

Actualización posterior a la conferencia de CALEA

How to Use Live Translation

Step 1



Scan QR Code or Go To:
<https://attend.wordly.ai/join/BZWZ-3987>

Step 2

A screenshot of the Wordly app interface. At the top is the 'wordly' logo in blue. Below it, in red, is the text 'AI-POWERED INTERPRETATION'. There is a dropdown menu labeled 'Choose language *' with 'English (US)' selected. Below that is a text input field labeled 'Enter Session ID *'. At the bottom left is a link 'More options' and at the bottom right is a blue button labeled 'Attend'.

Choose Language
Click Attend

Step 3



Read Captions on Device
Use Headset for Audio

Accreditation Manager Certification Recipient

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Accreditation Manager Certification Recipient

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Scottsdale Police Department
Scottsdale, AZ



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Daniel Pignatti

Westerville Division of Police
Westerville, OH



Accreditation Manager Certification Recipient

Dwayne Rogers

Louisiana State University Police Department
Baton Rouge, LA





2024 BITTNER RECIPIENT

KEVIN

Sheriff of Collier County

Naples, FL

RAMBOSK



2024 BITTNER RECIPIENT

RICHARD WILES

Sheriff of El Paso County
El Paso, TX



Standards Related Commission Actions

Winston-Salem Conference

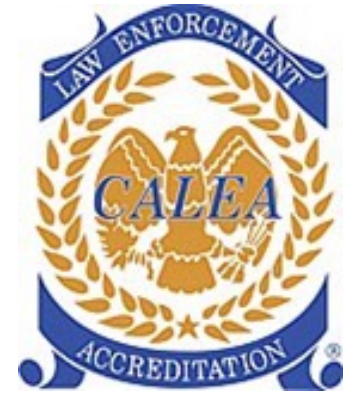
July 25, 2024



Adopted Changes

Winston-Salem Conference

July 25, 2024



Adopted Changes

Standards for Law Enforcement Agencies

July 25, 2024



Adopted



46.3.2 (M M M M) (LE1)

(M M M M) (LE1) ~~Hazmat~~ Hazardous Materials Awareness Training

At a minimum, the ~~The~~ agency provides initial hazardous materials awareness level training ~~for events involving hazardous materials~~ to all first responder personnel and defines in-service training requirements.

Commentary

The purpose of this standard is to provide ~~responding law enforcement officers~~ agency first responder personnel the basic knowledge to recognize a hazardous materials situation and immediately implement basic procedures to have authorities with the technical ability assess the situation. Also, ~~law enforcement~~ personnel need to understand basic self-protection measures for themselves and others, while being able to protect the incident scene and controlling the area to prevent unauthorized or unknowing persons from entering ~~into~~ a possible contamination zone.

Agency response protocols should identify its first responder personnel, thus determining which personnel must receive hazardous materials awareness training. Training may be tailored based on the duties of each personnel classification. Hazardous materials incidents generally include the possible exposure to any substance or material that is capable of posing an unreasonable risk to health, safety, and property. (M M M M) (LE1)

DEFINITIONS

First Responder: The term “first responder” includes a firefighter, law enforcement officer, paramedic, emergency medical technician, telecommunicator or other individual (including an employee of a legally organized and recognized volunteer organization, whether compensated or not), who, in the course of their professional duties, responds to public safety incidents or emergencies.

Hazardous Materials

Also known by the acronym HAZMAT. Generally concerning and dealing with the physical and chemical properties of a hazardous material against its probability of inflicting harm or loss to surrounding humans and the environment.

(from the *Standards for Public Safety Communications Agencies* manual)



Adopted



Glossary

Administrative Review

A documented review of an incident or occurrence, a series of incidents or occurrences, or program prepared by a member or entity designated by the CEO ~~or~~ for review by the CEO or his/her designee. The review should indicate whether policy, training, equipment, or disciplinary issues should be addressed.



Adopted



82.1.1 (LE1)

(M M M M) (LE1) Privacy and Security

A written directive establishes privacy and security precautions for the agency's central records and includes the following:

- a. security of and controlling access to agency files;
- b. accessibility to operations personnel after hours; and
- c. procedures and criteria for the release of agency records.

