




Law Enforcement Services Under Contract

The provision of paid law enforcement services in accordance with a written contract. This does not encompass a situation in which an individual performs services for an agency under a personal services contract.






Legal Process

Any item of civil or criminal process, whether original, intermediate, or final that is valid on its face and is to be served or executed by the law enforcement agency.



Lesson Plan

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




Line Inspection

Inspection conducted by personnel in control of the persons, facilities, procedures, or other elements being inspected. Line inspection may be carried out by any supervisor within the chain of command and is often conducted by supervisory personnel who may also be responsible for ensuring that any substandard conditions revealed in the inspection are corrected.



Memorandum


An informal, written document that may or may not convey an order; it is generally used to clarify, inform, or inquire.





Mental Illness

Any condition characterized by impairment of an individual's normal cognitive, emotional, or behavioral functioning, and caused by social, psychological, biochemical, genetic, or other factors, such as infection or head trauma.



Moving Roadblock

Use of one or more moving vehicles to block the roadway and prevent approaching vehicles from continuing.

National Incident Management System (NIMS)

A system for incident management that provides a consistent nationwide approach for federal, state, local and non-governmental organizations to work effectively and efficiently to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.


Objective

An objective is an end or result that one intends to attain in order to achieve partial fulfillment of a goal. An objective is a subgoal or an element of a goal, and therefore, requires a shorter time to accomplish than does a goal.



Organizational Component


A subdivision of the agency, such as a bureau, division, section, unit, or position that is established to provide a specific function.





Outside Academy


An academy not operated by the agency, such as a regional or state training academy providing recruit, in-service, or specialized training.





Personnel Early Warning System

A system for the early identification of agency employees who may need some type of corrective action or intervention and a procedure for collecting and evaluating materials required for implementing such corrective action.



Personal Equipment

Equipment items issued and/or approved by the agency for employee use, e.g., badge, baton and holder, belts, cartridge carrier, departmental and rank insignia, flashlight, handcuffs and case, notebook, raincoat and cap cover, side arm and holster, tear gas canister, and whistle.




Photographic Lineup

A selected group of photographs of persons presented to a witness containing a single suspect and several fillers for the purpose of determining whether the witness is able to identify the suspect as the perpetrator of the crime.



Physical Arrest

Any enforcement action that consists of taking persons into custody for the purpose of holding or detaining them to answer a charge of law violation before the court. (See Arrest; Custody; Full Custody Arrest.)





Physical Lineup

A selected group of persons presented to a witness containing a suspect and several fillers for the purpose of determining whether the witness is able to identify the suspect as the perpetrator of the crime.

Physical Plant

The real property facilities housing the agency, its employees and property, including buildings, garages, and other structures. For a holding facility, its physical confines, including the reception area, sallyport, holding cells, and related spaces. If used only for booking detainees into the holding facility, the booking area is also included.



Plan

Documented identification of methods to achieve desirable goals or conditions.



Policy

A written directive that is a broad statement of agency principles. Policy statements may be characterized by such words as "may" or "should" and usually do not establish fixed rules or set procedures for conduct of a particular activity but rather provide a framework for development of procedures and rules and regulations.

Position

The duties and responsibilities, or work, assignable to one employee. A position may be filled or vacant. For purposes of comparison, a patrol officer assigned as a court officer would occupy a "position." Patrol officer would be the "job." A position may have functional responsibility for a single task, e.g., court officer, patrol officer, crime prevention officer, or over several combined tasks, e.g., administrative lieutenant responsible for planning, budget, staff inspections, and internal affairs.


Post-secondary Educational Institution

A college or university is defined as a post-secondary educational institution that provides not less than a 2-year program of instruction that is acceptable for credit towards a bachelor's degree; and/or is an institution of higher education offering certificate or apprenticeship programs at the post-secondary level. Post-secondary education is defined as the provision of a formal instructional program whose curriculum is designed primarily for students who are beyond the compulsory age for high school. This includes programs whose purpose is academic, vocational, and continuing professional education, and excludes vocational and adult basic education programs.



Preliminary Investigation


Generally, the activity that begins when personnel arrive at the scene of an incident. The activity should continue until such time as a postponement of the investigation or transfer of responsibility will not jeopardize the successful completion of the investigation.





Procedure

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




Processing

Includes pre-booking activities involving detainees in custody, after which detainees may either be released from custody by one of several means or be escorted to a holding facility, at which time they would be booked.



Property and Evidence Custodian

The person who holds authority for the day to day supervision and operation of the property and evidence function.




Pursuit

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



Reasonable Belief

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





Recruitment Activities

A systematic method of seeking potentially qualified job applicants.



Recruitment Literature

Written materials or brochures designed to attract qualified applicants for jobs.



Recruitment Plan

A written plan for actively recruiting underrepresented minorities and women. A recruitment plan assumes the agency is doing more than just fairly implementing their selection procedures and instruments, e.g., providing equal opportunity. Proactive recruitment requires additional steps, where necessary, to increase the likelihood of attracting qualified applicants of protected groups that are insufficiently represented in the agency's sworn ranks.

Remedial Training

Personalized training to correct a specific deficiency, which is usually identified by either testing or other evaluation during training or supervisory evaluation during routine job performance.

Restraining Devices

Equipment used to restrain the movement of the prisoner, such as handcuffs, flex-cuffs, waist chains, ankle chains, restraining straps, straight jackets, or tie-down stretchers.

Reserve

A sworn officer, armed or unarmed, who works less than full time, with or without compensation, and who, by their assigned function or as implied by their uniform, performs duties associated with those of a police officer.



Review


To examine or study; less formal than an analysis.





Roadblock

A restriction, obstruction, or device used or intended for the purpose of preventing free passage of motor vehicles on a roadway in order to effect the apprehension of a suspect.




Road Side Safety Check

A temporary operation in which law enforcement or other authorized personnel stop some or all traffic to inspect individual vehicles or their contents or to interview drivers.



Rules and Regulations

A set of specific guidelines to which all employees must adhere.




