



Guidance for the Application of Florida 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	June 2020	Version 6.9	April 2020	Draft copy

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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 Florida master content. If your agency has modified content, your results may vary.

Total Number of Standards/Subsections	1356
Number of Standards/Subsections Addressed by Lexipol Policies	695
Standards Not Addressed:	
Additional procedural content required	443
Training detailing required	9
Policy modification/addition required	27
Non-policy-related requirement	182
Total	661
Lexipol Policy Coverage:	
Total coverage	51%
Coverage excluding procedural, training, and non-policy items	98%

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.	The Preface of Lexipol's Policy Manual provides for a code of ethics and a separate Training Policy. Lexipol's policies do not provide guidance for specific training schedules.	The agency needs to add a new "ADDITIONAL TRAINING" subsection to the TRAINING PLAN section of the Training Policy to mandate that ethics training be conducted for all personnel, at a minimum, biennially.
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 policies provide guidance in the use of criminal justice diversion programs in the following policies: Crisis Intervention Incidents, Homeless Persons, and Investigation and Prosecution. Lexipol's policies do not provide guidance on the participation of these programs.	The agency should create agency-specific guidelines for the participation in any criminal justice and social service diversion programs.
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 weapons, both lethal and less-than-lethal. The legal authority to carry and use weapons will 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.
1.2.3 (a) 1.2.3 (b) 1.2.3 (c)	Compliance with Constitutional Requirements	A written directive governs procedures for assuring compliance with all applicable constitutional requirements, including: (a) interviews (including field interviews); (b) interrogations; and (c) access to counsel.	Lexipol's Contacts and Temporary Detentions Policy addresses the constitutional protections of citizens, as well as various types of interviews and interrogations. Procedures for assuring compliance are not included.	The agency needs to establish agency-specific procedures to establish the steps to be taken to assure compliance with constitutional requirements in interviews and field interviews, interrogations, and ensure access to counsel for adults and juveniles.

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1.2.8 (b)	Strip/Body Cavity Search	The agency has written procedures for strip and body cavity searches. The procedures shall include: (b) provisions for privacy and search by gender or gender identity/expression.	Lexipol's policy addresses strip searches and physical body cavity search. Specific procedures are not included for agency variances.	The agency needs to create agency-specific procedures to include provisions for privacy and search by gender or gender identity/expression.
1.2.8 (c)	Strip/Body Cavity Search	The agency has written procedures for strip and body cavity searches. The procedures shall include: (c) provisions for circumstances involving juveniles.	Lexipol's Custodial Searches Policy addresses strip searches and physical body cavity search. Specific procedures are not included for agency variances.	The agency needs to create agency-specific procedures to include provisions for circumstances involving juveniles.
1.2.9 (b)	Bias Policing	The agency has a written directive governing biased policing and, at a minimum, includes the following provisions: (b) initial training and annual training for affected personnel in biased issues including legal aspects.	Lexipol's Bias Policing Policy calls for training as directed but does not address a specific timetable. The TRAINING section allows for the policy to be adjusted for state-specific requirements.	The agency needs to add text to the TRAINING section of the Bias-Based Policing Policy to require initial training and annual training for affected personnel in biased issues including legal aspects.
2.1.1	Geographical Boundaries	A written directive delineates the specific geographical boundaries of the agency's jurisdiction.	Lexipol's policies outline the authority of the agency. Specific jurisdiction will vary by agency.	The agency needs to specify the jurisdictional geographical boundaries. 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 policies outline the authority of the agency. Interagency agreements are not included.	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; and</p> <p>(h) procedures for review and revision if prescribed in the agreement.</p>	The standard does not require a policy.	<p>The agency should have written agreements for mutual aid that address:</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; and</p> <p>(h) procedures for review and revision if prescribed in the agreement.</p>
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's policy addresses agency participation in a comprehensive emergency management plan consistent with state law but does not specifically address provisions for requesting national law enforcement, security services or military assistance.	The agency needs to ensure that the applicable comprehensive emergency management plan includes provisions for military support.

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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; and</p> <p>(h) a procedure for review and revision, if needed, of the agreement.</p>	The standard does not require a policy.	<p>The agency needs to establish written agreements for services with a statement of the specific law enforcement service to be provided 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; and</p> <p>(h) a procedure for review and revision, if needed, of the agreement.</p>

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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 recognizes the rights of employees but cannot stipulate them in contractual situations.	The agency needs to establish written agreements for law enforcement services which stipulate that employment rights of personnel are not abridged by the provider agency.
4.1.2	Use of Deadly Force	A written directive states that an officer may use deadly force only when the officer reasonably believes that 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 similarly used terms that are used to qualify the directive, shall be included.	Lexipol's Use of Force Policy addresses the use of deadly force and situations in which it may be appropriate. Agency/state specific definitions are not included.	The agency needs to provide definitions or agency-specific legal definitions that apply to its legal authority to use force. This needs to include definitions of conditional terms, such as those for reasonable belief, serious physical injury, or similarly used terms that are used to qualify the directive.
4.2.1 (a)	Reporting Uses of Force	A written report is submitted whenever an employee: (a) discharges a firearm, for other than training or recreational purposes.	A policy is not required, rather a written report.	The agency needs to provide a use of force form or other reporting document to record the discharge of firearms for other than training or recreational activities. This should include an accidental discharge of a firearm.
4.2.3	Operational Assignment	A written directive requires that any employee, whose action(s) or use of force in an official capacity results in death or serious physical injury, be removed from operational assignments, pending an administrative review.	Lexipol's Officer-Involved Shootings and Deaths Policy provides for the investigation, administrative, criminal, and civil, or officer involved shooting and deaths. Specific practices may vary by jurisdiction and legal requirements.	The agency needs to insert text in the INVOLVED OFFICERS subsection of the Officer-Involved Shootings and Deaths Policy to require that any employee, whose action(s) or use of force in an official capacity results in death or serious physical injury, be removed from operational assignments, pending an administrative review.

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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; and</p> <p>(d) trends or patterns resulting in injury to any person including employees.</p>	The standard does not require a policy.	<p>The agency needs to conduct an annual analysis of its use of force activities which includes:</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; and</p> <p>(d) trends or patterns resulting in injury to any person including employees.</p>
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.	The 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.

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4.3.1 (a) 4.3.1 (b) 4.3.1 (c) 4.3.1 (d) 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>(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> <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> <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> <p>(d) a process to remove unsafe weapons; and</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 direction on the authorized weapons and ammunitions authorized for use but does not state the agency-specific specifications.</p>	<p>The agency needs to add text to the AUTHORIZED FIREARMS, AMMUNITION AND OTHER WEAPONS section of the Firearms Policy to include 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> <p>The agency needs to add text to the AUTHORIZED FIREARMS, AMMUNITION AND OTHER WEAPONS section of the Firearms Policy to include 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> <p>The agency needs to establish agency-specific procedures for:</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> <p>(d) a process to remove unsafe weapons; and</p> <p>(e) the procedure for maintaining a record on each weapon approved by the agency for official use.</p>

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4.3.3 (a) 4.3.3 (c)	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; and</p> <p>(c) the agency must have procedures for remedial training for those employees who are unable to qualify with an authorized weapon prior to resuming official duties.</p>	The standard does not require a policy.	<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:</p> <p>(a) proficiency training must be monitored by a certified weapons or tactics instructor; and</p> <p>(c) the agency must have procedures for remedial training for those employees who are unable to qualify with an authorized weapon prior to resuming official duties.</p>
4.3.4	Prerequisites to carrying lethal/less lethal weapons	A written directive requires all agency personnel authorized to carry lethal and less lethal weapons receive all use of force policies and related instruction before authorization to carry a weapon. Policy receipt and curriculum delivery must be documented.	Lexipol's Firearms Policy requires officers to qualify with their weapons but does not require training on all use of force policies.	The agency needs to establish procedures for the issuance of weapons and require all agency personnel authorized to carry lethal and less lethal weapons receive all use of force policies and related instruction before authorization to carry a weapon. Policy receipt and curriculum delivery must be documented.

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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; and</p> <p>(g) regulations regarding the storage of ammunition and weapons.</p>	Lexipol's Firearms Policy assigns duties to the Range Master however agency-specific range regulations are not included.	<p>The agency or range owner needs to establish specific guidelines for their range use that includes:</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; and</p> <p>(g) regulations regarding the storage of ammunition and weapons.</p>

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11.3.4 (e)	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>	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. Training requirements are not included.	The agency needs to 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.
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>(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. Training requirements are not included.	The agency needs to add text to the newly created TRAINING section of the Officer-Involved Shootings and Deaths Policy that includes provisions 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); and</p> <p>(e) a statement of the distribution of the report(s).</p>	<p>Lexipol's Records Bureau Policy addresses responsibilities as well as Administrative Communications. A specific administrative reporting program is not established.</p>	<p>The agency should create an administrative reporting program that contains:</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); and</p> <p>(e) a statement of the distribution of the report(s).</p>
11.4.2	Accountability for Agency Forms	<p>The agency has a written directive to ensure accountability for agency forms that includes procedures for development, modification, approval, and review.</p>	<p>Lexipol's policies provide guidance in the reporting and maintenance of agency reports but does not provide agency-specific procedures for agency forms.</p>	<p>The agency should create agency-specific procedures for the development, modification, approval, and review of agency forms.</p>

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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; and</p> <p>(f) special logistical requirements and financial arrangements.</p>	A policy is not required, rather a written agreement with a service provider.	<p>If the agency uses a service provider for electronic data storage, the agency needs to establish and maintain a written agreement that addresses:</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; and</p> <p>(f) special logistical requirements and financial arrangements.</p>
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 should have a job description for the temporary assignments which details the duration of the assignment.
12.1.1	CEO Authority and Responsibility	A written statement issued by a unit of government, a law or ordinance, or combination thereof designates the authority and responsibility of the chief executive officer.	A policy is not required, rather a written statement issued by a unit of government, a law or ordinance, or combination thereof designates the authority and responsibility of the chief executive officer.	The agency will need a written statement issued by a unit of government, a law or ordinance, or combination thereof designates the authority and responsibility of the chief executive officer.

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12.2.1 (a) 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>(a) agency values and mission statement;</p> <p>(i) 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 Preface allows for an agency mission statement in the Preface.	<p>The agency needs to add the agency mission statement in the Mission Statement Page of the Lexipol Policy Manual.</p> <p>In addition, the agency needs to develop:</p> <p>(i) 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>
15.1.1	Activities of Planning and Research	A written directive describes the activities of the planning and research function.	Lexipol's policies recognize the need to conduct planning and research at various times within in agency but cannot provide an agency-specific Planning and Research function.	The agency needs to establish an agency-specific planning and research function guideline and describe the activities.
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.	The standard does not require a policy.	The operational and organizational placement of the agency's planning and research function needs to ensure that the position responsible for this function has ready access to the agency's chief executive officer.

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15.1.3 (a) 15.1.3 (b) 15.1.3 (c) 15.1.3 (d) 15.1.3 (e)	Multi-year Plan	<p>The agency has a current, multi-year plan, which includes the following:</p> <p>(a) long-term goals and operational objectives;</p> <p>(b) anticipated workload in relation to population trends;</p> <p>(c) anticipated personnel levels;</p> <p>(d) anticipated capital improvements and equipment needs; and</p> <p>(e) provisions for review and revision as needed.</p>	The standard does not require a policy.	<p>The agency needs to establish a multi-year plan including:</p> <p>(a) long-term goals and operational objectives;</p> <p>(b) anticipated workload in relation to population trends;</p> <p>(c) anticipated personnel levels;</p> <p>(d) anticipated capital improvements and equipment needs; and</p> <p>(e) provisions for review and revision as needed.</p>
15.1.4	Succession Planning	The agency maintains a succession plan for the development of command and executive leadership.	The standard does not require a policy.	The agency should establish a succession plan for the development of command and executive leadership.
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's policies address topics of management and budgets, but do not address agency-specific formulation of goals and objectives.	The agency needs to develop procedures for the formulation and annual updating of written goals and objectives for the agency and for each major organizational component within the agency. The goals and objectives need to be made available to all agency personnel.
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.	The 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.

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16.1.4	Entry Level Training	The agency requires all sworn reserve officers to complete a recruit academy training program equivalent to that required of full-time sworn employees.	The standard does not require a policy.	The agency needs to require academy training equal to that required of full-time officers as part of the hiring practices for reserve or part-time officers. Personnel documents may show compliance.
16.1.7	Bonding/Liability Protection	Reserve officers are bonded and/or provided with public liability protection equal to that provided to full-time sworn officers.	The standard does not require a policy.	The agency needs to provide a copy of bonding or a liability protection insurance policy the same as full-time sworn officers.
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.	The standard does not require a policy.	The agency needs to provide a copy of law or written statement issued by the governing authority 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's Budget Management Policy outlines budget management but cannot provide agency-specific descriptions.	The agency should establish a budget manual which describes the agency's internal budget process and assigns the responsibility for budget preparation and management within the agency.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
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; and</p> <p>(c) Personnel needs.</p>	The standard does not require a policy.	<p>The agency should ensure each component of the agency annually prepares written budget recommendations to include:</p> <p>(a) Operating needs;</p> <p>(b) Capital purchases needs; and</p> <p>(c) Personnel needs.</p>
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; and</p> <p>(f) procedures for requesting supplemental or emergency appropriation and fund transfer.</p>	Lexipol's Budget Management Policy recognizes the need to conduct requisitions and purchasing for an agency but cannot provide an agency-specific procedure.	<p>The agency needs to develop an agency-specific purchasing manual that outlines 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; and</p> <p>(f) 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; and</p> <p>(d) unencumbered balance.</p>	The standard does not require a policy.	<p>The agency needs to establish 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; and</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>	Lexipol's Cash Handling, Security and Management Policy requires a supervisor to approve cash disbursements over \$1000 but does not require CEO authorization.	<p>The agency needs to develop an agency-specific purchasing manual that lists all cash funds or accounts where agency personnel are permitted to receive, maintain, or disburse cash and requires authorizations for cash disbursements to include:</p> <p>(c) authorization for cash disbursement, including CEO authorization for expenses in excess of a given amount.</p>
17.4.3	Independent Audit	A written directive governs procedures for an independent audit of the agency's fiscal activities.	Lexipol's policies address fiscal management but do not provide agency-specific procedures for independent audits.	The agency needs to establish procedures for an independent audit of the agency's fiscal activities.