Commentary

The privacy and security precautions for the central records function should be in accordance with agency policy and any applicable law. This standard applies to both physical records and those stored in electronic/digital formats.

Dissemination of all records should meet the legal requirements that apply in the agency's jurisdiction. The agency should determine the physical security requirements for the facility and decide who is authorized to access agency files, including circumstances when personnel are permitted to view records, including photographs and audio/video recordings. Facility and file security ensure the integrity of the system and the information it contains.

In some agencies the accessibility of records during evening and early morning hours becomes problematic. In these instances, specific persons working or available through call-in should be given authority to physically access central records information or have access through computer technology, when available. (M M M M) (LE1)



Adopted



84.1.1 (LE1)

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

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

Commentary

...

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

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



Adopted Changes

Standards for Public Safety Communications

July 25, 2024



Adopted



Glossary

Administrative Review

A documented review of an incident or occurrence, a series of incidents or occurrences, or program prepared by a member or entity designated by the CEO ~~or~~ for review by the CEO or his/her designee. The review should indicate whether policy, training, equipment, or disciplinary issues should be addressed.

NOTE: To be included in the next version update – expected in November / December 2024



Adopted Changes

Standards for Campus Security Agencies

July 25, 2024



Adopted



24.3.4 (CS1)

(M M M M) (CS1) ~~Hazmat~~ Hazardous Materials Awareness Training

At a minimum, the ~~The~~ agency provides initial hazardous materials awareness level training ~~for events involving hazardous materials~~ to all first responder personnel and defines in-service training requirements.

Commentary

The purpose of this standard is to provide responding campus security ~~officers~~ personnel the basic knowledge to recognize a hazardous materials situation and immediately implement basic procedures to have authorities with the technical ability assess the situation. Also, campus security ~~officers~~ personnel need to understand basic self-protection measures for themselves and others, while being able to protect the incident scene and controlling the area to prevent unauthorized or unknowing persons from entering into a possible contamination zone. ~~Training may be tailored based on the duties of each employee.~~
~~If the agency allows personnel to act as the on-scene incident commander or become involved in hazardous materials containment or remediation activities, operations or technician level training for involved personnel is recommended. Time Sensitive Standard.~~

Agency response protocols should identify its first responder personnel, thus determining which personnel must receive hazardous materials awareness training. Training may be tailored based on the duties of each personnel classification. Hazardous materials incidents generally include the possible exposure to any substance or material that is capable of posing an unreasonable risk to health, safety, and property. (M M M M) (CS1)

Appendix A – Glossary

First Responder: The term “first responder” includes a firefighter, law enforcement, campus security personnel, paramedic, emergency medical technician, telecommunicator or other individual (including an employee of a legally organized and recognized volunteer organization, whether compensated or not), who, in the course of their professional duties, responds to public safety incidents or emergencies.

Hazardous Materials

Also known by the acronym HAZMAT. Generally concerning and dealing with the physical and chemical properties of a hazardous material against its probability of inflicting harm or loss to surrounding humans and the environment.

(from the *Standards for Public Safety Communications Agencies* manual)



Adopted



Glossary

Administrative Review

A documented review of an incident or occurrence, a series of incidents or occurrences, or program prepared by a member or entity designated by the CEO ~~or~~ for review by the CEO or his/her designee. The review should indicate whether policy, training, equipment, or disciplinary issues should be addressed.



Adopted



32.1.1 (CS1)

(M M M M) (CS1) Privacy and Security of Central Records

A written directive establishes privacy and security precautions for the agency's central records and, at a minimum, includes the following:

- a. security of and controlling access to agency files;
- b. accessibility to operations personnel after hours; and
- c. procedures and criteria for the release of agency records.

Commentary

The privacy and security precautions for the central records function should be in accordance with agency policy, campus regulations, and/or state or provincial statutes.

Dissemination of all records should meet the legal requirements that apply in the agency's jurisdiction. The agency should determine the physical security requirements for the facility and decide who is authorized to access agency files **including circumstances when personnel are permitted to view records, including photographs and audio/video recordings.** Facility and file security ensure the integrity of the system and the information it contains.