Salary Augmentation

Pay that is added to the base salary of the employee. Such augmentation may be considered as premium pay, merit pay, differential pay, or a temporary increase because of a temporary assignment to a position with higher base salary.



Scientific Survey

A survey conducted using methods expected to provide reliable and valid information. If a sample of persons is surveyed, the sampling method is expected to produce a representative set of respondents and the sample is large enough to generalize findings to the applicable population of residents and/or agency clients. Survey items are carefully constructed and standard measures are used whenever possible.





Search and Rescue


A coordinated effort to locate individuals missing in a wilderness area, in large bodies of water, or elsewhere. Search and rescue missions usually involve use of aircraft, boats, or other special purpose vehicles and specialized personnel such as scuba divers, mountain climbers, or spelunkers.





Secondary Employment

Any outside employment, which is either extra-duty or off-duty. Extra-duty employment is any secondary employment that is conditioned on the actual or potential use of law enforcement powers by the officer-employee. Off-duty employment is any secondary employment that is not conditioned on the actual or potential use of law enforcement powers by the off-duty employee.



Security Hazard

Any threat to the security of the prisoner, to the facility in which he or she is held, or to others with whom the prisoner may come into contact. Estimations of the degree of security hazard will govern the means of transport, the kinds of restraining devices to be used, and other actions to be taken by the escort officer to provide proper protection for and security of the prisoner.




Security Survey

An on-site examination and analysis of security needs that determines the nature and degree of the threat, the exact kind and degree of protective measures used, and the precise kinds of security measures that are required and recommends the appropriate policies, procedures, and equipment needed for the security function.



Selection Criteria

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





Selection Materials

All written tests, test scores, answer sheets, study materials, evaluations, ratings, questionnaires, reports, and forms used in the selection process that have a bearing upon the employment decision.



Selection Procedure


Any established method or combination of methods used in any way as the basis for an employment decision.





Selection Process


The combined effect of components and procedures leading to the final employment decision, including minimum qualifications, e.g., education, experience, physical attributes, citizenship, residency-written tests, performance tests, oral exams, interviews, background investigations, medical exams, polygraph tests, police academy ratings, probationary period ratings, personality inventories, interest inventories, psychiatric evaluations, veteran's preference, cut-off scores, and ranking procedures.





Serious Physical Injury


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





Service

The delivery of any item of civil process that is complete with the act of delivery and does not require physical or legal seizure of a person or thing.




Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.



Shift Briefing


Training or informational sessions of short duration administered to law enforcement personnel just prior to, or after, their tour of duty.





Show-Up


A witness views a single suspect for purposes of identification of the suspect as the perpetrator of the crime.





Skills, Knowledge, and Abilities

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





Special Event

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






Special Purpose Vehicle

A vehicle that requires special training or authorization for deployment. This includes, but is not limited to: SWAT trucks, bomb disposal vehicles, mobile command posts, aircraft, watercraft, and motorcycles. Bicycles, all-terrain vehicles, snowmobiles, and Segways may fall under the definition of a special purpose vehicle, if the agency or law requires special licensing or training prior to their use.



Specialized Assignment

An assignment often characterized by increased levels of responsibility and specialized training, but within a given position classification; a specialized assignment may involve higher pay or additional benefits.




Specialized Training

Training to enhance skills, knowledge, and abilities taught in either recruit or other in-service programs. Specialized training may address supervisory, management, and/or executive development training, or it may include technical and job-specific subjects, e.g., homicide investigation, fingerprint examination, juvenile investigation.



Special Order


A directive affecting only a specific segment of the organization or a statement of policy or procedure regarding a specific circumstance or event that is of a temporary nature.





Staff Inspection

Inspection conducted by personnel who do not have control of the persons, facilities, or procedures being inspected. Staff inspectors in larger agencies are generally members of a specialized component responsible for conducting inspections throughout the agency. The results of staff inspections are usually reported to the agency's chief executive officer.



Status Offense

An act or conduct declared by statute to be an offense only when committed or engaged in by a juvenile, and adjudicated only by a juvenile court.

Sworn Officer

A person who is granted those general peace officer powers prescribed by constitution, statute, or ordinance in the jurisdiction, including those persons who possess authority to make a full-custody arrest for limited or specific violations of law within the same jurisdiction.



Tactical Team

A group of officers who are specially selected, trained, and equipped to handle high-risk incidents, such as those involving snipers, barricaded persons, hostage-takers, selected warrant services, and other situations or activities as deemed necessary by command leadership.



Task

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




Task Analysis

A systematic, structured process for dissecting a job into its basic parts. A task analysis identifies the important or essential elements of a job, the key work behaviors, and the knowledge, skills, and abilities required for these work behaviors.



Task Force


Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.





Temporary Detention

Temporary detention is measured in hours and does not involve housing or feeding detainees except in extenuating circumstances.





Terrorism


Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping.





Traffic Engineering Authorities

Persons responsible for traffic engineering in various local, regional, and state agencies, e.g., street or highway department, public works department, transportation department.






Traffic Survey

An examination of traffic characteristics, such as volume, speed, delay, accidents, origin, destination, etc.



Transport Vehicle

The vehicle used for transporting a prisoner from one point to another. The transport vehicle may be the patrol vehicle, such as in the case of transporting a prisoner after an arrest; a vehicle of a correction facility designated for prisoner transport but also used for other purposes; or a specially designed prisoner transport vehicle, such as a bus or van. This term does not refer to commercial vehicles, such as buses, trains, or airplanes that may be used for prisoner transport.




Transporting Officer

A person who is responsible for transporting a prisoner from one point to another. This may be the arresting officer or another agency employee who is assigned to the responsibility for transport.



Unified Command


Unified Command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability.





Unity of Command

The concept that each individual in the organization has one, and only one, immediate supervisor.






University

See Post-secondary Educational Institution.



Unlawful Harassment


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





Validity

Proof through statistical data that a given component of the selection process is job related either by predicting a candidate's job performance or by detecting important aspects of the work behavior related to the position.





Victim


A person who suffers physical, financial, or emotional harm as the direct result of a specified crime committed upon his or her person or property.





