



## Chapter 83 Introduction

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### **Of Evidence**


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



## 83.1 Administration

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



## 83.1.1

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

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

#### Commentary

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

## **83.2 Operations**

**83.2.1**(M M M M) (LE1) Guidelines and Procedures

**83.2.2**(M M M M) Photography and Video Tapes

**83.2.3**(M M M M) Fingerprinting

**83.2.4**(M M M M) (LE1) Equipment and Supplies

**83.2.5**(M M M M) Procedures, Seizure of Computer Equipment

**83.2.6**(M M M M) (LE1) Report Preparation

**83.2.7**(M M M M) DNA Evidence Collection

## 83.2.1

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

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

#### Commentary

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

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

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

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

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

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

## 83.2.2

### (M M M M) Photography and Video Tapes

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A written directive governs procedures used for conventional and digital photography, imaging and videotaping pursuant to the collection and preservation of evidence. The directive specifies the information to be recorded when these methods are used.

#### Commentary

Photographs and/or videotapes are critically important as evidence. Preferably, they should be taken by personnel trained in photography and video procedures. The directive should specify the information to be recorded when photographs and videotapes are taken, as well as the procedure for their storage, in order to be qualified in the future as competent evidence. Procedures should be consistent with applicable statutory and case law. (M M M M) - Change Notice 5.5 (March 20, 2009)

### 83.2.3

#### (M M M M) Fingerprinting

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A written directive governs the procedures for processing, developing, lifting, and labeling all fingerprints pursuant to the collection and preservation of evidence.

#### Commentary

The directive should address the handling of fingerprints taken from known individuals, as well as the processing of latent fingerprints. Procedures for the proper handling, identification, labeling, and storage of known and latent prints should be described. The methods should be consistent with statutory and case law. (M M M M)

## 83.2.4

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

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

- a. *recovery of latent fingerprints;*
- b. *photography;*
- c. *sketch of the scene; and*
- d. *collection and preservation of physical evidence.*

#### Commentary

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



## 83.2.5

### (M M M M) Procedures, Seizure of Computer Equipment

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a written directive establishes procedures for the seizure of computer equipment and other devices capable of storing data in an electronic format.

#### Commentary

Devices capable of storing data are extremely sensitive to electrostatic discharge. Improper handling may cause damage to the device rendering it useless. Methods of collection and transportation of all types of storage media, powered or not, should be established. Simply powering a data storage device on or off can overwrite significant amounts of data causing the integrity of the potential evidence to be lost. All extraction and analysis of data stored on a device seized as evidence should be performed by persons that have received training in data forensics, and are familiar with the proper legal precedent for seizure of such evidence.

(M M M M)

## 83.2.6

### (M M M M) (LE1) Report Preparation

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

#### Commentary

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

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

## 83.2.7

### (M M M M) DNA Evidence Collection

The agency has DNA evidence collection capabilities and written directives, which include:

- a. *first responder responsibilities and precautions;*
- b. *procedures for the collection, storage, and transportation of DNA evidence;*
- c. *DNA evidence collection training requirements for persons collecting evidence; and*
- d. *procedures for the submission of DNA evidence to accredited laboratories.*

#### Commentary

A DNA (deoxyribonucleic acid) match is a major factor in solving cases where the identity of the offender is not known. The development of matching DNA has made a major impact on law enforcement and improvements in technology continue to advance this means of identification even with very small or old samples. For maximum success, law enforcement agencies must ensure that agency personnel have a good understanding of where DNA can be found, how to avoid contamination and preserve fragile DNA evidence. Agency personnel that specialize in evidence collection should have special training in collecting and preserving DNA samples for analysis. (M M M M)



## **83.3 Evidence Handling**

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**83.3.1**(M M M M) Collecting from Known Source

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

### 83.3.1

#### (M M M M) Collecting from Known Source

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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.