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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; and</p> <p>(b) issuing agency property to authorized users.</p>	Lexipol's policies address inventory and control of agency property and equipment but do not establish agency-specific procedures.	<p>The agency needs to establish agency-specific procedures for agency property to include:</p> <p>(a) inventory and control of agency property and equipment; and</p> <p>(b) issuing agency property to authorized users.</p>
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; and</p> <p>(d) the job-related knowledge, skills, and abilities needed to perform the work behaviors effectively.</p>	The standard does not require a policy.	<p>The agency should conduct 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; and</p> <p>(d) the job-related knowledge, skills, and abilities needed to perform the work behaviors effectively.</p>

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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; and</p> <p>(d) provisions for reclassification.</p>	The standard does not require a policy.	<p>The agency should establish 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; and</p> <p>(d) provisions for reclassification.</p>
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.	The Lexipol's Recruitment and Selection Policy addresses maintaining job descriptions but does not address agency-specific information.	The agency needs to ensure written job descriptions are part of an agency's personnel manual and requires a documented review every four years. The job descriptions need to be made available to all personnel.

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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; and</p> <p>(c) position status information, whether filled or vacant, for each authorized position in the agency.</p>	The standard does not require a policy.	<p>The agency should establish a position management system that addresses:</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; and</p> <p>(c) position status information, whether filled or vacant, for each authorized position in the agency.</p>
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; and</p> <p>(c) conclusions and recommendations for distribution/allocation of personnel.</p>	Lexipol's policies recognize the need to maintain information on the organizational structure of an agency and monitor assignment but cannot address agency-specific matters related to all positions and personnel management.	<p>The agency needs to establish an agency-specific documented workload assessment of all organizational components to be conducted at least once every four years and includes:</p> <p>(a) designation of position responsible for assessments;</p> <p>(b) assessment methodology to be used for each component; and</p> <p>(c) conclusions and recommendations for distribution/allocation of personnel.</p>

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
22.1.1 (a) 22.1.1 (b) 22.1.1 (c) 22.1.1 (d) 22.1.1 (g)	Salary Program	A written directive describes the agency's salary program, to include: (a) entry-level salary for the agency; (b) salary differential within ranks, if any; (c) salary differential between ranks; (d) salary levels for those with special skills, if any; and (g) the provision of salary augmentation.	Lexipol's policies do not address providing personnel with information about entry-level salary due to this being agency-specific and a potential collective bargaining issue.	If not addressed in a collective bargaining agreement, the agency needs to establish a personnel manual which includes: (a) entry-level salary for the agency; (b) salary differential within ranks, if any; (c) salary differential between ranks; (d) salary levels for those with special skills, if any; and (g) the provision of salary augmentation.
22.1.2 (b) 22.1.2 (d)	Leave Program	A written directive describes the agency's leave program, to include: (b) holiday leave; and (d) vacation (annual) leave.	Lexipol's policies do not address leave programs due to these being agency-specific and a potential collective bargaining issue.	If not addressed in a collective bargaining agreement or personnel manual, the agency needs to establish a personnel manual which includes: (b) holiday leave; and (d) vacation (annual) leave.

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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; and (e) employee educational benefits, if any.	Lexipol's policies do not address various types of benefit packages available which are specific to the agency.	If not addressed in a collective bargaining agreement, the agency needs to establish a personnel manual which describes the agency's: (a) retirement program. (b) health insurance program. (c) disability and death benefits program. (d) liability protection program. (e) 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> <ul style="list-style-type: none"> (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; and (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>Employee Assistance Programs will vary between agencies and cannot be described in Lexipol policies.</p>	<p>The agency should 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:</p> <ul style="list-style-type: none"> (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; and (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>This may be part of a personnel manual.</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 Badges, Patches, and Identification Policy requires the display on request of an issued identification card and/or business card. The way verbal identification over the telephone may take place can vary by agency and circumstances and is not addressed.</p>	<p>The agency needs to add a bullet to the ADDITIONAL PROCEDURES subsection of the Communications Center Policy that includes provisions 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; and</p> <p>(g) ensuring a process for communication with the deployed member is established.</p>	<p>Federal law, statutory laws and/or collective bargaining agreements address military deployments. Lexipol's policies cannot address these agency-specific plans.</p>	<p>The agency needs to establish an agency-specific plan for employees on military deployment that addresses:</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; and</p> <p>(g) ensuring a process for communication with the deployed member is established.</p>

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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; and</p> <p>(e) ongoing support and evaluation.</p>	<p>Lexipol's Fitness for Duty Policy requires personnel to maintain good physical and mental conditioning to perform their duties but does not establish an agency-specific fitness and wellness program.</p>	<p>As part of a personnel manual, the agency should establish 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; and</p> <p>(e) ongoing support and evaluation.</p>

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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; and</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's policies do not address specific agency roles in collective bargaining which will vary between jurisdictions.</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:</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; and</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>

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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; and</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>	The standard does not require a policy.	<p>The agency needs to ensure 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; and</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>
22.4.3	Annual Analysis	Annually, the agency conducts an analysis of its grievances, as well as supporting policies and practices, and is reviewed by the chief executive officer.	Lexipol's Grievances Policy requires an audit and additional analysis is required. A policy is not needed for the standard.	The agency needs to conduct an annual written analysis of its grievances, as well as supporting policies and practices, and is reviewed by the chief executive officer.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
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; and</p> <p>(c) procedures and criteria for taking punitive actions in the interest of discipline.</p>	Lexipol's policies do not provide procedures for disciplinary actions due to agency disparities and possible legal and collective bargaining agreements.	<p>The agency needs to establish an agency-specific disciplinary system that addresses:</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; and</p> <p>(c) procedures and criteria for taking punitive actions in the interest of discipline.</p>
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; and</p> <p>(c) statement of the status of accrued employee benefits after termination.</p>	Lexipol's policies address the disciplinary process but do not provide agency-specific termination procedures.	<p>If employee misconduct results in termination, the agency needs to establish agency-specific procedures requiring the following information be provided to the employee which includes:</p> <p>(a) written statement citing the reason for termination;</p> <p>(b) effective date of the termination; and</p> <p>(c) statement of the status of accrued employee benefits after termination.</p>
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 information is to be related directly to the CEO.	The agency needs to 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>

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
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.	The 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.
26.3.4 (b)	Informing Complainant	The agency has a written directive regarding complainant notification, that includes: (b) a schedule for status notification to the complainant.	Lexipol's Personnel Complaints Policy provides for periodic updates but does not establish an agency-specific schedule.	The agency needs to establish an agency-specific guide for investigators which contains a schedule for status notifications to the complainant.
26.3.5	Statement of Allegations/Rights	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.	The standard does not require a policy.	When employees are notified that they have become the subject of an internal affairs investigation, 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.
26.3.6 (a) 26.3.6 (b) 26.3.6 (d) 26.3.6 (e)	Submission to Tests, Procedures	A written directive specifies the conditions when an employee may, during an internal affairs investigation, be required to submit to any of the following: (a) medical or laboratory examinations; (b) photographs; (d) participate in a line-up; and (e) submit financial disclosure statements.	Lexipol's Personnel Complaints Policy contains various requirements during an investigation. The policy does not specifically mention medical or laboratory examinations.	The agency needs to add a bullet to the ADMINISTRATIVE INVESTIGATION PROCEDURES subsection of the Personnel Complaints Policy that includes the conditions when an employee may, during an internal affairs investigation, be required to submit to: (a) medical or laboratory examinations; (b) photographs; (d) participate in a line-up; and (e) submit financial disclosure statements.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
31.1.2	Assignment/Recruitment	Individuals assigned to recruitment activities have received training in personnel matters, especially equal employment opportunity and key recruitment objectives.	The standard does not require a policy.	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.
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; and</p> <p>(c) demographic data of sworn personnel.</p>	The standard does not require a policy.	<p>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:</p> <p>(a) progress toward stated objectives;</p> <p>(b) revisions to the plan, as needed; and</p> <p>(c) demographic data of sworn personnel.</p>
31.2.3	Equal Employment Opportunity Plan	The agency has an equal employment opportunity plan.	The standard does not require a policy.	The agency needs to establish and maintain an agency-specific equal opportunity plan.

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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; and</p> <p>(d) advertise official application filing deadlines.</p>	The standard does not require a policy.	<p>The agency needs to ensure 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; and</p> <p>(d) advertise official application filing deadlines.</p>
31.4.4 (a) 31.4.4 (b) 31.4.4 (c)	Candidate Information	<p>At the time of their formal application, candidates for all positions are informed, in writing, of:</p> <p>(a) all elements of the selection process;</p> <p>(b) the expected duration of the selection process; and</p> <p>(c) the agency's policy on reapplication.</p>	The standard does not require a policy.	<p>The agency needs to ensure at the time of their formal application, candidates for all positions are informed, in writing, of:</p> <p>(a) all elements of the selection process;</p> <p>(b) the expected duration of the selection process; and</p> <p>(c) the agency's policy on reapplication.</p>
31.4.5	Notification of Ineligibility	All candidates not selected for positions are informed in writing.	The 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 (b)	Records	<p>A written directive governs the records of all candidates, to include:</p> <p>(b) the secure storage of selection materials.</p>	Lexipol's Recruitment and Selection Policy addresses elements of the selection process but does not contain specific information on the secure storage of selection materials.	The agency needs to add text to the ADDITIONAL REQUIREMENTS subsection of the Recruitment and Selection Policy that states: <u>The agency requires the secure storage of selection materials.</u>
31.5.1 (a) 31.5.1 (b) 31.5.1 (c) 31.5.1 (d) 31.5.1 (e) 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>(a) verification of qualifying credentials;</p> <p>(b) criminal history report;</p> <p>(c) verification of personal and professional references;</p> <p>(d) education verification;</p> <p>(e) employment history; and</p> <p>(f) a review of relevant national or state decertification resources if available.</p>	The standard does not require a policy.	<p>The agency needs to ensure background investigations of each candidate for all positions is conducted prior to appointment and includes:</p> <p>(a) verification of qualifying credentials;</p> <p>(b) criminal history report;</p> <p>(c) verification of personal and professional references;</p> <p>(d) education verification;</p> <p>(e) employment history; and</p> <p>(f) a review of relevant national or state decertification resources if available.</p>
31.5.2	Training	Personnel used to conduct background investigations are trained in collecting required information.	The 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.	The standard does not require a policy.	If polygraph examinations or other instruments for the detection of deception are used in the selection process, examiners need to ensure applicants who take a polygraph or other type of truth verification device testing are provided with a list of areas from which questions will be drawn, prior to the examination.
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 addresses the use of polygraph or similar examinations. Agencies may add additional requirements as needed.	The agency needs to add text to the EXAMINER AND INVESTIGATOR QUALIFICATIONS subsection of the Recruitment and Selection Policy that states: <u>The use of results of polygraph examinations or other instruments for the detection of deception should not be used as the single determinant of employment status.</u>
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's policies cannot contain agency-specific benefits to include training reimbursements.	As part of an agency personnel manual, the agency should include conditions under which reimbursement may be provided to employees attending training programs in or outside the agency's service area.
33.1.4 (c)	Lesson Plan Requirements	The agency requires lesson plans for all training courses conducted by the agency, to include: (c) list of resources used in the development of the curriculum.	The standard does not require a policy.	The agency needs to require lesson plans for all training courses conducted by the agency, to include a list of resources used in the development of the curriculum.

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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; and</p> <p>(d) operating procedures.</p>	Lexipol cannot establish policies related to the specific operations of a training academy, which will vary greatly in legal requirements, type of facility, mission, and organization.	<p>If the agency operates a training academy, the agency needs to develop a manual that addresses the operational and administrative requirements 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; and</p> <p>(d) operating procedures.</p>
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; and</p> <p>(d) access to resources and study materials.</p>	The standard does not require a policy.	<p>If the agency operates an academy facility, the agency needs to include, 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; and</p> <p>(d) access to resources and study materials.</p>
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 Policy refers to working with the academy for training purposes. Agency-specific arrangements are not detailed.	If agency personnel are trained in an academy not administered by the agency, the agency needs to have a contract, written agreement or statutory regulations that address the specific relationship between the agency and the academy.

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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 Policy refers to working with the academy for training purposes. Agency-specific arrangements are not detailed.	If agency personnel are trained in an academy not administered by the agency, the agency needs to have a contract, written agreement or statutory regulations that governs the training to be received by the 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> <p>(a) lesson plans;</p> <p>(b) performance objectives;</p> <p>(c) instructional techniques;</p> <p>(d) testing and evaluation techniques; and</p> <p>(e) resource availability and use.</p>	The standard does not require a policy.	<p>Personnel assigned to the training function, in a full-time capacity as instructors of the agency need to receive instructor development training which includes, at a minimum:</p> <p>(a) lesson plans;</p> <p>(b) performance objectives;</p> <p>(c) instructional techniques;</p> <p>(d) testing and evaluation techniques; and</p> <p>(e) resource availability and use.</p>
33.4.3 (a)	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>(a) field training of at least 160 hours for trainees, outside of the required classroom training.</p>	Lexipol's Field Training Policy states the field training program should be of sufficient duration to prepare trainees. The policy allows the agency to adjust the time to be in compliance with requirements.	The agency needs to establish agency-specific procedures for a field training program for all newly sworn officers with a curriculum based on tasks of the most frequent assignments with provisions requiring field training of at least 160 hours for trainees, outside of the required classroom training.

