/commercial building permits.	This standard does not require a policy.	The agency needs to provide crime prevention input into the development and revision of zoning policies, building codes, fire codes, and residential/commercial building permits.
45.2.1 (d) 45.2.1 (e)	Community Input Process	<p>The agency maintains a collaborative community involvement process that accomplishes the following:</p> <p>(d) provides for a statement of progress.</p> <p>(e) provides quarterly reporting to the Chief Executive Officer.</p>	Lexipol's Community Relations policy details various functions related to community relations, as well as a Community Advisory Committee. However, Lexipol policy does not provide agency-specific procedures and processes.	The agency needs to maintain a collaborative community involvement process that provides for a statement of progress and provides quarterly reporting to the Chief Executive Officer.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
45.2.2 (e)	Citizens Survey	<p>A documented survey of citizen attitudes and opinions is conducted at least once every two years with respect to:</p> <p>(e) citizens' recommendations and suggestions for improvements.</p>	<p>Lexipol's Community Relations Policy requires an annual community survey but does not provide for citizens' recommendations and suggestions for improvements. This standard does not require a policy.</p>	<p>The agency needs to ensure the documented survey allows for citizens' recommendations and suggestions for improvements.</p>
45.3.1 (a)	Program Description	<p>A written directive establishes and describes the agency's volunteer program, to include:</p> <p>(a) a statement that volunteers are not sworn officers.</p>	<p>Lexipol's Volunteer Program Policy provides guidance for a volunteer program to include chaplains, unpaid reserve officers, volunteers, and explorers but does not specifically state that volunteers are not sworn officers. Also, Lexipol's Reserve Officers/Deputies Policy defines such officers as sworn volunteers, which is contrary to this standard.</p>	<p>The agency should remove the text in the DEFINITIONS section of the Volunteer Program Policy that refers to "unpaid reserve officers/deputies" and add to the DEFINITIONS section <u>a statement that volunteers are not sworn officers.</u></p>
46.1.1	Planning Responsibility	<p>A written directive specifies a position in the agency tasked with planning a response to critical incidents.</p>	<p>Lexipol's Emergency Management Policy addresses an agency's participation in a comprehensive emergency management plan consistent with state law but does not address provisions for a specific position in the agency tasked with planning a response to critical incidents.</p>	<p>The agency needs to specify a position in the agency tasked with planning a response to critical incidents.</p>

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
46.1.2	All Hazard Plan	The agency has a written All Hazard Plan for responding to critical incidents. The plan will follow standard Incident Command System (ICS) protocols, which include functional provisions for: command, operations, planning, logistics, and finance/administration.	Lexipol's Emergency Management Policy addresses an agency's participation in a comprehensive emergency management plan consistent with state law but does not address provisions of an agency-specific All Hazards Plan.	The agency needs to establish a written All Hazard Plan for responding to critical incidents. The plan must follow standard Incident Command System (ICS) protocols, which includes functional provisions for: command, operations, planning, logistics, and finance/administration.

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STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
46.1.3 (a) 46.1.3 (b) 46.1.3 (c) 46.1.3 (d) 46.1.3 (e) 46.1.3 (f) 46.1.3 (g) 46.1.3 (h) 46.1.3 (i)	Command Function	<p>At a minimum, the command function will address the following:</p> <p>(a) activating the incident command system.</p> <p>(b) establishing a command post.</p> <p>(c) initiating the notification and mobilization of additional agency personnel.</p> <p>(d) obtaining support from other agencies.</p> <p>(e) establishing a unified command, if necessary.</p> <p>(f) establishing a staging area, if necessary.</p> <p>(g) providing public information and maintaining media relations.</p> <p>(h) maintaining the safety of all affected personnel.</p> <p>(i) preparing a documented after action report.</p>	<p>Lexipol's Emergency Management Policy addresses an agency's participation in a comprehensive emergency management plan consistent with state law but does not address provisions of an agency-specific All Hazards Plan.</p>	<p>The agency needs to establish a written All Hazard Plan for responding to critical incidents. The plan must follow standard Incident Command System (ICS) protocols to include provisions for the command function and addresses activating the incident command system; establishing a command post; initiating the notification and mobilization of additional agency personnel; obtaining support from other agencies; establishing a unified command, if necessary; establishing a staging area, if necessary; providing public information and maintaining media relations; maintaining the safety of all affected personnel; and preparing a documented after action report.</p>

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46.1.4 (a) 46.1.4 (b) 46.1.4 (c) 46.1.4 (d) 46.1.4 (e) 46.1.4 (f)	Operations Function	At a minimum, the operations function will address the following: (a) establishing perimeters. (b) conducting evacuations. (c) maintaining command post and scene security. (d) providing for detainee transportation, processing, and confinement. (e) directing and controlling traffic. (f) conducting post-incident investigation.	Lexipol's Emergency Management Policy addresses an agency's participation in a comprehensive emergency management plan consistent with state law but does not address provisions of an agency-specific All Hazards Plan.	The agency needs to establish a written All Hazard Plan for responding to critical incidents. The plan must follow standard Incident Command System (ICS) protocols to includes provisions for the operations function and addresses establishing perimeters; conducting evacuations; maintaining command post and scene security; providing for detainee transportation, processing, and confinement; directing and controlling traffic; and conducting post-incident investigation.
46.1.5 (a) 46.1.5 (b) 46.1.5 (c) 46.1.5 (d)	Planning Function	At a minimum, the planning function will address the following: (a) preparing a documented incident action plan. (b) gathering and disseminating information and intelligence. (c) participating in a Continuity of Operations Plan (COOP)/Continuity of Government Plan (COG). (d) planning post-incident demobilization.	Lexipol's Emergency Management Policy addresses an agency's participation in a comprehensive emergency management plan consistent with state law but does not address provisions for an agency-specific All Hazards Plan.	The agency needs to establish a written All Hazard Plan for responding to critical incidents. The plan must follow standard Incident Command System (ICS) protocols to includes provisions for the planning function and addresses preparing a documented incident action plan; gathering and disseminating information and intelligence; participating in a Continuity of Operations Plan (COOP)/Continuity of Government Plan (COG); and planning post-incident demobilization.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
46.1.6 (a) 46.1.6 (b) 46.1.6 (c) 46.1.6 (d) 46.1.6 (e)	Logistics Function	At a minimum, the logistics function will address the following: (a) communications. (b) transportation. (c) medical support. (d) supplies. (e) specialized team and equipment needs.	Lexipol's Emergency Management Policy addresses an agency's participation in a comprehensive emergency management plan consistent with state law but does not address provisions for an agency-specific All Hazards Plan.	The agency needs to establish a written All Hazard Plan for responding to critical incidents. The plan must follow standard Incident Command System (ICS) protocols to includes provisions for the logistics function and addresses communications; transportation; medical support; supplies; and specialized team and equipment needs.
46.1.7 (a) 46.1.7 (b) 46.1.7 (c) 46.1.7 (d) 46.1.7 (e)	Finance/Administration Function	At a minimum, the finance/administration function will address the following: (a) recording personnel time. (b) procuring additional resources. (c) recording expenses. (d) documenting injuries and liability issues. (e) preparing appropriate reimbursement documents, if applicable.	Lexipol's Emergency Management Policy addresses an agency's participation in a comprehensive emergency management plan consistent with state law but does not address provisions for an agency-specific All Hazards Plan.	The agency needs to establish a written All Hazard Plan for responding to critical incidents. The plan must follow standard Incident Command System (ICS) protocols to includes provisions for the finance/administration function and addresses recording personnel time; procuring additional resources; recording expenses; documenting injuries and liability issues; and preparing appropriate reimbursement documents, if applicable.
46.1.8	Equipment Inspection	The agency completes a documented quarterly inspection for operational readiness of equipment designated for use in support of its critical incident plan.	This standard does not require a policy.	The agency needs to conduct a documented quarterly inspection for operational readiness of equipment designated for use in support of its critical incident plan.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
46.1.9 (a) 46.1.9 (b)	All Hazards Plan Training	<p>A written directive provides for:</p> <p>(a) documented annual training on the agency's All Hazards Plan, to include the Incident Command System (ICS) for affected agency personnel.</p> <p>(b) documented biennial training consisting of a tabletop or full-scale exercise to assess the agency's capabilities with the All Hazards Plan and the Incident Command System.</p>	Lexipol's Emergency Management Policy provides for activation of an agency-specific emergency management plan but does not address training on the plan.	The agency should add a new "TRAINING" section to Lexipol's Emergency Management Plan Policy to require documented annual training on the agency's All Hazards Plan, to include the Incident Command System (ICS) for affected agency personnel and documented biennial training consisting of a tabletop or full-scale exercise to assess the agency's capabilities with the All Hazards Plan and the Incident Command System.
46.1.10 (e)	Active Threats	<p>The agency has a written directive addressing active threats to include:</p> <p>(e) documented annual review of policy and training needs.</p>	Lexipol's Rapid Response and Deployment Policy provides training guidelines for rapid response to crisis situations, including active threats. However, Lexipol policy does not specifically require a documented annual review of policy and training needs.	The agency should add a new "POLICY AND TRAINING REVIEW" subsection to the PLANNING section of the Rapid Response and Deployment Policy requiring a documented annual review of policy and training needs.
46.1.11	Personnel Identification	The agency maintains a system for personnel identification during response to riotous/civil disturbance situations.	This standard does not require a policy.	The agency needs to maintain a system for personnel identification during response to riotous/civil disturbance situations.
46.2.5	Search and Rescue	If an agency performs search and rescue missions, a written directive defines the scope and procedures of its activities	Lexipol policy cannot provide the agency-specific scope and procedures for search and rescue missions performed by the agency.	If the agency performs search and rescue missions, the agency needs to define the scope and establish procedures for its activities.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
46.2.6	VIP Security Plan	The agency has a written plan for handling the security of visiting VIP's.	Lexipol policy cannot provide an agency-specific written plan for handling the security of visiting VIP's. This standard does not require a policy.	The agency needs to have a written plan for handling the security of visiting VIP's.
46.2.7	Special Events Plan	The agency has a written plan for handling special events.	Lexipol policy cannot provide an agency-specific written plan for handling special events. This standard does not require a policy.	The agency needs to have a written plan for handling special events.