#### Commentary

A significant degree of the value of laboratory examinations concerns the identification of substances and comparison of these with materials from known sources. This is true especially in the case of the study of hairs, fibers, fabrics, paint, glass, wood, soil, and tool marks. The location from which samples from a known source are taken is critical where fractures have occurred, such as in the case of glass, wood, paint, and metal. (M M M M)

## 83.3.2

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

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

- a. *identification of the person responsible for submitting the evidence;*
- b. *methods for packaging and transmitting evidence to the laboratory;*
- c. *types of documentation to accompany evidence when transmitted;*
- d. *receipts to ensure maintenance of chain of evidence; and*
- e. *stipulation that laboratory results be submitted in writing.*

#### Commentary

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

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

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

## Chapter 84 Introduction

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

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

## **84.1 Administration and Operation**

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

**84.1.2(M M M M) (LE1) Storage and Security**

**84.1.3(M M M M) (LE1) Temporary Security**

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

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

**84.1.6(M M M M) (LE1) Inspections and Reports**

**84.1.7(O O O O) Final Disposition**

**84.1.8(M M M M) Property Acquired through the Civil Process**



## 84.1.1

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

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

- a. *requiring all property to be logged into agency records before the officer ends his/her tour of duty or under exceptional circumstances as defined by policy;*
- b. *requiring all property to be placed under the control of the property and evidence control function before the officer ends his/her tour of duty or under exceptional circumstances as defined by policy;*
- c. *requiring a written report detailing the circumstances by which the property came into the agency's possession and describing each item of property obtained;*
- d. *providing guidelines for packaging and labeling property prior to storage;*
- e. *establishing extra security measures for handling exceptional, valuable, or sensitive items of property;*
- f. *requiring an effort to identify and notify the owner or custodian of property in the agency's custody; and*
- g. *establishing procedures for the temporary and final release of property items from the control of the property and evidence function.*


#### Commentary

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

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

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

Extra security measures for handling and receiving should be taken when, from whatever source, items are considered to be sensitive, high in value, or otherwise constituting an



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

Written reports should be submitted, listing the property obtained and detailing the circumstances associated with the custody. Case numbers may be used to cross-reference the property.

Once the property has been officially placed under the agency's control, a procedure for removing the property for further investigation, court, release, or other official purpose should be established. A written document ensures accountability and/or uninterrupted chain of custody until final disposition. Employees should be prohibited, at all times, from storing property in their personal desks, lockers, vehicles, homes, or other places that are not secure or would interrupt the chain of custody. Personal use of any property should also be strictly prohibited.

A reasonable attempt should be made to locate owners of property in the custody of the agency and notify them of its status. If possible, release back to the owner should be effected as expeditiously as is consistent with applicable law. (M M M M) (LE1)

## 84.1.2

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

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

#### Commentary

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

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

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

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

### 84.1.3

(M M M M) (LE1) Temporary Security

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

Commentary

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

#### 84.1.4

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

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

##### Commentary

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

## 84.1.5

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

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

### Commentary

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

## 84.1.6

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

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

- a. an inspection to determine adherence to procedures used for the control of property and evidence is conducted semi-annually by the person responsible for the property and evidence control function or his/her designee;
- b. an audit of property and evidence in compliance with Appendix I occurs whenever the property and evidence custodian is assigned to and/or transferred from the position and is conducted jointly by the newly designated property and evidence custodian and a designee of the CEO to ensure that records are correct and properly annotated;
- c. an annual audit of property and evidence in compliance with Appendix K is conducted by a supervisor not routinely or directly connected with control of property and evidence; and
- d. unannounced inspections of property and evidence storage areas are conducted, as directed by the agency's chief executive officer, at least once a year.

#### Commentary

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

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

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

circumstances should that inspector be appointed by supervisory or command officers having the property function under their control.

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



## 84.1.7

### (O O O O) Final Disposition

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Final disposition of found, recovered, and evidentiary property is accomplished within six months after legal requirements have been satisfied.