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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 Policy refers to the field training program and states that it should include procedures for training materials, evaluations, assignments, etc. Agency-specific procedures are not addressed to include evaluation guidelines.	The agency needs to establish agency-specific procedures for a field training program for all newly sworn officers with a curriculum based on tasks of the most frequent assignments that detail the 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, including legal updates.	Lexipol's Training Policy contains information on the agency training function and requires a training plan by the agency. Specifics for training should be addressed in the agency-specific training plan.	The agency needs to add to the newly created ADDITIONAL TRAINING subsection of the Training Policy that requires all sworn personnel to complete an annual in-service training program, including legal updates.
33.5.3 (a) 33.5.3 (b)	Accreditation Training	<p>Agency personnel shall receive information regarding the accreditation process as follows:</p> <p>(a) to all newly hired agency personnel within thirty days after their employment begins or within thirty days after completing the recruit academy; and</p> <p>(b) to all agency personnel during the self-assessment phase associated with achieving initial accreditation.</p>	Lexipol's policies do not address agency-specific accreditation training.	<p>The agency needs to add text to the newly created ADDITIONAL TRAINING subsection of the Training Policy as part of its training plan information regarding accreditation training as follows:</p> <p>(a) to all newly hired agency personnel within thirty days after their employment begins or within thirty days after completing the recruit academy; and</p> <p>(b) to all agency personnel during the self-assessment phase associated with achieving initial accreditation.</p>

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33.5.4	Accreditation Manager Training	A written directive requires that agency employees assigned to the position of accreditation manager shall receive specialized accreditation manager training within one year of being appointed and shall be responsible for providing appropriate training to other agency personnel assigned to the accreditation process.	Lexipol's policies do not currently address agency-specific accreditation training.	The agency needs to add text to the newly created ADDITIONAL TRAINING subsection of the Training Policy as part of its accreditation training plan information. The agency needs to add that agency employees assigned to the position of accreditation manager shall receive specialized accreditation manager training within one year of being appointed and shall be responsible for providing appropriate training to other agency personnel assigned to the accreditation process.
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 Training Policy contains information on the agency training function and requires a training plan by the agency. Specifics for training should be addressed in the agency-specific training plan.	The agency needs to establish a training plan, which identifies the assignments for which specialized training is required and includes: (c) 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; and (c) responsibilities and rights of employees.	Non-sworn positions within an agency vary in assignments, purpose, duration, collective bargaining status, and worker rights, if any. Lexipol cannot address all appropriate training for these employees.	The agency needs to establish a training plan for the non-sworn positions within the agency to receive information regarding: (a) the agency's role, purpose, goals, policies, and procedures; (b) working conditions and regulations; and (c) responsibilities and rights of employees.

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33.7.2	Non-Sworn Pre-Service and In-Service Training	A written directive identifies the non-sworn positions for which pre-service and in-service training are required.	Non-sworn positions within an agency vary in assignments, purpose, duration, collective bargaining status, and worker rights, if any. Lexipol cannot address all appropriate training for these employees.	The agency needs to establish a training plan that identifies the non-sworn positions for which pre-service and in-service training are required.
33.8.1	Training for Career Development Personnel	A written directive establishes training requirements for all personnel conducting career development activities.	Lexipol's Performance Evaluations Policy stated supervisors will be trained in the evaluation process which includes career development planning. The specific elements of the training program cannot be detailed.	The agency training plan for supervisory training on the evaluation process should include increased knowledge and skills in at least the following areas: general counseling techniques; techniques for assessing knowledge, skills, and abilities; salary, benefits, and training opportunities of the agency; educational opportunities and incentive programs; awareness of the cultural background of ethnic groups in the program; record-keeping techniques; career development programs of other jurisdictions; and availability of outside resources
33.8.2	Skill Development Training Upon Promotion	The agency provides job related training to all newly promoted personnel.	The 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's policies cannot establish an agency-specific career development program.	The agency should develop an agency-specific career development plan that assists employees in planning their career paths through the utilization of formal schooling opportunities and law enforcement related training courses to improve their knowledge, skills, and abilities.

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33.8.4 (a) 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>(a) requirement of all candidates for full-time sworn positions to possess at a minimum a bachelor degree;</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; or</p> <p>(d) bachelor degree or higher educational requirements for defined sworn positions/ranks within the agency.</p>	Lexipol's policies provide for requirements for new employees or those eligible for promotions. Agency-specific educational requirements are not provided.	<p>The agency needs to establish in its personnel manual a 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> <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; or</p> <p>(d) bachelor degree or higher educational requirements for defined sworn positions/ranks within the agency.</p>

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34.1.2 (a) 34.1.2 (b) 34.1.2 (c) 34.1.2 (d) 34.1.2 (e) 34.1.2 (f) 34.1.2 (g) 34.1.2 (h)	Promotional Process Described	<p>A written directive describes the procedures used for each element of the promotion process for sworn personnel, including those for:</p> <p>(a) evaluating the promotional potential of candidates;</p> <p>(b) administering written tests, if any;</p> <p>(c) using assessment centers, if any;</p> <p>(d) conducting oral interviews, if any;</p> <p>(e) providing procedures for review and appeal of results for each promotional element by candidates;</p> <p>(f) establishing procedures for reapplication, if any;</p> <p>(g) determining promotional eligibility for vacancies where lateral entry is permitted, if any; and</p> <p>(h) security of promotional materials.</p>	<p>Lexipol's Special Assignments and Promotions Policy states promotional requirements and information are part of the agency's Personnel or Human Resources function. Lexipol cannot provide agency-specific promotional process for sworn personnel.</p>	<p>The agency's Personnel/Human Resources function needs to establish written procedures used for each element of the promotion process for sworn personnel, including those for:</p> <p>(a) evaluating the promotional potential of candidates;</p> <p>(b) administering written tests, if any;</p> <p>(c) using assessment centers, if any;</p> <p>(d) conducting oral interviews, if any;</p> <p>(e) providing procedures for review and appeal of results for each promotional element by candidates;</p> <p>(f) establishing procedures for reapplication, if any;</p> <p>(g) determining promotional eligibility for vacancies where lateral entry is permitted, if any; and</p> <p>(h) security of promotional materials.</p>
34.1.3	Job Relatedness	<p>All elements used to evaluate candidates for promotion are job-related and nondiscriminatory.</p>	<p>The standard does not require a policy.</p>	<p>The agency needs to ensure promotional testing elements are validated as job related and nondiscriminatory.</p>

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34.1.5 (c)	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>(c) time-in-grade and/or time-in-rank eligibility requirements, if any.</p>	<p>Lexipol's Special Assignments and Promotions Policy states promotional requirements and information are part of the agency's Personnel or Human Resources function. Lexipol cannot provide agency-specific promotional procedures for the development and use of promotional opportunities.</p>	<p>If the agency uses promotional eligibility lists, the agency's Personnel/Human Resources function needs to establish criteria and procedures for the development and use of promotional opportunities to include:</p> <p>(c) time-in-grade and/or time-in-rank eligibility requirements, if any.</p>
34.1.6	Promotional Probation	<p>A written directive describes the probationary period, if any, for all personnel who are promoted.</p>	<p>Lexipol's Special Assignments and Promotions Policy states promotional requirements and information are part of the agency's Personnel or Human Resources function. Lexipol cannot provide agency-specific descriptions of the probationary period for personnel who are promoted.</p>	<p>The agency's Personnel/Human Resources function will need written description of the probationary period, if any, for all personnel who are promoted.</p>
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>(e) documented annual evaluation of the system; and</p> <p>(h) some type of employee assistance such as a formal employee assistance Program, peer counseling, etc.</p>	<p>Lexipol's Performance History Audits Policy contains information on the use of data to identify employees who may need assistance or have commendable performance. The policy does not contain guidance for a documented annual evaluation of the system.</p>	<p>The agency needs to add a new "ANNUAL EVALUATION" section to the Performance History Audits Policy that includes provisions for a documented annual evaluation of the system.</p> <p>Also, the agency needs to ensure a personnel manual includes:</p> <p>(h) some type of employee assistance such as a formal employee assistance Program, peer counseling, etc.</p>

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40.1.1 (b) 40.1.1 (d)	Crime Analysis Procedures	A written directive establishes crime analysis procedures to include, at a minimum: (b) evaluation of data and findings for accuracy; and (d) briefing the chief executive officer on crime patterns or trends.	Lexipol's Crime Analysis Policy provides guidelines for this function. Agency-specific procedures cannot be established for all agencies.	The agency needs to establish agency-specific crime analysis procedures to meet the needs and operation of their agency which includes: (b) evaluation of data and findings for accuracy; and (d) briefing the chief executive officer on crime patterns or trends.
40.2.3 (e)	Criminal Intelligence Procedures	A written directive addresses receiving or collecting, and sharing of criminal intelligence information with appropriate entities, to include: (e) annual review of procedures and processes.	Lexipol's Criminal Organization Policy guides the use of criminal intelligence information. The policy ensures the review of information but does not require an annual review of procedures and processes.	The agency needs to add text to the FILE REVIEW AND PURGING subsection of the Criminal Organizations Policy a requirement for an annual review of procedures and processes related to criminal intelligence.
41.1.1 (b) 41.1.1 (c) 41.1.1 (d) 41.1.1 (e) 41.1.1 (f)	Shift/Beat Assignment	The agency has a written directive which describes: (b) assignment to patrol shifts; (c) frequency of shift rotation, if any; (d) assignment to service areas, if any; (e) frequency of service area rotation, if any; and (f) determination of days off.	Lexipol's Patrol Policy defines the patrol function. However, agency-specific uniform procedures on assignments vary depending on organizational structure, geography, and collective bargaining, if applicable, and cannot be detailed.	If not detailed in a collective bargaining agreement or other document, the agency needs to establish agency-specific procedures for: (b) assignment to patrol shifts; (c) frequency of shift rotation, if any; (d) assignment to service areas, if any; (e) frequency of service area rotation, if any; and (f) determination of days off.

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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; and</p> <p>(d) a listing of equipment, if any, to be kept in or on the vehicle.</p>	<p>Lexipol's Transporting Detainees Policy addresses the use of a transportation van. The policy does not provide for the designation of the person or position responsible for the condition and maintenance of the vehicle.</p>	<p>If the agency uses a transport van, the agency needs to establish agency-specific guidelines for its use which includes:</p> <p>(c) designation of the person or position responsible for the condition and maintenance of the vehicle; and</p> <p>(d) a listing of equipment, if any, to be kept in or on the vehicle.</p>
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 animal(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); and</p> <p>(e) a listing of equipment required.</p>	<p>The use of service animals will vary from animal type, type of service provided, and possible legal regulations. Lexipol's policies cannot address all possible situations and uses of these types of animal(s).</p>	<p>The agency should establish an agency-specific directive on any agency-owned or controlled service animal(s) that 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); and</p> <p>(e) a listing of equipment required.</p>

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
41.1.5 (e)	Police Service Canines	<p>A written directive governs agency-owned or controlled canines, and includes the following provisions for each animal:</p> <p>(e) a listing of equipment required.</p>	<p>Lexipol's Canines Policy assigns the canine coordinator with the responsibility to recommend and oversee the procurement of equipment and services for the teams of handlers and canines. Due to variations in assignments and canine use, an agency-specific list is not provided.</p>	<p>The agency needs to establish an agency-specific guideline or checklist of equipment that is required for each canine team.</p>
41.2.5 (a)	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>Lexipol's Missing Persons Policy addresses both adults and juveniles as well as at risk persons. The INITIAL INVESTIGATION section outlines steps to be taken however does not provide agency-specific procedures.</p>	<p>The agency needs to establish agency-specific procedures for a responding officer in a missing persons case which addresses obtaining initial description and information to be gathered.</p>
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>(f) follow-up investigation and search.</p>	<p>Lexipol's Missing Persons Policy addresses both adults and juveniles as well as at risk persons. The INITIAL INVESTIGATION section of the Missing Persons Policy outlines steps to be taken however does not provide agency-specific procedures.</p>	<p>The agency needs to establish agency-specific procedures for a responding officer in a missing persons case which addresses follow-up investigation and searches.</p>

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41.2.7 (b) 41.2.7 (c) 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>(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>(d) documented entry level training of agency personnel; and</p> <p>(e) documented annual refresher training.</p>	Lexipol's Crisis Intervention Incidents Policy outlines steps for interaction with those experiencing a mental health or emotional crisis. Agency-specific procedures which address services available cannot be included in policies.	<p>The agency needs to establish and maintain agency-specific procedures for:</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>(d) documented entry level training of agency personnel; and</p> <p>(e) documented annual refresher training.</p>
41.3.1	Patrol Vehicles Lights, Sirens	Vehicles used in routine or general patrol service, whether conspicuously marked or unmarked, must be equipped with operational emergency lights and a siren.	The standard does not require a policy.	The agency needs to ensure vehicles used in routine or general patrol service, whether conspicuously marked or unmarked, must be equipped with operational emergency lights and a siren.
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 ensures vehicles are maintained and available for use. Specific equipment varies by agency and is not included in the policy.	The agency needs to establish agency-specific procedures listing the equipment to be included in every patrol vehicle and establishes a system to ensure replenishment of supplies for operational readiness.