VIP

A "very important person," dignitary, famous personality, notorious person, or any other person in need of special security.





Volunteers

See Auxiliary.



Workload

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



Written Directive

Any written document used to guide or affect the performance or conduct of agency employees. The term includes policies, procedures, rules and regulations, general orders, special orders, memorandums, and instructional material.



Appendix B


Guiding Principles for Agencies and Assessors

1.0 Functions Performed or Delegated

2.0 Standards

3.0 Written Directives

4.0 Assessors



1.0 Functions Performed or Delegated

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

For example, even though an agency delegates its communication functions to a regional center and its recruit training to a neighboring law enforcement agency, the agency remains responsible for the functions and, therefore, for compliance with the standards related to those functions.

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

An agency remains accountable for the performance of functions that the Commission determines are applicable for an agency of its size and type, even if the function is performed by another organization. This applies to functions delegated (as in 1.1) and functions that are traditionally performed by another entity. This includes recruitment, selection, and promotion, which may be the responsibility of a civil service board or central personnel agency.

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

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

1.4 If an agency performs functions governed by standards designated as "not applicable," the agency must comply with those standards.

This guideline applies in those cases where, because of an agency's size, the standard is "not applicable." If the agency performs the function, regardless of whether the standard is designated as not applicable, the manner in which the agency performs the function must not be in conflict with the relevant standard.

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

"Occasional" performance might include: (1) a nonfull-service sheriff's office which, several times a month, backs up the local law enforcement agency at times when the law enforcement agency may be shorthanded; (2) a small law enforcement agency which, a few Friday nights a month, must hold prisoners for several hours in a holding area within the agency because the lock-up normally used by the agency is full; or (3) a large agency that normally utilizes a regional law enforcement training center holds in-service training programs several times a year because the demand for retraining increases due to problems which are unique to that agency. Agencies that occasionally perform functions should ensure that its operations do not violate the standards. Commission staff should be consulted by the self-assessing agency if questions arise in this regard.

2.0 Standards

2.1 An agency can exceed the requirement of a standard.

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

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

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

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

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

2.4 Personnel shall be assessed according to the glossary terms.

There is no need for an agency to change its definitions or titles for positions, employees, or other individuals affiliated with the agency. The standards will be assessed using the glossary terms found in this manual in comparison to the agency's actual utilization of the personnel being assessed. The glossary terms define four types of agency personnel: (1) sworn, (2) reserve, (3) auxiliary, and (4) civilian. Sworn and reserve personnel have the authority to make a full custody arrest while auxiliaries and civilians do not. The distinction between sworn and civilian personnel is predicated on the authority to make a full-custody arrest as defined in this manual, not on the basis of taking an oath of office. There may be employees, auxiliaries, or other persons affiliated with the agency who are required to take an oath, wear a uniform, and perform quasi-law enforcement duties such as detention or transportation of detainees, but they are not considered sworn or reserve law enforcement officers unless their authority includes the authority to complete a full-custody arrest.

3.0 Written Directives

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

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

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

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

Assessors must go beyond merely verifying the existence of a directive and must determine whether the content of the written directive meets the standard requirement. Assessors may choose to verify the agency's compliance with any written directive standard. If the observation of agency operations raises questions about compliance with the written directive, the assessor must resolve the compliance question through a review of additional written materials, or if appropriate, further observations, or interviews.

3.3 A written directive is the foundation for functional compliance with written directive standards. Adherence to written directives will generate other documentation (known as "proofs"), activities, or conditions, which will be necessary to prove continuing compliance.

It is recognized that historical "proofs" for an initial accreditation will likely be fewer in comparison to an agency documenting compliance for reaccreditation. The methods used by assessors to determine compliance are multi-dimensional and include a review of agency directives, determining historical continuity in agency documentation or "proofs," conducting interviews, evaluating panel presentations, and considering input from the public. Compliance with individual standards is rarely verified by using only a written directive.

4.0 Assessors

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

4.1 Assessors may go outside the proofs of compliance cited in the CALEA Process and Programs Guide. (March 25, 2011).

4.2 Assessor may go outside the agency to verify compliance.

4.3 Assessors must verify agency compliance with every standard listed by the Commission; assessor may verify compliance with any other standard they decide to assess.



Appendix C

Form For Raising Standards-Related Issues

Form Download: <http://www.calea.org/sites/default/files/AppendixC.pdf>



Appendix D

Transition Policy

The Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA®), in order to maintain its commitment to excellence and maintain standards that ensure the highest level of professionalism, recognizes and accepts the need for periodic review and evaluation of the standards. The Commission convened a Standards Review Focus Group to evaluate 4th Edition standards; address concerns expressed by law enforcement, as well as to strengthen the program.

Upon the recommendation of its Standards Review Focus Group, the Commission approved the 5th Edition of the *Standards for Law Enforcement Agencies* (SLEA) on November 18, 2005. On July 1, 2006, the 5th Edition, including all changes, become effective for agencies participating in the accreditation program. A majority of the new changes involve clarification of commentary language, consolidation of topics or chapters, and selected changes in compliance levels based on agency size.

The Commission encourages all agencies to begin converting to the 5th Edition of the SLEA as soon as practical. The Commission also recognizes these changes may be disruptive to agencies approaching an on-site assessment. To ensure a reasonable and orderly transition, the Commission has established a transition period, which will end on October 1, 2007.

CALEA staff will begin immediately to prepare, publish and distribute the 5th Edition SLEA, descriptive overviews, and standards crosswalk. Additionally, ancillary publications and materials, including the automated CACE program, will be modified appropriately. These materials will be distributed; at no cost, as a single, complete package to all client agencies no later than July 1, 2006.

To accommodate accredited agencies, which may have an on-site assessment for reaccreditation during the transition period, the Commission will allow those agencies the option of complying with either the 4th or the 5th Edition SLEA. Agencies may not select or interchange standards from another edition. Agencies must notify staff of their edition selection at least 90 days prior to their scheduled assessment. Accredited agencies desiring to comply with the 5th Edition SLEA must demonstrate continuing compliance with appropriate 4th Edition standards. However, they will only be required to demonstrate proof of compliance with new 5th Edition standards at the time of assessment. CALEA staff will provide a list of new standards that are applicable to the 5th Edition. Generally, new standards do not include the 4th Edition standards to which changes were made and included into the 5th Edition.

