

Kentucky Association Chiefs of Police



Accreditation Program Manual

4th Edition



KENTUCKY ASSOCIATION CHIEFS OF POLICE

ACCREDITATION PROGRAM

The Kentucky Association of Chiefs of Police Accreditation Program is intended to provide law enforcement agencies of the Commonwealth with an avenue for demonstrating that they meet commonly accepted standards for efficient and effective operations. It is recognized that the standards included in this program do not reflect the maximum amount that can be done by an agency in any one area. They also are not minimum standards.

Law enforcement executives who choose to have their agencies accredited under this program will have examined all aspects of their operations. They will have made conscious decisions about policies and procedures that fit the law enforcement requirements of their jurisdictions and will have implemented those policies and trained their employees in their use.

Accreditation does not reflect that one law enforcement agency provides better law enforcement services to its community than that of a non-accredited agency. What it does reflect is that the accredited agency was carefully measured against an established set of standards and has met or exceeded accepted practices in law enforcement.

A. THE STANDARDS

The standards used in this program were developed by the membership of the Kentucky Association of Chiefs of Police (KACP). Existing KACP standards were reviewed, as were standards from other law enforcement accreditation programs. KACP committees developed standards applicable to their areas of interest and submitted them to an accreditation committee.

The Accreditation committee put the standards in final form and submitted them to the KACP Executive Board for final approval.

1. Distribution of the Standards

A set of standards and any revisions are available to all departments upon request.

2. New and Revised Standards

As new standards or revisions to existing standards become necessary, they will be submitted to the KACP Professional Standards Committee (PSC) for recommendation. Revisions of standards recommended by the PSC will first be approved by the Executive Board and then submitted to the general membership for approval at the next regularly scheduled general membership

meeting. Only standards approved by the general membership will be incorporated into the Accreditation Program.

3. Mandatory Standards

All Standards in the Kentucky Law Enforcement Accreditation Program are mandatory for all agencies unless specifically waived.

B. ELIGIBILITY

All general law enforcement agencies having a primary responsibility for the enforcement of Kentucky criminal and traffic laws are eligible for Accreditation. The KACP Executive Board will resolve questions of eligibility.

C. FEES

The following fee schedule will apply to agencies seeking accreditation.

KACP Members:

10 or fewer commissioned personnel	\$2,500
11 to 50 commissioned personnel	\$3,500
51 to 149 commissioned personnel	\$4,000
150 to 500 commissioned personnel	\$5,500
500 and above commissioned personnel	\$10,500

Non-KACP Members:

Above fees plus 50%

Expenses for the on-site assessment team will be paid by the applying agency on an actual cost basis.

D. ACCREDITATION PROCESS

The Accreditation Process entails four phases beginning with the initial application to the final review and decision for award of Accreditation. These include the Application Phase, Self-Assessment Phase, On-Site Assessment, and Decision Phase.

1. Application Phase

The accreditation process begins when an agency requests information from the KACP Accreditation Manager and completes an application for participation in the program.

2. Self-Assessment Phase

a. Agency Self-Assessment

The agency initiates a self-assessment to determine compliance with the standards. The agency, upon self-examination, may decide to withdraw its application, in which case it will advise the KACP Accreditation Manager in writing regarding its decision. If the agency decides to proceed, it will ensure compliance with all KACP standards. Proof of compliance will be provided through the agency's assessment document. The assessment document consists of the agency's policy, procedure, or other verifying document organized according to KACP standards. The agency may arrange their documents in the following manner:

- ❖ In a binder or electronic format, place a single standard in a divided section labeled with the accreditation standard number and include any document(s) used for verification with it. The verification may take the form of a policy or procedure segment, a copy of an ordinance or law, portions of employee handbooks, training records, etc.
- ❖ This set of standards verifications are then sent to the Accreditation Manager for review prior to the on-site assessment.

b. Waiver of standards

Agencies applying for accreditation may apply to the PSC for a waiver of an individual standard or standards. Waivers will be granted or denied on a case-by-case basis. Waivers will generally be granted because the function covered by a standard is not within the

agency's area of responsibility. Waivers, however, will not be granted for economic reasons or the agency's inability to fund or permit a required change. The Accreditation Manager will advise the agency whether the waiver(s) is granted prior to the initiation of on-site assessment activities.

3. On-Site Assessment

a. On-site assessment phase

Details on the site assessment are worked out with the requesting agency. Once full payment has been received, the KACP Accreditation Manager will schedule the assessment visit.

b. Selection of assessment team

The KACP Accreditation Manager selects the members of the assessment team; possible alternates, and advises them of the date for the proposed on-site assessment. When availability is confirmed, names of the potential assessors are made available to the requesting agency. The agency has the opportunity to object to any person for cause. The agency and the KACP Accreditation Manager will work out the details.

c. On-Site assessment

The KACP Accreditation Manager will establish a mutually agreeable date for the site visitation by the Accreditation team. The Accreditation Manager and assessors then conduct the assessment, based on information included in the standards verification binders or files previously submitted for review. The Accreditation Manager shall be responsible for ensuring that necessary travel and lodging arrangements are made for team members either independently or with the assistance of the requesting agency.

d. Assessment team report

- (1) If the agency is found to be in compliance with all the standards, the Accreditation Manager will so advise the agency, and submit a recommendation of Accreditation to the KACP PSC
- (2) If, during the on-site assessment an agency is found not to be in compliance with a standard(s), the agency is so advised orally by the Accreditation Manager. The Accreditation

Manager may suggest that the agency offer additional proofs of compliance, or grant up to 60 days to get into compliance. The Accreditation Manager will then submit a recommendation to the KACP PSC at the time of compliance or expiration of the 60-day extension.

- (3) Upon receipt of the Accreditation Manager's recommendation, the KACP PSC will forward their recommendations to the KACP Executive Board for review and decision.

4. Review and Decision

a. KACP Executive Board Review

The KACP Executive Board will review the PSC recommendation. Based on their review a decision to award Accreditation is made.

b. Notification to Agency

The Accreditation Manager notifies the agency of the Board's decision. If accreditation is approved, the agency is advised to arrange for the time and location when the award can be presented.

c. Accreditation

Formal Accreditation will be conferred on the agency during the KACP Annual Conference. An appropriate presentation ceremony may also be arranged in the agency's jurisdiction if desired.

5. Review

In the event that an agency is not granted Accreditation, it may request that the decision be reviewed. The agency initiates a review by submitting a letter to the chairman of the KACP PSC. The letter should state the nature and scope of the review and include additional information justifying reconsideration of the decision. Upon receipt of the request for review, the KACP PSC will review the matter based on the new or additional information supplied. If the review is positive, a letter is sent to the agency and the KACP Executive Board advising them of the decision. If the finding is negative, the KACP PSC prepares a report outlining the reasons for the negative finding. A letter is sent to the participating agency advising them of the decision. The review, at the agency's request, may then be submitted to the Executive Board for final decision.

E. REACCREDITATION

An Accredited agency will remain accredited for a period of four years. The agency will be required to verify that it still meets all applicable standards during the four-year period through an abbreviated inspection, at no additional cost to the agency. This inspection shall be conducted between the second and third year of the initial accreditation. Such inspections will be conducted only after prior notification to the agency. Standards adopted or modified after an agency is accredited must be met upon periodic inspection or reaccreditation, whichever comes first after the initial accreditation.