In some agencies the accessibility of records during evening and early morning hours becomes problematic. In these instances, specific persons working or available through call-in should be given authority to physically access central records information or have access through computer technology, when available. **(M M M M) (CS1)**



Adopted



34.1.1 (CS1)

(M M M M) (CS1) Evidence/Property Control System

A written directive establishes procedures for receiving all property obtained by employees into agency control, to include:
(bullets a – h)

Commentary

...

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

A reasonable attempt should be made to locate owners of property in the custody of the agency and notify them of its status. If possible, release back to the owner should be effected as expeditiously as is consistent with applicable law. **(M M M M) (CS1)**



Adopted Changes

Standards for Public Safety Training Academies

July 25, 2024



Adopted



CALEA® *Standards for Public Safety Training Academies Manual, 3rd Edition* **Agency Transition Policy**

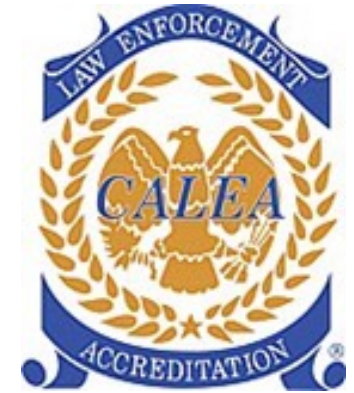
- Actively enrolled agencies in self-assessment may remain in the CALEA Standards for Public Safety Training Academies Manual, 2nd Edition until awarded; however, no initial accreditation awards under the 2nd Edition will be granted by the Commission after October 1, 2026.
- Effective October 1, 2024, actively enrolled agencies in reaccreditation cycles may remain in the CALEA Standards for Public Safety Training Academies Manual, 2nd Edition until the close of their current cycles; however, no reaccreditation awards under the 2nd Edition will be granted after October 1, 2028.
- Any agency enrolling in CALEA Training Academy Accreditation programming after October 1, 2024 must do so under the CALEA Standards for Public Safety Training Academies Manual, 3rd Edition to include any revision updates.
- The Standards Change Matrix should be used to identify the standard changes.



Changes for Client Comment

Winston-Salem Conference

July 25, 2024



Post for Client Comment

Standards for Law Enforcement Agencies

July 25, 2024



Post for Client Comment



41.3.8 (LE1)

(M M M M) (LE1) In-Car and/or Body-Worn Audio/Video

If the agency employs in-car and/or body-worn cameras, a written directive includes:

- a. policy statement on purpose and organization philosophy regarding use;
- b. requirements and restrictions for activation and deactivation of the device;
- c. criminal and administrative use of camera captured data;
- d. data storage and retention requirements;
- e. equipment maintenance and inspection procedures; and
- f. training requirements for users and supervisors; ~~and~~
~~g. requirements for documented review of camera captured data including frequency and quantity.~~

Commentary

The use of in-car and/or body-worn audio/video recording devices within the general operational police environment provides a potentially valuable resource for law enforcement agencies in the delivery of services. Additionally, information collected through this technology can be critical in the investigation of criminal incidents and complaints against employees. ~~Quasi-experimental research in some agencies has shown reductions in uses of force and citizen complaints when these devices are employed appropriately, with proper direction and management.~~

It is important for agencies to consider the legal and privacy implications regarding the use of audio/video recording devices, as some state/provincial codes require dual awareness for recordings of this type to occur. This agency consideration must include the awareness of and compliance with applicable public records laws, ~~including Freedom of Information Act provisions in effect in the agency's jurisdiction.~~ Furthermore, the establishment of policy is critical to recognize enhanced organizational credibility that can be accomplished through the deployment. Requirements and restrictions for activation and deactivation of the device should include regular duty and extra duty settings. ~~It is also critical to develop data review practices to prevent claims of negligent supervision, as well as confirm schedules of data retention.~~ Organizational consistency in the **security of data and the** application of destruction procedures is important for legal considerations and community trust.

It is recommended that prosecutors be included in the development of policies related to the recording and retention of criminal investigations related activities.