#### Commentary

Prompt, authorized property removal (final disposition/destruction) prevents an overload on the property management system and reduces the requirement for additional storage space. Also, the lack of prompt disposition procedures further deprives owners of the use of their property. Law enforcement agencies should establish procedures for the prompt photographing and return of property to victims, with the prosecutor's approval. (O O O O)

## 84.1.8

### (M M M M) Property Acquired through the Civil Process

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All property acquired through the civil process function or asset forfeiture proceedings are accounted for in agency records and is disposed of by the agency pursuant to legal authority.

#### Commentary

Federal laws, and in most cases, state and provincial laws regulating the seizure and disposition of property forfeited should be incorporated into the agency's procedures. (M M M M)

## Chapter 91 Introduction

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

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

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

## **91.1 General Supplement**

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

91.1.2(O O O O) Out of Agency Budget Coordination

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

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

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

91.1.6 Not in Use

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

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

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

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

## 91.1.1

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

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

- a. *specific areas to be reviewed;*
- b. *identifying records and reports to be used;*
- c. *risks to campus community from criminal activity;*
- d. *risks to campus community from accidents;*
- e. *risk of property loss to the institution and individuals;*
- f. *liability issues; and*
- g. *reporting analysis conclusions and recommendations to appropriate officials outside the agency.*

#### Commentary

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

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

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



## 91.1.2

### (O O O O) Out of Agency Budget Coordination

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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.

#### Commentary

A campus law enforcement agency's budget may not include all of the funding for public safety on a campus. It is recognized and important that all law enforcement measures on a campus be coordinated through the public safety director or agency CEO to ensure compliance with the security mission of the institution. (O O O O)

### 91.1.3

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

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

#### Commentary

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

## 91.1.4

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

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

- a. *conditions for supplying security escort services;*
- b. *notification of the service to the campus community;*
- c. *supervision;*
- d. *security escort selection;*
- e. *training or orientation; and*
- f. *rules and regulations for security escorts.*

#### Commentary

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

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

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



## 91.1.5

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

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

- a. *authorization for system use;*
- b. *conditions that will initiate the notification system;*
- c. *methods by which the information will be released;*
- d. *who activates the notification system;*
- e. *testing; and*
- f. *administrative issues.*

#### Commentary

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

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

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

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

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

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

## 91.1.6 Not in Use

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This standard number is intentionally not in use.

## 91.1.7

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

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

#### Commentary

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

## 91.1.8

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

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

- a. *assessing conditions for camera locations;*
- b. *establishing conditions and responsibilities for monitoring cameras and responding to potential incidents;*
- c. *establishing a media retention schedule and security access protocols;*
- d. *maintenance and testing responsibilities;*
- e. *training of employees;*
- f. *annual reevaluation of incidents and camera locations; and*
- g. *requests to view recordings and the release of information/data.*

#### Commentary

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

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

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

## 91.1.9

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

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

- a. *procedures for determining their locations;*
- b. *regular maintenance and testing;*
- c. *procedures for responding;*
- d. *methods to notify the campus community of the service; and*
- e. *a needs review based on a documented security survey conducted once every three years.*

#### Commentary

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

(M M M M) (LE1)

## 91.1.10

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

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

- a. *clarification of the administrative investigative goal;*
- b. *reviewing and analyzing records, documentation and related materials;*
- c. *conducting additional interviews;*
- d. *seeking additional information;*
- e. *planning, organizing and preparing investigative reports and findings for review by appropriate administrative authorities; and*
- f. *consulting with appropriate prosecutorial authorities in all instances when criminal activities are discovered during the non-criminal administrative investigation.*

#### Commentary

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



## **91.2 Medical Centers**

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

**91.2.2(M M M M) Personnel Assigned to Medical Centers**

**91.2.3(M M M M) First Responses Responsibilities**

## 91.2.1

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

---

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

#### Commentary

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



## 91.2.2

### (M M M M) Personnel Assigned to Medical Centers

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:

- a. *responsibilities for patrolling the facility;*
- b. *the role of agency personnel in screening patients and visitors to the emergency department for weapons;*
- c. *the role of agency personnel in screening "direct admit patients" for weapons; and*
- d. *agency responsibility in managing high-risk patients.*