46.3.1	Providing Awareness Information	The agency provides terrorism awareness information within its service area.	This standard does not require a policy.	The agency should provide terrorism awareness information through brochure, social media, documented presentations, or other means.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
53.1.1 (a) 53.1.1 (b) 53.1.1 (c) 53.1.1 (d) 53.1.1 (e)	Line Inspection	<p>A written directive requires line inspections within the agency and includes provisions for the following:</p> <p>(a) procedures to be used in conducting line inspections.</p> <p>(b) frequency of inspection.</p> <p>(c) responsibilities of the supervisor in each organizational component for both the conduct of inspections and correction of conditions discovered by the inspection.</p> <p>(d) criteria to identify those inspections that require a written report.</p> <p>(e) follow-up procedures to ensure corrective action has been taken.</p>	Lexipol addresses components of line inspections in various policies related to different agency functions, but does not provide agency-specific procedures.	The agency needs to establish procedures to be used in the line inspection function; frequency of inspection; responsibilities of the supervisor in each organizational component for both the conduct of inspections and correction of conditions discovered by the inspection; criteria to identify those inspections that require a written report; and follow-up procedures to ensure corrective action has been taken.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
53.2.1 (a) 53.2.1 (b) 53.2.1 (c) 53.2.1 (d) 53.2.1 (e)	Staff Inspections	<p>A written directive requires a staff inspection function, and includes provisions for:</p> <p>(a) identity of the person(s) conducting the staff inspection.</p> <p>(b) procedures to be used in conducting staff inspections.</p> <p>(c) submission of a written report that identifies deficiencies and makes recommendations for their improvement and/or correction, and identifies positive aspects of the area being inspected.</p> <p>(d) a follow-up written report for noted deficiencies that cannot be immediately corrected.</p> <p>(e) a follow-up written report for noted deficiencies that cannot be immediately corrected.</p>	Lexipol policy requires reviews and checks on various agency functions but does not contain agency-specific procedures for staff inspections of all agency components.	The agency needs to establish procedures for staff inspections to include the identity of the person(s) conducting the staff inspection; procedures to be used in conducting staff inspections; submission of a written report that identifies deficiencies and makes recommendations for their improvement and/or correction, and identifies positive aspects of the area being inspected; a follow-up written report for noted deficiencies that cannot be immediately corrected; and a follow-up written report for noted deficiencies that cannot be immediately corrected.
54.1.1 (c)	Activities	<p>The public information function shall include:</p> <p>(c) arranging for, and assisting at media conferences.</p>	Lexipol's Media Relations Policy provides comprehensive guidelines on the release of agency information to the news media in a variety of situations. However, Lexipol policy does not specifically address media conferences.	The agency needs to establish procedures for arranging for and assisting at press/media conferences.
54.1.2	Policy Input	The agency involves the media in the development of changes in policies and procedures relating to the public information function.	This standard does not require a policy.	The needs to involve the media in the development of changes in policies and procedures relating to the public information function.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
54.1.4	Public Information Officer Training	Personnel assigned as a Public Information Officer or designated to perform that function shall receive training for the position.	This standard does not require a policy.	The agency needs to ensure that members assigned as a Public Information Officer or designated to perform that function shall receive training for the position.
55.1.1 (b) 55.1.1 (c) 55.1.1 (d) 55.1.1 (e)	Victim/Witness Assistance	<p>A written directive describes the agency's role in victim/witness assistance, to include:</p> <p>(b) the confidentiality of victims/witnesses and their role in case development to the extent consistent with applicable law.</p> <p>(c) agency efforts to inform the public and media about the agency's victim/witness assistance services.</p> <p>(d) relationships with other service providers.</p> <p>(e) a summary of victim and witness rights.</p>	Lexipol policy addresses implementation and delivery of victim/witness assistance services by agency members and also addresses confidentiality of victims of human trafficking and of sexual assault. However, Lexipol policy cannot describe all agency-specific roles in victim/witness assistance.	The agency needs to describe its role in victim and witness assistance to include the confidentiality of victims/witnesses and their role in case development to the extent consistent with applicable law; agency efforts to inform the public and media about the agency's victim/witness assistance services; relationships with other service providers; and a summary of victim and witness rights.
55.1.2	Review Need/Services	The agency completes a documented review of victim/witness assistance needs and available services within the agency's service area at least once every two years.	This standard does not require a policy.	The agency needs to complete a documented review of victim/witness assistance needs and available services within the agency's service area at least once every two years.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
55.2.4 (a) 55.2.4 (b) 55.2.4 (c) 55.2.4 (d) 55.2.4 (f)	Assistance, Follow-Up Investigation	<p>A written directive defines victim/witness assistance services to be provided during the follow-up investigation, if any, to include:</p> <p>(a) re-contacting the victim/witness within a reasonable period of time to determine whether further assistance is required, if in the opinion of the agency, the impact of a crime on a victim/witness has been unusually severe and has triggered above-average need for victim/witness assistance.</p> <p>(b) explaining to victims/witnesses the procedures involved in the prosecution of their cases and their role in those procedures, if not an endangerment to the successful prosecution of the case.</p> <p>(c) scheduling line-ups, interviews, and other required appearances at the convenience of the victim/witness and, at the option of the agency providing transportation.</p> <p>(d) returning promptly victim/witness property taken as evidence where permitted by law or rules of evidence.</p> <p>(f) ensure copies of incident and supplemental reports are forwarded to local prosecutor's office, if required.</p>	<p>Lexipol's Victim and Witness Assistance Policy establishes general guidelines for the provision of victim/witness assistance services but does not define agency-specific victim/witness assistance services to be provided during the follow-up investigation.</p>	<p>The agency needs to define victim/witness assistance services to be provided during the follow-up investigation, if any, to include re-contacting the victim/witness within a reasonable period of time to determine whether further assistance is required, if in the opinion of the agency, the impact of a crime on a victim/witness has been unusually severe and has triggered above-average need for victim/witness assistance; explaining to victims/witnesses the procedures involved in the prosecution of their cases and their role in those procedures, if not an endangerment to the successful prosecution of the case; scheduling line-ups, interviews, and other required appearances at the convenience of the victim/witness and, at the option of the agency providing transportation; returning promptly victim/witness property taken as evidence where permitted by law or rules of evidence; and ensure copies of incident and supplemental reports are forwarded to local prosecutor's office, if required.</p>

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
55.2.5	Assistance, Suspect Arrest	A written directive defines victim/witness assistance services to be rendered upon arrest and during post-arrest processing of the suspect.	Lexipol's Victim and Witness Assistance Policy provides general guidelines for the provision of victim/witness assistance services but does not define agency-specific victim/witness assistance services to be rendered upon arrest and during post-arrest processing of the suspect.	The agency needs to define victim/witness assistance services be rendered upon arrest and during post-arrest processing of the suspect.
55.2.6	Next-of-Kin Notification	A written directive establishes procedures for notifying next-of-kin of deceased, seriously injured, or seriously ill persons.	Lexipol policy provides guidelines for notifying next-of-kin of deceased persons but does provide procedures for notifications relative to seriously injured or seriously ill persons.	The agency needs to establish procedures for notifying next-of-kin of seriously injured or seriously ill persons.
61.1.1 (d) 61.1.1 (f)	Selective Enforcement Activities	A written directive governs the agency's selective traffic enforcement activities, to include procedures for: (d) implementation of selective enforcement techniques and procedures. (f) documented annual review of selective traffic enforcement activities.	Lexipol's Traffic Function and Responsibility Policy provides general guidelines for traffic enforcement but does not provide agency-specific procedures.	The agency needs to establish procedures for implementation of selective traffic enforcement techniques and procedures; and documented annual review of selective traffic enforcement activities.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
61.1.3 (a) 61.1.3 (b) 61.1.3 (c) 61.1.3 (e)	Violator Procedures	<p>A written directive establishes procedures for handling traffic law violations committed by:</p> <p>(a) nonresidents of the agency's service area.</p> <p>(b) juveniles.</p> <p>(c) legislators.</p> <p>(e) military personnel.</p>	Lexipol policy provides guidelines for law enforcement action pertaining to foreign diplomatic and consular representatives but does not provide procedures for handling traffic law violations committed by nonresidents of the agency's service area; juveniles; legislators; and military personnel.	The agency needs to establish procedures for handling traffic law violations committed by nonresidents of the agency's service area; juveniles; legislators; and military personnel.
61.1.5 (c) 61.1.5 (d) 61.1.5 (e) 61.1.5 (f) 61.1.5 (g) 61.1.5 (h) 61.1.5 (i)	Uniform Enforcement Policies	<p>A written directive establishes uniform enforcement policies for traffic law violations, to include:</p> <p>(c) moving violations.</p> <p>(d) non-moving violations.</p> <p>(e) public carrier/commercial vehicle violations.</p> <p>(f) multiple violations.</p> <p>(g) newly enacted laws and/or regulations.</p> <p>(h) violations resulting in traffic collision/crash.</p> <p>(i) pedestrian and bicycle violations.</p>	Lexipol policy addresses enforcement of driving under the influence of alcohol/drugs offenses and suspended/revoked license offenses but does not provide policies for other specific traffic law violations.	The agency needs to establish uniform procedures for handling traffic law violations to include moving violations; non-moving violations; public carrier/commercial vehicle violations; multiple violations; newly enacted laws and/or regulations; violations resulting in traffic collision/crash; and pedestrian and bicycle violations.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
61.1.6 (a) 61.1.6 (b) 61.1.6 (c) 61.1.6 (d)	Enforcement Practices	<p>A written directive governs traffic law enforcement practices, to include:</p> <p>(a) visible traffic patrol, whether area, line, or directed.</p> <p>(b) stationary observation, covert and overt.</p> <p>(c) use of unmarked or unconventional vehicles.</p> <p>(d) use of roadside safety checks.</p>	Lexipol policy does not provide agency-specific guidelines for methods of traffic enforcement.	The agency needs to establish procedures governing traffic enforcement practices to include visible traffic patrol, whether area, line, or directed; stationary observation, covert and overt; use of unmarked or unconventional vehicles; use of roadside safety checks.
61.1.7 (a) 61.1.7 (b)	Stopping/Approaching	<p>A written directive establishes procedures for motorist stops, to include:</p> <p>(a) unknown risk stops.</p> <p>(b) high-risk stops.</p>	Lexipol policy does not provide agency-specific procedures for conducting motorist stops.	The agency needs to establish procedures for conducting motorist stops to include unknown risk stops and high-risk stops.
61.1.8 (a) 61.1.8 (b) 61.1.8 (c) 61.1.8 (d) 61.1.8 (e)	Speed-Measuring Devices	<p>A written directive governs the use of speed measuring devices in traffic law enforcement, to include:</p> <p>(a) equipment specifications.</p> <p>(b) operational procedures.</p> <p>(c) proper care and upkeep.</p> <p>(d) maintenance and calibration records.</p> <p>(e) operator training and/or certification.</p>	Lexipol policy does not provide agency-specific guidelines for the use of speed measuring devices in traffic law enforcement.	The agency needs to establish procedures for the use of speed measuring devices in traffic law enforcement to include equipment specifications; operational procedures; proper care and upkeep; maintenance and calibration records; and operator training and/or certification.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
61.1.11	License Reexamination Referrals	A written directive establishes procedures for identification and referral of drivers recommended for reexamination by licensing authorities.	Lexipol policy does not provide agency-specific procedures for identification and referral of drivers recommended for reexamination by licensing authorities.	The agency needs to establish procedures for identification and referral of drivers recommended for reexamination by licensing authorities.