Training should be included for officers to ensure an understanding of the organization's philosophy on the use of recording devices, including limitations involving special circumstances, such as contacts with juveniles or other agency employees. Agency managers should consider employment contract issues impacted by the use of the devices and ensure clear messaging with relevant representatives.

¶

The use of camera captured data continues to proliferate and pose challenges for law enforcement and the public regarding privacy, access, retention, and the release of data while administrative or criminal investigations may still be underway. (M M M M) (LE1)



Post for Client Comment



41.3.10 (LE1)

(M M M M) (LE1) In-Car and/or Body-Worn Audio/Video Review

If the agency employs in-car and/or body-worn cameras, a written directive governs the review of captured data, to include:

- a. employee review for the completion of reports;
- b. employee review prior to making statements in administrative and criminal investigations;
- c. employee review of data captured by another employee;
- d. investigative review during an organizational integrity, administrative or criminal investigation;
- e. documented supervisory review including frequency and quantity; and
- f. an annual administrative review of the in-car and/or body-worn camera program reviewed by the CEO.

Commentary

Among other challenges associated with the expansion of in-car and body-worn camera usage is the question of when officers should be permitted to review recordings prior to completing reports and giving statements about the events recorded by the cameras. Although the approach for addressing this issue should be anchored to organizational philosophy and broader investigative techniques applied in the respective jurisdiction, it is critical the associated protocol be established and followed regarding the collection of employee statements associated with criminal and administrative investigations.

It is critical to develop regular and periodic review practices for supervisors to prevent claims of negligent supervision, as well as confirm schedules of data retention, identify opportunities for improvement, and identify exemplary performance. Procedures should include the review of a minimum number of captured data files over a specific timeframe.

¶

It is also important for the agency to conduct a review of its in-car and/or body-worn camera program and related collected data to ensure organizational integrity. The review may be conducted by command-level personnel from the organizational component of the person capturing the data or other components at the discretion of the chief executive officer. The review should include a sufficient amount of data captured by personnel across the organization to assess the alignment of policy, training and operational practices with the organization's mission, vision, and values. Results of the review should be provided to the chief executive officer.

¶

Review protocols for captured data from sources other than in-car and or body-worn camera systems are addressed in Chapter 82 Central Records and Chapter 84 Property and Evidence Control. (M M M M) (LE1)



Post for Client Comment



11.3.3 (LE1)

(M M M M) (LE1) ~~Notify CEO of Incident with~~ Liability and Risk Management Program

~~A written directive describes the procedure for notifying the agency's chief executive officer or designee of incidents where there may be a question as to the agency's liability or those which may result in heightened community interest.~~

A written directive establishes the agency's liability and risk management program to include procedures for:

- submission of a written report whenever an employee is involved in a work-related incident resulting or alleged to have resulted in property damage, injury or death;
- notification of the agency CEO and other appropriate personnel of any work-related incident resulting or alleged to have resulted in serious injury or death;
- notification of the agency CEO, or designee, of incidents where there may be a question as to the agency's liability or those which may result in heightened community interest;
- an administrative review of each submitted employee work-related incident report;
- an annual analysis of all work-related incidents, to be reviewed by the agency CEO, which must, at a minimum, include: date and time of incidents; types of incidents; trends and patterns relating to property damage or injury to any person including employees; trends and patterns relating to causal factors; review of risk reduction related policies, reporting procedures, and training programs; impact on policies, practices, equipment and training;
- retention schedule for all work-related incident reports and related documents ; and,
- a listing of initial risk reduction training to be provided to employees, and defines any in-service training requirements.

Commentary

~~The directive should specify the nature of those incidents that should be brought immediately to the attention of the agency's chief executive officer and those that can be postponed to a later time. An agency should carefully examine all incidents wherein its employees have allegedly performed in a manner that created an increased likeliness of death or serious injury to persons or significant loss of property.~~

The intent of this standard is to ensure incidents involving work-related liability, risk or loss are properly documented and reviewed to identify remediation measures reducing the risk of future injuries or liability.

A written report should be completed by involved employees as soon as possible following a work-related incident resulting in property damage, injury or death. Examples include, but are not limited to, motor vehicle crashes, accidents on agency property or while operating equipment, or incidents alleged to involve a failure of agency policy, equipment failure or inappropriate employee action.