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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 agency-specific procedures for pre-planned high-risk situations as defined by the agency, include the requirement that the wearing of protective vests by personnel involved is mandatory.
41.3.7 (d)	Mobile Data Access	<p>If the agency has computerized mobile data access capabilities or other similar technologies, a written directive establishes procedures for its use, to include:</p> <p>(d) manipulation or alteration of current software running on agency-owned mobile, desktop, or handheld computers.</p>	Lexipol's Information Technology Use Policy prohibits the introduction of unauthorized software or use of unlicensed software. Lexipol's policy does not establish a procedure for use 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 an agency-specific procedure to include a prohibition against manipulation or alteration of current software running on agency-owned mobile, desktop, or handheld computers.
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>	Lexipol's Mobile Audio/Video and Portable Audio/Video Recorders policies provide guidelines for the use of portable audio/video recording devices and provides for the coordinator to establish procedure for their use. The specific training for the equipment used by the agency is not specified in the policy.	If the agency employs in-car and/or body-worn cameras, the agency needs to establish agency-specific procedures on the training for users and supervisors in the operation and use of the equipment.
42.1.1	On-Call Schedule	The criminal investigation function provides 24-hour service capabilities.	The standard does not require a policy.	The agency's criminal investigation function needs to provide 24-hour service capabilities.

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42.1.2	Case-Screening System	The agency uses a case-screening system and specifies the criteria for continuing and/or suspending an investigative effort.	Lexipol's Investigation and Prosecution Policy provides a subsection on investigative procedures which calls for a supervisor to be responsible for the development of investigative procedures. The agency may add a bullet for a case-screening system.	The agency needs to establish a case-screening system that specifies the criteria for continuing and/or suspending an investigative effort.
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> <ul style="list-style-type: none"> (a) a case status control system; (b) administrative designators for each case; (c) types of records to be maintained; (d) accessibility to the files; and (e) procedures for purging files. 	Lexipol's Investigation and Prosecution Policy calls for a supervisor to be responsible for the development of procedures for the management of criminal investigative case files.	<p>The agency needs to develop agency-specific procedures on the criminal investigative case files which includes:</p> <ul style="list-style-type: none"> (a) a case status control system; (b) administrative designators for each case; (c) types of records to be maintained; (d) accessibility to the files; and (e) procedures for purging files.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
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; and</p> <p>(c) notification to the prosecuting agency of such cases.</p>	<p>Lexipol's Registered Offender Information Policy addresses the need of an agency to be aware of registered offenders living within the jurisdiction but does not establish jurisdiction-specific procedures for habitual/serious offenders which commit crimes.</p>	<p>The agency should establish agency-specific procedures for determining habitual/serious offenders which includes:</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; and</p> <p>(c) notification to the prosecuting agency of such cases.</p>

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; and</p> <p>(h) preparing cases for court presentation.</p>	<p>Lexipol's Investigation and Prosecution Policy calls for a supervisor to be responsible for the development of procedures for follow-up criminal investigations responsibilities and checklists, however, does not establish agency-specific procedures.</p>	<p>The agency needs to establish agency-specific procedures and checklists for the follow-up of criminal 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; and</p> <p>(h) 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; and</p> <p>(f) identification procedures for task force participants.</p>	<p>Lexipol's Investigation and Prosecution Policy calls for a supervisor to be responsible for the development of procedures for multijurisdictional investigative task force roles and responsibilities, however, does not establish specific procedures for the applicable task force(s).</p>	<p>If agency personnel participate in long term, multi-jurisdictional or multi-agency investigative task force(s), the agency needs to establish agency-specific procedures for involvement in 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; and</p> <p>(f) identification procedures for task force participants.</p>
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>	<p>Lexipol's Investigation and Prosecution Policy calls for a supervisor to be responsible for the development of procedures for the use of polygraph or other truth-telling device examinations but does not provide agency-specific procedures.</p>	<p>If technical aids for the detection of deception are used, the agency needs to establish agency-specific procedures for the use of technical aids for the detection of deception in criminal investigations and require examiners to be appropriately certified and qualified to conduct the examinations.</p>

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> <ul style="list-style-type: none"> (a) defining a cold case; (b) establishing cold case evaluation criteria; and (c) recording agency investigative actions or activities. 	Lexipol's Investigation and Prosecution Policy calls for a supervisor to be responsible for the development of procedures for cold case investigations but does not provide agency-specific procedures.	<p>The agency should establish agency-specific procedures for the investigation of cold cases which includes:</p> <ul style="list-style-type: none"> (a) defining a cold case; (b) establishing cold case evaluation criteria; and (c) 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> <ul style="list-style-type: none"> (a) weapons control; (b) security concerns; (c) number of personnel allowed in the interview room; (d) means and methods for summoning assistance, if needed; (e) use of video and audio recording equipment; (f) other equipment or items to be kept in the interview room or area; and (g) access to restrooms, water, or comfort breaks. 	Lexipol's policies contain comprehensive information on the interview and interrogation of suspects, witnesses, victims, and arrestees, however the agency-specific physical conditions of an agency's interview room(s) and procedures for their use is not included.	<p>The agency needs to establish agency-specific procedures for utilizing designated rooms for interviews and interrogation, to include:</p> <ul style="list-style-type: none"> (a) weapons control; (b) security concerns; (c) number of personnel allowed in the interview room; (d) means and methods for summoning assistance, if needed; (e) use of video and audio recording equipment; (f) other equipment or items to be kept in the interview room or area; and (g) 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; and</p> <p>(d) specifying procedures for advising the agency's CEO of activities.</p>	Lexipol's policies address the receipt of complaints from the public regarding a variety of incidents or issues. Specific issues and agency-specific procedures for the receipt of these complaints cannot be included to cover all situations.	<p>The agency needs to establish agency-specific procedures 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; and</p> <p>(d) specifying procedures for advising the agency's CEO of activities.</p>
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.	The standard does not require a policy.	<p>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.</p> <p>These records need to be assigned central case numbers, but the actual records of an active investigation should be under the control of the person responsible for the function or the CEO. These records also include active intelligence databases that should also be kept confidential.</p>

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
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.	The standard does not require a policy.	The agency needs to ensure their budget provides for a confidential fund(s) to support the operations of the vice, drug, and organized crime control functions.
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's policy addresses the issuance of agency property and maintenance of such property. However, a system on the specific use and authorization for any specialized equipment is not provided.	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 its 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; and</p> <p>(d) reporting requirements upon completion of the operation, if any.</p>	Lexipol's Investigation and Prosecution Policy calls for a supervisor to be responsible for the development of procedures for undercover, surveillance, decoy and raid operations, including use of surveillance and undercover equipment, but does not contain the specific procedures.	<p>The agency needs to establish 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; and</p> <p>(d) reporting requirements upon completion of the operation, if any.</p>

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 for input and transparency, but does not specifically address an annual review and written evaluation, approved by the agency's CEO, of all enforcement and prevention programs relating to juveniles.	The agency needs to add a bullet to the COMMUNITY RELATIONS COORDINATOR 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 (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>(c) referral to another agency or service for potential diversion alternatives; and</p> <p>(d) referral to juvenile court.</p>	Lexipol's policies provide various options for the warning, citing, or custody of juveniles. Differences in statutory requirements and varying social services and diversion programs are agency-specific and cannot be addressed in Lexipol policies.	<p>The agency needs to establish and maintain agency-specific procedures that require personnel dealing with juvenile offenders use the least coercive among reasonable legal alternatives and includes, at a minimum, provisions for:</p> <p>(c) referral to another agency or service for potential diversion alternatives; and</p> <p>(d) referral to juvenile court.</p>
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 calls for the community relations coordinator to organize or assist with programs such as school resource officer DARE © programs. Agency-specific programs are not established.	If agency personnel are assigned a function in schools, the agency needs to establish a school resource officer or DARE © program and agency-specific procedures for the operation and functions of the program(s).

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; and</p> <p>(c) conducting a documented evaluation of crime prevention programs, at least once every two years.</p>	The standard does not require a policy.	<p>The agency needs to ensure the crime prevention activities provide 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; and</p> <p>(c) undergo a documented evaluation of at least once every two years.</p>
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.	The standard does not require a policy.	The agency should 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; and</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. Agency-specific procedures and processes are not included.	<p>The agency should create an agency-specific procedure on community input that include the elements of the Community Advisory Committee in the Community Relations Policy that:</p> <p>(d) provides for a statement of progress; and</p> <p>(e) provides quarterly reporting to the Chief Executive Officer.</p>

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>	The standard does not require a policy.	The agency needs to ensure the documented survey of citizen attitudes and opinions allows for citizens' recommendations and suggestions for improvements.
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>	Lexipol's Volunteers Policy provides for volunteers to include chaplains, volunteers, and explorers. Sample functions are included in the policies. However, the policy does not include a statement that volunteers are not sworn officers. Sworn officers are also covered under Lexipol's Reserve Officers/Deputies Policy.	If the accreditation assessor finds that an exception is not plausible, the agency needs to remove text in the DEFINITIONS section of the Volunteers Policy that states: " <u>This may include unpaid chaplains, unpaid reserve officers/deputies, interns, persons providing administrative support, and youth involved in a law enforcement *** state vernacular for: Explorer Post, among others,</u> " and insert a statement that volunteers are not sworn officers.
45.3.1 (b)	Program Description	<p>A written directive establishes and describes the agency's volunteer program, to include:</p> <p>(b) a description of the duties of volunteers, including their role and scope of authority.</p>	Lexipol's Volunteers Policy provides for volunteers to include chaplains, volunteers, and explorers. Sample functions are included in the policies. However, the policy does not include agency-specific roles and authority of the explorer program.	If the agency utilizes an explorer program, an agency-specific program for the unit needs to be established to include a description of the duties of volunteers, including their role and scope of authority.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
46.1.1	Planning Responsibility	A written directive specifies a position in the agency tasked with planning a response to critical incidents.	Lexipol's Emergency Management Policy addresses an agency's participation in a comprehensive emergency management plan consistent with state law but does not specifically address provisions for a specific position in the agency tasked with planning a response to critical incidents.	The agency needs to ensure that the applicable comprehensive all hazards plan includes provisions to specify a position in the agency tasked with planning a response to critical incidents.
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 specifically 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, which includes functional provisions for: command, operations, planning, logistics, and finance/administration.

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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>(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; and</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 specifically address provisions for an agency-specific All Hazards Plan.</p>	<p>The agency needs to establish a written All Hazards 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:</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; and</p> <p>(i) 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; and (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 specifically address provisions for an agency-specific All Hazards Plan.	The agency needs to establish a written All Hazards Plan for responding to critical incidents. The plan must follow standard Incident Command System (ICS) protocols to include provisions for the operations function and addresses: (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; and (f) 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); and (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 specifically address provisions for an agency-specific All Hazards Plan.	The agency needs to establish a written All Hazards Plan for responding to critical incidents. The plan must follow standard Incident Command System (ICS) protocols to include provisions for the planning function and addresses: (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); and (d) 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; and (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 specifically address provisions for an agency-specific All Hazards Plan.	The agency needs to establish a written All Hazards 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: (a) communications; (b) transportation; (c) medical support; (d) supplies; and (e) 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; and (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 specifically address provisions for an agency-specific All Hazards Plan.	The agency needs to establish a written All Hazards 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: (a) recording personnel time; (b) procuring additional resources; (c) recording expenses; (d) documenting injuries and liability issues; and (e) preparing appropriate reimbursement documents, if applicable.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
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.	The standard does not require a policy.	The agency needs to conduct documented quarterly inspection for operational readiness of equipment designated for use in support of its critical incident plan.
46.1.9 (b)	All Hazards Plan Training	A written directive provides for: (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.	Lexipol's Emergency Management Policy calls for training on the All Hazards Plan for all supervisors and appropriate personnel. Agency-specific tabletop or full-scale exercises may be added to the TRAINING section of the Emergency Management Plan Policy.	The agency needs to insert text in the TRAINING section of Lexipol's Emergency Management Plan Policy that states: <u>A 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 will be conducted.</u>
46.1.10 (e)	Active Threats	The agency has a written directive addressing active threats to include: (e) documented annual review of policy and training needs.	Lexipol's Rapid Response and Deployment Policy addresses in-progress violence in schools, workplaces, and other locations that may result in mass casualties. Documented reviews of the policy and training needs are not specified.	The agency needs to add a bullet to the PLANNING section of the Rapid Response and Deployment Policy that states: <u>An annual documented review of policy and training needs.</u>
46.1.11	Personnel Identification	The agency maintains a system for personnel identification during response to riotous/civil disturbance situations.	The standard does not require a policy.	The agency should create a written 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 policies provide for searches in various situations but cannot address unique agency procedures involved in search and rescue operations.	If search and rescue operations are the responsibility of the law enforcement agency, agency-specific procedures need to be created to define the scope and function of the 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.	The standard does not require a policy, but rather an individual plan for visiting VIP's.	When dignitary or VIP security is needed, the agency needs to establish a written plan for handling such events and situations.
46.2.7	Special Events Plan	The agency has a written plan for handling special events.	The standard does not require a policy, but rather an individual plan for special events.	When special events are planned or occur, the agency needs to establish a written plan for the specific type of event and concerns.
46.2.8 (a) 46.2.8 (b) 46.2.8 (c) 46.2.8 (d)	Event Deconfliction Process	The agency participates in an event deconfliction process and a written directive provides direction regarding its use and accountability measures, to include: (a) qualifying events and contact resources; (b) authorized users and administrators; (c) information authorized for release to system provider; and (d) system contacts and internal distribution of information requirements.	Lexipol's policies address the response to situations in which various agencies may respond, or when numerous officers may be on a scene/event at the same time. Specific processes are not addressed.	The agency needs to create agency-specific procedures for event deconfliction to include: (a) qualifying events and contact resources; (b) authorized users and administrators; (c) information authorized for release to system provider; and (d) system contacts and internal distribution of information requirements.
46.3.1	Providing Awareness Information	The agency provides terrorism awareness information within its service area.	The standard does not require a policy.	The agency should provide terrorism awareness information through brochure, social media, documented presentations, or other means.
46.3.2	Hazmat Awareness	The agency provides awareness level training for events involving hazardous materials.	The standard does not require a policy.	The agency needs to provide awareness level training for events involving hazardous materials is conducted and documented.