61.2.1	Crash Scene Reporting and Investigation	A written directive describes collision/crash initial investigation, reporting, and follow-up investigation.	Lexipol's Traffic Collision Reporting Policy provides guidelines for the reporting of collisions/crashes but does not address the investigation of collisions/crashes.	The agency needs to establish procedures for initial and follow-up investigation of traffic collisions/crashes.
61.2.2 (a) 61.2.2 (b) 61.2.2 (c) 61.2.2 (d) 61.2.2 (e) 61.2.2 (f) 61.2.2 (g)	Collision/Crash Scene Duties	<p>A written directive specifies collision/crash scene responsibilities for responding law enforcement personnel, including procedures for:</p> <p>(a) determining who is in charge at the scene.</p> <p>(b) identifying and dealing with injured persons.</p> <p>(c) identifying and dealing with fire hazards and/or hazardous materials.</p> <p>(d) collecting information.</p> <p>(e) protecting the collision/crash scene.</p> <p>(f) controlling property belonging to collision/crash victims.</p> <p>(g) duties/responsibilities of first arriving officer on scene.</p>	Lexipol policy does not specify collision/crash scene responsibilities or establish agency-specific procedures.	The agency needs to specify collision/crash scene responsibilities for responding members and establish procedures for determining who is in charge at the scene; identifying and dealing with injured persons; identifying and dealing with fire hazards and/or hazardous materials; collecting information; protecting the collision/crash scene; controlling property belonging to collision/crash victims; and duties/responsibilities of first arriving officer on scene.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
61.3.1 (a) 61.3.1 (b)	Traffic Engineering	<p>A written directive governs performance of agency activities related to traffic engineering, to include:</p> <p>(a) handling or referring complaints or suggestions concerning traffic engineering deficiencies.</p> <p>(b) procedures for transmitting collision/crash and enforcement data to appropriate traffic engineering authorities.</p>	<p>Lexipol's Traffic Collision Reporting Policy identifies the traffic bureau as responsible for collecting/forwarding traffic collision statistics as required. However, Lexipol policy does not provide agency-specific guidelines related to traffic engineering.</p>	<p>The agency needs to establish procedures for the handling or referring of complaints or suggestions concerning traffic engineering deficiencies; and for transmitting collision/crash and enforcement data to appropriate traffic engineering authorities.</p>
61.3.2 (a) 61.3.2 (b) 61.3.2 (c) 61.3.2 (d)	Direction/Control Procedures	<p>A written directive specifies procedures for traffic direction and control to include the following, at a minimum:</p> <p>(a) procedures applicable at collision/crash scenes.</p> <p>(b) procedures applicable during periods of adverse road and weather conditions.</p> <p>(c) manual operation of traffic control devices.</p> <p>(d) use of temporary traffic control devices.</p>	<p>Lexipol's Traffic Function and Responsibility Policy provides guidelines requiring members to wear high-visibility vests but does not establish other agency-specific procedures for traffic direction and control.</p>	<p>The agency needs to establish procedures for traffic direction and control to include procedures applicable at collision/crash scenes; procedures applicable during periods of adverse road and weather conditions; manual operation of traffic control devices; and use of temporary traffic control devices.</p>
61.3.3	Escorts	<p>A written directive governs provisions for law enforcement vehicular escorts.</p>	<p>Lexipol's Medical Aid and Response Policy prohibits emergency escorts for medical transport or civilian vehicles but does not address other types of law enforcement vehicular escorts.</p>	<p>The agency needs to establish procedures governing law enforcement vehicular escorts.</p>

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61.3.4 (a) 61.3.4 (b) 61.3.4 (c) 61.3.4 (d) 61.3.4 (e)	School Crossing Guards	<p>If the agency uses school-crossing guards, a written directive specifies:</p> <p>(a) authority and responsibilities.</p> <p>(b) selection criteria.</p> <p>(c) the uniforms/apparel to be worn.</p> <p>(d) criteria for locations requiring school-crossing guards.</p> <p>(e) identification of the locations requiring school-crossing guards, based on an annual documented review.</p>	Lexipol policy does not provide specific guidelines for the use of school-crossing guards.	If the agency uses school-crossing guards, the agency needs to establish procedures that specify authority and responsibilities; selection criteria; the uniforms/apparel to be worn; criteria for locations requiring school-crossing guards; and identification of the locations requiring school-crossing guards, based on an annual documented review.
61.4.3 (a) 61.4.3 (b)	Towing	<p>A written directive specifies procedures for the following:</p> <p>(a) handling of abandoned vehicles.</p> <p>(b) removal and towing of vehicles from public and private property.</p>	Lexipol's Vehicle Towing and Release Policy provides general guidelines for the removal of vehicles but does not provide agency-specific procedures.	The agency needs to establish procedures for the handling of abandoned vehicles and removal and towing of vehicles from public and private property.
61.4.4	Traffic Safety Materials	Traffic safety educational materials are made available to the public.	This standard does not require a policy.	The agency needs to make traffic safety materials available to the public.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
70.1.3	Procedures, Transporting by Vehicle	A written directive requires that transporting personnel in vehicles without safety barriers be seated in specific locations within the vehicle, depending upon the number of detainees to be transported and the number of transporting personnel.	Lexipol policy provides general guidelines for temporary custody of adults and juveniles but does not provide agency-specific procedures for transporting detainees.	The agency needs to establish procedures requiring transporting members in vehicles without safety barriers be seated in specific locations within the vehicle, depending upon the number of detainees to be transported and the number of transporting members.
70.1.4	Interruption of Transport	A written directive establishes under what conditions personnel may interrupt a detainee transport for necessary stops and/or to render emergency assistance.	Lexipol policy provides general guidelines for temporary custody of adults and juveniles but does not provide agency-specific procedures for transporting detainees.	The agency needs to establish under what conditions members may interrupt a detainee transport for necessary stops and/or to render emergency assistance.
70.1.5	Detainee Communication	A written directive prescribes circumstances under which the detainee may communicate with others while being transported.	Lexipol policy provides general guidelines for temporary custody of adults and juveniles but does not provide agency-specific procedures for transporting detainees.	The agency needs to prescribe circumstances under which the detainee may communicate with others while being transported.
70.1.6 (a) 70.1.6 (e)	Procedures, Transport Destination	A written directive describes actions to be taken by transporting personnel at the detainee transport destination to include, at a minimum: (a) firearms security. (e) documentation confirming the transfer of custody.	Lexipol policy provides general guidelines for temporary custody of adults and juveniles but does not provide agency-specific procedures for transporting detainees.	The agency needs to establish procedures for transporting members at the detainee transport destination to include firearms security and documentation confirming the transfer of custody.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
70.1.7 (a) 70.1.7 (b) 70.1.7 (c)	Procedures, Escape	<p>A written directive describes actions to be taken by transporting personnel following an escape of a detainee while being transported, to include the following:</p> <p>(a) persons to be notified.</p> <p>(b) reports to be prepared.</p> <p>(c) further actions to be taken.</p>	Lexipol policy provides general guidelines for temporary custody of adults and juveniles but does not provide agency-specific procedures for transporting detainees.	The agency needs to establish procedures for transporting members following an escape of a detainee while being transported to include persons to be notified; reports to be prepared; and further actions to be taken.
70.3.2	Hospital Security and Control	A written directive establishes procedures for the security and control of detainees transported to medical care facilities or hospitals for treatment, examination, or admission.	Lexipol's Temporary Custody of Adults Policy and Temporary Custody of Juveniles Policy provide for appropriate medical treatment of detainees but do not provide agency-specific procedures.	The agency needs to establish procedures for the security and control of detainees transported to medical care facilities or hospitals for treatment, examination, or admission
70.3.3	Special Situations	A written directive describes procedures for transporting detainees in special situations.	Lexipol policy provides general guidelines for temporary custody of adults and juveniles but does not provide agency-specific procedures for transporting detainees.	The agency needs to establish procedures for transporting detainees in special situations.
70.4.1	Vehicle Safety Barriers	Vehicles dedicated to the transportation of detainees must have the driver separated from the detainee by a safety barrier.	This standard does not require a policy.	The agency needs to ensure vehicles dedicated to the transportation of detainees must have the driver separated from the detainee by a safety barrier.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
70.4.2	Rear Compartment Modifications	If detainees are routinely transported alone in the rear of agency vehicles, the rear compartments are modified to minimize opportunities for exit without the aid of transporting personnel.	This standard does not require a policy.	If detainees are routinely transported alone in the rear of agency vehicles, the agency needs to ensure the rear compartments are modified to minimize opportunities for exit without the aid of transporting personnel.
70.5.1 (a)	Detainee ID and Documentation	<p>A written directive describes the following for detainees transported from one facility to another:</p> <p>(a) methods to be used in positive identification of detainees to be transported.</p>	Lexipol's Temporary Custody of Adults Policy and Temporary Custody of Juveniles Policies provide for all pertinent information to accompany an individual being transported but do not address specific methods to be used in positive identification of detainees to be transported.	The agency needs to describe the methods to be used in positive identification of detainees to be transported from one facility to another.
71.1.1	Designate Rooms or Areas	A written directive designates specific room(s) and area(s) within the law enforcement facility authorized for use for detainee processing, testing, and temporary detention.	Lexipol policy cannot designate agency-specific room(s) and area(s) within the law enforcement facility authorized for use for detainee processing, testing, and temporary detention.	The agency needs to designate in writing the specific room(s) and area(s) within the law enforcement facility authorized for use for detainee processing, testing, and temporary detention for both adults and juveniles.
71.2.1	Training of Personnel	Personnel charged with monitoring temporarily detained individuals in the facility are provided initial training on the use of the temporary detention room(s) or area(s) and in-service training at least once every four years.	This standard does not require a policy.	The agency needs to ensure members charged with monitoring temporarily detained individuals in the facility are provided initial training on the use of the temporary detention room(s) or area(s) and in-service training at least once every four years.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
71.3.1 (b) 71.3.1 (d)	Procedures	A written directive governs procedures for the following: (b) supervision and accountability for processing, searching, and temporary detention of individuals within the facility. (d) temporary restraint of detainees by securing them to fixed objects, if any.	Lexipol's Temporary Custody of Adults Policy and Temporary Custody of Juveniles Policy provide guidance for supervision of individuals in temporary custody but do not provide agency-specific procedures.	The agency needs to establish procedures for supervision and accountability for processing, searching, and temporary detention of individuals within the facility; and temporary restraint of detainees by securing them to fixed objects, if any.
71.3.2	Immovable Objects	If a detainee is to be secured to an immovable object, it will be designed and intended for such use.	This standard does not require a policy.	The agency needs to ensure that if a detainee is to be secured to an immovable object, it will be designed and intended for such use.
71.3.3 (b) 71.3.3 (d)	Security in Designated Temporary Detention Processing, and Testing Rooms/Areas	A written directive addresses the following security concerns in designated temporary detention rooms and processing areas: (b) panic or duress alarms. (d) escape prevention.	Lexipol policy provides for the assigned administrator to ensure any reasonably necessary supplemental procedures are in place as they relate to general security in holding facilities. However, Lexipol policy does not establish those agency-specific procedures.	The agency needs to establish procedures to address security concerns in designated temporary detention rooms and processing areas including panic or duress alarms and escape prevention.