Limitation of Liability

The Kentucky Association of Chiefs of Police (KACP) makes no warranty, expressed or implied, for the benefit of any person or entity with regard to any aspect of the accreditation standards included herein. These standards were developed by professional law enforcement officials and practitioners and adopted for the sole use by KACP for the exclusive purpose of providing Kentucky law enforcement agencies with the industry recognized "Best Practices" of professional law enforcement and as a basis of determining compliance with these practices as part of the KACP Accreditation Program. There are no third-party beneficiaries, either expressed or implied. These standards shall in no way be construed to be an individual act of any member, director, employee, agent, individual, or other legal entity associated with KACP or otherwise construed so as to create any personal liability of any member, director, employee, agent, individual, or legal entity associated with KACP

PREFACE

The Kentucky Association of Chiefs of Police developed the following standards as a part of the KACP Accreditation Program. These standards are viewed as criteria for the effective performance of a law enforcement agency. For the most part, they represent minimum criteria for a department to achieve accreditation through the KACP program.

It is the intent of the KACP to foster professional law enforcement in the Commonwealth of Kentucky. These standards and the related accreditation process are viewed as one vehicle to accomplish this objective.

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Chapter 1

LAW ENFORCEMENT ROLE AND AUTHORITY

1.1 DEPARTMENT AUTHORITY AND JURISDICTION

A written directive requires all personnel, prior to assuming sworn status, to take an oath of office to enforce the law, uphold the constitution of the United States and the constitution of the Commonwealth of Kentucky, and to abide by a code or canon of ethics adopted by the agency.

- *Copy of Oath of Office. Preferably one that has been executed or proof of same;*
- *Policy that states that the Oath of Office is required and list the elements mentioned in the standard;*
- *Copy of Code or Cannon of ethics adopted by the department;*
- *Copy of Signature sheet for Code and/or Cannon of Ethics;*
- *Copy of KRS stating the requirement for the class of agency applying for Accreditation.*

1.2 AGENCY JURISDICTION

A written directive delineates the jurisdiction and any concurrent jurisdiction of the agency and specifies its responsibilities and authorities therein.

- *Copy of KRS, departmental policy, and/or mutual aid agreements;*
- *Copy of Inter Local Cooperation Act Agreement;*
- *Copy of Memorandum of Understanding (Violent Crimes Task Force).*

1.3 USE OF FORCE

A written directive governs the use of force by agency personnel and specifies that:

- A. Only the force necessary to effect lawful objectives will be used;
- B. An officer may use deadly force only when the officer reasonably believes that the action is in defense of human life, including the officer's own life, or in defense of any person in immediate danger of serious physical injury;
- C. The use of deadly force against a fleeing felon is used only when the officer believes the person to be arrested is likely to endanger human life unless apprehended without delay;

- D. The discharge of warning shots is prohibited;
- E. All sworn personnel receive, and demonstrate understanding of the use of force procedure before being authorized to carry any firearm and annually thereafter.
 - *Copy of departmental policy with the above areas highlighted.*
 - *Copy of distribution sheet of above described policies. (Policy Manual Receipt)*
 - *Copy of firearms training record.*
 - *Copy of firearm qualification training.*
 - *Copy of annual written proficiency test on policy/KRS*

1.4 SEARCH AND SEIZURE

A written directive specifies conditions under which searches can be made, establishes procedures for conducting searches, and provides guidelines for the following search criteria:

- A. Valid Search warrant;
- B. Plain view
- C. Exigent circumstances; and
- D. Valid consent
- E. Strip Search

1.5 HANDCUFFING

A written directive specifies the proper use and techniques for handcuffing.

- *Copy of procedure with above area highlighted.*
- *The types of restraints authorized by the agency; and*
- *Circumstances or conditions for their use.*

1.6 ARRESTS

A written directive specifies the legal requirements and procedures for making a physical arrest with and without a warrant

1.7 PRISONER TRANSPORTS

A written directive specifies procedures for the transportation of prisoners, to include the following:

- A. Restraint devices and methods to be used;

- B. Prisoner search requirements;
- C. Vehicle search before and after transport;
- D. Officer calls in; and Dispatch logs: destination, beginning time and mileage.
- E. Upon arrival officer calls in and Dispatch logs: ending location, time and mileage.
- F. Transport of sick, injured, or disabled prisoners;
- G. Destination actions;
- H. Notification procedures for security risk;
- I. Security and control of prisoners transported to medical facilities/hospitals for treatment;
- J. Prisoner identification confirmation procedures; and
- K. Actions required in event of a prisoner escape
 - *To establish procedures for the transportation of prisoners that ensures the safety of the transporting officer and the general public and provides for the security of the prisoner in transport and arrival at destination.*

1.8 LESS LETHAL WEAPONS

A written directive governs the use, training, and possession of less lethal weapons by agency personnel, both on and off duty.

- *Copy of departmental policy with the above area highlighted.*
- *Copy of latest training record(s) concerning less lethal weapons according to manufacturer's recommendations.*

1.9 FIREARMS AND AMMUNITION

The use and possession of firearms and ammunition, both on and off duty, are limited to those authorized by written directive.

- *Copy of departmental policy with the above area highlighted.*
- *Copy of Memo – Ammunition for duty weapons (description of ammo).*

1.10 FIREARMS PROFICIENCY

A written directive requires that officers, prior to any use or possession of firearms, demonstrate specified proficiency in the use of that firearm and as

a condition of continuing use and possession of such firearm.

- A. Weapons training/qualifications will be conducted at least two times annually. One session should be held in night/low light conditions.
- B. Qualifications should be conducted by a certified firearms officer and records maintained.
 - *Copy of departmental policy with the above area highlighted.*
 - *Latest firearms qualification and proficiency training reports.*
 - *Copy of firearms training schedule w/curriculum.*

1.11 FIREARMS DISCHARGE AND LESS LETHAL WEAPONS

A written directive establishes an internal process for the documentation, review and disposition of any incident wherein an officer:

- A. Discharges a firearm other than in training or for lawful recreation purposes;
- B. Takes an action that results in, or allegedly results in, the injury or death of another person;
- C. Applies force to the person of another through the use of a lethal or less lethal weapon.
 - *Copy of departmental policy with the above area highlighted.*
 - *Copy of Use of Force and/or Firearms Discharge report.*
 - *These reports must have area for review and disposition by supervisors and CEO.*

1.12 POST-SHOOTING

A written directive requires the removal of any officer from a line duty assignment, pending administrative review, when such officer has used force resulting in serious physical injury or death.

- *Copy of departmental policy with the above area highlighted.*

Chapter 2

LEGAL ADVICE AND LIABILITY

2.1 LEGAL ADVICE

The agency has affected the availability of legal counsel through employment of a police legal advisor or the assumption/assignment of such responsibility by the office of its city attorney and/or county attorney.

- *City Ordinance and/or Certification letter providing proof of standard.*
- *Copy of contract w/City Attorney.*

2.2 LIABILITY INSURANCE

The agency provides liability insurance or indemnification for its personnel.

- *Copy of cover of Liability Policy. Declaration must be dated and in force.*

Chapter 3 ORGANIZATION

3.1 ORGANIZATIONAL STRUCTURE

The organizational structure of the agency is described by written statement and/or organizational chart, which is updated and made available to all personnel.

- *Organization chart must be dated and posted within the agency.*
- *Copy of Organization Chart.*

3.2 PERSONNEL RESPONSIBILITIES

The duties and responsibilities of each position or assignment within the agency, and minimum entry-level requirements therefore, are set forth in a written job or position description, which is updated and made available to all personnel.