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; and</p> <p>(e) follow-up procedures to ensure corrective action has been taken.</p>	<p>Lexipol's policies address components of line inspections in various policies related to different agency functions, however, does not address agency-specific procedures to be followed.</p>	<p>The agency needs to establish agency-specific procedures to be used in the line inspection function 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; and</p> <p>(e) follow-up procedures to ensure corrective action has been taken.</p>

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) 53.21 (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; and</p> <p>(e) a follow-up written report for noted deficiencies that cannot be immediately corrected.</p>	<p>Lexipol's policies refer to the reviews and checks on various agency functions but do not contain agency-specific procedures for independent staff inspections of all agency components.</p>	<p>The agency needs to establish agency-specific procedures for staff inspections conducted by personnel who do not have control of the persons, facilities, or procedures being inspected. The procedure needs to include:</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; and</p> <p>(e) a follow-up written report for noted deficiencies that cannot be immediately corrected.</p>
54.1.1 (c)	Activities	<p>The public information function shall include:</p> <p>(c) arranging for and assisting at media conferences.</p>	<p>Lexipol's Media Relations Policy contains comprehensive guidelines on the release of agency information to the news media in a variety of situations but does not provide agency-specific information for media conferences.</p>	<p>The agency should create a procedure on press/media conferences which includes arranging for and assisting at media conferences.</p>

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
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.	The standard does not require a policy.	The agency should involve the media in the development of changes in policies and procedures relating to the public information function.
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.	The standard does not require a policy.	The agency needs to ensure that personnel 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; and</p> <p>(e) a summary of victim and witness rights.</p>	Lexipol's Victim and Witness Assistance Policy provides for general steps to be taken. The policy does not address agency-specific procedures.	<p>The agency needs to establish procedures for victim and 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; and</p> <p>(e) a summary of victim and witness rights.</p>
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.	The 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
55.2.3 (b) 55.2.3 (c) 55.2.3 (d)	Assistance/Preliminary Investigation	<p>A written directive defines victim/witness assistance services to be rendered during the preliminary investigation to include:</p> <p>(b) advising the victim/witness about what to do if the suspect or the suspect's companions or family threatens or otherwise intimidates him or her;</p> <p>(c) informing victims/witnesses about the case number, if known by the agency, and subsequent steps in the processing of the case; and</p> <p>(d) providing a telephone number that the victim/witness may call to report additional information about the case or to receive information about the status of the case.</p>	<p>Lexipol's Victim and Witness Assistance Policy provides for general steps to be taken. The policy does not address agency-specific procedures for informing victims/witnesses about the case number, if known by the agency, and subsequent steps in the processing of the case.</p>	<p>The agency needs to develop agency-specific procedures for victim and witness assistance services to be rendered during the preliminary investigation to include:</p> <p>(b) advising the victim/witness about what to do if the suspect or the suspect's companions or family threatens or otherwise intimidates him or her;</p> <p>(c) informing victims/witnesses about the case number, if known by the agency, and subsequent steps in the processing of the case; and</p> <p>(d) providing a telephone number that the victim/witness may call to report additional information about the case or to receive information about the status of the case.</p>

<p>55.2.4 (a) 55.2.4 (b) 55.2.4 (c) 55.2.4 (d) 55.2.4 (e) 55.2.4 (f)</p>	<p>Assistance, Follow-Up Investigation</p>	<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>(e) assigning a victim advocate, if available, to the victim/witness</p>	<p>Lexipol's Victim and Witness Assistance Policy provides for general steps to be taken. The policy does not address agency-specific procedures.</p>	<p>The agency needs to develop agency-specific procedures for victim and 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>(e) assigning a victim advocate, if available, to the victim/witness during follow-up investigation; and</p> <p>(f) ensure copies of incident and supplemental reports are forwarded to local prosecutor's office, if required.</p>
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STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
		<p>during follow-up investigation; and</p> <p>(f) ensure copies of incident and supplemental reports are forwarded to local prosecutor's office, if required.</p>		
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 for general steps to be taken. The policy does not address agency-specific procedures which defines victim/witness assistance services to be rendered upon arrest and during post-arrest processing of the suspect.	The agency should develop agency-specific procedures for victim and witness assistance to include defining the victim/witness assistance services to be rendered upon arrest and during post-arrest processing of the suspect.
61.1.1 (d) 61.1.1 (f)	Selective Enforcement Activities	<p>A written directive governs the agency's selective traffic enforcement activities, to include procedures for:</p> <p>(d) implementation of selective enforcement techniques and procedures; and</p> <p>(f) documented annual review of selective traffic enforcement activities.</p>	Lexipol's Traffic Policy addresses various types of traffic enforcement and provides guidelines for their use. Agency-specific procedures are not included.	<p>The agency needs to establish agency-specific procedures for selective traffic enforcement activities, to include:</p> <p>(d) implementation of selective enforcement techniques and procedures; and</p> <p>(f) documented annual review of selective traffic enforcement activities.</p>

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; and</p> <p>(e) military personnel.</p>	Lexipol's Traffic Policy addresses various types of traffic enforcement and provides guidelines for their use. Agency-specific procedures are not included.	<p>The agency needs to establish agency-specific 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; and</p> <p>(e) military personnel.</p>
61.1.5 (i)	Uniform Enforcement Policies	<p>A written directive establishes uniform enforcement policies for traffic law violations, to include:</p> <p>(i) pedestrian and bicycle violations.</p>	Lexipol's Traffic Policy address various types of traffic enforcement and provides guidelines for their use. Agency-specific uniform enforcement determinations are not included.	<p>The agency needs to establish a uniform enforcement program for traffic law violations to include:</p> <p>(i) pedestrian and bicycle violations.</p>
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; and</p> <p>(d) use of roadside safety checks.</p>	Lexipol's Traffic Policy address various types of traffic enforcement and provides guidelines for their use. Agency-specific uniform enforcement practices are not included.	<p>The agency should establish agency-specific procedures which 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; and</p> <p>(d) use of roadside safety checks.</p>

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
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; and</p> <p>(b) high-risk stops.</p>	Lexipol's Traffic Policy addresses various types of traffic enforcement and provides guidelines for their use. Agency-specific procedures are not included.	The agency needs to establish procedures for 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; and</p> <p>(e) operator training and/or certification.</p>	Lexipol's Traffic Policy contains guidelines on the traffic enforcement operations. Specific equipment used by the agency in traffic enforcement is not included in the policy.	<p>The agency needs to develop a Traffic Procedure Manual with agency-specific procedures on 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; and</p> <p>(e) operator training and/or certification.</p>
61.1.11	License Reexamination Referrals	A written directive establishes procedures for identification and referral of drivers recommended for reexamination by licensing authorities.	Lexipol's Traffic Policy contains guidelines on the traffic enforcement operations and calls for the Traffic Bureau Manager to establish a Traffic Procedure Manual. This contains various procedural direction on the traffic enforcement function. Specific license re-examination procedures are not included in the policy.	The agency needs to develop a Traffic Procedure Manual with agency-specific procedures for identification and referral of drivers recommended for reexamination by licensing authorities.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
61.3.1 (a)	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>Lexipol's Traffic Policy contains guidelines on the traffic enforcement operations and calls for the Traffic Bureau Manager to establish a Traffic Procedure Manual. This contains various procedural direction on the traffic enforcement function and includes hazardous highway conditions resolution. However, the policy does not specifically refer to handling or referring complaints or suggestions concerning traffic engineering deficiencies.</p>	<p>The agency needs to develop a Traffic Procedure Manual with agency-specific procedures on handling or referring complaints or suggestions concerning traffic engineering deficiencies.</p>
61.3.2 (e)	Direction/Control Procedures	<p>A written directive specifies procedures for traffic direction and control to include the following, at a minimum:</p> <p>(e) a requirement that any personnel directing traffic, or in the roadway controlling traffic, wear reflective clothing at all times.</p>	<p>Lexipol's Traffic Policy contains guidelines on the traffic enforcement operations. However, the policy does not specifically refer to agency-specific procedures.</p>	<p>The agency needs to develop a Traffic Procedure Manual with agency-specific procedures for traffic direction and control to include the following, at a minimum:</p> <p>(e) a requirement that any personnel directing traffic, or in the roadway controlling traffic, wear reflective clothing at all times.</p>

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
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> <ul style="list-style-type: none"> (a) authority and responsibilities; (b) selection criteria; (c) the uniforms/apparel to be worn; (d) criteria for locations requiring school-crossing guards; and (e) identification of the locations requiring school-crossing guards, based on an annual documented review. 	<p>Lexipol's Traffic Policy contains guidelines on the traffic enforcement operations. However, the policy does not specifically refer to procedures applicable to school crossing guards.</p>	<p>If agency personnel are assigned a function in schools, the agency should include in the Traffic Procedure Manual agency-specific procedures applicable to school crossing guards to include:</p> <ul style="list-style-type: none"> (a) authority and responsibilities; (b) selection criteria; (c) the uniforms/apparel to be worn; (d) criteria for locations requiring school-crossing guards; and (e) identification of the locations requiring school-crossing guards, based on an annual documented review.
61.4.3 (a) 61.4.3 (b) 61.4.3 (c)	Towing	<p>A written directive specifies procedures for the following:</p> <ul style="list-style-type: none"> (a) handling of abandoned vehicles; (b) removal and towing of vehicles from public and private property; and (c) maintaining records of all vehicles removed, stored, or towed. 	<p>Lexipol's Vehicle Towing Policy provides general guidelines on the removal of vehicles. Agency-specific procedures are not included.</p>	<p>The agency needs to establish agency-specific procedures for towing services to include:</p> <ul style="list-style-type: none"> (a) handling of abandoned vehicles; (b) removal and towing of vehicles from public and private property; and (c) maintaining records of all vehicles removed, stored, or towed.
61.4.4	Traffic Safety Materials	<p>Traffic safety educational materials are made available to the public.</p>	<p>The standard does not require a policy.</p>	<p>The agency needs to make traffic safety educational materials available to the public.</p>