The report should document all relevant data regarding the incident including, at a minimum, date and time of occurrence, location, type of incident or accident, identification of people involved, identification of known witnesses, description of injuries, medical aid or treatment provided, and work time lost. Photographs, recordings, related documents or subsequent investigation reports should also be collected and retained.

Procedures should be established to provide timely notification to the CEO and any other personnel of incidents involving serious injury or death, including the person or entity responsible for managing the agency's liability protection program and/or legal counsel. All work-related incident reports and related documentation should be retained until expiration of the applicable statute of limitations as they may be necessary for future litigation.

An administrative review of work-related may reveal patterns or trends that indicate training needs, modifications, and/or the addition or deletion of applicable equipment. An annual analysis should provide the agency CEO with identified patterns or trends that could indicate training needs, equipment upgrades, and/or policy modifications.

Work-related safety and risk reduction training programs should be provided to employees as soon as possible upon hiring. Training topics may include general workplace safety training (evacuation procedures, ergonomics, proper lifting techniques, etc.) and specific topical training depending on employee classification (hazardous materials awareness, VALOR Officer Safety and Wellness Program, "Below 100", etc.).

Time Sensitive Standard. (M M M M) (LE1)



Post for Client Comment



4.2.1 (LE1)

(M M M M) (LE1) Reporting Uses of Force

A written report is submitted whenever an employee:

- a. discharges a firearm, for other than training or recreational purposes;
- b. ~~takes an action~~ applies force that results in, or is alleged to have resulted in, injury or death of another person;
- c. applies force through the use of lethal or less lethal weapons; or
- d. applies weaponless physical force at a level as defined by the agency.

Commentary

The intent of this standard is to establish use of force or response to resistance reporting systems within the agency for effective review and analysis. The reporting systems should help identify trends, improve training and employee safety, and provide timely information for the agency addressing use of force issues with the public. Early and accurate reporting helps establish agency credibility.

Software programs may be used to generate the necessary reporting elements of this standard or the agency may choose to use a variety of reporting methods to document use of force or response to resistance incidents, based on severity or other established criteria.

This standard could include documenting the pointing of weapons or using weaponless, hand-to-hand control techniques. These techniques include, but are not limited to: physical touching, gripping or holding, frisking, pain compliance measures, pressure point application, come-alongs, handcuffing, or other custodial procedures. It should be noted that some agencies have had success documenting this type of information, using a standard checklist report format associated with the arrest or incident report.

In deciding the threshold of when to generate a use of force or response to resistance report and how extensive the report needs to be, the agency should carefully examine all incidents wherein its employees have caused, or are alleged to have caused death or injury to another, have accidentally or intentionally discharged a firearm, or have applied weaponless force upon another to the extent it is likely to cause or lead to unforeseen injury, claim of injury, or allegations of excessive force, e.g., the use of neck holds, four point restraints (commonly referred to as the hog-tie restraint), punches, or kicks. The agency should also consider who is required to write reports when multiple employees were engaged in the same use of force incident.

If physically able, the primary employee involved should be required to verbally report his/her involvement within a specified time period. The verbal report should be committed to writing as soon as practical, thereafter. Written procedures should state by whom, when, and how the report will be submitted. The standard is not intended to document actions taken to euthanize animals. Time sensitive standard. (M M M M) (LE1)



Post for Client Comment



26.3.5 (M M M M) **Statement Notification** of Allegations ~~/and~~ Rights

A written directive describes the process for notifying agency ~~When~~ employees ~~are~~ notified they have become the subject of an internal affairs investigation, the agency issues the employee a written statement of the allegations allegation(s) and the employee's their rights and responsibilities relative to the investigation when they are the subject of an administrative investigation.

Commentary: ~~None~~ The intent of this standard is to ensure that an agency employee is notified of the allegation(s), their rights and responsibilities, and has the opportunity to respond, recognizing that the nature of the administrative investigation may determine the timeframe for notification. (M M M M)



Post for Client Comment

Standards for Public Safety Communications Agencies

July 25, 2024



Post for Client Comment



7.3.2 (M M M) Hazardous Materials Awareness Training

At a minimum, the agency provides initial hazardous materials awareness level training to all telecommunicators and defines in-service training requirements.