All assessments conducted on or after October 1, 2007 will be of 5th Edition standards.

Options extended to accredited agencies are also available to agencies preparing for their initial on-site assessment. Agencies are encouraged to adopt the 5th Edition as soon as possible. However, if the anticipated initial on-site assessment will be completed during the transition period, the agency may select to be assessed and receive accredited status using the 4th Edition standards. As in reaccreditation on-sites, initial assessments are subject to

the 90-day staff notification of edition choice. Only the standards in the selected edition will be used to assess the agency.

All new agencies signing contracts for initial accreditation on or after July 1, 2006 will be required to use the 5th Edition SLEA exclusively. Agencies signing contracts for initial accreditation before July 1, 2006, may use either the 4th Edition or the 5th Edition, provided that an agency opting to comply with standards in the 4th Edition must experience an on-site assessment within the stated transition period. Under no circumstances will any agency be allowed to comply with standards from both editions on a selective basis.

The Guiding Principles for Agencies and Assessors (Appendix B) and relevant formal decisions of the Standards Review and Interpretation Committee (SRIC) also remain valid. These interpretations are printed in the 5th Edition after and separate from the standard commentary.

The Commission's Executive Director is authorized to grant exceptions and/or extensions to this transition policy on a case-by-case basis after documenting all requests and subsequent decisions. The decision of the Executive Director may be appealed to the Standard Review and Interpretation Committee.



Appendix E

Time Sensitive Standards

Time Sensitive Activities By Standard Order

Time Sensitive Activities By Time Period



Time Sensitive Activities By Standard Order

The list of time sensitive activities is an aide to facilitate agencies in complying with standards that require reports on a time period basis. This list is based on time requirements stated in the standards. Agencies are cautioned that this list should be considered only as a guide. Depending on conditions, a number of standards require the agency to periodically review, modify, or take some action.

This list is presented in two formats, by standard order, and by time period.

Chapter 1

Standard	Action	Description	Level	Frequency
1.1.2	Activity	Ethics Training	M M M M	Biennial
1.2.9.d	Review	Bias Based Profiling	M M M M	Annual
1.3.6	Report	Use of force occurrence	M M M M	Incident
1.3.7	Review	Use of force reports required in Standard 1.3.6	M M M M	Incident
1.3.11	Report	Use of force policies, lethal and electronic controlled weapons proficiency	M M M M	Annual
1.3.11	Report	Use of force policies & less lethal weapons proficiency	M M M M	Biennial
1.3.13	Analysis	Use of force reports	M M M M	Annual

Chapter 15

Standard	Action	Description	Level	Frequency
15.2.1	Report	Updating written goals & objective for agency & each organization component	M M M M	Annual

Chapter 16

Standard	Action	Description	Level	Frequency
16.1.2	Report	Periodic workload assessments	NA O M M	Triennial
16.2.1	Review	Specialized assignments	NA O O O	Annual

Chapter 17

Standard	Action	Description	Level	Frequency
17.2.2	Report	Budget recommendations by major functions	NA O O O	Annual
17.4.1	Report	Fiscal management status reports	M M M M	Monthly
17.4.2.f	Report	Cash funds	M M M M	Quarterly

Chapter 25

Standard	Action	Description	Level	Frequency
25.1.3	Analysis	Employee grievances	O O M M	Annual

Chapter 31

Standard	Action	Description	Level	Frequency
31.2.2	Analysis	Recruitment plan	M M M M	Annual

Chapter 33

Standard	Action	Description	Level	Frequency
33.5.1	Activity	Legal update training	M M M M	Annual

Chapter 35

Standard	Action	Description	Level	Frequency
35.1.2	Report	Employee performance evaluation	M M M M	Annual
35.1.3	Report	Entry level employee performance evaluation	M M M M	Quarterly
35.1.9.c	Evaluation	Personnel Early Warning System	M M M M	Annual

Chapter 41

Standard	Action	Description	Level	Frequency
41.2.2.i	Review	Pursuit report	M M M M	Incident
41.2.2.j	Analysis	Pursuit report	M M M M	Annual
41.2.2.k	Review	Pursuit report	M M M M	Annual
41.2.3.e	Review	Use of road blocks and forcible stops	M M M M	Incident
41.2.7.e	Report	Training on dealing with the mentally ill	M M M M	Triennial

Chapter 42

Standard	Action	Description	Level	Frequency
42.1.6.i	Review	Criminal Intelligence Procedures and Process	M M M M	Annual

Chapter 44

Standard	Action	Description	Level	Frequency
44.1.3	Review	Juvenile enforcement and prevention programs	NA O O O	Annual

Chapter 45

Standard	Action	Description	Level	Frequency
45.1.1.c	Evaluation	Effectiveness of crime prevention	NA O O M	Triennial
45.2.2	Report	Community involvement report to CEO	NA O O O	Quarterly
45.2.4	Survey	Citizen attitudes & opinions of agency, safety & security & how to improve	O O O O	Triennial

Chapter 46

Standard	Action	Description	Level	Frequency
46.1.3.h	Report	After action report for critical incidents	M M M M	Incident
46.1.8	Inspection	Critical incident equipment readiness	M M M M	Quarterly
46.1.9	Report	Training on "All Hazard" plan	M M M M	Annual
46.1.10.e	Review	Gunman and terrorism plan	M M M M	Annual

Chapter 52

Standard	Action	Description	Level	Frequency
52.1.5	Report	IA investigations statistical summary	M M M M	Annual

Chapter 53

Standard	Action	Description	Level	Frequency
53.2.1.e	Inspection	Staff inspection of all organization components	NA O O O	Triennial

Chapter 55

Standard	Action	Description	Level	Frequency
55.1.2	Review	Victim/Witness Assistance needs	NA O O O	Triennial