- *Copy of departmental policy with the above area highlighted.*
- *Copy of current Job Descriptions*
- *Proof of distribution to all personnel/Policy Receipt.*

3.3 DIVISION RESPONSIBILITIES

The responsibilities of each operational component within the agency are set forth by written statement, which is updated and made available to all personnel.

- *Copy of divisional responsibilities with the above area highlighted.*
- *Responsibilities listed must have current review or revision dates.*
- *Proof of distribution to all personnel. (Policy/Procedures Manual Receipt, Update receipt)*

Chapter 4

COMMAND

4.1 CHIEF EXECUTIVE OFFICER AUTHORITY

The chief executive officer of the agency is designated as having full authority and responsibility for the management, direction, and control of the operations and administration of the agency, by written statement issued by the local government, or by law or ordinance, or by a combination of the two.

- *Copy of departmental policy with the above area highlighted.*

4.2 CHAIN OF COMMAND

A written directive designates the order of command authority in the absence of the chief executive officer of the agency.

- *Copy of departmental policy with the above area highlighted.*

4.3 COMMAND PROTOCOL

A written directive establishes command protocol in situations involving personnel of different organizational components of the agency engaged in a single operation

- *Copy of Command Authority policy with area highlighted.*

4.4 SUPERVISOR ACCOUNTABILITY

A written directive establishes the accountability of supervisory personnel of the agency for the performance of employees under their immediate control.

- *Copy of departmental policy with the above area highlighted.*

4.5 DUTY TO OBEY LAWFUL ORDERS

A written directive requires employees to obey any lawful order of a superior, including any order relayed from a superior by an employee of the same or lesser rank, and specific procedures to be followed by an employee who receives inconsistent or conflicting orders.

- *Copy of departmental policy with the above area highlighted.*

4.6 WRITTEN DIRECTIVES

The agency adheres to an established system for the development and dissemination of written directives, including agency policies, procedures, rules, and regulations, which:

- A. Provides procedures for the formatting, indexing, purging, updating, and dissemination of written directives;

- B. Vests in the chief executive officer of the agency the authority to issue, modify, or approve written directives;
- C. Identifies by name or position any individual, other than the chief executive officer, authorized to issue written directives;
- D. Requires acknowledgment of receipt of the directive by personnel and subsequent placement of the directive into a manual for any subsequent reference or perusal.
 - *Copy of Policy*
 - *Copy of Policy Manual Receipt.*
 - *Copy of Policy/Procedures Revisions/Update Receipt.*

Chapter 5 GENERAL MANAGEMENT

5.1 ADMINISTRATIVE REPORTING PROGRAM

The agency has an administrative reporting program which requires the collection of daily, monthly, and annual information for reports of the agency activities, and statistical and data summaries based upon such reports.

- *Copy of Daily Report.*
- *Copy of Monthly Report.*
- *Copy of Annual Report. (Submit separately from self-assessment manuals).*

5.2 ELECTRONIC DATA STORAGE:

If the agency uses a service provider for electronic data storage, a written agreement is established addressing:

- A. Data ownership;
- B. Data sharing, access and security;
- C. Loss of data, irregularities and recovery;
- D. Data retention and redundancy;
- E. Required reports, if any; and
- F. Special logistical requirements and financial arrangements.

5.3 POLICY MANUAL:

A written directive requires that all employees have the current written or electronic edition of the policy manual available to them and have received training on the contents of the manual.

- *Policy Manual Receipt*
- *Proof of Policy Manual Training*

Chapter 6 PLANNING AND RESEARCH

6.1 PLANNING & RESEARCH FUNCTION

The planning and research function of the agency is established and described a written directive which requires annual analysis of operational activities by

- A. Type of Activity
- B. Location
- C. Time
- D. Date
- E. And the dissemination of analytical reports to affected personnel and/or organizational components.
 - *Copy of annual analysis Report Field Operations (Department Annual Report).*

6.2 MULTI-YEAR PLAN

The agency has a multi-year plan, which includes:

- A. Goals and operational objectives;
- B. Anticipated workloads and population trends;
- C. Anticipated personnel levels; and
- D. Anticipated capital improvement and equipment needs.
 - *Copy of Multi-Year Plan. (Three-year program preferred).*
 - *Copy of the same and statements posted within the agency.*

6.3 MISSION AND VALUE STATEMENTS

The agency has written mission and value statements.

- *Copy of the same and statements posted within the agency.*

Chapter 7
ALLOCATION OF PERSONNEL

7.1 RESERVE OFFICERS

The reserve officers of the agency:

- A. Are commissioned with general peace officer authority, consistent with applicable law;
- B. Meet similar selection criteria as those for regular officers of the agency;
- C. Comply with the same maximum service age as that for regular officers;
- D. Are commissioned only after successful completion of a basic training program approved by the Kentucky Law Enforcement Council;
- E. Are assigned to routine delivery of law enforcement services and in emergencies;
- F. Wear the same uniform as regular officers;
- G. Are equipped the same of regular officers performing like functions;
- H. Are tested and evaluated for firearms proficiency with the same frequency and in the same manner as regular officers performing like functions; and
- I. Are provided liability protection in the same manner as regular officers performing like functions.
 - *Copy of Auxiliary/Reserve Information or waiver request.*

7.2 SAFETY OFFICER PERSONNEL

The safety personnel of the agency:

- A. Are not commissioned as law enforcement officers;
- B. Are not assigned to duties requiring sworn officer status;
- C. Perform duties described and governed by appropriate written directive and receive classroom training in the proper performance of such duties; and
- D. Wear a uniform clearly distinguishable from that of a regular officer.
 - *Copy of Safety Officer Job Description.*
 - *Or request for waiver from Standard.*

Chapter 8 FISCAL MANAGEMENT

8.1 CHIEF EXECUTIVE OFFICER

The chief executive officer of the agency is designated as having the authority and responsibility for the fiscal management of the agency through a written statement issued by the local government, or by law or ordinance, or by a combination of the two.

- *Copy of departmental policy with the above area highlighted.*

8.2 OTHER AUTHORIZED PERSONNEL

If the chief executive officer of the agency does not personally perform the fiscal management function, a written directive designates the position or component having the responsibility for fiscal management functions.

- *Copy of departmental policy with the above area highlighted.*

8.3 BUDGET PREPARATION

The heads of major organizational components within the agency participate in budget preparation including the preparation of written recommendations based on operational and activity analysis.

- *Copy of departmental policy with the above area highlighted.*
- *Copy of agency's departments budget.*

8.4 ACCOUNTING SYSTEM

The agency has an accounting system, which includes the preparation and provision for at least quarterly status reports showing:

- A. Initial appropriation for each account or program;
- B. Balances at the commencement of each period;
- C. Expenditures and encumbrances made during the period; and
- D. Unencumbered balances.

- *Copy of agency's quarterly budget report.*

8.5 AUDITS

A written directive establishes procedures for both the internal monitoring and auditing of the agency's internal budgets.

- *Copy of department's budget audit or proof of same*

8.6 CASH

A written directive establishes procedures for collecting, safeguarding and dispersing cash, to include, at least:

- A. Maintenance of an allotment system or, alternatively, records of appropriations among organizational components;
- B. Preparation of financial statements;
- C. Conduct of internal audits; and
- D. Identification of persons by name or position authorized to accept or disperse funds.
 - *Copy of departmental policy with the above area highlighted.*
 - *Copy of daily cash report.*

8.7 INVENTORY CONTROL

A written directive establishes procedures for inventory control of agency property, equipment, and other assets.