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
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's Transporting Detainees Policy provides guidance for the transporting of persons who are in custody and the protection of the detainee and transporting personnel. The policy does not provide procedures for specific conditions in which a stop may be needed for fuel, toilet facilities, or meals in long distance transports.	The agency needs to establish agency-specific procedures to determine under what conditions personnel may interrupt a detainee transport for necessary stops during long distance transports and ensures care is taken when stopping for fuel and meals or for allowing the detainees reasonable opportunities to use toilet facilities, including rendering emergency assistance.
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: (e) documentation confirming the transfer of custody.	Lexipol's policies provide for all pertinent information for accompanying an individual being transported but does not address specific documentation of the transfer.	The agency needs to add a bullet to the ASSIGNED ADMINISTRATOR section of the Temporary Custody of Adults Policy that includes documentation confirming the transfer of custody.
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 and Temporary Custody of Juveniles policies provide for appropriate medical treatment of detainees. Agency-specific procedures of the security and control of the detainee is not provided.	The agency needs to establish agency-specific 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's policies prohibit stops to conduct any personal activity but do not provide for procedures in special situations.	The agency needs to establish agency-specific procedures for transports in unusual circumstances surrounding such situations as attending funerals, visiting hospitals and critically ill persons, or attending the reading of a will, or the prohibition of such transports.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
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.	The 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.
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.	The 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	A written directive describes the following for detainees transported from one facility to another: (a) methods to be used in positive identification of detainees to be transported.	Lexipol's Temporary Custody of Adults and Temporary Custody of Juveniles policies provide that all pertinent information accompanies an individual being transported but does not address specific methods to be used in positive identification of detainees to be transported.	The agency needs to add a bullet to the ASSIGNED ADMINISTRATOR section of the Temporary Custody of Adults Policy that includes methods to be used in positive identification of detainees to be transported for detainees that are 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's policies on the temporary detention of adults and juveniles addresses the health and safety of detainees and ensure protections of their rights. Agency-specific designation of rooms or areas authorized for use cannot be included.	The agency needs to create an agency-specific procedure for the designation of 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.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
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.	The standard does not require a policy.	The agency needs to ensure 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.
71.3.1 (b) 71.3.1 (d)	Procedures	<p>A written directive governs procedures for the following:</p> <p>(b) supervision and accountability for processing, searching, and temporary detention of individuals within the facility; and</p> <p>(d) temporary restraint of detainees by securing them to fixed objects, if any.</p>	Lexipol's Temporary Custody of Adults and Temporary Custody of Juveniles policies provide guidance on the supervision in temporary custody but do not provide procedures for processing, searching, and temporary detention.	<p>The agency needs to establish agency-specific procedures which address:</p> <p>(b) supervision and accountability for processing, searching, and temporary detention of individuals within the facility; and</p> <p>(d) temporary restraint of detainees by securing them to fixed objects, if any.</p>
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.	The standard does not require a policy.	If a detainee is to be secured to an immovable object, the agency needs to ensure it will be designed and intended for such use.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
71.3.3 (a) 71.3.3 (b) 71.3.3 (c) 71.3.3 (d)	Security in Designated Temporary Detention Processing, and Testing Rooms/Areas	<p>A written directive addresses the following security concerns in designated temporary detention rooms and processing areas:</p> <ul style="list-style-type: none"> (a) weapons control; (b) panic or duress alarms; (c) authorized access to area and detainee, if any; and (d) escape prevention. 	<p>Lexipol's Temporary Custody of Adults and Temporary Custody of Juveniles policies provide for the safety and security of detainees and agency personnel but does not refer to the holding of juveniles.</p> <p>Lexipol's Temporary Custody of Adults Policy allows for the assigned administrator to ensure any reasonably necessary supplemental procedures are in place as it relates to general security in holding facilities.</p>	<p>The agency needs to create agency-specific procedures to address security concerns in designated temporary detention rooms and processing areas for juveniles and includes:</p> <ul style="list-style-type: none"> (a) weapons control; (b) panic or duress alarms; (c) authorized access to area and detainee, if any; and (d) 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.	The standard does not require a policy.	The agency needs to establish a fire prevention plan for the temporary detention rooms to include prevention, fire evacuation, and fire suppression.
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's Temporary Custody of Adults and Temporary Custody of Juveniles Policies provide for the safety and security of detainees and agency personnel. Lexipol's Temporary Custody of Adults Policy allows for the assigned administrator to ensure any reasonably necessary supplemental procedures are in place as it relates to sanitation and maintenance.	The agency needs to create agency-specific procedures to address the inspections of the temporary detention rooms and provides for the administrative review of temporary detention areas and procedures at least annually.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
72.1.1	Training User Personnel	A written directive requires that personnel receive initial training on the operations of the holding facility, to include fire suppression and equipment provided for use by the agency, and in-service training occurs at least once every four years.	Lexipol's policies require training on the policy and supplemental procedures but does not provide a specific training schedule.	The agency needs to establish a fire prevention plan that requires that personnel receive initial training on the operations of the holding facility, to include fire suppression and equipment provided for use by the agency, and in-service training occurs at least once every four years.
72.1.2	Access, Nonessential Persons	A written directive governs access of nonessential persons to the holding facility.	Lexipol's Temporary Custody of Adults and Temporary Custody of Juveniles Policies provide for the safety and security of detainees and agency personnel. Lexipol's Temporary Custody of Adults Policy allows for the assigned administrator to ensure any reasonably necessary supplemental procedures are in place as it relates to general security. Access to juveniles is not addressed in the policy.	The agency needs to create agency-specific procedures that govern access of nonessential persons to the juvenile holding facility.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
72.2.1 (a) 72.2.1 (b) 72.2.1 (c) 72.2.1 (d) 72.2.1 (e)	Minimum Conditions	<p>Holding facilities provide the following minimum conditions for detainees:</p> <p>(a) adequate lighting as required by local code or ordinance;</p> <p>(b) circulation of fresh or purified air in accordance with local public health standards;</p> <p>(c) access to a toilet and drinking water;</p> <p>(d) access to a wash basin or shower for detainee held in excess of eight hours; and</p> <p>(e) a bed and bedding for each detainee held in excess of eight hours.</p>	<p>The standard does not require a policy.</p>	<p>The agency needs to ensure the holding facilities for adults and juveniles have the following minimum conditions for detainees:</p> <p>(a) adequate lighting as required by local code or ordinance;</p> <p>(b) circulation of fresh or purified air in accordance with local public health standards;</p> <p>(c) access to a toilet and drinking water;</p> <p>(d) access to a wash basin or shower for detainee held in excess of eight hours; and</p> <p>(e) a bed and bedding for each detainee held in excess of eight hours.</p>

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
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; and</p> <p>(d) documented testing of the automatic fire detection devices and alarm systems as required by law or fire code regulation.</p>	<p>Lexipol's Temporary Custody of Adults and Temporary Custody of Juveniles policies provide for the safety and security of detainees and agency personnel. Lexipol's Temporary Custody of Adults Policy allows for the assigned administrator to ensure any reasonably necessary supplemental procedures are in place as it relates to fire and life-safety. Agency-specific fire, heat/smoke detection systems, and inspections are not covered in policy.</p>	<p>The agency needs to establish a fire prevention plan to include prevention, fire evacuation, and fire suppression for the holding facility and includes:</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; and</p> <p>(d) documented testing of the automatic fire detection devices and alarm systems as required by law or fire code regulation.</p>
72.3.2	Posted Evacuation Plan	<p>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.</p>	<p>Lexipol's Temporary Custody of Adults and Temporary Custody of Juveniles policies provide for the safety and security of detainees and agency personnel. Lexipol's Temporary Custody of Adults Policy allows for the assigned administrator to ensure any reasonably necessary supplemental procedures are in place as it relates to evacuation plans. Agency-specific evacuation plans are not covered in policy.</p>	<p>The agency needs to establish evacuation plans for the holding facility, ensure posted emergency evacuation plans are in place, including designated and signed emergency exits directing evacuation of persons to hazard-free areas.</p>

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
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's Temporary Custody of Adults and Temporary Custody of Juveniles policies provide for the safety and security of detainees and agency personnel. Lexipol's Temporary Custody of Adults Policy allows for the assigned administrator to ensure any reasonably necessary supplemental procedures are in place as it relates to sanitation and pest control. Agency-specific pest control inspection procedures are not covered in policy.	The agency needs to develop agency-specific procedures which provide for control of vermin and pests, as well as a documented monthly sanitations inspection of the facility.
72.4.1	Securing Weapons	A written directive specifies that weapons will be secured before entering the holding facility, as well as any exceptions or conditions.	Lexipol's Temporary Custody of Adults and Temporary Custody of Juveniles policies provide for the safety and security of detainees and agency personnel but do not refer to the holding of juveniles. Lexipol's Temporary Custody of Adults Policy allows for the assigned administrator to ensure any reasonably necessary supplemental procedures are in place as it relates to general security in holding facilities.	The agency needs to create agency-specific procedures that specify weapons will be secured before entering the juvenile holding facility, as well as any exceptions of conditions.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
72.4.2	Entering Occupied Cells	A written directive governs conditions under which an employee enters an occupied cell.	Lexipol's Temporary Custody of Adults and Temporary Custody of Juveniles policies refer to various contacts and checks on persons in custody. Specific conditions in which entry into an occupied cell are not included.	The agency needs to create agency-specific procedures for the entry into an occupied cell and when such situations may occur in juvenile and/or adult cells.
72.4.3	Key Control	A written directive governs control and use of electronic and manual keys.	Lexipol's Temporary Custody of Adults and Temporary Custody of Juveniles policies provide for security but do not refer to the key control for juvenile holding. Lexipol's Temporary Custody of Adults Policy allows for the assigned administrator to ensure any reasonably necessary supplemental procedures are in place as it relates to key control in holding facilities.	The agency needs to create agency-specific procedures to address control and use of electronic and manual key control for juvenile holding facilities.
72.4.4	Facility Door Security	A written directive specifies which holding facility doors are to be secured and when.	Lexipol's Temporary Custody of Adults and Temporary Custody of Juveniles policies provide for security but do not refer to door security for juvenile holding. Lexipol's Temporary Custody of Adults Policy allows for the assigned administrator to ensure any reasonably necessary supplemental procedures are in place as it relates to general security.	The agency needs to create agency-specific procedures to address facility door security for juvenile holding facilities.

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's Temporary Custody of Adults and Temporary Custody of Juveniles policies provide for security but do not refer to weekly inspections. Lexipol's Temporary Custody of Adults Policy allows for the assigned administrator to ensure any reasonably necessary supplemental procedures are in place as it relates to general security.	The agency needs to create agency-specific procedures requiring a documented security inspection at a minimum of once a week, including searching for weapons and contraband in juvenile and/or adult holding facilities.
72.4.7	Tool and Culinary Equipment	A written directive governs control of tools and culinary equipment.	Lexipol's Temporary Custody of Adults and Temporary Custody of Juveniles policies provide for security but do not refer to control of tools and culinary equipment. Lexipol's Temporary Custody of Adults Policy allows for the assigned administrator to ensure any reasonably necessary supplemental procedures are in place as it relates to general security.	The agency needs to create agency-specific procedures for control of tools and culinary equipment in juvenile and/or adult 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.	The standard does not require a policy.	The agency needs to ensure they have a system in the holding facility to alert a designated control point in the event of an emergency.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
72.4.9	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.	The standard does not require a policy.	If employees are not equipped with "alert" or "panic alarm" systems or a means of two-way communication, a security alarm system needs to be in place by the agency including monthly documented testing of security for juvenile and/or adult holding facilities.
72.4.10	Escape Procedures	A written directive describes procedures to be followed in the event of an escape.	Lexipol's Temporary Custody of Adults and Temporary Custody of Juveniles policies provide for the safety and security of the holding facilities but do not provide agency-specific procedures in the event of an escape.	The agency needs to establish agency-specific procedures in the event of an escape from any juvenile and/or adult 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's Temporary Custody of Adults and Temporary Custody of Juveniles policies provide for the safety and security of the holding facilities but do not provide agency-specific procedures in the event of incidents that threaten the facility or any person therein.	The agency needs to establish agency-specific procedures to address incidents that threaten the facility or any person therein to include a documented report and procedures for notifying officials outside the agency or other organizations, if applicable.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
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; and</p> <p>(f) asking if the detainee requires medical assistance.</p>	<p>Lexipol's Temporary Custody of Adults and Temporary Custody of Juveniles policies provide for temporary custody logs which document intake information and medical screenings. Lexipol's policy does not address specific medical screening procedures.</p>	<p>The agency needs to create medical screening checks lists for juvenile and/or adult detainees which includes:</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; and</p> <p>(f) asking if the detainee requires medical assistance.</p>
72.5.4 (a) 72.5.4 (b) 72.5.4 (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; and</p> <p>(c) those exhibiting signs of mental health issues or mental illness.</p>	<p>Lexipol's Temporary Custody of Adults and Temporary Custody of Juveniles policies provide for the safety of persons in custody, to include those with special circumstances, however specific methods are not established.</p>	<p>The agency needs to create agency-specific procedures 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; and</p> <p>(c) those exhibiting signs of mental health issues or mental illness.</p>

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; and</p> <p>(c) procedures for transfer or release of the detainee.</p>	<p>Although Lexipol's Temporary Custody of Adults and Temporary Custody of Juveniles policies provide for the operation, safety, and security of holding facilities, they do not establish procedures for the receipt of detainees from other agencies.</p>	<p>The agency needs to create agency-specific procedures for receiving detainees from outside agencies which includes:</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; and</p> <p>(c) procedures for transfer or release of the detainee.</p>
72.5.6	Procedure, Exceeding Capacity	<p>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.</p>	<p>Although Lexipol's Temporary Custody of Adults and Temporary Custody of Juveniles policies provide for the operation, safety, and security of holding facilities, they do not establish procedures for a mass arrest that exceeds the maximum capacity of the holding facility.</p>	<p>The agency needs to describe space arrangements and establish agency-specific procedures to follow in the event of a mass arrest that exceeds the maximum capacity of the holding facility.</p>
72.5.7	Identification, Released Detainees	<p>A written directive requires positive identification be made before a detainee is released.</p>	<p>Lexipol's Temporary Custody of Adults and Temporary Custody of Juveniles policies require verification the correct adult is being released from custody but does not address verification of correct juveniles being released from custody.</p>	<p>The agency needs to ensure the juvenile custody log requires and documents positive identification that the correct juvenile is being released.</p>

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 and Temporary Custody of Juveniles policies provide for medical treatment of detainees, however specific procedures approved by a licensed medical professional are not provided.	The agency needs to establish agency-specific procedures to be followed when a detainee is in need of 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.	The standard does not require a policy.	The agency needs to ensure a first aid kit is available 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.	The standard does not require a policy.	The agency should 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 and Temporary Custody of Juveniles policies provide for medical treatment of detainees however specific procedures for distribution of medication is not included.	The agency needs to establish agency-specific procedures that control distribution and documentation of pharmaceuticals within the facility, to include over the counter medications and medications belonging to juveniles and/or adult detainees.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
72.7.1 (a) 72.7.1 (b) 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> <ul style="list-style-type: none"> (a) a timely court appearance; (b) opportunity to make bail; (e) alerting the detainee to monitored or recorded telephone conversations; and (f) three meals are provided to all detainees during each 24-hour period. 	<p>Lexipol's policies provide for the protection of individual rights to include those in custody. Specific procedures for detainee's rights are not provided.</p>	<p>The agency needs to establish agency-specific procedures regarding a detainee's rights that include, at a minimum:</p> <ul style="list-style-type: none"> (a) a timely court appearance; (b) opportunity to make bail; (e) alerting the detainee to monitored or recorded telephone conversations; and (f) three meals are 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> <ul style="list-style-type: none"> (a) a documented face-to-face count of the detainee population at least once every shift. 	<p>Lexipol's Temporary Custody of Adults and Temporary Custody of Juveniles policies call for safety checks of detainees no less than every 15 minutes but do not specifically call for a documented count of the detainee population.</p>	<p>The agency needs to establish agency-specific procedures conducting monitoring of juvenile and/or adult detainees that includes a documented face-to-face count of detainee population at least once every shift.</p>