71.4.2	Fire Prevention/Suppression	There is a plan for fire prevention, fire evacuation, and fire suppression for the temporary detention rooms.	This standard does not require a policy.	The agency needs to establish a plan for fire prevention, fire evacuation, and fire suppression for the temporary detention rooms.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
71.4.3	Inspections	A written directive governs the inspections of the temporary detention rooms and provides for the administrative review of temporary detention areas and procedures at least annually.	Lexipol policy provides for the safety and security of detainees and agency members but does not govern agency-specific inspections of temporary detention rooms or the administrative review of temporary detention areas and procedures at least annually.	The agency needs to establish procedures governing the inspections of temporary detention rooms and providing for the administrative review of temporary detention areas and procedures at least annually.
72.1.2	Access, Nonessential Persons	A written directive governs access of nonessential persons to the holding facility.	Lexipol policy provides entry restrictions for locations where persons are held in custody. However, Lexipol policy does not establish procedures governing such access.	The agency needs to establish procedures governing access of nonessential persons to the holding facility.
72.3.1 (a) 72.3.1 (b) 72.3.1 (c) 72.3.1 (d)	Fire, Heat/Smoke Detection System, Inspections	<p>The facility has an automatic fire alarm and heat/smoke detection system, fire equipment approved in writing by fire safety officials, and a written directive describing fire prevention practices and procedures, to include:</p> <p>(a) a weekly documented visual inspection of fire equipment.</p> <p>(b) semi-annual documented testing of fire equipment.</p> <p>(c) a daily visual inspection of automatic fire detection devices.</p> <p>(d) documented testing of the automatic fire detection devices and alarm systems as required by law or fire code regulation.</p>	Lexipol policy provides for the assigned administrator to ensure any reasonably necessary supplemental procedures are in place as they relate to fire and life-safety. However, Lexipol policy does not establish those agency-specific procedures.	The agency's holding facility needs to have an automatic fire alarm and heat/smoke detection system, fire equipment approved in writing by fire safety officials, and needs to establish fire prevention practices and procedures to include a weekly documented visual inspection of fire equipment; semi-annual documented testing of fire equipment; a daily visual inspection of automatic fire detection devices; and documented testing of the automatic fire detection devices and alarm systems as required by law or fire code regulation.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
72.3.2	Posted Evacuation Plan	There is a written and posted emergency evacuation plan for the facility and a designated and signed emergency exit directing evacuation of persons to hazard-free areas.	Lexipol policy provides for the assigned administrator to ensure any reasonably necessary supplemental procedures are in place as they relate to evacuation plans. However, Lexipol policy does not establish those procedures.	The agency needs to establish an emergency evacuation plan for the holding facility and a designated and signed emergency exit directing evacuation of persons to hazard-free areas.
72.3.3	Pest Control Inspection	A written directive requires a documented monthly sanitation inspection of the facility and specifies procedures for control of vermin and pests.	Lexipol policy provides for the assigned administrator to ensure any reasonably necessary supplemental procedures are in place as they relate to sanitation and pest control. However, Lexipol policy does not establish those procedures.	The agency needs to establish procedures for the control of vermin and pests, to include documented monthly sanitation inspections of the facility.
72.4.3	Key Control	A written directive governs control and use of electronic and manual keys.	Lexipol policy provides for the assigned administrator to ensure any reasonably necessary supplemental procedures are in place as they relate to key control in holding facilities. However, Lexipol policy does not establish those procedures.	The agency needs to establish procedures governing control and use of electronic and manual keys.
72.4.4	Facility Door Security	A written directive specifies which holding facility doors are to be secured and when.	Lexipol policy provides for the assigned administrator to ensure any reasonably necessary supplemental procedures are in place as they relate to general security. However, Lexipol policy does not establish those procedures.	The agency needs to specify which holding facility doors are to be secured and when.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
72.4.6	Facility Security Inspections	A written directive requires a documented security inspection at a minimum of once a week, including searching for weapons and contraband.	Lexipol policy provides for the assigned administrator to ensure any reasonably necessary supplemental procedures are in place as they relate to general security. However, Lexipol policy does not establish those procedures.	The agency needs to establish procedures requiring a documented security inspection at a minimum of once a week, including searching for weapons and contraband in holding facilities.
72.4.7	Tool and Culinary Equipment	A written directive governs control of tools and culinary equipment.	Lexipol policy provides for the assigned administrator to ensure any reasonably necessary supplemental procedures are in place as they relate to general security. However, Lexipol policy does not establish those procedures.	The agency needs to establish procedures governing control of tools and culinary equipment in holding facilities.
72.4.8	Alerting Control Point	The agency has a system in the holding facility to alert a designated control point in the event of an emergency.	This standard does not require a policy.	The agency needs to ensure it has a system in the holding facility to alert a designated control point in the event of an emergency
72.4.9	Panic Alarms	In the holding facility, the agency utilizes a security alarm system monitored at all times at a designated control point. Where there is no such system available, employees must be equipped with “alert” or “panic alarms” or a means of two-way communication. Documented testing of security system(s) used shall be conducted on a monthly basis.	A policy is not needed for this standard.	In the agency holding facility, the agency should utilize a security alarm system monitored at all times at a designated control point. Where there is no such system available, employees must be equipped with “alert” or “panic alarms” or a means of two-way communication. Documented testing of security system(s) used shall be conducted on a monthly basis.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
72.4.10	Escape Procedures	A written directive describes procedures to be followed in the event of an escape.	Lexipol policy provides for the assigned administrator to ensure any reasonably necessary supplemental procedures are in place as they relate to escapes. However, Lexipol policy does not establish those procedures.	The agency needs to establish procedures in the event of an escape from any holding facility.
72.4.11	Report, Threats to Facility	A written directive requires a documented report of all incidents that threaten the facility or any person therein.	Lexipol policy provides for the assigned administrator to ensure any reasonably necessary supplemental procedures are in place as they relate to general security. However, Lexipol policy does not establish those procedures.	The agency needs to establish procedures requiring a documented report of all incidents that threaten the facility or any person therein.
72.5.2 (c) 72.5.2 (e) 72.5.2 (f)	Intake	<p>A written directive outlines certain actions be conducted for every person booked into the facility. These include:</p> <p>(c) determining if detainee is currently taking any medication.</p> <p>(e) documenting any trauma markings, bruises, lesions, jaundice, ease of movement and other visible signs of injury.</p> <p>(f) asking if the detainee requires medical assistance.</p>	Lexipol's Temporary Custody of Adults Policy and Temporary Custody of Juveniles Policy both require intake screening but do not address all specific actions to be conducted for persons booked into the facility.	The agency needs to outline certain actions to be conducted for every person booked into the facility to include determining if the detainee is taking medication; documenting any trauma markings, bruises, lesions, jaundice, ease of movement and other visible signs of injury; and asking if the detainee requires medical assistance.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
72.5.5 (a) 72.5.5 (b) 72.5.5 (c)	Procedure, Outside Detainees	<p>A written directive describes procedures for receiving detainees from outside agencies to include:</p> <p>(a) positive identification of the person presenting the detainee for detention.</p> <p>(b) verification of the person's authority to make the commitment.</p> <p>(c) procedures for transfer or release of the detainee.</p>	Lexipol policy provides for the operation, safety, and security of holding facilities but does not establish procedures for the receipt of detainees from other agencies.	The agency needs to establish procedures for receiving detainees from outside agencies to include positive identification of the person presenting the detainee for detention; verification of the person's authority to make the commitment; and procedures for transfer or release of the detainee.
72.5.6	Procedure, Exceeding Capacity	A written directive describes space arrangements and procedures to follow in the event of a mass arrest that exceeds the maximum capacity of the holding facility.	Lexipol policy provides for the operation, safety, and security of holding facilities but does not establish agency-specific procedures for a mass arrest that exceeds the maximum capacity of the holding facility.	The agency needs to describe space arrangements and establish procedures for a mass arrest to follow in the event of a mass arrest that exceeds the maximum capacity of the holding facility.
72.5.7	Identification, Released Detainees	A written directive requires positive identification be made before a detainee is released.	Lexipol's Temporary Custody of Adults Policy requires confirmation that the correct individual is being released or transported. However, Lexipol policy does not specifically state that positive identification be made before a detainee is released and does not address positive identification of juvenile detainees.	The agency needs to establish procedures for the release of adult and juvenile individuals from custody including the requirement that positive identification be made before an individual is released.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
72.6.1	Procedure, Medical Assistance	A written directive, approved by a licensed medical professional, identifies the policies and procedures to be followed when a detainee is in need of medical assistance.	Lexipol's Temporary Custody of Adults Policy and Temporary Custody of Juveniles Policy provide for medical treatment of detainees but do not provide agency-specific procedures approved by a licensed medical professional.	The agency needs to establish procedures to be followed when an individual in temporary custody needs medical assistance. The procedures need to be approved by a licensed medical professional.
72.6.2	First Aid Kit	A first-aid kit is available in all facilities and is subjected to a documented weekly inspection and replenished, as necessary.	This standard does not require a policy.	The agency needs to ensure a first aid kit is available in all facilities and is subjected to a documented weekly inspection and replenished, as necessary.
72.6.3	Posted Access to Medical Service	Procedures for gaining access to medical services are posted in areas used by detainees, in the language(s) prevalent to the area.	This standard does not require a policy.	The agency needs to post procedures for gaining access to medical services in areas used by detainees, in the language(s) prevalent to the area.
72.6.4	Dispensing Pharmaceuticals	A written directive controls distribution and documentation of pharmaceuticals within the facility, to include over the counter medications and medications belonging to the detainee.	Lexipol's Temporary Custody of Adults Policy and Temporary Custody of Juveniles Policy provide for medical treatment of detainees but do not provide agency-specific procedures for distribution of medication.	The agency needs to establish procedures for the distribution and documentation of pharmaceuticals within the facility, to include over the counter medications and medications belonging to the detainee.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
72.7.1 (a) 72.7.1 (e) 72.7.1 (f)	Procedure, Detainee Rights	<p>A written directive sets forth procedures regarding a detainee's rights that include, at a minimum:</p> <p>(a) a timely court appearance.</p> <p>(e) alerting the detainee to monitored or recorded telephone conversations.</p> <p>(f) three meals are provided to all detainees during each 24-hour period.</p>	Lexipol policy provides for the protection of individual rights to include those in custody but does not establish agency-specific procedures.	The agency needs to establish procedures regarding the rights of detainees to include a timely court appearance; alerting the detainee to monitored or recorded telephone conversations; and three meals provided to all detainees during each 24-hour period.