Chapter 61

Standard	Action	Description	Level	Frequency
61.3.4.e	Review	Need for location of adult crossing guards	O O O O	Annual

Chapter 70

Standard	Action	Description	Level	Frequency
70.1.7.b	Report	Escape of prisoner being transported	M M M M	Incident

Chapter 71

Standard	Action	Description	Level	Frequency
71.2.1	Activity	Temporary detention training	M M M M	Triennial
71.4.3	Review	Temporary detention procedures	M M M M	Triennial

Chapter 72

Standard	Action	Description	Level	Frequency
<u>72.1.1</u>	Activity	<u>Holding facility training</u>	M M M M	Triennial
<u>72.3.1.a</u>	Inspection	Fire equipment	M M M M	Weekly
<u>72.3.1.a</u>	Test	Fire equipment	M M M M	Semi-annual
<u>72.3.3</u>	Inspection	Sanitation	M M M M	Weekly
<u>72.4.6</u>	Inspection	<u>Security inspection for weapons and contraband</u>	M M M M	Weekly
<u>72.4.11</u>	Report	Threat to facility or person	M M M M	<u>Incident</u>
<u>72.6.2</u>	Inspection	First-aid kit	M M M M	Weekly

Chapter 73

Standard	Action	Description	Level	Frequency
<u>73.2.1.c</u>	Survey	Court security needs - facilities/emergencies/high risk exposure/equipment	M M M M	Triennial
<u>73.5.1</u>	Activity	<u>Court holding facility training</u>	M M M M	Triennial
<u>73.5.6</u>	Inspection	First-aid kit	M M M M	Weekly
<u>73.5.9.a</u>	Inspection	Fire equipment	M M M M	Weekly
<u>73.5.9.a</u>	Test	Fire equipment	M M M M	Semi-annual
<u>73.5.11</u>	Inspection	Sanitation	M M M M	Weekly
<u>73.5.17</u>	Inspection	<u>Security inspection for weapons and contraband</u>	M M M M	Weekly
<u>73.5.21</u>	Report	Threat to facility or person	M M M M	<u>Incident</u>

Chapter 81

Standard	Action	Description	Level	Frequency
<u>81.3.2</u>	Inspection	Alternate source of power	M M M M	Monthly
<u>81.3.2</u>	Test	Alternate source of power, test under full load	M M M M	Annual

Chapter 82

Standard	Action	Description	Level	Frequency
82.1.6.d	Audit	Central records computer system	M M M M	Annual

Chapter 84

Standard	Action	Description	Level	Frequency
84.1.6.a	Inspection	Property control procedures by evidence/property custodian	M M M M	Semi-annual
84.1.6.b	Inventory	Change in property/evidence custodian	M M M M	Incident
84.1.6.c	Audit	By supervisor not directly connected to function	M M M M	Annual
84.1.6.d	Inspection	Unannounced inspections as directed by CEO	M M M M	Annual

Chapter 91

Standard	Action	Description	Level	Frequency
91.1.1	Analysis	Risk assessment	M M M M	Triennial
91.1.8.f	Evaluation	Security incidents/camera locations	M M M M	Annual
91.1.9.e	Review	Security phone locations	M M M M	Triennial
91.4.1.a	Report	Clery Act	M M M M	Annual

Time Sensitive Activities By Time Period

The list of time sensitive activities is an aide to facilitate agencies in complying with standards that require reports on a time period basis. This list is based on time requirements stated in the standards. Agencies are cautioned that this list should be considered only as a guide. Depending on conditions, a number of standards require the agency to periodically review, modify, or take some action.

This list is presented in two formats, by standard order, and by time period.

Triennial

Standard	Action	Description	Level	Frequency
<u>16.1.2</u>	Report	Periodic <u>workload</u> assessments	NA O M M	Triennial
<u>41.2.7.e</u>	Report	Training on dealing with the mentally ill	M M M M	Triennial
<u>45.1.1.c</u>	<u>Evaluation</u>	Effectiveness of crime prevention	NA O M M	Triennial
<u>45.2.4</u>	Survey	Citizen attitudes & opinions of agency, safety & security & how to improve	O O O O	Triennial
<u>53.2.1.e</u>	<u>Inspection</u>	<u>Staff Inspection</u> of all organizational components	NA O O O	Triennial
<u>55.1.2</u>	<u>Review</u>	<u>Victim/Witness</u> assistance needs	NA O O O	Triennial
<u>71.2.1</u>	Activity	<u>Temporary detention</u> training	M M M M	Triennial
<u>71.4.3</u>	<u>Review</u>	<u>Temporary detention</u> procedures	M M M M	Triennial
<u>72.1.1</u>	Activity	<u>Holding facility</u> training	M M M M	Triennial
<u>73.2.1.c</u>	Survey	Court security needs - facilitates/emergencies/high risk exposure/equipment	M M M M	Triennial
<u>73.5.1</u>	Activity	<u>Court holding facility</u> training	M M M M	Triennial
<u>91.1.1</u>	<u>Analysis</u>	Risk assessment	M M M M	Triennial
<u>91.1.9.e</u>	<u>Review</u>	Security phone locations	M M M M	Triennial

Biennial

Standard	Action	Description	Level	Frequency
<u>1.1.2</u>	Activity	Ethics Training	M M M M	Biennial
<u>1.3.11</u>	Report	Use of force policies & less lethal weapons proficiency	M M M M	Biennial