#### Commentary

The purpose of this standard is ensuring safety, protection, and patient care in College/University Medical Center properties. This protection also extends to not only patients, whose security is threatened, but also to those who pose a risk to others, as well as other patients, visitors and staff. (M M M M)

### 91.2.3

#### (M M M M) First Responses Responsibilities

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:

- a. *procedures for responding to emergency calls for service;*
- b. *procedures for assisting the medical center's Emergency Medical Treatment and Labor Act (EMTALA) response team(s);*
- c. *procedures for responding to reports of baby abductions from the facility; and,*
- d. *any special procedures for responding to non-emergency calls.*

#### Commentary

Medical centers pose a challenge for law enforcement response, not only because of their size, but also because of the various federal and state laws under which they are regulated. The purpose of this standard is to ensure rapid response by campus law enforcement/security, while remaining sensitive to the medical center environment.

The Emergency Medical Treatment and Active Labor Act (EMTALA) ensures public access to emergency services regardless of ability to pay. The agency directive should articulate the agency's role in the expeditious response to screen and stabilize all individuals on the hospital's campus who request medical treatment. Additionally, the directive should identify the hospital's main buildings, other hospital owned buildings within 250 yards of the main building and any off-campus outpatient care settings that qualify as hospital departments governed by the provisions of the Act. (M M M M)



## **91.3 Research Intensive Facilities**

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### **91.3.1 (M M M M) (LE1) Agency Role and Responsibilities**



### 91.3.1

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

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

- a. *the identity of the position or campus agency responsible for coordinating the response to various incidents at the center/facility;*
- b. *specific responsibilities of agency communications personnel;*
- c. *specific responsibilities of responding agency personnel;*
- d. *special risks and response training for agency personnel at least annually; and*
- e. *specialized equipment needs/requirements.*

#### Commentary

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

## 91.4 Administration

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

## 91.4.1

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

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

- a. *annual reporting;*
- b. *timely warnings to the campus community about crimes that are a threat to students and employees;*
- c. *public crime log;*
- d. *submission of data to the United States Department of Education;*
- e. *establishing the rights of victims of sexual assaults; and*
- f. *meeting other operational and reporting requirements as stipulated by the United States Department of Education.*

#### Commentary

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

## **Appendix**

**Appendix A** Glossary

**Appendix B** Guiding Principles for Agencies and Assessors

**Appendix C** Form For Raising Standards-Related Issues

**Appendix D** Transition Policy

**Appendix E** Time Sensitive Standards

**Appendix F** List of Observation Standards

**Appendix G** File Construction and Documentation

**Appendix H** Standard Titles

**Appendix I** Sample Size Table Evidence Custodian Change Audits

**Appendix J** Suggested Structure

**Appendix K** Sample Size Determination for Annual Property and Evidence Audits

## **Appendix A**

### **Glossary**

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**Abandonment**

**Academy**

**Active Threat**

**Administrative Review**

**All Hazard Plan**

**Amber Alert**

**Analysis**

**Applicant**

**Arrest**

**Arresting Officer**

**Assesment Center**

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Job Description  
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National Incident Management System (NIMS)



Organizational Component  
Outside Academy  
Personnel Early Warning System  
Personal Equipment  
Photographic Lineup  
Physical Arrest  
Physical Lineup  
Physical Plant  
Plan  
Policy  
Position  
Post-secondary Educational Institution  
Preliminary Investigation  
Procedure  
Processing  
Property and Evidence Custodian  
Pursuit  
Reasonable Belief  
Recruitment Activities  
Recruitment Literature  
Recruitment Plan  
Remedial Training  
Reserve  
Restraining Devices  
Review  
Roadblock  
Road Side Safety Check  
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Salary Augmentation