72.8.1 (a)	24-Hour Monitoring	<p>A written directive requires 24-hour monitoring of detainees by agency staff to include:</p> <p>(a) a documented face-to-face count of the detainee population at least once every shift.</p>	Lexipol's Temporary Custody of Adults Policy and Temporary Custody of Juveniles Policy both require safety checks of detainees no less than every 15 minutes but do not specifically require a documented count of the detainee population at least once every shift.	The agency needs to establish procedures requiring a documented face-to-face count of the detainee population at least once every shift.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
72.8.4 (a) 72.8.4 (b) 72.8.4 (c) 72.8.4 (d)	Receiving Mail/Packages	<p>If detainees are allowed to receive mail or packages while incarcerated, a written directive regulates procedures, to include:</p> <p>(a) accepting and inspecting items.</p> <p>(b) listing items which are not authorized.</p> <p>(c) recording received items in the detainees' property record.</p> <p>(d) distribution to the detainee.</p>	Lexipol policy addresses the disposition of personal property of those held in temporary custody but does not establish procedures for receiving mail or packages while incarcerated.	If detainees are allowed to receive mail or packages while incarcerated, the agency needs to establish procedures to include accepting and inspecting items; listing items which are not authorized; recording received items in the detainees' property record; and distribution to the detainee.
72.8.5	Visiting	A written directive governs procedures for outside persons visiting detainees.	Lexipol's Temporary Custody of Adults Policy and Temporary Custody of Juveniles Policy address visitation by attorneys but do not provide agency-specific procedures for outside persons visiting detainees.	The agency needs to establish procedures for outside persons visiting detainees.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
73.1.1 (a) 73.1.1 (b) 73.1.1 (c) 73.1.1 (d)	Role, Authority, Policies	<p>If the agency has a court security function, a written directive includes:</p> <p>(a) a clear description of the agency's role and authority for court security.</p> <p>(b) a clearly defined policy and procedure on court security for agency personnel assigned to the function.</p> <p>(c) identification of a position in the agency responsible for the security function.</p> <p>(d) a documented report to the CEO of all incidents that threaten the facility or any person therein and notification to appropriate outside agencies.</p>	Lexipol policy does not provide guidance specific to the court security function.	If the agency has a court security function, the agency needs to establish procedures that include a clear description of the agency's role and authority for court security; a clearly defined policy and procedure on court security for agency personnel assigned to the function; identification of a position in the agency responsible for the security function; and a documented report to the CEO of all incidents that threaten the facility or any person therein and notification to appropriate outside agencies.
73.2.1 (a) 73.2.1 (b) 73.2.1 (c)	Facilities, Equipment, Security Survey	<p>The court security function operates in collaboration with court personnel to include, at a minimum:</p> <p>(a) facilities.</p> <p>(b) equipment.</p> <p>(c) plans/procedures based on a documented security survey conducted once every two years.</p>	Lexipol policy does not provide guidance specific to the court security function. This standard does not require a policy.	The court security function needs to operate in collaboration with court personnel to include, at a minimum, facilities; equipment; and plans/procedures based on a documented security survey conducted once every two years.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
73.3.1	Weapon Lockboxes	If policies prohibit weapons in areas of the court, the agency will provide a secure area or other secure means to store weapons.	This standard does not require a policy.	If policies prohibit weapons in areas of the court, the agency responsible for the court security function needs to provide a secure area or other secure means to store weapons.
73.3.2	Use of Restraints	A written directive governs use of restraints on persons in custody while in the courtroom.	Lexipol policy does not provide guidance specific to the court security function.	The agency responsible for the court security function needs to establish procedures governing the use of restraints on persons in custody while in the courtroom.
73.4.1	Identification, Availability, Operational Readiness	Equipment used for the court security function is specifically identified, available for immediate use, and maintained in a state of readiness.	This standard does not require a policy.	The agency responsible for the court security function needs to ensure equipment used for the court security function is identified, available for immediate use, and maintained in a state of readiness.
73.4.2	External Communications	Courtrooms are equipped with at least one means of external voice communication.	This standard does not require a policy.	The agency responsible for the court security function needs to ensure courtrooms are equipped with at least one means of external voice communication.
73.4.3	Duress Alarms	Courtrooms are equipped with duress alarms and documented testing is done on a monthly basis.	This standard does not require a policy.	The agency responsible for the court security function needs to ensure courtrooms are equipped with duress alarms and documented testing is conducted on a monthly basis.
73.5.1	Training	A written directive requires that personnel receive initial training on the operations of the court holding facility, to include fire suppression and equipment provided for use by the agency and in-service training at least once every two years.	Lexipol policy does not provide guidance specific to the court security function.	The agency responsible for the court security function needs to require initial training on the operations of the court holding facility for personnel, to include fire suppression and equipment provided for use by the agency and in-service training at least once every two years.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
73.5.2 (a) 73.5.2 (b)	Detainee Searches	<p>A written directive establishes procedures for a search of the detainee, to include:</p> <p>(a) an inventory search of the detainee prior to entry to the court holding facility.</p> <p>(b) an itemized inventory of property taken from the detainee.</p>	Lexipol policy does not provide guidance specific to the court security function.	The agency responsible for the court security function needs to establish procedures for a search of the detainee, to include an inventory search of the detainee prior to entry to the court holding facility and an itemized inventory of property taken from the detainee.
73.5.3	Detainee Property Security	A written directive requires the secure storage of any property taken from detainees.	Lexipol policy does not provide guidance specific to the court security function.	The agency responsible for the court security function needs to require the secure storage of any property taken from detainees.
73.5.4 (a) 73.5.4 (b) 73.5.4 (c)	Segregation	<p>A written directive describes methods for handling, detaining, and segregating persons under special circumstances to include:</p> <p>(a) those under the influence of alcohol or other drugs.</p> <p>(b) those who are violent or self-destructive.</p> <p>(c) those exhibiting signs of mental health issues or mental illness.</p>	Lexipol policy does not provide guidance specific to the court security function.	The agency responsible for the court security function needs to describe methods for handling, detaining, and segregating persons under special circumstances to include those under the influence of alcohol or other drugs; those who are violent or self-destructive; and those exhibiting signs of mental health issues or mental illness.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
73.5.5	Procedure for Medical Assistance	A written directive, approved by a licensed medical professional, identifies the policies and procedures to be followed when a detainee is in need of medical assistance.	Lexipol policy does not provide guidance specific to the court security function.	The agency responsible for the court security function needs to establish agency-specific procedures to be followed when a detainee needs medical assistance. The procedures need to be approved by a licensed medical professional.
73.5.6	First Aid Kit	A first-aid kit is available in all facilities and is subjected to a documented weekly inspection and replenished, as necessary.	This standard does not require a policy.	The agency responsible for the court security function needs to ensure a first aid kit is available and documented weekly inspections and replenishment of use supplies occur.
73.5.7	Access of Nonessential Persons	A written directive governs access of nonessential persons to the court holding facility.	Lexipol policy does not provide guidance specific to the court security function.	The agency needs to establish a Court Security Procedure Manual which governs access of nonessential persons to the court holding facility.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
73.5.8 (a) 73.5.8 (b) 73.5.8 (c) 73.5.8 (d)	Minimum Conditions	<p>Court holding facilities provide the following minimum conditions for detainees:</p> <p>(a) adequate lighting as required by law or regulation and approved in writing by the inspecting authority.</p> <p>(b) circulation of fresh or purified air in accordance with public health standards and approved in writing by the inspecting authority.</p> <p>(c) documented daily cleanliness inspection.</p> <p>(d) access to a toilet and drinking water.</p>	This standard does not require a policy.	The agency responsible for the court security function needs to ensure the court holding facilities have adequate lighting as required by law and approved in writing by the inspecting authority; circulation of fresh or purified air in accordance with public health standards and approved in writing by the inspecting authority; documented daily cleanliness inspection; and access to a toilet and drinking water.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
73.5.9 (a) 73.5.9 (b) 73.5.9 (c) 73.5.9 (d)	Fire Alarm System	<p>The facility has an automatic fire alarm and heat/smoke detection system, fire equipment approved in writing by fire safety officials, and a written directive describing fire prevention practices and procedures, to include:</p> <p>(a) a weekly documented visual inspection of fire equipment.</p> <p>(b) an annual documented testing of fire equipment.</p> <p>(c) a daily visual inspection of the automatic fire detection devices and alarm systems.</p> <p>(d) documented testing of the automatic fire detection devices and alarm systems as required by law or fire code regulation.</p>	Lexipol policy does not provide guidance specific to the court security function.	The agency responsible for the court security function needs to ensure the facility has an automatic fire alarm and heat/smoke detection system, fire equipment approved in writing by fire safety officials, and fire prevention practices and procedures to include a weekly documented visual inspection of fire equipment; an annual documented testing of fire equipment; a daily visual inspection of the automatic fire detection devices and alarm systems; and documented testing of the automatic fire detection devices and alarm systems as required by law or fire code regulation.
73.5.10	Evacuation Plan	There is a written and posted emergency evacuation plan for the facility and a designated and signed emergency exit directing evacuation of persons to hazard-free areas.	Lexipol policy does not provide guidance specific to the court security function.	The agency responsible for the court security function needs to have a written and posted emergency evacuation plan for the facility and a designated and signed emergency exit directing evacuation of persons to hazard-free areas.
73.5.11	Pest Control Inspection	A written directive requires a documented monthly sanitation inspection of the facility and specifies procedures for control of vermin and pests.	Lexipol policy does not provide guidance specific to the court security function.	The agency responsible for the court security function needs to establish procedures requiring a documented monthly sanitation inspection of the facility and specifying procedures for control of vermin and pests.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
73.5.12	Securing Weapons	A written directive specifies that weapons will be secured before entering the court holding facility, as well as any exceptions or conditions.	Lexipol policy does not provide guidance specific to the court security function.	The agency responsible for the court security function needs to establish procedures specifying that weapons will be secured before entering the court holding facility, as well as any exceptions or conditions.
73.5.13	Entering Occupied Cells	A written directive governs conditions under which an employee enters an occupied cell.	Lexipol policy does not provide guidance specific to the court security function.	The agency responsible for the court security function needs to establish procedures governing conditions under which an employee enters an occupied cell.
73.5.14	Key Control	A written directive governs control and use of electronic and manual keys.	Lexipol policy does not provide guidance specific to the court security function.	The agency responsible for the court security function needs to establish procedures governing control and use of electronic and manual keys.
73.5.15	Facility Door Security	A written directive specifies which court holding facility doors are to be secured and when.	Lexipol policy does not provide guidance specific to the court security function.	The agency responsible for the court security function needs to establish procedures specifying which court holding facility doors are to be secured and when.
73.5.16	Cell Security Checks	A written directive requires regularly scheduled and documented security checks of holding cells, including searching for weapons and contraband.	Lexipol policy does not provide guidance specific to the court security function.	The agency responsible for the court security function needs to establish procedures requiring regularly scheduled and documented security checks of court holding cells, including searching for weapons and contraband.