- *Copy of departmental inventory of agency equipment / property.*

Chapter 9

CLASSIFICATION AND ASSIGNMENT

9.1 ASSIGNMENT OPENINGS

A written directive requires that specialized assignment or unit openings and promotional opportunities within the agency be advertised by written agency-wide announcement, and all qualified individuals will be allowed to apply and compete for positions.

- *Copy of most recent promotional announcements.*

Chapter 10

COMPENSATION, BENEFITS, AND CONDITIONS OF WORK

10.1 COMPENSATION

Complete and updated information is available to all personnel regarding:

- A. Entry-level salaries;
- B. Salary differential within ranks;
- C. Salary levels for personnel with special skills;
- D. Compensatory time policy;
- E. Overtime policy; and
- F. Fringe benefits.
 - *Copy of FOP contract or collective bargaining agreements.*
 - *Copy of City ordinance/Salary Scale*

10.2 LEAVE

Complete and updated information is provided to all personnel regarding:

- A. Administrative Leave
- B. Holiday Leave
- C. Sick Leave; and
- D. Vacation Leave
 - *Copy of FOP contract or collective bargaining agreements.*
 - *Copy of City ordinances.*

10.3 OFF DUTY EMPLOYMENT

If the agency permits employees to engage in off-duty employment, a written directive addresses the following:

- A. Employees must receive agency permission to engage in off-duty employment;
- B. Types of employment in which the employee may not work;
- C. Revocation process regarding employee's off-duty employment;
- D. Establishes position responsible/ overseeing off-duty employment

10.4 INSURANCE/RETIREMENT

Complete and update information is provided to all personnel regarding:

- A. Applicable retirement program(s);
- B. Applicable health insurance program(s);
- C. Applicable disability and death benefits; and
- D. Professional liability protective provided by the agency
 - *Copy of FOP contract or collective bargaining agreements.*
 - *Copy of City ordinances.*
 - *Copy of Liability Insurance Coverage Declaration.*
 - *Employee Assistance Program for employees needing counseling.*

10.5 UNIFORMS/EQUIPMENT

A written directive governs the provision of clothing and equipment used by employees in performing law enforcement functions. Procedure should be in accordance with OSHA regulations

- A. Officers should be furnished protective vests.
- B. Officers will be equipped with a reflective traffic control vest that will be worn for traffic direction and during inclement weather or conditions of low light.
 - *Copy of procedure with above areas highlighted.*
 - *Copy of issued clothing/equipment list.*
- C. If the agency has and utilizes specialized equipment, i.e. Automated External Defibrillators (AED), the agency has:
 - *A written procedure for the equipment use;*
 - *Provided training according to manufacturer's specifications;*
 - *Tests equipment according to manufacturer's specifications*

10.6 MEDICAL EXAMINATIONS

Physical, medical, and psychological examinations required by the agency are provided at no cost to the employee.

- *Copy of City Ordinance/policy.*

Chapter 11
GRIEVANCE PROCEDURES

11.1 GRIEVANCE PROCEDURE

A written directive establishes a grievance procedure, including:

- A. Identifying matters that are grievable, i.e., scope;
- B. Establishing time limitations for filing or presenting the grievance;
- C. Establishing procedural steps and time limitation at each step in the grievance procedure;
- D. Establishing criteria for employee representation; and
- E. Identifies the position or component within the agency responsible for coordination of grievance procedures.
 - *Copy of Policy and Procedure with above information highlighted.*
 - *Copy of City Ordinances.*
 - *Copy of FOP Contract or Collective Bargaining Agreement.*

11.2 CONTENTS OF GRIEVANCE

A written directive requires that any grievance include:

- A. A written statement of the grievance and the information upon which it is based;
- B. A written specification of the alleged wrongful act and resultant harm; and
- C. A written description of the remedy, adjustment, or other corrective action sought.
 - *Copy of Policy and Procedure with above information highlighted.*

Chapter 12

DISCIPLINARY PROCEDURES

12.1 CODE OF CONDUCT

A written directive specifies the code of conduct and appearance for agency personnel and is provided to such personnel.

- *Copy of Code of Conduct & Appearance*
- *Signature Sheet for receipt of Code of Conduct & Appearance*

12.2 DISCIPLINARY SYSTEM

A written directive establishes a disciplinary system which is consistent with the KRS15.520, the Police Officers' Bill of Rights. The system should include:

- A. Procedures and criteria for using counseling as a function of discipline;
- B. Procedures and criteria for punitive actions in the interest of discipline including oral reprimand, written reprimand, loss of leave, suspension, demotion, and dismissal; and
- C. Recognition of employment rights and procedural safeguards provided by applicable statutory and case law
 - *Copy of a written disciplinary action, or Documentation by supervisor of reprimand – Employee information redacted.*

12.3 SUPERVISORY AND COMMAND STAFF

A written directive specifies the role of supervisory and command staff in the disciplinary process and the authority of each level thereof relative to disciplinary actions.

- *Copy of a written disciplinary action that shows review from each level of supervision - Employee information redacted.*

12.4 MAINTENANCE OF RECORDS

A written directive specifies the procedures for maintenance of records of disciplinary actions.

- *Records regarding Disciplinary actions are kept separate from employee file in a secured area accessible only to Chief or designee.*

12.5 APPEAL PROCEDURES

A written directive specifies appeal procedures in disciplinary actions.

- *Copy of a disciplinary appeal (if applicable) with Employee information redacted.*

12.6 PERSONNEL COMPLAINT PROCEDURE

A written directive establishes procedures for the reporting, investigation and disposition of complaints received against the agency or employee of the agency. At a minimum it should include:

- A. Categories of complaints;
 - B. Acceptance of complaints;
 - C. Complaint documentation and report format;
 - D. Person/Position responsible for investigation;
 - E. Investigation process and timeline;
 - F. Employee notification and rights;
 - G. Procedures for notifying complainant;
 - H. Administrative leave;
 - I. Disposition;
 - J. Annual review of complaints; and
 - K. Maintenance of records and confidentiality
- Copy of Policy
 - Copy of Citizens Complaint Form

Chapter 13 RECRUITMENT

13.1 SELECTION PROCESS FOR APPLICANTS

The agency utilizes a formal process for the selection of qualified officer applicants incorporating defensible minimum employment standards; job related written aptitude tests, oral interview, physical agility or a physical proficiency battery, psychological, polygraph, medical examination and in-depth background investigation.

- *Copy of Recruitment publication that meets the Police Officer Professional Standards (POPS) minimal standards.*
- *POPS Standards – 16 pre-employment standards*
- *Physical Fitness Standards*
- *Bench Press 64 percent of their body weight*
- *Complete 18 sit-ups within one minute*
- *Run 300 meters in 65 seconds*
- *Perform 20 push-ups*
- *Run 1.5 miles in 17 minutes & 12 seconds*
- *Be a Citizen of the United States*
- *Be at least 21 years old*
- *Have a High School Diploma, or its equivalent*
- *Possess a Valid Driver's License*
- *Submit Fingerprints for a Criminal Background Check*
- *Not been convicted of a Felony*
- *Not prohibited by Federal or State Law from possessing a Firearm*
- *Have read and signed for the KLEC Code of Ethics*
- *Not receive a dishonorable discharge or general discharge under other than honorable conditions*
- *Not have certification as a Peace Officer revoked in another State*
- *Medical Examination*
- *Background Investigation*
- *Interviewed by their potential employing agency's executive or designee,*

- *Take a written suitability screener*
- *Pass a Drug Screen Test*
- *Polygraph Examination*

13.2 EQUAL EMPLOYMENT OPPORTUNITY

The agency participates in and supports equal employment opportunity in its recruiting and hiring practices.