Scientific Survey  
Search and Rescue  
Secondary Employment  
Security Hazard  
Security Survey  
Selection Criteria  
Selection Materials  
Selection Procedure  
Selection Process  
Serious Physical Injury  
Service  
Sexual Harassment  
Shift Briefing  
Show-Up  
Skills, Knowledge, and Abilities  
Special Event  
Special Purpose Vehicle  
Specialized Assignment  
Specialized Training  
Special Order  
Staff Inspection  
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**Traffic Survey**

**Transport Vehicle**

**Transporting Officer**

**Unity of Command**

**Unified Command**

**University**

**Unlawful Harassment**

**Validity**

**Victim**

**VIP**

**Volunteers**

**Workload**

**Written Directive**

## Abandonment

The situation when a child is told or forced to leave home overnight, or is prevented from returning home overnight by a parent or household adult when no adequate alternative care is arranged, or a child's caretaker makes no effort to recover a child who has run away, or who has been deserted.

## Academy

A facility at which agency training programs are conducted, usually housing classrooms, gymnasium, library, and offices for academy instructors and staff. Other facilities, such as a firing range and driver-training track, are usually considered to be part of the academy but may not necessarily be located at the same site. The academy may be located at or near headquarters, on the campus of an institution of higher education, or at some other location.

## Active Threat

An active threat is any deliberate incident that poses an immediate or imminent danger to others. Although these events often involve the use of firearms by perpetrators, they may also involve the use of other types of weapons or implements with the intent to cause harm.



## Administrative Review

---

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



## All Hazard Plan

---

See Emergency Operation Plan.

## Amber Alert

(America's Missing: Broadcast Emergency Response plan) Law enforcement, media/broadcasters, transportation and other partners working together to disseminate information to the public in response to the most serious child abduction cases. The twelve elements of an AMBER plan include: the name of plan, stakeholders, memorandum of understanding, criteria, quality control, measures, activation protocol, tools to activate, technology training, phone bank, after action reports and oversight committee.

## Analysis

---

A systematic, structured process for dissecting an event into its basic parts to identify any patterns or trends. Analysis should reveal patterns or trends that could be predictive or could indicate program effectiveness, training needs, equipment upgrade needs and/or policy modification needs.

## Applicant

---


Any person who applies or makes formal application for employment.



## Arrest

---

To deprive a person of his/her liberty by legal authority. (Black's Law Dictionary.) (See Custody; Full-Custody Arrest; Physical Arrest.)





## Arresting Officer

---


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



## Assesment Center

---

A standardized evaluation of behavior based upon multiple sources of input and using trained observers and multiple techniques. Judgments about behavior are made from specially developed assessment exercises designed to measure the participant's performance in specific job-related tasks and situations.







## At Risk Persons

---

Any person who is physically or mentally challenged and who poses a risk to themselves or others, e.g., mental disorders, suicidal, Alzheimer's patients, or diabetics.

## Audit

---


(Standard 17.4.3) A sampling and review of financial records and practices that conforms to generally accepted standards as prescribed by the American Institute of Certified Public Accountants, Government Finance Officers Association, or local legislation. (Standard 84.1.6b) A documented accounting of high-risk items (e.g. cash, precious metals, jewelry, firearms, and drugs) and other evidence and non-agency property to establish that all property is accounted for and records can reasonably be assumed correct. For high-risk items this requires a two-tailed random sampling method be applied to achieve a 95% confidence level with a confidence interval of +/- 3 percent. If the sampling method reveals discrepancies in the records of the evidence/property that exceeds a 4% error rate, a 100% inventory must be conducted on all high-risk items and additional sampling of items in general storage to the satisfaction of the CEO, to re-establish the accuracy of all records. (Standard 84.1.6c) A significant representative sampling of property including high-risk items.



## Auxiliary

---

A non-sworn, unarmed, uniformed or non-uniformed, affiliate whose duties contribute to the mission of the agency in a support capacity. Included are police volunteers, law enforcement cadets, law enforcement explorers, senior citizen groups, and other volunteers. Excluded are part-time paid employees of the agency and reserve officers.



## **Available Work Force**

---


The largest potential group or number of individuals eligible, qualified, and capable of assuming specific activities and responsibilities.