73.5.17	Facility Security Inspections	A written directive requires a documented security inspection, including searching for weapons and contraband, of the court holding facility at least weekly.	Lexipol policy does not provide guidance specific to the court security function.	The agency responsible for the court security function needs to establish procedures requiring a documented security inspection, including searching for weapons and contraband, of the court holding facility at least weekly.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
73.5.18	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.	This standard does not require a policy.	The agency responsible for the court security function needs to have a system in the court holding facility to alert a designated control point in the event of an emergency.
73.5.19	Panic Alarms	If employees are not equipped with "alert" or "panic alarm" systems or a means of two-way communication, there is a security alarm system, which is monitored at all times, linked to a designated control point. Documented testing of security system(s) used shall be conducted on a monthly basis.	This standard does not require a policy.	If employees are not equipped with "alert" or "panic alarm" systems or a means of two-way communication, the agency responsible for the court security function needs to ensure there is a security alarm system, which is monitored at all times, linked to a designated control point. Documented testing of security system(s) used shall be conducted on a monthly basis.
73.5.20	Escape Procedures	A written directive describes procedures to be followed in the event of an escape.	Lexipol policy does not provide guidance specific to the court security function.	The agency responsible for the court security function needs to establish procedures to be followed in the event of an escape.
73.5.22	Posted Access to Medical Service	Procedures for gaining access to medical services are posted in areas used by detainees, in the language(s) prevalent to the area.	This standard does not require a policy.	The agency responsible for the court security function needs to ensure procedures for gaining access to medical services are posted in areas used by detainees, in the language(s) prevalent to the area.
73.5.23	Audio/Visual Surveillance	If audio and/or visual electronic surveillance equipment is used, a written directive specifies the equipment will be controlled to reduce unnecessary invasion of a detainee's personal privacy.	Lexipol policy does not provide guidance specific to the court security function.	If audio and/or visual electronic surveillance equipment is used, the agency responsible for the court security function needs to establish procedures specifying the equipment will be controlled to reduce unnecessary invasion of a detainee's personal privacy.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
73.5.24	Supervision of Opposite Gender	A written directive specifies procedures for supervision of detainees of a gender opposite that of the supervising staff member.	Lexipol policy does not provide guidance specific to the court security function.	The agency responsible for the court security function needs to establish procedures for supervision of detainees of a gender opposite that of the supervising staff member.
74.1.1 (a) 74.1.1 (b) 74.1.1 (c) 74.1.1 (d) 74.1.1 (e) 74.1.1 (f) 74.1.1 (g) 74.1.1 (h) 74.1.1 (i)	Information, Recording	<p>Information regarding each item of legal process, civil and/or criminal, is recorded, and includes the following elements:</p> <p>(a) date and time received.</p> <p>(b) type of legal process, civil or criminal.</p> <p>(c) nature of document.</p> <p>(d) source of document.</p> <p>(e) name of plaintiff/complainant or name of defendant/respondent.</p> <p>(f) personnel assigned for service.</p> <p>(g) date of assignment.</p> <p>(h) court docket number.</p> <p>(i) date service due.</p>	Lexipol policy does not address recording of information regarding each item of legal process, civil and/or criminal. This standard does not require a policy.	The agency needs to record information regarding each item of legal process, civil and/or criminal, including date and time received; type of legal process, civil or criminal; nature of document; source of document; name of plaintiff/complainant or name of defendant/respondent; personnel assigned for service; date of assignment; court docket number; and date service due.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
74.1.2 (a) 74.1.2 (b) 74.1.2 (c) 74.1.2 (d) 74.1.2 (e)	Execution/Attempt Service, Recording	<p>A record on the execution or attempted service of legal process documents is maintained, and includes:</p> <p>(a) date and time service was executed/attempted.</p> <p>(b) name of personnel executing/attempting service.</p> <p>(c) name of person on whom legal process was served/executed.</p> <p>(d) method of service/reason for nonservice.</p> <p>(e) address of service/attempt.</p>	<p>Lexipol policy does not address maintenance of records on the execution or attempted service of legal process documents. This standard does not require a policy.</p>	<p>The agency needs to maintain a record on the execution or attempted service of legal process documents, including date and time service was executed/attempted; name of personnel executing/attempting service; name of person on whom legal process was served/executed; method of service/reason for nonservice; and address of service/attempt.</p>

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
74.1.3 (a) 74.1.3 (b) 74.1.3 (c) 74.1.3 (d) 74.1.3 (e) 74.1.3 (f) 74.1.3 (g)	Warrant/Wanted Person Procedures	<p>A written directive establishes procedures for maintaining a warrant and wanted persons file, to include:</p> <p>(a) establishing criteria for entering notices in local, regional, state/provincial, and national information systems.</p> <p>(b) establishing criteria for receiving information from other jurisdictions.</p> <p>(c) recording the information in agency files.</p> <p>(d) verifying information.</p> <p>(e) distribution of information to agency personnel.</p> <p>(f) canceling information.</p> <p>(g) requiring 24-hour access to the warrant.</p>	Lexipol's Records Bureau Policy requires the establishment of procedures for managing a warrant and wanted persons file but does not provide agency-specific procedures.	The agency needs to establish procedures for maintaining a warrant and wanted persons file, to include establishing criteria for entering notices in local, regional, state/provincial, and national information systems; establishing criteria for receiving information from other jurisdictions; recording the information in agency files; verifying information; distribution of information to agency personnel; canceling information; and requiring 24-hour access to the warrant.
74.2.1	Procedure, Civil Service	Written directives govern the service of civil process documents.	Lexipol policy provides guidance for the service of criminal process but does not provide guidance for the service of civil process documents.	The agency needs to establish procedures for the service of civil process documents.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
81.1.1	Agreements, Shared/Regional Facility	If the communications function is provided by a shared or multi-jurisdictional entity, written agreements or authorizing documents govern the authority and responsibility of both the agency and the entity, and include provisions for complying with all applicable standards for this function on behalf of the agency.	This standard does not require a policy.	If the communications function is provided by a shared or multi-jurisdictional entity, the agency needs to have written agreements or authorizing documents governing the authority and responsibility of both the agency and the entity, including provisions for complying with all applicable standards for this function on behalf of the agency.
81.2.4 (d) 81.2.4 (e) 81.2.4 (f) 81.2.4 (g)	Radio Communications Procedures	<p>A written directive establishes procedures for communications between field personnel and the communications center, to include:</p> <p>(d) communication with interacting agencies.</p> <p>(e) criteria for the assignment of the number of field personnel in response to an incident.</p> <p>(f) circumstances that require the presence of a patrol supervisor at the scene for the purpose of assuming command.</p> <p>(g) responding to a field personnel emergency request for assistance or activated emergency alarm.</p>	Lexipol's Communications Center Policy requires the establishment of procedures relative to communications and dispatching functions but does not provide agency-specific procedures.	The agency needs to establish procedures that include communication with interacting agencies; criteria for the assignment of the number of field personnel in response to an incident; circumstances that require the presence of a patrol supervisor at the scene for the purpose of assuming command; and responding to a field personnel emergency request for assistance or activated emergency alarm.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
81.2.5 (a) 81.2.5 (b) 81.2.5 (c) 81.2.5 (d) 81.2.5 (e) 81.2.5 (f) 81.2.5 (g)	Access to Resources	<p>Communications personnel have immediate access to at least the following departmental resources:</p> <p>(a) officer in charge.</p> <p>(b) duty roster of all personnel.</p> <p>(c) telephone number of every agency member.</p> <p>(d) visual maps detailing the agency's service area.</p> <p>(e) officer status indicators.</p> <p>(f) written procedures and telephone numbers for procuring emergency and necessary external services to the agency.</p> <p>(g) tactical dispatching plans.</p>	This standard does not require a policy.	<p>The agency needs to ensure communications personnel have immediate access to the officer in charge; duty roster of all personnel; telephone number of every agency member; visual maps detailing the agency's service area; officer status indicators; written procedures and telephone numbers for procuring emergency and necessary external services to the agency; and tactical dispatching plans.</p>

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
81.2.6 (b) 81.2.6 (c)	Calls for Service Information Victim/Witness Calls	<p>A written directive describes procedures to be followed by communications center personnel in responding to calls for information or services, to include the following:</p> <p>(b) informing the caller of the agency's response, including direct law enforcement service and/or referral to other agencies.</p> <p>(c) responding to victim/witness requests for information and/or services to include initial and subsequent requests.</p>	Lexipol's Communications Center Policy requires the establishment of a communications center procedures manual but does not provide agency-specific procedures.	The agency needs to establish procedures for responding to calls for information or services, to include informing the caller of the agency's response, including direct law enforcement service and/or referral to other agencies; and responding to victim/witness requests for information and/or services to include initial and subsequent requests.
81.2.7 (a) 81.2.7 (b) 81.2.7 (c)	Recording and Playback	<p>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:</p> <p>(a) a requirement that recordings be retained for a minimum period of ninety days.</p> <p>(b) secure handling and storage for recordings.</p> <p>(c) criteria and procedures for reviewing recorded conversations.</p>	Lexipol's Communications Center Policy requires the establishment of procedures relative to recording of radio transmissions and emergency telephone conversations within the communications center. However, Lexipol policy does not provide those procedures.	The agency needs to have immediate playback and recording capability and needs to establish agency-specific procedures on the security of audio recordings which addresses the requirement that recordings be retained for a minimum period of ninety days; secure handling and storage for recordings; and criteria and procedures for reviewing recorded conversations.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
81.2.8	Local/State/Federal CJI Systems	If local, state, and federal criminal justice information systems exist, the agency participates and/or has access to such a system.	This standard does not require a policy.	If local, state, and federal criminal justice information systems exist, the agency needs to participate and/or have access to such a system.
81.2.10	Emergency Messages	A written directive specifies criteria for accepting and delivering emergency messages.	Lexipol's policies address various types of calls for service and guidance in how to respond to such calls but does not specify criteria for accepting and delivering emergency messages.	The agency needs to establish procedures that include criteria for accepting and delivering emergency messages.
81.3.2	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.	This standard does not require a policy.	The agency needs to have 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.
81.3.3	Mobile/Portable Radios	The agency has multichannel mobile and/or portable radio equipment capable of two-way operation on a joint public safety frequency or frequencies.	This standard does not require a policy.	The agency needs to have multichannel mobile and/or portable radio equipment capable of two-way operation on a joint public safety frequency or frequencies.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
82.1.2 (a) 82.1.2 (b) 82.1.2 (c) 82.1.2 (d) 82.1.2 (e)	Juvenile Records	<p>A written directive establishes guidelines for collecting, disseminating, and retaining juvenile records, to include:</p> <p>(a) methods to distinguish juvenile records.</p> <p>(b) fingerprints, photographs, and other forms of identification.</p> <p>(c) physical security and controlling access to juvenile confidential information.</p> <p>(d) disposition of juvenile records after reaching adult age.</p> <p>(e) expungement, when ordered by the court.</p>	Lexipol's Records Maintenance and Release Policy provides for the security, maintenance, release, and disposition of agency records but does not establish agency-specific procedures for collecting, disseminating, and retaining juvenile records.	The agency needs to establish guidelines for collecting, disseminating, and retaining juvenile records, and methods to distinguish juvenile records; fingerprints, photographs, and other forms of identification; physical security and controlling access to juvenile confidential information; disposition of juvenile records after reaching adult age; and expungement, when ordered by the court.