Annual

<u>Standard</u>	<u>Action</u>	<u>Description</u>	<u>Level</u>	<u>Frequency</u>
<u>1.2.9.d</u>	<u>Review</u>	Bias Based Profiling	M M M M	Annual
<u>1.3.11</u>	<u>Report</u>	Use of force policies, lethal and electronic controlled weapons proficiency	M M M M	Annual
<u>1.3.13</u>	<u>Analysis</u>	Use of force reports	M M M M	Annual
<u>15.2.1</u>	<u>Report</u>	Updating written goals & objective for agency & each organization component	M M M M	Annual
<u>16.2.1</u>	<u>Review</u>	Specialized assignments	NA O O O	Annual
<u>17.2.2</u>	<u>Report</u>	Budget recommendations by major functions	NA O O O	Annual
<u>25.1.3</u>	<u>Analysis</u>	Employee grievances	O O M M	Annual
<u>31.2.2</u>	<u>Analysis</u>	<u>Recruitment plan</u>	M M M M	Annual
<u>33.5.1</u>	<u>Activity</u>	Legal update training	M M M M	Annual
<u>35.1.2</u>	<u>Report</u>	Employee performance evaluation	M M M M	Annual
<u>35.1.9.c</u>	<u>Evaluation</u>	<u>Personnel Early Warning System</u>	M M M M	Annual
<u>41.2.2.j</u>	<u>Analysis</u>	<u>Pursuit report</u>	M M M M	Annual
<u>41.2.2.k</u>	<u>Review</u>	<u>Pursuit report</u>	M M M M	Annual
<u>42.1.6.i</u>	<u>Review</u>	Criminal Intelligence Procedures and Process	M M M M	Annual
<u>44.1.3</u>	<u>Review</u>	Juvenile enforcement and prevention programs	NA O O O	Annual

46.1.9	Report	Training on "All Hazard" plan	M M M M	Annual
46.1.10.e	Review	Gunman and terrorism plan	M M M M	Annual
52.1.5	Report	IA investigations statistical summary	O O O O	Annual
61.3.4.e	Review	Need for location of adult crossing guard	O O O O	Annual
81.3.2	Test	Alternate source of power, test under full load	M M M M	Annual
82.1.6.d	Audit	Central records computer system	M M M M	Annual
84.1.6.c	Audit	By supervisor not directly connected to function	M M M M	Annual
84.1.6.d	Inspection	Unannounced inspections as directed by CEO	M M M M	Annual
91.1.8.f	Evaluation	Security incidents/camera locations	M M M M	Annual
91.4.1.a	Report	Clery Act	M M M M	Annual

Semi-annual

Standard	Action	Description	Level	Frequency
72.3.1.a	Test	Fire equipment	M M M M	Semi-annual
73.5.9.a	Test	Fire equipment	M M M M	Semi-annual
84.1.6.a	Inspection	Property control procedures by evidence/property custodian	M M M M	Semi-annual

Quarterly

Standard	Action	Description	Level	Frequency
17.4.2.f	Report	Cash funds	M M M M	Quarterly
35.1.3	Report	Entry Level employee performance evaluation	M M M M	Quarterly
45.2.2	Report	Community involvement report to CEO	NA O O O	Quarterly
46.1.8	Inspection	Critical incident equipment readiness	M M M M	Quarterly

Monthly

Standard	Action	Description	Level	Frequency
17.4.1	Report	Fiscal management status reports	M M M M	Monthly
81.3.2	Inspection	Alternate source of power	M M M M	Monthly

Weekly

Standard	Action	Description	Level	Frequency
<u>72.3.1.a</u>	<u>Inspection</u>	Fire equipment	M M M M	Weekly
<u>72.3.3</u>	<u>Inspection</u>	Sanitation	M M M M	Weekly
<u>72.4.6</u>	<u>Inspection</u>	Security <u>inspection</u> for weapons and <u>contraband</u>	M M M M	Weekly
<u>72.6.2</u>	<u>Inspection</u>	First-aid kit	M M M M	Weekly
<u>73.5.6</u>	<u>Inspection</u>	First-aid kit	M M M M	Weekly
<u>73.5.9.a</u>	<u>Inspection</u>	Fire equipment	M M M M	Weekly
<u>73.5.11</u>	<u>Inspection</u>	Sanitation	M M M M	Weekly
<u>73.5.17</u>	<u>Inspection</u>	Security <u>inspection</u> for weapons and <u>contraband</u>	M M M M	Weekly

Incident

Standard	Action	Description	Level	Frequency
<u>1.3.6</u>	Report	Use of force occurrence	M M M M	<u>Incident</u>
<u>1.3.7</u>	<u>Review</u>	Use of force reports required in standard <u>1.3.6</u>	M M M M	<u>Incident</u>
<u>41.2.2.i</u>	<u>Review</u>	<u>Pursuit</u> report	M M M M	<u>Incident</u>
<u>41.2.3.e</u>	<u>Review</u>	Use of roadblocks and forcible stops	M M M M	<u>Incident</u>
<u>46.1.3.h</u>	Report	After action report for critical incidents	M M M M	<u>Incident</u>
<u>70.1.7.b</u>	Report	Escape of prisoner being transported	M M M M	<u>Incident</u>
<u>72.4.11</u>	Report	Threat to facility or person	M M M M	<u>Incident</u>
<u>73.5.21</u>	Report	Threat to facility or person	M M M M	<u>Incident</u>
<u>84.1.6.b</u>	<u>Inventory</u>	Change in property/evidence custodian	M M M M	<u>Incident</u>

Appendix F

List of Observation Standards

Some Observation standards may require additional documentation. For example, "while an alternative source of electrical power" (81.3.2) may be observed, the standard is also requiring a documented inspection.

- 16.4.3 - (M M M M) If auxiliaries wear uniforms, the uniforms clearly distinguish them from sworn officers
- 41.3.1 - (M M M M) Vehicles used in routine/general patrol marked and equipped
- 70.4.1 - (M M M M) Prisoner transport vehicles separate driver and prisoner with barrier
- 70.4.2 - (M M M M) (LE1) Prisoner transport vehicles rear compartment modified
- 72.2.1 - (M M M M) Holding facility minimum conditions
- 72.4.8 - (M M M M) Holding facility emergency alert to designated control point
- 72.4.9 - (M M M M) Holding facility officers equipped with alert or panic alarms
- 72.5.3 - (M M M M) (LE1) Holding facility uses separate areas to detain juveniles, males, and females
- 72.6.2 - (M M M M) Holding facility first-aid kit availability
- 72.6.4 - (O O O O) Procedures for medical service posted in local languages
- 73.4.1 - (M M M M) Availability and readiness of equipment for court security function
- 73.4.2 - (M M M M) (LE1) Means of external communications in courtrooms
- 73.4.3 - (O O O O) Duress alarms in courtrooms
- 73.5.6 - (M M M M) Court holding facility first-aid kit availability
- 73.5.8 - (M M M M) Court holding facility minimum conditions
- 73.5.18 - (M M M M) (LE1) Court holding facility emergency alert to designated control point
- 73.5.19 - (M M M M) Court holding facility personnel equipped with alert or panic alarms
- 73.5.22 - (O O O O) Procedures for medical service posted in local languages in the court holding facility
- 81.1.2 - (M M M M) Federal Communications License
- 81.2.1 - (M M M M) (LE1) Agency has 24-hour toll-free telephone access for emergencies
- 81.2.2 - (M M M M) (LE1) Continuous 24-hour 2-way radio communication to officers
- 81.2.5 - (M M M M) (LE1) Communications center access to duty rosters/ residence phone numbers/maps/officer status