## **Biased Policing**

---

The selection of an individual(s) for enforcement action based in whole or in part on a trait common to a group, without actionable intelligence to support consideration of that trait. This includes, but is not limited to, race, ethnic background, national origin, gender, sexual orientation/identity, religion, economic status, age, cultural group, or any other identifiable characteristics.



## Booking


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



## Candidates

---

Persons seeking employment who meet the minimum requirements of the agency and have completed a formal application.



## **Career Counseling**

---

The relationship (process) between trained counselor and employee that is designed to facilitate an employee's career choices, comprehension of career goals, and achievement of career goals through meaningful and well-informed choices.






## Career Development Activities

---

An organized and supervised set of duties or functions designed to stimulate learning, e.g., counseling, training, job rotations.






## Chain of Command

---

Formal lines of communication going downward or upward within the organizational hierarchy through each successive level of command.





## Circle System

---

A series of fixed roadblocks intended to contain a vehicle or suspect in a given area.

## Circulation Patterns

Concern the movement of persons from place to place and for purposes of (Chapter 73 Court Security) standards are divided into three distinct routes. The first pattern is for the movement of the general public, who are usually allowed free movement from place to place, excluding restricted areas. The second pattern provides controlled access in areas used by judges, officers of the court, juries, or visitors whose presence is under control; in many instances, this pattern is also used to move prisoners under escort from a detention area to court and back. The third pattern is under the control of sworn law enforcement officers or custodial officers and is used exclusively for the movement of prisoners and may contain holding areas. The secure area is inaccessible by other than authorized personnel.



## Civil Arrest

---


A civil arrest is made pursuant to a written order by a judge of a competent jurisdiction in a civil action or proceeding. Such written orders may be given by a supreme court, the family court, county court, district court, or the surrogate's court, depending upon the area of the country.



## Civilian

---

A non-sworn person having no arrest authority as defined in "sworn officer" and "full-custody arrest." Civilians may be employed or affiliated with a law enforcement agency in a variety of supporting roles and may be uniformed, but lack the authority to make a full-custody arrest.



## Civil Process

---

Those writs, summonses, mandates, or other process issuing from a court of law or equity pertaining to a cause of action of a civil nature. The term includes original, intermediate, and final process to be served by the agency in any action involving civil litigants.

## **Class**

---

A grouping of jobs for which duties, responsibilities, qualifications, and conditions of employment are sufficiently alike to justify the same treatment with respect to personnel practices. (See Position for the differentiation among class, job, and position.)






## Class Specification

---

An official statement or guideline about the general duties, responsibilities, and qualifications involved in the kinds of jobs included in the same class.





## College

---

See Post-secondary Educational Institution.






## Commentary

---

The "commentary" is the second of the three parts of a "standard" (standard statement, commentary, and levels of compliance). The commentary supports the standard statement but is not binding. The commentary can serve as a prompt, as guidance to clarify the intent of the standard, or as an example of one possible way to comply with the standard.





## **Community Survey**

---

A survey of residents of the community.



## Component

---

See Organizational Component.



## Constant Supervision

---


The direct, personal supervision and control of a detainee by the attending officer who can immediately intervene on behalf of the agency or the detainee.



## Contact Survey

---

A survey of people who have had contact with the law enforcement agency.






## Contraband

---

Any item that is illegal to possess, to include items that are not permitted within a holding facility because of their possible use to disrupt security measures within the facility.





## **Counseling**

---


The giving of advice; advising. As used: discussions between the rated employee and rater leading to advice to the former concerning performance or career development.



## Court Holding Facility

---

A holding facility located in or adjacent to a court and outside the confines of a jail, where detainees await their court appearance.



## **Court Security Officer**

---

A person, employed by the law enforcement agency, who performs or who is responsible for the court security function.

## **Criminal Process**

---


Those writs, summonses, mandates, warrants, or other process issuing from a court of law compelling a person to answer for a crime. The term also includes process issued to aid in crime detection or suppression, such as search warrants.