82.1.4	Crime Reporting	A written directive establishes procedures for collecting and submitting crime data to the national or state/provincial reporting system.	Lexipol's Records Bureau Policy requires compliance with federal, state, and local regulations for reporting information and data but does not provide agency-specific procedures.	The agency needs to establish procedures for collecting and submitting crime data to the national or state/provincial reporting system.
82.1.5	Report Accounting System	The agency establishes a procedure to account for the status of reports, to include the complaint control recording and field-reporting systems.	Lexipol's Records Bureau Policy requires the agency to have a process tracking case reports but does not provide agency-specific procedures for records accounting.	The agency needs to establish a procedure to account for the status of reports, to include the complaint control recording and field-reporting systems.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
82.1.6 (a) 82.1.6 (b) 82.1.6 (d)	Computer File Backup and Storage	<p>The agency has a process for maintaining security of central records computer systems, to include:</p> <p>(a) data back-up.</p> <p>(b) storage.</p> <p>(d) password audits, at least annually.</p>	Lexipol policy cannot provide agency-specific processes for maintaining security of central records computer systems. This standard does not require a policy.	The agency needs to ensure it has a process for maintaining security of central records computer systems, to include the data back-up; storage; and password audits, at least annually.
82.2.1 (b) 82.2.1 (c)	Field Reporting System	<p>A written directive establishes a field-reporting system, to include:</p> <p>(b) forms to be used in field reporting.</p> <p>(c) information required in field reports.</p>	Lexipol's Report Preparation Policy addresses field reporting and approval but cannot provide for agency-specific forms to be used in field reporting or information required in those field reports.	The agency needs to establish a field reporting system listing the types of forms to be used in field reporting and information required in field reports.
82.2.3	Case Numbering System	A written directive establishes a case-numbering system, with provisions for the assignment of a unique number to every case.	Lexipol's Records Bureau Policy requires the agency to have a process for numbering, identifying, tracking, and retrieving case reports. However, Lexipol policy cannot provide agency-specific systems.	The agency needs to establish a case-numbering system, with provisions for the assignment of a unique number to every case.
82.2.4	Report Distribution	A written directive establishes procedures for the distribution of reports and records.	Lexipol's Records Bureau Policy provides guidance for the management of records but does not provide agency-specific procedures for the distribution of reports and records.	The agency needs to establish procedures for the distribution of reports and records.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
82.3.1	Master Name Index	The agency maintains an alphabetical master name index.	This standard does not require a policy.	The agency needs to ensure it maintains an alphabetical master name index.
82.3.2 (a) 82.3.2 (b) 82.3.2 (c)	Index File	The agency maintains records to include: (a) service calls and crimes by type. (b) service calls and crimes by location. (c) stolen, found, recovered, and evidentiary property files.	This standard does not require a policy.	The agency needs to ensure it maintains records of service calls and crimes by type; service calls and crimes by location; and stolen, found, recovered, and evidentiary property files.
82.3.3 (a) 82.3.3 (b) 82.3.3 (c)	Traffic Records System	The agency has a traffic records system or access to a comparable system containing: (a) traffic collision data. (b) traffic enforcement data. (c) roadway hazard information.	Lexipol policy cannot provide agency-specific traffic records systems. This standard does not require a policy.	The agency needs to ensure it has a traffic records system or access to a comparable system containing traffic collision data; traffic enforcement data; and roadway hazard information.
82.3.4 (a) 82.3.4 (b) 82.3.4 (c)	Traffic Citation Maintenance	A written directive establishes procedures for maintaining records of traffic citations, to include: (a) issuing citation forms to personnel. (b) accounting for citations. (c) storing citations in a secure area.	Lexipol's Traffic and Parking Citations Policy provides for the issuance and storage of citations but does not provide agency-specific procedures for maintaining records of traffic citations.	The agency needs to establish procedures for issuing citation forms to personnel; accounting for traffic citations; and storing citations in a secure area.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
82.3.6	ID Number and Criminal History	The agency has a system for assigning an identification number and maintaining a criminal history file for each person custodial arrested.	Lexipol's Records Bureau Policy requires the Records Manager to establish procedures including assigning alpha-numerical records to all arrest records. However, Lexipol policy cannot provide agency-specific systems. This standard does not require a policy.	The agency needs to have a system for assigning an identification number and maintaining a criminal history file for each person custodial arrested.
83.1.1	24-Hour Availability	Qualified personnel are available on 24-hour basis to process a crime scene/traffic collision.	Lexipol policy does not address 24-hour availability of qualified personnel to process a crime scene/traffic collision. This standard does not require a policy.	The agency needs to ensure qualified personnel are available on a 24-hour basis to process a crime scene/traffic collision.
83.2.1 (b) 83.2.1 (d) 83.2.1 (e)	Guidelines and Procedures	<p>A written directive establishes guidelines and procedures used for collecting, processing, and preserving physical evidence in the field, and includes:</p> <p>(b) procedures for the collection, storage, and transportation of evidence.</p> <p>(d) procedures for the submission of evidence to accredited laboratories.</p> <p>(e) transfer of custody of physical evidence.</p>	Lexipol's Crime and Disaster Scene Integrity Policy provides general guidelines for first responders regarding physical evidence but does not provide specific procedures used for collecting, processing, and preserving physical evidence in the field.	The agency needs to establish procedures for collecting, processing, and preserving physical evidence in the field, to include procedures for the collection, storage, and transportation of evidence; procedures for the submission of evidence to accredited laboratories; and transfer of custody of physical evidence.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
83.2.1 (c)	Guidelines and Procedures	<p>A written directive establishes guidelines and procedures used for collecting, processing, and preserving physical evidence in the field, and includes:</p> <p>(c) evidence collection training requirements for persons collecting evidence.</p>	Lexipol's Crime and Disaster Scene Integrity Policy provides general guidelines for first responders regarding physical evidence but does not provide evidence collection training requirements for persons collecting evidence.	The agency needs to establish guidelines to include evidence collection training requirements for persons collecting evidence.
83.2.2 (a) 83.2.2 (b) 83.2.2 (c) 83.2.2 (d)	Photography, Video and Audio Evidence	<p>A written directive governs procedures pursuant to collection and preservation of evidence to include:</p> <p>(a) conventional and digital photography.</p> <p>(b) audio.</p> <p>(c) imaging and video.</p> <p>(d) use of personally owned devices</p>	Lexipol's Property and Evidence Policy provides for proper processing of property and evidence but does not provide specific procedures for collecting photographic, video, or audio evidence.	The agency needs to establish procedures for the collection and preservation of evidence to include conventional and digital photography; audio; imaging and video; and use of personally owned devices.
83.2.3	Fingerprinting	A written directive governs the procedures for processing, developing, lifting, and labeling all fingerprints pursuant to the collection and preservation of evidence.	Lexipol's Property and Evidence Policy provides for proper processing of property and evidence but does not provide specific procedures for processing, developing, lifting, and labeling all fingerprints.	The agency needs to establish procedures for processing, developing, lifting, and labeling all fingerprints pursuant to the collection and preservation of evidence.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
83.2.4 (a) 83.2.4 (b) 83.2.4 (c) 83.2.4 (d)	Equipment and Supplies	<p>The agency provides or has access to personnel, equipment, and supplies used for processing scenes for the following purpose:</p> <p>(a) recovery of latent fingerprints.</p> <p>(b) photography and videography.</p> <p>(c) sketch of the scene.</p> <p>(d) collection and preservation of physical evidence.</p>	Lexipol policy cannot determine the provision or availability of personnel, equipment, and supplies used for processing scenes. This standard does not require a policy.	The agency needs to provide or have access to personnel, equipment, and supplies used for processing scenes for the recovery of latent fingerprints; photography and videography; sketch of the scene; and collection and preservation of physical evidence.
83.2.5	Procedures, Seizure of Electronic Equipment	A written directive establishes procedures for the seizure of electronic equipment and other devices capable of storing data in an electronic format.	Lexipol's Investigation and Prosecution Policy requires the use of computer forensic examiners to assist with seizing computers and related evidence but does not provide agency-specific procedures.	The agency needs to establish procedures for the seizure of electronic equipment and other devices capable of storing data in an electronic format.
83.2.6	Report Preparation	A written directive governs the preparation of a report by the person who processes a crime/traffic collision scene.	Lexipol's Report Preparation Policy addresses reporting of crime incidents and traffic collisions but does not specifically address reports by those who process a crime/traffic collision scenes.	The agency needs to establish procedures for the preparation of a report by the person who processes a crime/traffic collision scene.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
83.3.1	Collecting from Known Source	A written directive requires that materials and substances be collected from a known source, whenever available, for submission to the laboratory for comparison with physical evidence collected.	Lexipol's Property and Evidence Policy provides for proper processing of evidence but does not include a requirement that materials and substances be collected from a known source, whenever available, for submission to the laboratory for comparison with physical evidence collected.	The agency needs to establish procedures requiring that materials and substances be collected from a known source, whenever available, for submission to the laboratory for comparison with physical evidence collected.
83.3.2 (e)	Evidence, Laboratory Submission	A written directive establishes procedures for submitting evidence to a forensic laboratory, which include: (e) stipulation that laboratory results be submitted in writing.	Lexipol's Property and Evidence Policy provides for proper processing of evidence but does not include a stipulation that laboratory results be submitted in writing.	The agency needs to establish agency-specific procedures for submitting evidence to a forensic laboratory, which includes the stipulation that laboratory results be submitted in writing.
84.1.1 (c) 84.1.1 (e)	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: (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. (e) establishing extra security measures for handling exceptional, valuable, or sensitive items of property.	Lexipol's Report Preparation Policy and Property and Evidence Policy require appropriate documentation of any found property or found evidence but do not specifically require the detailing of circumstances by which the property came into the agency's possession. Lexipol's Property and Evidence Policy addresses special handling measures for narcotics, explosives, cash, and other sensitive items of property but cannot establish agency-specific procedures.	The agency needs to establish procedures for receiving all in-custody and evidentiary property obtained by employees into agency control, to include requiring a written report detailing the circumstances by which the property came into the agency's possession and establishing extra security measures for handling exceptional, valuable, or sensitive items of property.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
84.1.2	Storage and Security	All in-custody and evidentiary property is stored within designated, secure areas with access limited to authorized personnel.	Lexipol's Property and Evidence Policy does not address usage of agency-specific property/evidence storage facilities. This standard does not require a policy.	The agency needs to ensure that all in-custody and evidentiary property is stored within designated, secure areas with access limited to authorized personnel.