- 81.2.9 - (M M M M) Agency participates in local/state/federal criminal justice information systems
- 81.3.1 - (M M M M) (LE1) Communications center security measures in place
- 81.3.2 - (M M M M) (LE1) Alternate source of power for communications center
- 81.3.3 - (O O O O) Agency telephone system designed to separate emergency from nonemergency
- 81.3.4 - (O O M M) Agency use of multichannel mobile or portable radio equipment
- 84.1.2 - (M M M M) (LE1) Secure areas for storage of in-custody and evidentiary property
- 84.1.3 - (M M M M) (LE1) Temporary storage areas for in-custody or evidentiary property

Appendix G

File Construction and Documentation

This appendix is an aide to assist agencies with constructing appropriate accreditation files, determining the best proofs of compliance, and determining "how many" proofs of compliance are needed in the accreditation file. Instructions are also included for "Mail-off Standards."

Proof of Compliance Considerations

In developing proofs of compliance, it is important to ensure:

- The directives, documentation, interviews, or observations are relevant and appropriate to the standard being addressed;
- Information does not conflict with another standard statement or agency directive, and
- The proof or proofs presented show continued compliance throughout the three-year assessment period OR for the time period the standard is applicable to the agency.

INITIAL ACCREDITATION

When preparing proofs of compliance for files, the accreditation manager should remember that the primary focus of an initial accreditation on-site will be on "systems."

For the initial accreditation on-site the accreditation manager should emphasize, through documentation, those "systems" the agency uses for organization, management, operations, and support services. This should allow the assessors to make objective judgments concerning the relative effectiveness of agency systems or how well the agency is likely to perform in certain areas, particularly when agency procedures may be relatively new.

Since the thoroughness of the initial on-site is crucial to the agency's continued success in the accreditation program, a great deal of the assessor's time will be devoted to the review of the file folders.

Agencies are encouraged to include documentation of periodic reports such as plans, analyses, formal reports, etc., based on the data available. It is understood by the assessors that the information contained in the report may be abbreviated. The purpose of preparing the plan, analysis, etc., is to ensure the contents of the document meet the intent of the standard and to assist in ensuring the proof is adequate for subsequent on-site inspections. When adequate documentation is provided, even though abbreviated, it may not be necessary to consider a standard as "wet ink" or applied discretion.

REACCREDITATION

The accreditation manager preparing files for a reaccreditation on-site should focus on the "performance" of the agency. This is particularly true for any standards identified during the previous on-site as applied discretion because of "wet ink." Preparation of appropriate documentation for all time sensitive reports or activities (listed in the Standards Manual) is the key to a successful reaccreditation on-site assessment. Accreditation managers are provided guidelines for file maintenance minimums in the Standards Manual (see File

Construction). The chart states minimums only and assumes that the proofs offered in the file adequately address the intent of the standard or standard bullet being reviewed. As with all proofs of compliance, the key to adequate compliance rests with the quality of the information offered for review.

It is understood the nature and volume of some proofs of compliance prohibits placing them in the actual file folder. The accreditation manager may choose to place larger documents in an assessor resource area. Documents of a sensitive nature may need to remain in a secured work area. In any case, an assessor is expected to look beyond the file folder to observe or confirm some agency information, if needed. The accreditation manager should make the information easily accessible to the assessor regardless of the nature of the proof by citing information location and accessibility on the ISSR.

File Construction

In addition to any required directives, the following three types of proofs should be given consideration when determining compliance:

- written documentation,
- interviews with appropriate persons, both internal and external to the agency, and
- proofs of an observable nature.

In some cases, examples of all three types of proofs may be needed to verify compliance with a specific standard. For another standard, one type of proof may be more appropriate. Except under conditions of unusual time constraints an assessor should consider all proofs identified on the ISSR before requesting additional documentation for a particular standard.

If the standard or the agency directive clearly requires some form of written documentation, one sample per year in the file folder may be appropriate in proving compliance. As an example, consider bullet (c) in standard 84.1.1.

Compliance is most appropriately shown by placing one sample of the report for each year in the file folder, assuming each report meets the agency's directive requirements and the requirements of the standard.

Standard 42.2.4, which does not require a written directive or a document, may be verified through the use of interviews with the commander of criminal investigations, a member of patrol, examples of briefing notes, or a combination of these or other forms or proofs. See 42.2.4, for example.

Guidelines for Proving Compliance with Time Sensitive and Non-Time Sensitive Standards

Regarding file maintenance issues, there are two types of standards:

- Time Sensitive
- Non-Time Sensitive

Time Sensitive standards are clearly identified in Appendix E of the Standards for Law Enforcement Agencies. These standards require an event such as review, analysis, report development, etc at specific time intervals or upon incident occurrence. The following recommendations are offered as guidelines for determining minimum adequate proofs of compliance:

Frequency Required by Directive And/Or CALEA Standard	Recommended Minimum in File for Each Year	Recommended Total Minimum in File
Per Incident	1	3
Daily	1	3
Monthly	2	6
Quarterly	2	6
Semi-Annual	1	3
Annual	1	3
Biennial	1*	1 or 2
Every 3 Years	1*	1

*May not be applicable if not enough time has elapsed. (Example: new standard or bullet of a new standard and time required is not sufficient for reporting)

If the required documentation is not available, there should be a memo to file explaining the absence of documentation.