## Critical Incident

---

An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response, such as major planned events and law enforcement incidents.



## Critical Missing

---

A reported missing person who is missing and foul play may be a factor; or any child (as defined by the local jurisdiction) or any at risk person.

## Custody

---

Legal or physical control of a person in an area or facility or while in transit; legal, supervisory, or physical responsibility for a person. (See Arrest; Full-Custody Arrest; Physical Arrest.)



## **Demonstrated Proficiency**

---

Attaining and demonstrating a knowledge of the laws concerning the use of authorized weapons and knowledge of agency policy(s) on the use of force, escalating force, and deadly force; and being familiar with recognized safe-handling procedures for the use of these weapons. The instruction on and qualification with all weapons should be provided by a certified weapons instructor. Proficiency for firearms includes qualifying on a prescribed course. Proficiency for electronic control weapons includes successfully loading, unloading, deploying and discharging the prongs of the weapon on an annual basis.






## Detainee

---

A person in the custody of agency personnel and whose freedom of movement is at the will of agency personnel.



## Disabled Detainee

---

A detainee with an anatomical, physiological, or mental impairment that hinders mobility.

## Diversion

---


In the broadest sense, any procedure that (1) substitutes non-entry for official entry into the justice process, (2) substitutes the suspension of criminal or juvenile proceedings for the continuation of those proceedings, (3) substitutes lesser supervision or referral to a non-justice agency or no supervision for conventional supervision, or (4) substitutes any kind of non-confinement status for confinement.



## Electronic Data

---

Information capable of being stored or transmitted in digital form including text, pictures, video, and audio, as well as the programs and applications required for storage, transport, and manipulation of such information. This definition commonly includes records management databases, fingerprint databases, audio/video storage databases, and photographic databases. This also includes administrative information commonly used in the operation of a government entity.





## Emergency Operation Plan (EOP)

---


Commonly referred to as an "ALL HAZARD PLAN," an EOP is a written plan containing general objectives reflecting the overall strategy for responding to and managing critical incidents. The plan defines the scope of preparedness and incident management activity required of the agency, and is flexible enough for use in all emergencies.



## **Emotional Stability/Psychological Fitness Examination**

---

Professional screening designed to identify candidate behavior patterns and/or personality traits that may prove either deleterious or advantageous to successful job performance.



## Employee Assistance Program (EAP)

---


A formal program 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.



## Equal Employment Opportunity

---

The provision of equitable opportunities for employment and conditions of employment to all employees regardless of race, creed, color, age, sex, religion, national origin, or physical impairment. Where a recruitment plan focuses on additional recruitment steps to be taken to increase the likelihood of hiring a member of an underrepresented group, EEO focuses on ensuring that applicants are treated fairly in the selection process (and in other personnel activities) by giving them the same opportunities for employment. The role of equal opportunity is to create a "level playing field" for all applicants and employees. An equal employment opportunity plan is a document that is designed to state the steps the agency intends to take to ensure that there are no artificial barriers that would prevent members of a protected group from a fair and equitable opportunity to be hired, promoted, or to otherwise take advantage of employment opportunities.





## Evaluation


A careful appraisal and study to determine the significance and/or worth or condition, and to draw conclusions pertaining to an item, project, or undertaking.



## Execution

---

The performance of an act required by a writ, warrant, or other legal process commanding the seizure of a person or thing, as opposed to mere delivery of an instrument without any concomitant seizure. For the purposes of (Chapter 74 Legal Process), a legal attachment is deemed an execution.






## Exercise

---

Gathering of individuals inclusive of government and private sector persons, to develop plans, practice simulated implementation, and to discuss each agency's role in handling unusual occurrence incidents. This could include tabletop, functional, and/or full field exercises.



## Field Training

---


A structured and closely supervised program provided to recruit officers to facilitate the application of skills and knowledge obtained in the academy/classroom to actual performance in on-the-job situations.