- *Copy of Recruitment publication and/or Application which states that the Agency is an "Equal Employment Opportunity" Employer*

Chapter 14

TRAINING

14.1 BASIC ACADEMY TRAINING

Each officer having responsibility for the enforcement of the criminal laws in general will graduate from a basic training program certified by the Kentucky Law Enforcement Council prior to the exercise of such authority, except when accompanied by and under the direct supervision of a certified officer who is serving as a field-training officer. Equivalent training will be accepted, however, the agency must demonstrate that the training is equal to or exceeds KLEC standards. Officers grandfathered by 503 KAR 1:110 who were hired prior to July 1, 1972 shall be considered to meet the basic requirements of the basic training program required above.

- *Basic Training Record from DOCJT*

14.2 FIRST-LEVEL SUPERVISORS

Every employee appointed or promoted to a first-level supervisory position successfully completes at least 40 hours of supervisory training which has been approved by the Kentucky Law Enforcement Council prior to or within one year of such appointment or promotion. Equivalent training will be accepted, however, the agency must demonstrate that the training is equal to or exceeds KLEC standards.

- *First Line Supervisor Training Record from DOCJT*

14.3 MID-MANAGEMENT POSITIONS

Every employee appointed or promoted to a mid-level management position successfully completes at least 40 hours of management training which has been approved by the Kentucky Law Enforcement Council prior to or within one year of such appointment or promotion. Equivalent training will be accepted, however, the agency must demonstrate that the training is equal to or exceeds KLEC standards.

- *Mid- Level Management Training & Academy Police Supervisor Training Record from DOCJT.*

14.4 ANNUAL TRAINING

Every regular officer having responsibility for the enforcement of the criminal laws in general annually completes at least 40 hours of certified in-service training. Equivalent training will be accepted, however, the agency must demonstrate that the training is equal to or exceeds KLEC standards.

- *Training Record from DOCJT*

14.5 FIELD TRAINING PROGRAM/POLICE TRAINING OFFICER:

A written directive establishes a *field training program/police training officer program* as defined by the agency for sworn members, which includes at a minimum:

- a. Selection Criteria for Field Training Officers/Police Training Officers;
- b. Training Requirements for Field Training Officers/Police Training Officers;
- c. Supervision of Field Training Officers/Police Training Officers;
- d. Reporting Responsibilities of Field Training Officers/Police Training Officers;
- e. Guidelines for Field Training Officers/Police Training Officers evaluation of recruits.

Chapter 15

PROMOTION

15.1 PROBATIONARY PERIOD

The agency imposes a probationary period of at least six months upon all newly promoted personnel.

- *Copy of Six month evaluation*

15.2 WRITTEN PROMOTION ANNOUNCEMENT

The agency provides to each employee a written promotion announcement which includes:

- A. Identification and description of the position or job classification which is intended to be filled through promotion;
- B. A schedule of dates, time, and locations for all elements of the promotional process;
- C. Specification of the requirements for participation in the promotional process; and
- D. Description of the process to be used for the testing, evaluation, and selection of personnel within the promotional process.

- *Copy of most recent Promotion Announcement*

15.3 PROMOTION ADMINISTRATION

The responsibility and authority for administering the promotional process for the agency is vested in an identified position within the agency or government.

15.4 PROMOTION PROCEDURES

The procedures used by the agency for promotion are job-related and nondiscriminatory.

Chapter 16

PERFORMANCE EVALUATIONS

16.1 ANNUAL PERFORMANCE EVALUATIONS

A written directive establishes and describes an annual personnel performance evaluation system for the agency, including measurement definitions.

- *Blank copy of a performance evaluation showing the measurement definitions/categories*

16.2 INSTRUCTION FOR PERFORMANCE EVALUATING

The agency requires that every rater involved with the personnel performance evaluation system receive instruction in rating procedures and rate responsibilities as a precondition of such involvement.

- *Copy of instructions or signature sheet showing instructions received*

16.3 PERFORMANCE EVALUATION COUNSELING

Each employee is counseled at the beginning of the rating period by the individual responsible for rating such employee, concerning

- A. Tasks of the employee's position;
- B. Performance expectations of the rater; and
- C. The evaluation rating criteria to be applied

- *Copy of document, employee information redacted*

16.4 PROBATIONARY EMPLOYEES

The agency requires and effects a written performance evaluation on all probationary employees on, at least, a quarterly basis.

- *Copy of evaluation, employee information redacted*

16.5 EVALUATION OF SPECIFIC PERIOD

Evaluation of the employee's performance covers a specific period and such evaluation is based only on performance during that specific period.

- *Copy of evaluation, employee information redacted*

16.6 SIGNATURE ON PERFORMANCE EVALUATION

A written directive specifies that the employee has been given the opportunity to sign the completed performance evaluation report to indicate the employee has read it.

- *Copy of evaluation signature sheet*

16.7 RATED BY IMMEDIATE SUPERVISOR

A written directive specifies that employees are rated by their immediate supervisor.

- *Copy of evaluation, employee information redacted*
- *Organization Chart*

16.8 RATERS TO BE EVALUATED

A written directive states that raters are to be evaluated by their supervisors regarding the quality of ratings given to employees.

- *Copy of evaluation, employee information redacted*

16.9 UTILIZATION OF PERFORMANCE EVALUATIONS

A written directive governs the agency's utilization of results of the performance evaluations.

16.10 CONTESTED EVALUATION REPORTS

A written directive requires a review process for contested evaluation reports.

16.11 RETENTION PERIOD

A written directive establishes the retention period of the performance evaluation report.

16.12 COPIES OF PERFORMANCE EVALUATIONS

A written directive requires that a copy of the completed evaluation report be provided to the employee if requested.

Chapter 17

PATROL

17.1 COMMUNICATION, COORDINATION & COOPERATION

A written directive establishes procedures for communication, coordination, and cooperation between patrol shifts and between patrol and other components of the agency.

- *Communication between shifts, ex.: Supervisor's Shift Report*

17.2 PATROL SHIFTS

A written directive establishes the procedures to be used in assigning officers to patrol shifts, and specifies the applicable criteria and frequency of rotation therein.

- *Shift Schedule*

17.3 PATROL SCHEDULES

A written directive establishes the procedures for determining days off for patrol officers and first line patrol supervisors.

- *Shift Schedule*

17.4 ON-SCENE SUPERVISOR

A written directive describes the circumstances requiring the on-scene presence of a patrol supervisor for the purposes of assuming command.

17.5 INVESTIGATIONS

A written directive prescribes the categories of crimes and incidents wherein patrol officers are responsible for conduct of preliminary investigation and/or follow up investigation.

17.6 FIELD INTERVIEWS

A written directive governs the use and conduct of field interviews.

- *Call Sheet or radio log report*
- *Copy of FIR*

17.7 INFORMANTS

A written directive establishes procedures for the use of informants by patrol officers.

- *Copy of documentation*

17.8 RADIO COMMUNICATIONS

A written directive establishes procedures for radio communications to and from patrol officers and specifies those circumstances requiring such communication by patrol officers.