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; and</p> <p>(d) distribution to the detainee.</p>	Lexipol's policies address the disposition of personal property by detainees however specific procedures for receiving mail or packages are not provided.	<p>If detainees are allowed to receive mail or packages while incarcerated, the agency needs to establish agency-specific procedures for detainees to receive mail or packages while incarcerated, 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; and</p> <p>(d) distribution to the detainee.</p>
72.8.5	Visiting	A written directive governs procedures for outside persons visiting detainees.	Lexipol's Temporary Custody of Adults and Temporary Custody of Juveniles policies address visitation by attorneys and medical checks but do not provide specific procedures for visitors.	The agency needs to establish agency-specific procedures for outside persons visiting juvenile and/or adult 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; and</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's law enforcement policies address numerous functions within a law enforcement agency, but do not provide specific procedures for court security functions.	<p>If the agency has a court security function, the agency needs to establish a Court Security Procedure Manual which addresses:</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; and</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>
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; and</p> <p>(c) plans/procedures based on a documented security survey conducted once every two years.</p>	The standard does not require a policy.	<p>The agency needs to work with court personnel to include, at a minimum:</p> <p>(a) facilities;</p> <p>(b) equipment; and</p> <p>(c) plans/procedures based on a documented security survey conducted once every two years.</p>

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.	The standard does not require a policy.	If policies prohibit weapons in areas of the court, the agency will need 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's Temporary Custody of Adults and Temporary Custody of Juveniles policies address the use of restraints with detainees and exceptions to their use. Specific procedures for their use in courtrooms are not provided.	If court security is provided, the agency needs to establish a Court Security Procedure Manual which addresses 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.	The standard does not require a policy.	The agency needs to ensure equipment used for the court security function is specifically 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.	The standard does not require a policy.	The agency needs to ensure courtrooms are equipped with at least one means of external voice communication which may be a telephone, two-way radio, an intercom system, or similar equipment for emergency communication.
73.4.3	Duress Alarms	Courtrooms are equipped with duress alarms and documented testing is done on a monthly basis.	The standard does not require a policy.	The agency needs to ensure courtrooms are equipped with duress alarms and documented testing is conducted on a monthly basis.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
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's Temporary Custody of Adults and Temporary Custody of Juveniles policies address the use and detainee safety in an agency's temporary holding facility. Specific procedures for the training of the court holding facility are not provided.	If court security is provided, the agency needs to establish a Court Security Procedure Manual which addresses required initial training for personnel 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.
73.5.2 (a) 73.5.2 (b)	Detainee Searches	A written directive establishes procedures for a search of the detainee, to include: (a) an inventory search of the detainee prior to entry to the court holding facility; and (b) an itemized inventory of property taken from the detainee.	Lexipol's Temporary Custody of Adults and Temporary Custody of Juveniles policies address the use and detainee safety in an agency's temporary holding facility. Specific procedures for the search of the detainee are not provided.	If court security is provided, the agency needs to establish a Court Security Procedure Manual for a search of the detainee, to include: (a) an inventory search of the detainee prior to entry to the court holding facility; and (b) an itemized inventory of property taken from the detainee.
73.5.4 (a) 73.5.4 (b) 73.5.4 (c)	Segregation	A written directive describes methods for handling, detaining, and segregating persons under special circumstances to include: (a) those under the influence of alcohol or other drugs; (b) those who are violent or self-destructive; and (c) those exhibiting signs of mental health issues or mental illness.	Lexipol's Temporary Custody of Adults and Temporary Custody of Juveniles policies address the use and detainee safety in an agency's temporary holding facility. Specific procedures for the handling, detaining, and segregating of persons under special circumstances are not provided.	If court security is provided, the agency needs to establish a Court Security Procedure Manual describing methods for handling, detaining, and segregating persons under special circumstances to include: (a) those under the influence of alcohol or other drugs; (b) those who are violent or self-destructive; and (c) 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's Temporary Custody of Adults and Temporary Custody of Juveniles policies provide for medical treatment of detainees however specific procedures approved by a licensed medical professional are not provided.	The agency needs to establish agency-specific procedures to be followed when a detainee is in need of 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.	The standard does not require a policy.	The agency needs to ensure a first aid kit is available and is subjected to a documented weekly inspection and replenished, as necessary.
73.5.7	Access of Nonessential Persons	A written directive governs access of nonessential persons to the court holding facility.	Lexipol's Temporary Custody of Adults and Temporary Custody of Juveniles Policies address the use and detainee safety in an agency's temporary holding facility. Specific procedures for governing access of nonessential persons to the court holding facility are not provided.	If court security is provided, 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; and</p> <p>(d) access to a toilet and drinking water.</p>	The standard does not require a policy.	<p>The agency needs to ensure the court holding facilities have 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; and</p> <p>(d) access to a toilet and drinking water.</p>

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; and</p> <p>(d) documented testing of the automatic fire detection devices and alarm systems as required by law or fire code regulation.</p>	Lexipol's Temporary Custody of Adults and Temporary Custody of Juveniles policies address the use and detainee safety in an agency's temporary holding facility. Specific procedures for the operation of a court holding facility are not provided.	<p>If court security is provided, the agency needs to establish a Court Security Procedure Manual which describes fire prevention practices and procedures and includes:</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; and</p> <p>(d) documented testing of the automatic fire detection devices and alarm systems as required by law or fire code regulation.</p>
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's Temporary Custody of Adults and Temporary Custody of Juveniles policies address the use and detainee safety in an agency's temporary holding facility. Specific procedures for 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 are not provided.	If court security is provided, the agency needs to establish a Court Security Procedure Manual requiring 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.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
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's Temporary Custody of Adults and Temporary Custody of Juveniles policies address the use and detainee safety in an agency's temporary holding facility. Specific procedures for the documented monthly sanitation inspection of the facility and procedures for control of vermin and pests are not provided.	If court security is provided, the agency needs to establish a Court Security Procedure Manual that requires a documented monthly sanitation inspection of the facility and specifies procedures for control of vermin and pests.
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's Temporary Custody of Adults and Temporary Custody of Juveniles policies address the use and detainee safety in an agency's temporary holding facility. Specific procedures for securing weapons before entering the court holding facility, as well as any exceptions or conditions are not provided.	If court security is provided, the agency needs to establish a Court Security Procedure Manual which specifies 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's Temporary Custody of Adults and Temporary Custody of Juveniles policies address the use and detainee safety in an agency's temporary holding facility. Specific procedures governing conditions under which an employee enters an occupied cell are not provided.	If court security is provided, the agency needs to establish a Court Security Procedure Manual that governs conditions under which an employee enters an occupied cell.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
73.5.14	Key Control	A written directive governs control and use of electronic and manual keys.	Lexipol's Temporary Custody of Adults and Temporary Custody of Juveniles policies address the use and detainee safety in an agency's temporary holding facility. Specific procedures governing control and use of electronic and manual keys are not provided.	If court security is provided, the agency needs to establish a Court Security Procedure Manual that governs 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's Temporary Custody of Adults and Temporary Custody of Juveniles policies address the use and detainee safety in an agency's temporary holding facility. Specific procedures for which court holding facility doors are to be secured and when are not provided.	If court security is provided, the agency needs to establish a Court Security Procedure Manual that specifies 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's Temporary Custody of Adults and Temporary Custody of Juveniles policies address the use and detainee safety in an agency's temporary holding facility. Specific procedures for regularly scheduled and documented security checks of holding cells, including searching for weapons and contraband are not provided.	If court security is provided, the agency needs to establish a Court Security Procedure Manual that requires regularly scheduled and documented security checks of court holding cells, including searching for weapons and contraband.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
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's Temporary Custody of Adults and Temporary Custody of Juveniles policies address the use and detainee safety in an agency's temporary holding facility. Specific procedures for documented security inspection, including searching for weapons and contraband, of the court holding facility at least weekly are not provided.	If court security is provided, the agency needs to establish a Court Security Procedure Manual that requires a documented security inspection, including searching for weapons and contraband, of the court holding facility at least weekly.
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.	Lexipol's Temporary Custody of Adults and Temporary Custody of Juveniles policies address the use and detainee safety in an agency's temporary holding facility. Specific procedures requiring a system in the court holding facility to alert a designated control point in the event of an emergency are not provided.	If court security is provided, the agency needs to establish a Court Security Procedure Manual that requires 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.	Lexipol's Temporary Custody of Adults and Temporary Custody of Juveniles policies address the use and detainee safety in an agency's temporary holding facility. Specific procedures for the operation of a court holding facility are not provided.	If court security is provided, the agency needs to establish a Court Security Procedure Manual that requires 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.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
73.5.20	Escape Procedures	A written directive describes procedures to be followed in the event of an escape.	Lexipol's Temporary Custody of Adults and Temporary Custody of Juveniles policies address the use and detainee safety in an agency's temporary holding facility. Specific procedures to be followed in the event of an escape are not provided.	If court security is provided, the agency needs to establish a Court Security Procedure Manual that describes procedures to be followed in the event of an escape from the court holding facility.
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.	The standard does not require a policy.	If there is a court holding facility, the agency 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's Temporary Custody of Adults and Temporary Custody of Juveniles policies address the use and detainee safety in an agency's temporary holding facility. Specific procedures for the operation of a court holding facility are not provided.	If audio and/or visual electronic surveillance equipment is used, the agency needs to establish a Court Security Procedure Manual that specifies the equipment will be controlled to reduce unnecessary invasion of a detainee's personal privacy.
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's Temporary Custody of Adults and Temporary Custody of Juveniles policies address the use and detainee safety in an agency's temporary holding facility. Specific procedures for the supervision of detainees of a gender opposite that of the supervising staff member are not provided.	If court security is provided, the agency needs to establish a Court Security Procedure Manual that specifies procedures for supervision of detainees of a gender opposite that of the supervising staff member.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
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	Information regarding each item of legal process, civil and/or criminal, is recorded, and includes the following elements: (a) date and time received; (b) type of legal process, civil or criminal; (c) nature of document; (d) source of document; (e) name of plaintiff/complainant or name of defendant/respondent; (f) personnel assigned for service; (g) date of assignment; (h) court docket number; and (i) date service due.	The standard does not require a policy.	The agency needs to ensure their practices document each element of the legal process, civil and/or criminal, is recorded, and includes the following elements: (a) date and time received; (b) type of legal process, civil or criminal; (c) nature of document; (d) source of document; (e) name of plaintiff/complainant or name of defendant/respondent; (f) personnel assigned for service; (g) date of assignment; (h) court docket number; and (i) date service due.

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; and</p> <p>(g) requiring 24-hour access to the warrant.</p>	<p>Lexipol's Records Bureau Policy refers to managing agency records. Specific procedures for individual agencies' records are not included.</p>	<p>The agency needs to establish agency-specific 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; and</p> <p>(g) requiring 24-hour access to the warrant.</p>
74.3.2	Arrest Warrants Require Sworn Service	Arrest warrants are executed by sworn law enforcement personnel only.	The standard does not require a policy.	The agency needs to ensure the arrest warrants are executed by sworn law enforcement personnel only.

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.	A policy is not required for this standard, but rather a written agreement or authorizing document.	The agency needs to ensure 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.
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>(g) responding to a field personnel emergency request for assistance or activated emergency alarm.</p>	Lexipol's Communications Center Policy calls for procedures on a variety of communications and dispatching functions. The policy does not provide for a procedure on emergency requests from the field.	The agency needs to create specific procedures for communications between field personnel and the communications center that include 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	Communications personnel have immediate access to at least the following departmental resources: (a) officer in charge; (b) duty roster of all personnel; (c) telephone number of every agency member; (d) visual maps detailing the agency's service area; (e) officer status indicators; (f) written procedures and telephone numbers for procuring emergency and necessary external services to the agency; and (g) tactical dispatching plans.	The standard does not require a policy.	The agency needs to ensure communications personnel have immediate access to at least the following departmental resources: (a) officer in charge; (b) duty roster of all personnel; (c) telephone number of every agency member; (d) visual maps detailing the agency's service area; (e) officer status indicators; (f) written procedures and telephone numbers for procuring emergency and necessary external services to the agency; and (g) tactical dispatching plans.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
81.2.6 (a) 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>(a) judging characteristics of the call to determine whether an emergency or nonemergency response is required;</p> <p>(b) informing the caller of the agency's response, including direct law enforcement service and/or referral to other agencies; and</p> <p>(c) responding to victim/witness requests for information and/or services to include initial and subsequent requests.</p>	Lexipol's COM-CENTER SUPERVISOR section of the Communications Center Policy provides for procedures for specific types of crime and questions which may be necessary. The policy does not provide specific procedures.	<p>The agency needs to establish agency-specific procedures to be followed by communications center personnel in responding to calls for information or services, to include:</p> <p>(a) judging characteristics of the call to determine whether an emergency or nonemergency response is required;</p> <p>(b) informing the caller of the agency's response, including direct law enforcement service and/or referral to other agencies; and</p> <p>(c) responding to victim/witness requests for information and/or services to include initial and subsequent requests.</p>

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
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; and</p> <p>(c) criteria and procedures for reviewing recorded conversations.</p>	<p>Lexipol's ADDITIONAL PROCEDURES section of the Communications Center Policy provides for procedures for the security of audio recordings. The policy does not provide specific procedures.</p>	<p>The agency needs to have 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. The agency needs to establish agency-specific procedures on the security of audio recordings which addresses:</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; and</p> <p>(c) criteria and procedures for reviewing recorded conversations.</p>
81.2.8	Local/State/Federal CJI Systems	<p>If local, state, and federal criminal justice information systems exist, the agency participates and/or has access to such a system.</p>	<p>The standard does not require a policy.</p>	<p>If local, state, and federal criminal justice information systems exist, the agency needs to participate and/or have access to such a system.</p>
81.2.10	Emergency Messages	<p>A written directive specifies criteria for accepting and delivering emergency messages.</p>	<p>Lexipol's policies address various types of calls for service and guidance in how to respond to such calls. Specific procedures for the delivery of emergency messages are not provided.</p>	<p>The agency will need to establish procedures for accepting and delivering emergency messages.</p>