84.1.3	Temporary Security	Secure facilities are provided for storage of in-custody or evidentiary property during periods when the property room is closed.	Lexipol's Property and Evidence Policy does not address provision of agency-specific property/evidence storage facilities. This standard does not require a policy.	The agency needs to ensure that secure facilities are provided for storage of in-custody or evidentiary property during periods when the property room is closed.
84.1.6 (b)	Inspections and Reports	<p>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:</p> <p>(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.</p>	Lexipol's Property and Evidence Policy requires an inventory of all evidence/property by an individual not associated to the property room or function whenever a change is made in personnel who have access to the evidence room. However, Lexipol policy does not specifically require the audit be conducted jointly by the newly designated property and evidence custodian and a designee of the CEO. This standard does not require a policy.	The agency needs to ensure that 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.

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91.1.1 (a) 91.1.1 (b) 91.1.1 (c) 91.1.1 (d) 91.1.1 (e) 91.1.1 (f) 91.1.1 (g)	Risk Assessment and Analysis	<p>The agency has a written directive requiring a documented risk assessment and analysis every four years that addresses:</p> <p>(a) specific areas to be reviewed.</p> <p>(b) identifying records and reports to be used.</p> <p>(c) risks to campus community from criminal activity.</p> <p>(d) risks to campus community from accidents.</p> <p>(e) risk of property loss to the institution and individuals.</p> <p>(f) liability issues.</p> <p>(g) reporting analysis conclusions and recommendations to appropriate officials outside the agency.</p>	<p>Lexipol policy specifically addresses the Jeanne Clery Campus Security Act but does not provide guidance on other matters specific to campus law enforcement and security.</p>	<p>The campus law enforcement agency needs to establish procedures requiring a documented risk assessment and analysis every four years and that addresses specific areas to be reviewed; identifying records and reports to be used; risks to campus community from criminal activity; risks to campus community from accidents; risk of property loss to the institution and individuals; liability issues; and reporting analysis conclusions and recommendations to appropriate officials outside the agency.</p>
91.1.2	Out of Agency Budget Coordination	<p>If law enforcement expenses are accounted for within the budgets of other operating departments as part of a responsibility center accounting (e.g. housing, professional schools, satellite campus locations, etc.), the chief executive officer has written authority to review and coordinate those expenditures.</p>	<p>Lexipol policy specifically addresses the Jeanne Clery Campus Security Act but does not provide guidance on other matters specific to campus law enforcement and security. This standard does not require a policy.</p>	<p>If law enforcement expenses are accounted for within the budgets of other operating departments as part of a responsibility center accounting (e.g. housing, professional schools, satellite campus locations, etc.), the chief executive officer needs to have written authority to review and coordinate those expenditures.</p>

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
91.1.3	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.	Lexipol policy specifically addresses the Jeanne Clery Campus Security Act but does not provide guidance on other matters specific to campus law enforcement and security.	If the campus law enforcement agency has a role in conducting background investigations of students, faculty, staff, and other on campus personnel, the agency needs to establish procedures defining this responsibility to include being aware of, and work in conformance with, the applicable law and regulations regarding the investigation, school procedures, records distribution and retention.
91.1.4 (a) 91.1.4 (b) 91.1.4 (c) 91.1.4 (d) 91.1.4 (e) 91.1.4 (f)	Campus Security Escort Service	<p>If the campus law enforcement agency is responsible for a campus security escort service, a written directive addresses:</p> <p>(a) conditions for supplying security escort services.</p> <p>(b) notification of the service to the campus community.</p> <p>(c) supervision.</p> <p>(d) security escort selection.</p> <p>(e) training or orientation.</p> <p>(f) rules and regulations for security escorts.</p>	Lexipol policy specifically addresses the Jeanne Clery Campus Security Act but does not provide guidance on other matters specific to campus law enforcement and security.	If the campus law enforcement agency is responsible for a campus security escort service, the agency needs to establish procedures to address conditions for supplying security escort services; notification of the service to the campus community; supervision; security escort selection; training or orientation; and rules and regulations for security escorts.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
91.1.5 (a) 91.1.5 (b) 91.1.5 (c) 91.1.5 (d) 91.1.5 (e)	Emergency Notification System	<p>If the campus law enforcement agency has partial or full responsibility for an emergency notification system, a written directive defines:</p> <p>(a) authorization for system use.</p> <p>(b) conditions that will initiate the notification system.</p> <p>(c) methods by which the information will be released.</p> <p>(d) who activates the notification system.</p> <p>(e) testing.</p>	Lexipol's Public Alerts Policy provides guidelines for AMBER Alerts, Blue Alerts, and Silver Alerts but does not specifically address campus emergency notification systems.	If the campus law enforcement agency has partial or full responsibility for an emergency notification system, the agency needs to establish procedures to include authorization for system use; conditions that will initiate the notification system; methods by which the information will be released; who activates the notification system; and testing.
91.1.6	Behavioral Threat Assessment	The agency has a written directive addressing its involvement in the campus behavioral threat assessment process.	Lexipol policy specifically addresses the Jeanne Clery Campus Security Act but does not provide guidance on other matters specific to campus law enforcement and security.	The campus law enforcement agency needs to establish procedures addressing its involvement in the campus behavioral threat assessment process.
91.1.7 (d)	Security Camera Responsibilities	<p>If the agency has responsibilities for security cameras, a written directive addresses:</p> <p>(d) maintenance and testing responsibilities.</p>	Lexipol's Public Safety Video Surveillance System Policy addresses the use, placement, operation, and use of captured images in public safety video surveillance systems. However, Lexipol policy does not address maintenance and testing responsibilities.	If the campus law enforcement agency has responsibilities for security cameras, the agency needs to address maintenance and testing responsibilities.

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91.1.8 (a) 91.1.8 (b) 91.1.8 (c) 91.1.8 (d) 91.1.8 (e)	Emergency Only Phones and Devices	<p>If the campus has fixed locations for "emergency only" phones or related devices, the agency has a written directive that addresses:</p> <p>(a) procedures for determining their locations.</p> <p>(b) regular maintenance and testing.</p> <p>(c) procedures for responding.</p> <p>(d) methods to notify the campus community of the service.</p> <p>(e) regular maintenance and testing.</p>	Lexipol policy does not address "emergency only" phones or related devices located on campuses.	If the campus has fixed locations for "emergency only" phones or related devices, the campus law enforcement agency needs to establish procedures for determining locations; regular maintenance and testing; procedures for responding; methods to notify the campus community of the service; and regular maintenance and testing.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
91.1.9 (a) 91.1.9 (b) 91.1.9 (c) 91.1.9 (d) 91.1.9 (e) 91.1.9 (f)	Administrative Investigation Procedures	<p>A written directive describes the procedures for conducting an administrative investigation to include:</p> <p>(a) clarification of the administrative investigative goal.</p> <p>(b) reviewing and analyzing records, documentation and related materials.</p> <p>(c) conducting additional interviews.</p> <p>(d) seeking additional information.</p> <p>(e) planning, organizing and preparing investigative reports and findings for review by appropriate administrative authorities.</p> <p>(f) consulting with appropriate prosecutorial authorities in all instances when criminal activities are discovered during the non-criminal administrative investigation.</p>	Lexipol policy does not provide procedures for campus law enforcement agencies in conducting administrative investigations.	The campus law enforcement agency needs to establish procedures for conducting an administrative investigation to include the clarification of the administrative investigative goal; reviewing and analyzing records, documentation and related materials; conducting additional interviews; seeking additional information; planning, organizing and preparing investigative reports and findings for review by appropriate administrative authorities; and consulting with appropriate prosecutorial authorities in all instances when criminal activities are discovered during the non-criminal administrative investigation.
91.2.1	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.	Lexipol policy does not provide guidelines for campus law enforcement personnel assigned to medical facilities.	If the college/university agency has a medical center within its jurisdiction, the campus law enforcement agency needs to establish procedures governing the agency's role and responsibility in providing public safety services for a medical center facility.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
91.2.2 (a) 91.2.2 (b) 91.2.2 (c) 91.2.2 (d)	Personnel Assigned to Medical Centers	<p>If a college/university agency has a medical center within its jurisdiction and the campus law enforcement agency has personnel assigned to the facility, a written directive establishes:</p> <p>(a) responsibilities for patrolling the facility.</p> <p>(b) the role of agency personnel in screening patients and visitors to the emergency department for weapons.</p> <p>(c) the role of agency personnel in screening "direct admit patients" for weapons.</p> <p>(d) agency responsibility in managing high-risk patients.</p>	Lexipol policy does not provide guidelines for campus law enforcement personnel assigned to medical facilities.	If the college/university agency has a medical center within its jurisdiction, the campus law enforcement agency needs to establish procedures addressing the responsibilities for patrolling the facility; the role of agency personnel in screening patients and visitors to the emergency department for weapons; the role of agency personnel in screening "direct admit patients" for weapons; and agency responsibility in managing high-risk patients.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
91.2.3 (a) 91.2.3 (b) 91.2.3 (c) 91.2.3 (d)	First Responses Responsibilities	<p>If a college/university has a medical center on its campus and the institution's campus law enforcement agency has responsibility for first response, a written directive governs:</p> <p>(a) procedures for responding to emergency calls for service.</p> <p>(b) procedures for assisting the medical center's Emergency Medical Treatment and Labor Act (EMTALA) response team(s).</p> <p>(c) procedures for responding to reports of baby abductions from the facility.</p> <p>(d) any special procedures for responding to non-emergency calls.</p>	Lexipol policy does not establish agency-specific procedures for first responses to medical centers on college/university campuses.	If the college/university has a medical center on its campus and the institution's campus law enforcement agency has responsibility for first response, the campus law enforcement agency needs to establish procedures for responding to emergency calls for service; procedures for assisting the medical center's Emergency Medical Treatment and Labor Act (EMTALA) response team(s); procedures for responding to reports of baby abductions from the facility; and any special procedures for responding to non-emergency calls.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
91.3.1 (a) 91.3.1 (b) 91.3.1 (c) 91.3.1 (d) 91.3.1 (e)	Agency Role and Responsibilities	<p>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:</p> <p>(a) the identity of the position or campus agency responsible for coordinating the response to various incidents at the center/facility.</p> <p>(b) specific responsibilities of agency communications personnel.</p> <p>(c) specific responsibilities of responding agency personnel.</p> <p>(d) special risks and response training for agency personnel at least annually.</p> <p>(e) specialized equipment needs/requirements.</p>	<p>Lexipol policy does not establish agency-specific roles and responsibilities for response to research-intensive facilities on campus or within an agency's jurisdiction.</p>	<p>If the agency has a research-intensive facility or facilities on its campus or within its jurisdiction, the campus law enforcement agency needs to establish its role and responsibilities for response to these facilities and establish procedures to include the identity of the position or campus agency responsible for coordinating the response to various incidents at the center/facility; specific responsibilities of agency communications personnel; specific responsibilities of responding agency personnel; special risks and response training for agency personnel at least annually; and specialized equipment needs/requirements.</p>