- *Verification of Mobile radios in cruisers & portable radios to every officer*

17.9 K-9 UNITS

If police K-9 units are utilized, the agency controls and governs such utilization by written directive.

17.10 EMERGENCY CALL COVERAGE

Law enforcement response to emergencies is available 24 hours per day, every day of the week, within the agency's service area.

17.11 EYE WITNESS IDENTIFICATION-LINE/SHOW-UP

A written directive describes the procedures for using line/show-ups in eyewitness identification to include the following:

- A. Compelling reasons under which a show-up may occur;
- B. Manner of transportation to the show-up;
- C. Situations where more than one eye witness is available;
- D. Instructing witnesses prior to viewing show-up;
- E. Identifying the level of confidence expressed by the witness;
- F. Prohibiting feedback by the administrator; and
- G. Documenting show-up and the results.

17.12 RECORDING POLICE ACTIVITY

A written directive establishes guidelines for reacting to and interacting with individuals' s who are using an audio/video recording device to take sound and/or pictures of department employees and/or police activity.

17.13 VIDEO RECORDING DEVICES

A written directive addresses the use of mobile recording devices, and includes the following, at a minimum:

- A. Member responsibilities;
- B. Criteria for activation;
- C. Documentation
- D. Retention; and restrictions

Chapter 18
JUVENILE OPERATIONS

18.1 JUVENILE OPERATIONS FUNCTION

A written directive governs the agency's assignment of its juvenile operations function.

18.2 RELEASE OF JUVENILES

A written directive establishes procedures for the release of juveniles or adjustment of juvenile cases by the agency.

18.3 REFERRAL TO INTAKE

A written directive establishes criteria governing referral of juvenile offenders to intake.

18.4 CITATIONS OR SUMMONS

A written directive establishes criteria and procedures for issuing written citations or summons to juvenile offenders to appear in juvenile court in lieu of taking them into custody.

18.5 PROTECTIVE CUSTODY

The agency has a written procedure for taking a juvenile into custody when:

- A. The juvenile is alleged to have engaged in non-criminal misbehavior (a status offense); or
- B. The juvenile is alleged to have been harmed or to be in danger of harm.

18.6 JUVENILES IN CUSTODY

A written directive establishes procedures for juveniles that have been taken into custody, including:

- A. Immediately advising the juvenile of his/her constitutional rights;
- B. Taking the juvenile to the intake facility or juvenile component without delay unless emergency medical treatment is required; and
- C. Explaining agency and juvenile justice system procedures to the juvenile prior to interview or interrogation.

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18.7 SOCIAL SERVICE AGENCIES

The agency maintains a listing of social service agencies in its area.

18.8 FINGERPRINTS AND PHOTOGRAPHS

A written directive establishes procedures for the collection, dissemination, and retention of fingerprints, photographs and other forms of identification pertaining to juveniles.

18.9 RECORDS

A written directive establishes procedures for the collection, dissemination, and retention of agency records pertaining to juveniles, including:

- A. Separation of adult and juvenile arrest and identification records;
- B. Provisions relating to court ordered expungement of records;
- C. Provisions governing disposition of records when juveniles reach adult age; and
- D. Provisions for access to records on a need to know basis only.

18.10 POSITION ACCOUNTABLE FOR RECORDS

A written directive designates an identifiable person or position as accountable for the collection, dissemination, and retention of juvenile records.

Chapter 19

UNUSUAL OCCURRENCES

Definition: An unusual occurrence is either caused by human or natural phenomena, and requires response actions to prevent or minimize loss of life, or damage to property and/or the environment

19.1 PLANNING

A written directive specifies the position in the agency responsible for planning the agency's response to unusual occurrences.

19.2 UNUSUAL OCCURRENCE PLAN

The agency has a written plan for unusual occurrences to include

- A. First Responder
- B. Command Structure
- C. Emergency Mobilization Plan – Key personnel designations
- D. Availability of command;
- E. Emergency Mobilization Plan – Management control measures
- F. Public facility security;
- G. Traffic control;
- H. Communications;
- I. Recall of Personnel
- J. Emergency Mobilization Plan – Special task force activation
- K. Emergency Mobilization Plan – Primary and alternate assembly areas
- L. Emergency Mobilization Plan – Communications
- M. Field command posts;
- N. Other law enforcement agency support;
- O. Community relations/public information;
- P. Military support;
- Q. General liaison with other agencies;

- R. Equipment requirements;
- S. Emergency Mobilization Plan – Equipment Distribution
- T. Transportation;
- U. Juvenile offenders
- V. Legal considerations;
- W. Rumor control;
- X. Arrest/confinement procedures.
- Y. Court and prosecutorial liaison;
- Z. Casualty information;
- AA. De-escalation procedures;
- BB. Post occurrence duties;
- CC. After action reports

19.3 ANNUAL REVIEW

The agency's unusual occurrence plans are reviewed annually and updated as necessary.

- *Copy of mock drills or rehearsals of the unusual occurrence plan*
- *Copy of log sheet showing annual review.*

19.4 EQUIPMENT INSPECTION

Agency equipment designated for use in unusual occurrence situations is inspected at least once each month for operational readiness.

- *Copy of completed inspection form*
- *Patrol units are considered as part of this Standard*

19.5 CORRECTIONAL FACILITIES

If the agency is involved with a contingency plan concerning an emergency situation at a correctional or other institution, it has a written policy for such an occurrence.

- *Copy of policy or mutual aid agreement*

19.6 TACTICAL TEAM

If the agency has a full or part time tactical team, a written directive establishes procedures for:

- A. Selection of members
- B. Providing specialized equipment for its operations
- C. Regularly scheduled training/readiness exercises;
- D. Coordination; and
- E. Deployment

19.7 CRISIS NEGOTIATIONS TEAM

If the agency has a full or part-time crisis negotiations team, a written directive establishes procedure for:

- A. Selection of members
- B. Providing specialized equipment for its operations
- C. Regularly scheduled training/readiness exercises;
- D. Coordination; and
- E. Deployment

Chapter 20

PUBLIC INFORMATION AND COMMUNITY RELATIONS

20.1 PUBLIC INFORMATION FUNCTION

A written directive specifies the position in the agency responsible for the public information function.

- *Job Description if applicable*

20.2 RELEASING INFORMATION

A written directive identifies by name or positions those individuals within the agency who may release information to the news media:

- A. At the scene of an incident;
- B. From agency files;
- C. Concerning an ongoing criminal investigation; and
- D. At any time the public information officer is not available.

- *Media Release*

20.3 MEDIA ACCESS

A written directive governs the access of media representatives, including photographers, to:

- A. Scenes of major fires, natural disasters, or other catastrophic events; and
- B. Perimeters of crime scenes

20.4 ONGOING CRIMINAL INVESTIGATIONS

A written directive specifies the information that may be released to the news media regarding an ongoing criminal investigation.

20.5 SOCIAL MEDIA

A written directive governs the on-duty and off-duty use of social media by agency personnel and, at a minimum:

- a. Requires the Chief or his her designee's approval of agency information released on social media outlets or clearly defined written guidelines of approved/prohibited content;
- b. Prohibits the revelation of agency-sensitive information, (i.e.: investigations, future plans, undercover officers, etc.); and
- c. Prohibits the revelation of information which has the effect of damaging the agency's reputation or credibility, or is detrimental to the agency's mission.