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
81.2.12	Private Security Alarms	A written directive establishes procedures for monitoring and responding to private security alarms.	Lexipol's policies address various types of calls for service and guidance in how to respond to such calls. Specific procedures for private security alarms are not provided.	The agency needs to establish agency-specific procedures for monitoring and responding to private security alarms.
81.3.1 (a) 81.3.1 (b) 81.3.1 (c) 81.3.1 (d)	Communications Center Security	<p>Security measures for the communications center are in place to:</p> <p>(a) limit access to the communications center to authorized personnel;</p> <p>(b) protect equipment;</p> <p>(c) provide for back-up resources; and</p> <p>(d) provide security for transmission lines, antennas, and power sources.</p>	The standard does not require a policy.	<p>The agency needs to ensure security measures for the communications center are in place to:</p> <p>(a) limit access to the communications center to authorized personnel;</p> <p>(b) protect equipment;</p> <p>(c) provide for back-up resources; and</p> <p>(d) provide security for transmission lines, antennas, and power sources.</p>
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.	The standard does not require a policy.	The agency needs to ensure 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 is in place. 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.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
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.	The standard does not require a policy.	The agency needs to ensure multichannel mobile and/or portable radio equipment capable of two-way operation on a joint public safety frequency or frequencies are used.
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; and</p> <p>(e) expungement, when ordered by the court.</p>	<p>Lexipol's Records Maintenance and Release Policy provides for the security, maintenance, release, and disposition of agency records. It also allows for a procedure manual to be established to address specific agency requirements. However, the policy does not establish specific procedures for juvenile records.</p>	<p>The agency needs to establish a records manual and include agency-specific 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; and</p> <p>(e) expungement, when ordered by the court.</p>
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 provides for the security, maintenance, release, and disposition of agency records. It also allows for a procedure manual to be established to address specific agency requirements. However, the policy does not establish specific procedures for records accounting.	The agency needs to create a Records Manual which establishes an agency-specific 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 (c) 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> <ul style="list-style-type: none"> (a) data back-up; (b) storage; (c) access security; and (d) password audits, at least annually. 	The standard does not require a policy.	<p>The agency needs to ensure an agency-specific process is established for maintaining security of central records computer systems, to include:</p> <ul style="list-style-type: none"> (a) data back-up; (b) storage; (c) access security; and (d) password audits, at least annually.
82.2.1 (b) 82.2.1 (c) 82.2.1 (d) 82.2.1 (e)	Field Reporting System	<p>A written directive establishes a field-reporting system, to include:</p> <ul style="list-style-type: none"> (b) forms to be used in field reporting; (c) information required in field reports; (d) procedures to be followed in completing field reports; and (e) procedures for submitting, processing, and supervisory review of field reports. 	Lexipol's Report Preparation Policy provides for field reporting and approval. Agency-specific field reporting cannot be included in the policy.	<p>The agency needs to establish an agency-specific Field Reporting Manual which includes:</p> <ul style="list-style-type: none"> (b) forms to be used in field reporting; (c) information required in field reports; (d) procedures to be followed in completing field reports; and (e) procedures for submitting, processing, and supervisory review of field reports.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
82.2.4	Report Distribution	A written directive establishes procedures for the distribution of reports and records.	Lexipol's Records Maintenance and Release Policy provides for the secure storage and maintenance of agency records, and the appropriate release of information. Specific procedures for the distribution of reports and records is not included.	The agency should create agency-specific procedures for the distribution of reports and records.
82.3.1	Master Name Index	The agency maintains an alphabetical master name index.	The standard does not require a policy.	The agency needs to ensure they have 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; and (c) stolen, found, recovered, and evidentiary property files.	The standard does not require a policy.	The agency should ensure they maintain a records index of: (a) service calls and crimes by type; (b) service calls and crimes by location; and (c) stolen, found, recovered, and evidentiary property files.
82.3.3 (c)	Traffic Records System	The agency has a traffic records system or access to a comparable system containing: (c) roadway hazard information.	The standard does not require a policy.	The agency should ensure they have a traffic records system or access to a comparable system containing roadway hazard information.
82.3.4 (b)	Traffic Citation Maintenance	A written directive establishes procedures for maintaining records of traffic citations, to include: (b) accounting for citations.	Lexipol's Traffic and Parking Citations Policy provides for the issuance and storage of citations but does not contain agency-specific procedures of accounting for citations.	The agency needs to create agency-specific procedures for maintaining records of traffic citations, to include the accounting for traffic citations.

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.	The standard does not require a policy.	The agency needs to ensure they 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.	The standard does not require a policy.	The agency needs to require qualified personnel are available on 24-hour basis to process a crime scene/traffic collision.
83.2.1 (a) 83.2.1 (b) 83.2.1 (c) 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>(a) first responder responsibilities and precautions;</p> <p>(b) procedures for the collection, storage, and transportation of evidence;</p> <p>(c) evidence collection training requirements for persons collecting evidence;</p> <p>(d) procedures for the submission of evidence to accredited laboratories; and</p> <p>(e) transfer of custody of physical evidence.</p>	Lexipol's Property Bureau Policy provides for proper processing, storage, and security of property but cannot provide agency/lab specific procedures.	<p>The agency needs to establish agency-specific procedures for collecting, processing, and preserving physical evidence in the field, and includes:</p> <p>(a) first responder responsibilities and precautions;</p> <p>(b) procedures for the collection, storage, and transportation of evidence;</p> <p>(c) evidence collection training requirements for persons collecting evidence;</p> <p>(d) procedures for the submission of evidence to accredited laboratories; and</p> <p>(e) transfer of custody of physical evidence.</p>

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
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; and</p> <p>(d) use of personally owned devices.</p>	Lexipol's Property Bureau Policy provides for proper processing, storage, and security of property but cannot provide agency/lab-specific procedures.	<p>The agency needs to establish agency-specific 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; and</p> <p>(d) use of personally owned devices.</p>
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 Bureau Policy provides for proper processing, storage, and security of property but cannot provide agency/lab-specific procedures.	The agency needs to establish agency-specific procedures for processing, developing, lifting, and labeling all fingerprints pursuant to the collection and preservation of evidence.
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; and</p> <p>(d) collection and preservation of physical evidence.</p>	The standard does not require a policy.	<p>The agency needs to provide or have 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; and</p> <p>(d) collection and preservation of physical evidence.</p>

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
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 Property Bureau Policy provides for proper processing, storage, and security of property but cannot provide agency/lab-specific procedures.	The agency needs to create agency-specific 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 Property Bureau Policy provides for proper processing, storage, and security of property but cannot provide agency/lab-specific procedures.	The agency needs to establish an agency-specific procedure for the preparation of a report by the person who processes a crime/traffic collision scene.
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 Bureau Policy provides for proper processing, storage, and security of property but cannot provide agency/lab-specific procedures.	The agency needs to establish an agency-specific procedure to require 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 (b) 83.3.2 (e)	Evidence, Laboratory Submission	A written directive establishes procedures for submitting evidence to a forensic laboratory, which include: (b) methods for packaging and transmitting evidence to the laboratory; and (e) stipulation that laboratory results be submitted in writing.	Lexipol's Property Bureau Policy provides for proper processing, storage, and security of property but cannot provide agency/lab-specific procedures.	The agency needs to establish agency-specific procedures for submitting evidence to a forensic laboratory, which include: (b) methods for packaging and transmitting evidence to the laboratory; and (e) stipulation that laboratory results be submitted in writing.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
84.1.1 (c)	Evidence/Property Control System	<p>A written directive establishes procedures for receiving all in-custody and evidentiary property obtained by employees into agency control, to include:</p> <p>(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.</p>	Lexipol's Property Bureau Policy provides for proper processing, storage, and security of property but cannot provide agency/lab-specific procedures.	The agency needs to establish agency-specific 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 describing each item of property obtained.
84.1.2	Storage and Security	All in-custody and evidentiary property is stored within designated, secure areas with access limited to authorized personnel.	The 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.	The 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.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
84.1.6 (a)	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>(a) an inspection to determine adherence to procedures used for the control of property and evidence is conducted semi-annually by the person responsible for the property and evidence control function or his/her designee.</p>	The standard does not require a policy.	The agency needs to ensure that a documented inspection to determine adherence to procedures used for the control of property and evidence is conducted semi-annually by the person responsible for the property and evidence control function or his/her designee.

STANDARD NUMBER	STANDARD NAME	STANDARD REQUIREMENT	DESCRIPTION OF COMPLIANCE GAP	SUGGESTED APPROACH TO RESOLVE GAP IN COMPLIANCE
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; and</p> <p>(g) reporting analysis conclusions and recommendations to appropriate officials outside the agency.</p>	<p>Lexipol's policies address various inspections and audits of an agency's operations. Risk assessments and analysis specific for campus law enforcement functions are not provided.</p>	<p>The campus law enforcement agency needs to establish an agency-specific risk assessment manual which requires 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; and</p> <p>(g) 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>The 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 will need 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's policies define a variety of responsibilities of the agency, however specific responsibilities for a campus law enforcement agency in background investigations are not addressed.	If the campus law enforcement agency has a role in conducting background investigations of students, faculty, staff, and other on campus personnel an agency-specific procedure needs to be established to define this responsibility to include being aware of, and working 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; and</p> <p>(f) rules and regulations for security escorts.</p>	Lexipol's policies define a variety of responsibilities of the agency, however specific responsibilities for a campus law enforcement agency in campus security escort services are not addressed.	<p>If the campus law enforcement agency is responsible for a campus security escort service, agency-specific procedures need to be created which address:</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; and</p> <p>(f) rules and regulations for security escorts.</p>
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>(e) testing.</p>	Lexipol's Public Alerts Policy contains information on alert systems but does not provide system-specific information on the testing of such systems.	If the campus law enforcement agency has partial or full responsibility for an emergency notification system, the campus agency needs to establish a procedure for the system-specific testing of any emergency notification systems.

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91.1.6	Behavioral Threat Assessment	The agency has a written directive addressing its involvement in the campus behavioral threat assessment process.	Lexipol's policies address emergency and non-emergency law enforcement responses but cannot provide campus specific information on behavioral threat assessments.	The agency needs to establish a campus specific procedure addressing its involvement in the campus behavioral threat assessment process.
91.1.7 (d)	Security Camera Responsibilities	If the agency has responsibilities for security cameras, a written directive addresses: (d) maintenance and testing responsibilities.	Lexipol's Public Safety Video Surveillance System Policy addresses the placement, operation, and use of captured images in public safety video surveillance systems. The routine maintenance and testing of individual systems are not addressed.	If the agency has responsibilities for security cameras, the campus law enforcement agency needs to provide an agreement or contract for the maintenance and testing of the equipment or create internal agency-specific procedures on maintenance and testing.
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	If the campus has fixed locations for "emergency only" phones or related devices, the agency has a written directive that addresses: (a) procedures for determining their locations; (b) regular maintenance and testing; (c) procedures for responding; (d) methods to notify the campus community of the service; and (e) regular maintenance and testing.	Lexipol's policies define a variety of responsibilities of the agency, however specific responsibilities for a campus law enforcement agency in the use of "emergency only" phones or related devices are not addressed.	If the campus has fixed locations for "emergency only" phones or related devices, the campus law enforcement agency needs to establish: (a) procedures for determining their locations; (b) regular maintenance and testing; (c) procedures for responding; (d) methods to notify the campus community of the service; and (e) regular maintenance and testing.

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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; and</p> <p>(f) consulting with appropriate prosecutorial authorities in all instances when criminal activities are discovered during the non-criminal administrative investigation.</p>	<p>Lexipol's policies define a variety of responsibilities of the agency, however specific procedures for campus law enforcement agencies for conducting an administrative investigation are not addressed.</p>	<p>The campus law enforcement agency will need to create agency-specific 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; and</p> <p>(f) consulting with appropriate prosecutorial authorities in all instances when criminal activities are discovered during the non-criminal administrative investigation.</p>
91.2.1	Agency Role and Responsibilities	<p>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.</p>	<p>Lexipol's policies define a variety of responsibilities of the agency, however specific procedures for campus law enforcement agencies for services to a medical center are not included.</p>	<p>If a college/university agency has a medical center within its jurisdiction, the campus law enforcement agency will need to create an agency-specific manual which governs the agency's role and responsibility in providing public safety services for a medical center facility.</p>

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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; and</p> <p>(d) agency responsibility in managing high-risk patients.</p>	Lexipol's policies define a variety of responsibilities of the agency, however specific procedures for campus law enforcement agencies for services to a medical center are not included.	<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, the campus law enforcement agency will need to create an agency-specific manual which addresses:</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; and</p> <p>(d) agency responsibility in managing high-risk patients.</p>

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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; and</p> <p>(d) any special procedures for responding to non-emergency calls.</p>	Lexipol's policies define a variety of responsibilities of the agency, however specific procedures for campus law enforcement agencies for services to a medical center are not included.	<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, the campus law enforcement agency will need to create an agency-specific manual which contains:</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; and</p> <p>(d) any special procedures for responding to non-emergency calls.</p>

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; and</p> <p>(e) specialized equipment needs/requirements.</p>	<p>Lexipol's policies define a variety of responsibilities of the agency, however specific procedures for campus law enforcement agencies for services to research intensive facilities are not included.</p>	<p>If the agency has a research-intensive facility or facilities on its campus or within its jurisdiction, the campus law enforcement agency will need to establish a specific manual for 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; and</p> <p>(e) specialized equipment needs/requirements.</p>