Commentary:

The purpose of this standard is to provide telecommunicators with the basic knowledge to recognize a hazardous materials situation and provide first responders with appropriate information, such as placard numbers, shipper information, weather information (temperature, wind direction, wind speed). Also, telecommunicators need to understand basic protection measures to provide information or instructions to callers and others to prevent unauthorized or unknowing persons from entering a possible contamination zone.

The agency should establish appropriate training requirements for telecommunicators related to the handling of hazardous materials incidents, including the use of available resources to assist responders, such as the Emergency Response Guidebook. Training may be tailored based on the duties of each personnel classification. (M M M)

DEFINITION

First Responder: The term "first responder" includes a firefighter, law enforcement officer, paramedic, emergency medical technician, telecommunicator or other individual (including an employee of a legally organized and recognized volunteer organization, whether compensated or not), who, in the course of their professional duties, responds to public safety incidents or emergencies.



Post for Client Comment



2.2.3

(M M M) ~~Agency Liability and Risk Management Program~~ ~~Report Required~~

~~A written report is submitted whenever an employee is involved with an incident where there may be question as to agency liability.~~

A written directive establishes the agency's liability and risk management program to include procedures for:

- a. submission of a written report whenever an employee is involved in a work-related incident resulting or alleged to have resulted in property damage, injury or death;
- b. notification of the agency CEO and other appropriate personnel of any work-related incident resulting or alleged to have resulted in serious injury or death;
- c. notification of the agency CEO, or designee, of incidents where there may be a question as to the agency's liability or those which may result in heightened community interest;
- d. an administrative review of each submitted employee work-related incident report;
- e. an annual analysis of all work-related incidents, to be reviewed by the agency CEO, which must, at a minimum, include: date and time of incidents; types of incidents; trends and patterns relating to property damage or injury to any person including employees; trends and patterns relating to causal factors; review of risk reduction related policies, reporting procedures, and training programs; impact on policies, practices, equipment and training;
- f. retention schedule for all work-related incident reports and related documents ; and,
- g. a listing of initial risk reduction training to be provided to employees, and defines any in-service training requirements.

Commentary

~~An agency should carefully examine all incidents wherein its employees have allegedly performed in any manner that created an increased likeliness of death or injury to persons or significant loss of property. The intent of this standard is to ensure that each event is properly documented and proper action taken. Written procedures should state who was involved, what occurred, who was notified and when, and what has occurred since. These should include but not limited to failure to enter a call for response (Failure of Policy), entry of an incorrect address (Training Deficiency), Failure to dispatch (Inattention to Detail), equipment failure (Other), or inappropriate call handling.~~

The intent of this standard is to ensure incidents involving work-related liability, risk or loss are properly documented and reviewed to identify remediation measures reducing the risk of future injuries or liability.

A written report should be completed by involved employees as soon as possible following a work-related incident resulting in property damage, injury or death. Examples include, but are not limited to, motor vehicle crashes, accidents on agency property or while operating equipment, or incidents alleged to involve a failure of agency policy, equipment failure or inappropriate employee action.

The report should document all relevant data regarding the incident including, at a minimum, date and time of occurrence, location, type of incident or accident, identification of people involved, identification of known witnesses, description of injuries, medical aid or treatment provided, and work time lost. Photographs, recordings, related documents or subsequent investigation reports should also be collected and retained.

Procedures should be established to provide timely notification to the CEO and any other personnel of incidents involving serious injury or death, including the person or entity responsible for managing the agency's liability protection program and/or legal counsel. All work-related incident reports and related documentation should be retained until expiration of the applicable statute of limitations as they may be necessary for future litigation.

An administrative review of work-related may reveal patterns or trends that indicate training needs, modifications, and/or the addition or deletion of applicable equipment. An annual analysis should provide the agency CEO with identified patterns or trends that could indicate training needs, equipment upgrades, and/or policy modifications.