Chapter 21

VEHICLES

21.1 VEHICLE POLICY

The agency has a written policy regarding the proper use and operation of police vehicles. The directive establishes guidelines for response modes to routine, emergency, pursuit situations, and traffic accidents to include the use of emergency equipment, including emergency lights, siren, and hazardous warning lights in accordance with Kentucky Revised Statute 189.940(5).

To include:

- A. Death or injury,
- B. Hit & run,
- C. Alcohol or drugs
- D. Damage to public vehicle or property,
- E. Physical altercation,
- F. Traffic congestion,
- G. Damage to vehicle requiring tow
- H. Yearly review on emergency vehicle operation procedure

21.2 PURSUIT DRIVING

A written directive governs pursuit of motor vehicles to include:

- A. Evaluation of circumstances;
- B. Responsibilities of initiating officer;
- C. Responsibilities of secondary units;
- D. Responsibilities of communications personnel;
- E. Responsibilities of supervisory personnel;
- F. Forced stopping;
- G. Termination of pursuit; and
- H. Inter and intra jurisdictional pursuits.

- I. Roadblocks
- J. Yearly review on vehicle pursuit procedure
 - Copy of Policy
 - Copy of completed Pursuit Form

21.3 SPECIAL PURPOSE VEHICLES

The operation and utilization of any agency aircraft or special purpose vehicle are governed by an appropriate written directive, which establishes control, accountability, and prescribes proper usage thereof.

- *Including Bicycles*

21.4 SAFETY RESTRAINING DEVICES

A written directive requires the use of safety restraining devices in agency vehicles for employees and passengers, including prisoners.

21.5 VEHICLE MAINTENANCE

The agency utilizes a formal process for the reporting of and maintenance of vehicles used by the agency.

- *Completed vehicle maintenance form*

Chapter 22

TRAFFIC ADMINISTRATION

22.1 TRAFFIC FUNCTION

A written directive governs the agency's assignment of the responsibility for its traffic function.

22.2 TRAFFIC RECORD SYSTEM

The agency has a traffic record system containing traffic accident data and traffic enforcement data.

- *Log or Record of Officer's traffic accident and traffic enforcement data*
- *Copy of E Citation and/or E Crash Log*

22.3 TRAFFIC LAW ENFORCEMENT

A written directive establishes uniform procedures for taking enforcement action attendant to traffic law violations, including physical arrest, notices of infraction, and warning.

22.4 REPORTS

A written directive governs preparation and processing of traffic reports to include:

- A. Citations; to include accountability
- B. Arrests;
- C. Reports, and
- D. Other supplemental reports
 - *Document showing accountability for each citation written or voided.*

22.5 CONTACT WITH VIOLATORS

A written directive establishes procedures for officers in stopping, approaching, and contacting traffic law violators.

22.6 SPEED MEASURING DEVICES

A written directive governs the use of speed measuring devices in traffic law enforcement, including:

- A. Operational procedures;

- B. Equipment specifications, care, upkeep, maintenance, and calibration; and
- C. Operator training and certification
 - *Record of equipment specifications and written documentation of equipment maintenance/Certificate of Calibration*
 - *Radar Certificate from DOCJT/FTO/Manufacturer*

Chapter 23

TRAFFIC ACCIDENT INVESTIGATION

23.1 REPORTING & INVESTIGATING ACCIDENTS

A written directive establishes procedures, and assigns responsibility and accountability, for reporting and investigating traffic accidents generally, and specifically involving:

- A. Death or injury;
- B. Property damage;
- C. Hit and run;
- D. Impairment due to alcohol or drugs; and
- E. Hazardous materials.
- F. Private Property

23.2 ENFORCEMENT ACTIONS

A written directive establishes guidelines for taking enforcement action for violations resulting in traffic accidents.

23.3 ACCIDENT SCENE PROCEDURES

A written directive establishes accident scene procedures for handling injuries, fire hazards, and hazardous materials.

Chapter 24

TRAFFIC DIRECTION AND CONTROL

24.1 TRAFFIC DIRECTION & CONTROL FUNCTION

A written directive governs the agency's traffic direction and control functions.

24.2 ESCORT SERVICES

A written directive governs the practice of police escorts of civilian and/or commercial vehicles to include funeral escorts, medical emergencies, dignitary motorcades, parades, etc.

24.3 ROADBLOCKS

A written directive describes circumstances warranting the use of sobriety and traffic safety roadblocks and specifies procedures for implementation.

Chapter 25
TRAFFIC ANCILLARY SERVICES

25.1 EMERGENCY ASSISTANCE

A written directive governs the provision of emergency assistance and protection to needful highway users.

25.2 HAZARDOUS HIGHWAY CONDITIONS

A written directive specifies procedures for taking action to correct hazardous highway conditions.

25.3 HAZARDOUS MATERIALS

A written directive specifies procedures for hazardous material control or removal.

25.4 ABANDONED VEHICLES

A written directive specifies procedures for the handling of abandoned vehicles in accordance with Kentucky Revised Statute (KRS) 189.753.

25.5 TOWING

A written directive governs the removal and towing of vehicles and requires that a record be maintained of all vehicles removed or towed at the direction of agency personnel.

- Copy of Impound Log/Tow Slip

Chapter 26

POLICE INFORMATION

26.1 RECORDS INTEGRITY

The agency has formulated and adopted a written and specific information policy which defensibly maintains the integrity of its records and minimizes exposure of such records.

26.2 PERSONNEL FILES

A written directive regulates the maintenance, retention and access to personnel files in accordance with established law.

26.3 LAW INFORMATION NETWORK OF KENTUCKY

The agency maintains full participation in the Law Information Network of Kentucky (LINK) and the National Crime Information Center (NCIC), when applicable.

- *Current LINK User's Agreement*

26.4 WANTED, MISSING, & RUNAWAY PERSONS

The agency makes LINK and/or NCIC entries of wanted persons, missing persons, and runaway juveniles within the period of time as required by statutes, following issuance or notification.

26.5 KENTUCKY UNIFORM CRIME REPORTING

The agency maintains full participation within the Kentucky Uniform Crime Reporting Program.

- *Kentucky Uniform Crime Report with agency listed*

Chapter 27

COLLECTION AND PRESERVATION OF EVIDENCE

27.1 EVIDENTIARY ITEMS

The agency has written procedures for the collection, identification, preservation, and transmittal of evidentiary items.

27.2 EVIDENCE CONTROLS

The agency has established and maintains a property system for the secure and proper recording, storage, classification, retrieval, and disposition of all evidentiary, recovered, and found property under the protective custody of the agency.

- *Department owned property is clearly marked*
- *OSHA approved ladder is available as necessary*

27.3 INVENTORIES AND AUDITS

Personnel not charged with the custody of property regularly perform inventories and records audits of both property owned and used by the agency and property placed within the protective custody of the agency.

- *Evidence Inventory*
- *Inventory/Audit Report*

27.4 SECURITY

The property system of the agency incorporates special security and control measures to safeguard all money, firearms, controlled substances, and high value items within the protective custody of the agency.

27.5 PROCEDURES/SUBMISSION FOR LABORATORY ANALYSIS

If agency personnel perform evidence collection, the agency has a written directive identifying procedures for the submission of evidence to a forensic laboratory, which include:

- A. Identification of the person(s) responsible for the submittal of evidence to the laboratory;
- B. Packaging and transmittal requirements of evidence being submitted;
- C. All documentation required to accompany evidence upon submittal; and
- D. Obtaining receipts that document the chain of custody.