## Field Training Officer (FTO)

---

An officer who has been carefully selected and trained to deliver the field training program to recruit officers.






## Fixed Roadblock

---

A full or partial roadblock established at a fixed point.






## Follow-Up Investigation

---

An extension of the preliminary investigation. The purpose is to provide additional investigation in order to close a case, arrest an offender, and/or recover stolen property.





## Formal Application

---

A written form used to express interest in employment and to request information on a person's basic occupational qualifications, work experience, educational background, training, and special skills or abilities.





## Full-Custody Arrest

---

Arrest authority, with or without a warrant, which includes the legal authority to physically remove a person from their location, taking that person to a place of confinement or judicial authority.

For interpretive purposes, the line of demarcation between sworn and non-sworn (or civilian) agency personnel exists with the authority to make a full-custody arrest. A sworn officer has authority to make a full-custody arrest; a non-sworn person does not.

Non-sworn personnel (civilians) may have limited authority to stop and detain persons (such as authority granted security guards), or stop and issue a notice to appear in court (such as authority granted traffic enforcement aides), but they do not possess authority to make a full-custody arrest. A full-custody arrest includes the authority to deny persons their freedom, using force if necessary, to effect the arrest. (See Arrest, Custody; Physical Arrest.)

## Function

---

A general term for the required or expected activity of a person or an organizational component, e.g., patrol function, communications function, the planning function, the crime analysis function.



## General Order

---


A term used by some agencies to describe directives of a long standing nature concerned with policy, rules, and procedures affecting more than one organizational component.



## Goal

---

A relatively broad statement of the end or result that one intends ultimately to achieve. A goal usually requires a relatively long time span to achieve and, whenever possible, should be stated in a way that permits measurement of its achievement.





## **Holding Facility**

---


A confinement facility outside of a jail where detainees are housed, receive meals, and can be detained for periods involving days and overnight stays for a period of not more than 72 hours, excluding holidays and weekends.



## Identity Theft

---

The wrongful use of another person's identifying information, such as credit card, social security, or driver's license numbers to commit financial or other crimes.






## Incident

---

An event that requires law enforcement action, documentation, or the dispatching of agency personnel in response to citizen requests for law enforcement services. This includes any incident, whether criminal or non-criminal, which involves a response to the scene, an investigation, or the preparation of an oral or written report.



## Incident Command System (ICS)

---

A system for command, control, and coordination of a response that provides a means to coordinate the efforts of individual persons and agencies as they work toward the common goal of stabilizing an incident while protecting life, property and the environment. There are five major components: command, planning, operation, logistics, and finance/administration.






## In Custody

---

Being under the full control of a law enforcement officer. (See Full-Custody Arrest.)





## In-Service Training

---

Training in addition to recruit training, which may include periodic retraining or refresher training, specialized training, career development, promotional training, advanced training, and shift briefing training.

## Inspection

---


A careful and critical examination; a formal review of all components of a particular requirement and an examination of their application.



## Institution

---

A facility that confines persons against their will and/or provides care for persons, e.g., mentally ill, adult or juvenile offenders.



## Intake


The point at which a juvenile offender enters the juvenile justice system. "Intake" may be initiated on request of the law enforcement agency, but the intake process is generally supervised by a probation agency, juvenile court, or special intake unit.



## Inventory

---

A detailed, itemized list, report, or record of items in one's possession or the process of making such a list, report, or record. (Standard 17.5.1) A detailed itemized list of agency owned or controlled property in possession of the agency, which includes a definition (or value) of what is to be itemized, and a written certification by the person conducting the listing.





## **Jail**

---


A confinement facility where detainees are housed in excess of 72 hours.



## Job Description

---

An official written statement setting forth the duties and responsibilities of a job, and the skills, knowledge, and abilities necessary to perform it.








## Job Related

---

A procedure, test, or requirement either predictive of job performance or indicative of the work behavior expected or necessary in the position.





## Lateral Entry

---

The hiring of new employees at advanced ranks or salary based on prior experience elsewhere and/or other job credentials.