Proving Compliance with Non-Time Sensitive Standards

If the standard *requires the completion of a written report*, there should generally be three reports in the file (one per year). If the standard does not require the completion of a written report, but a directive offered as a proof does require a report, the agency may elect to prove compliance through documentation such as the written reports, interviews, observations, OR a combination of any or all three types of proofs. In this case, interviews and/or observations may be used to verify compliance; there is no requirement to provide one document per year in the file. The agency should, however, have any required reports available should the assessor request to verify their existence or format.

If neither the standard nor the agency's directive requires the completion of a written report, the agency may show compliance through interviews, and/or observations, and/or written documentation. Written documentation may take a variety of forms, including relevant memos, rosters, schedules, training records, newspaper articles, annual reports, etc. In providing documentation it is important to ensure: that the documentation is relevant and appropriate to the standard, that it does not conflict with another standard statement, AND that the documentation provided shows continued compliance throughout the assessment period or for the time period that the standard was applicable to the agency. If interviews and/or observations are included on the ISSR and adequately verify compliance, there is no requirement to provide written documentation in the file. For example, consider standard 1.3.3.

In addition to the written directive, compliance with this standard is typically proven through an interview with a firearms instructor or internal affairs investigator. However, the agency may also have some written documentation available. This documentation may include a memo regarding disciplinary action for violation of the agency's warning shot directive, or the copy of a lesson plan outlining the prohibition or appropriate use of warning shots.

Compliance with bulleted standards may be shown by including written documentation from each year. Proofs (documents, interviews, observations) provided by the agency must

clearly support each bullet and show continued compliance for the 3-year assessment period. For example, consider standard 61.2.1.

If the agency elected to use written documentation to demonstrate compliance with the first three bullets, they could include the following:

- Bullet (a) Report of accident with fatality - 2005
- Bullet (b) Report of accident with property damage - 2006
- Bullet (c) Report of hit and run accident - 2007

Sample documents may be repeated to show compliance with more than one bullet if their content is appropriate. For example, a hit and run accident may also involve death or injury and property damage. The same examples could be used to prove compliance with bullets (a), (b), and (c). Compliance can also be proven with interviews and observations. For example, observation of accident report files or an interview with a traffic enforcement supervisor could be used to demonstrate compliance.

Mail-off Standards

When preparing proofs for compliance for the mail-off files, the accreditation manager should refer to the section on "File Construction." Files to be mailed to assessors are constructed in the same manner as accreditation files reviewed on-site.

The on-site team leader will advise the agency accreditation manager when files are to be mailed. Files will be mailed to the assessors at least four weeks prior to the on-site date. This will give assessors sufficient time to review the files and return them to the agency before the on-site.

Assessors may ask for additional documentation if they are not satisfied with compliance with the standard. Additional documentation will not be sent to the assessor before the on-site, but should be ready for the assessor's review upon request once the team has arrived at the agency.

Reviewing files as mail-offs assists in time management control during the on-site assessment. Standards that are not applicable to the agency or that have to be observed to ensure compliance will not be included in the mail-off list. Mail-offs will be sent as directed by the on-site team leader. Specific standards to be included will be determined through discussions between the team leader and the program manager, and may vary from agency to agency. Team leaders may encourage the accreditation manager to mail-off entire chapters of standards if satisfactory proofs can be developed without the aid of interviews or observations.

Appendix H

Standard Titles

[Link to Law Enforcement Standard Titles](#)

Appendix I

Sample Size Table Evidence Custodian Change Audits

The below table has been developed as a tool for use by agencies when determining the appropriate sample size for conducting audits of high risk property as required by Standard 84.1.6 (b) - Evidence Audits. This table only applies to high risk property and only for those circumstances when there is a change in evidence custodian. The sample sizes in this table have been calculated based on a 95 percent confidence level and a confidence interval of +/- 3 percent.

When using this table, agencies should determine the total amount of high risk property they currently possess and find that number under "Pieces of High Risk Evidence/Property". The corresponding "Required Sample Size" should be applied when conducting the respective audit. If the exact number for "Pieces of High Risk Evidence/Property" is not listed, the next higher number should be used.

If an error rate of more than 4 percent is discovered when conducting the audit, a complete inventory of the high risk property must be performed. However, agencies should consider a complete inventory when other factors suggest it is necessary.

Pieces of High Risk Evidence/Property	Required Sample Size
100	92
250	203
500	341
1000	516
1500	624
2000	696
2500	748
3000	787
3500	818
4000	843
4500	863
5000	880
5500	894
6000	906
6500	917
7000	926
7500	934
8000	942
8500	948
9000	959
10000	964
15000	996
20000	1013
25000	1023
50000	1045
100000	1056



Appendix J

Suggested Structure

CALEA® and PowerDMS^{||} have developed a best practices toolkit to assist agencies in organizing their documents within the Standards module. Click on the following link for access to this resource: [CALEA Best Practices in PowerDMS](#)

Appendix K

Sample Size Determination for Annual Property and Evidence Audits

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, unless the total number of items in custody is small. Agencies should draw a representative sample of property and evidence that is sufficiently large to establish confidence that proper procedures and systems are being followed. Minimum sample sizes should be as follows:

- If the agency has 100 or fewer items in custody, then the status of all items should be reviewed.
- If the agency has 101 or more items in custody, then a sample of 100 items should be selected for the annual audit according to these criteria –
 - If the agency has 100 or more high risk items, then the annual audit should review a representative sample of 100 high risk items.
 - If the agency has fewer than 100 high risk items, then the annual audit should review all the high risk items, plus a representative sample of other items to bring the total reviewed to 100.

It is recognized that some agencies have thousands, even tens of thousands of items of property and evidence in custody. While the annual audit may review a small percentage of items in custody, it should be recognized that it is only one of several actions that are necessary to maintain control and accountability. Other actions include both semi-annual and unannounced annual inspections and an in-depth audit whenever there is a change-over in property and evidence custodian.