27.6 SCENE PROCESSING AVAILABILITY

A written directive requires that qualified personnel are available on a 24-hour basis to process crime scenes, traffic accident scenes, and other investigation scenes.

Purpose: To ensure that qualified and skilled personnel are available always to respond to and process crime scenes, traffic accident scenes, and other investigation scenes. Smaller agencies may have skilled personnel on call or may have arranged with another agency to acquire skilled personnel.

27.7 BIO-HAZARD MATERIALS

A written directive requires that all bio-hazard materials and their storage areas are properly marked with hazard labels.

Purpose: To ensure that all bio-hazard material submitted for storage is properly labeled as such, including the area of storage.

27.8 DRUG DROP BOX POLICY

If an agency utilizes a Community Drug Drop Box, the agency has a written directive that requires the collection and safe disposal of unused medicines (prescription/over the counter) turned into the agency by the community, which include;

- A. The evidence custodian will check and maintain the drop box each week. During these inspections, a two-person rule, or video monitoring, should apply.
- B. Retrieval will consist of removing the items in the box, place them in an evidence bag, sealing the bag with evidence tape and weighing it. The evidence custodian will sign the evidence tape with the date, time collection, and weight.
- C. An evidence report/log will be done by the evidence custodian which will include the date, time the medication was collected, and weight. An evidence tag will be affixed to the bag, after which the bag will be placed into an area in the evidence room until it can be properly destroyed.

Chapter 28

POLICE COMMUNICATIONS

28.1 TELEPHONES

The agency participates in a single access telephone system utilizing 911 or other area wide single police emergency number.

28.2 COMMUNICATIONS SERVICES

The agency maintains full time operation communications service either independently or through a centralized communication system.

28.3 MISDIRECTED EMERGENCY CALLS

The agency has established procedures for the prompt and effective routing of misdirected emergency calls.

28.4 MAPS

Maps of the primary service area and surrounding jurisdictions are visually available to the communications personnel.

28.5 PORTABLE RADIOS

Each patrol unit is furnished with a two-way hand carried portable radio.

28.6 RECORDING

The agency possesses the capability for recording and immediate playback of all radio transmissions and all incoming telephone calls.

28.7 RELEASE OF RECORDED MESSAGES

A written directive establishes the criteria and procedures for the review and release of information recorded within the agency's communication system.

28.8 SECURITY

If the agency operates a full time telephone service and/or radio communications center, it provides such service from facilities designed to be reasonably secure from physical attack or sabotage.

28.9 TRAINING

All personnel assigned to the Communications section complete training as specified by DOCJT.

- *Course Credit File from DOCJT*

Chapter 29

FEDERAL AND STATE REGULATIONS (OSHA)

29.1 BLOODBORNE PATHOGEN STANDARDS 29 CFR 1910.1030

- A. Requires a written "Exposure Control Plan" 1910.1030(c)
- B. Training shall be provided at time of initial assignment and annually thereafter. 1910.1030(g)(2)(1)
- C. Personal Protective Equipment; provided by the employer, at no cost to the employee such as, but not limited to:
 - 1. Gloves 1910.1030(d)(3)(ix)
 - 2. Gown – Overalls, Jumpsuits, etc 1910.1030(d)(3)(xi)
 - 3. Masks, Eye Protection or Face Shields (face protection) 1910.1030(d)(3)(x)
 - 4. Mouth Pieces, resuscitation bags, pocket masks or other ventilation devices (1910.1030(d)(3)(1)
 - 5. Antiseptic hand cleaner in conjunction with clean cloth/paper towels or antiseptic towelettes 1910.1030(d)(2)(iv)
 - 6. Sharps container 1910.1030(d)(2)(viii)
 - 7. Bio Hazard bags and/or Labels 1910.1030(g)
 - 8. Hepatitis B inoculation or waiver 1910.1030(f)(1)
- D. Eating, Drinking, smoking, applying cosmetics or lip balm and handling contact lenses are prohibited in work areas where there is reasonable likelihood of occupational exposure. 1910.1030(d)(2)(k)
- E. Contaminated work surfaces (i.e. evidence processing areas) will be decontaminated with an appropriate disinfectant before and after contamination. 1910.1030 (d)(4)(ii)(A)
- F. If a garment is penetrated by blood or other potentially infectious materials the garment shall be removed immediately or as soon as possible. Contaminated laundry will be bagged or placed in a container immediately or as soon as possible. 1910.1030(d)(3)(vi)

29.2 HAZARDOUS MATERIAL FIRST RESPONDER 29 CFR 1910.120

- A. Requires training at the awareness level 1910.120(q)(6)
- B. Access to North American Emergency Response Guide Book 1910.120(q)(6)(i)(E)
- C. Ability to observe from safe distance (binoculars) 1910.120(q)(6)(ii)

29.3 HAZARD COMMUNICATION 1910.1200

Department has a hazard communication program which includes:

- A. Container labeling
- B. Material Safety Data Sheets (MSDS)
- C. Employee Training
- D. Other forms of warning

29.4 FEDERAL AND STATE REGULATIONS (OSHA & KOSHA)

- A. OSHA required Personal Protective Equipment will be readily available in areas of the building or vehicle where hazardous and/or biohazard materials may be encountered.

29.5 FIRE EXTINGUISHERS 29 CFR 1910.157 (g)

- A. Employees required to use fire extinguishers will be provided training and documented upon assignment and annually thereafter.

29.6 HAZARDOUS MATERIALS LEAD EXPOSURE (INDOOR RANGES) 29 CFR 1910.1025

- A. Area survey for airborne lead and residual lead

29.7 CONFINED SPACE 29 CFR 1910.146

- A. Written plan / training regarding areas that should and should not be entered

29.8 HEARING CONSERVATION PROGRAM 29 CFR 1910.95 c

- A. Requires written program
- B. Baseline audiogram performed at hiring.
- C. Hearing protection when exposed to excessive noise levels (e.g., firing range, some sirens for long periods of time, etc.)

Chapter 30

KACP NEWLY REQUIRED POLICIES

The agency must have policies on the following topics:

30.1 DOMESTIC VIOLENCE

A written directive establishes procedures for Domestic Violence in accordance with Kentucky Revised Statutes.

30.2 RACIAL PROFILING

A written directive establishes procedures for prohibition of Racial Profiling, in accordance with Kentucky Revised Statutes 15A.195

30.3 FORFEITURE OF ASSEST

A written directive establishes procedures for Forfeiture of Assets, in accordance with Kentucky Revised Statutes/Federal Statutes

30.4 SEXUAL HARASSMENT / HARASSMENT

A written directive establishes procedures for prohibition of Sexual Harassment/Harassment

30.5 GOLDEN AGE / ELDERLY MISSING

A written directive establishes procedures for Golden Age/Elderly Missing, in accordance with Kentucky Revised Statutes 39F.180

30.6 SAFE INFANT ACT

A written directive establishes procedures for the Safe Infant Act, in accordance with Kentucky Revised Statutes 405.075 and 620.350

30.7 AMBER ALERT

A written directive establishes procedures for Amber Alert, in accordance with Kentucky Revised Statutes 16.175

30.8 MENTAL ILLNESS

A written directive establishes procedures for handling mentally ill individuals, including those pending criminal charges and mental health commitments, in accordance with Kentucky Revised Statutes 202A.006 through 202A.432

30.8 FOOT PURSUIT

A written directive establishes procedures for Foot Pursuits