Work-related safety and risk reduction training programs should be provided to employees as soon as possible upon hiring. Training topics may include general workplace safety training (evacuation procedures, ergonomics, proper lifting techniques, etc.) and specific topical training depending on employee classification (hazardous materials awareness, wellness programs, etc.). Time Sensitive Standard. (M M M)



Post for Client Comment



2.2.4

~~(M-M-M) Agency Liability, Report Reviewed~~

~~The agency has a procedure for reviewing the report required by standard 2.2.3. The administrative review will address any identified policy, training, and discipline issues.~~

~~Commentary~~

~~None. (M-M-M)~~

2.2.5

~~(M-M-M) Agency Liability, Report Analysis~~

~~The agency conducts an annual documented analysis of those reports required by standard 2.2.3, as well as the process for collecting and utilizing data from the respective reports.~~

~~Commentary~~

~~A review of incidents may reveal patterns or trends that could indicate training needs, equipment upgrades, and/or policy modifications. The process of collecting and reviewing the reports is also critical to this analysis. (M-M-M)~~



Post for Client Comment



6.2.1

(M M M) Immediate Access to Communications Center Resources

Communications personnel have immediate access to at least the following communications center resources:

- a. communications supervisor in charge;*
- b. duty roster of all personnel;*
- c. ~~residential~~ telephone number of every agency member;*
- d. visual maps detailing the agency's service area;*
- e. written procedures and telephone numbers for procuring emergency and necessary external services to the agency;*
- f. tactical dispatching plans; and*
- g. All Hazard Plan.*

Commentary

This standard applies to the communications center, its personnel, and operating procedures. Communications personnel are often required to contact communications agency members both on- and off-duty. They should, therefore, have immediate access to information such as their working hours and ~~residential~~ **personal** telephone numbers.

Communications personnel also have the need to call other public service agencies, such as those pertaining to highway and transportation, public utilities, social services, and animal control. They should have these and other telephone numbers immediately available by private line, telephone index, or other means that could expedite contacting the agencies.

The All Hazard Plan refers to the communications center's internal operation and may be all inclusive containing procedures for tactical, multi-casualty, and HAZMAT events. **(M M M) ~~Compliance may be observed.~~**



Post for Client Comment



2.6.5

(O O O) Survey of Citizen Attitudes

A documented survey of citizen attitudes and opinions is conducted, at a minimum of every ~~three~~ two years, with respect to:

- a. overall agency performance;*
- b. overall competence of agency employees;*
- c. telecommunicator's attitudes and behavior toward citizens;*
- d. determining community concerns; and*
- e. recommendations and suggestions for improvements.*

Commentary

The survey may be conducted by mail, in person, electronically, or by telephone and may be combined with questions relating to other issues. The results of the survey may be provided to the community. The survey may be carried out directly by agency personnel or by others with agency guidance. **(O O O)**



Post for Client Comment



Communications

1.4.6 (M M M) ~~Employee Notified of Investigation~~ Notification of Allegations and Rights

A written directive describes the process for notifying agency employees ~~When an employee is notified that he or she has become the subject of an internal investigation, the agency issues the employee a written statement of the~~ allegation(s) and ~~the employee's~~ their rights and responsibilities ~~relative to the investigation~~ when they are the subject of an administrative investigation.

Commentary: None The intent of this standard is to ensure that an agency employee is notified of the allegation(s), their rights and responsibilities, and has the opportunity to respond, recognizing that the nature of the administrative investigation may determine the timeframe for notification. (M M M)



Post for Client Comment

Standards for Public Safety Training Academies

July 25, 2024



Post for Client Comment



2.2.2

(M) **Liability and Risk Management Program**

A written directive ~~describes~~ establishes the academy's liability and risk management program ~~which includes~~ to include procedures for:

- ~~a. a position identified as being responsible for the program~~ submission of a written report whenever an employee is involved in a work-related incident resulting or alleged to have resulted in property damage, injury or death;
- ~~b. a written description of duties and responsibilities~~ notification of the agency CEO and other appropriate personnel of any work-related incident resulting or alleged to have resulted in serious injury or death;
- ~~c. a procedure for reviewing risk management incidents which addresses and documents policy, training, and discipline issues~~ notification of the agency CEO, or designee, of incidents where there may be a question as to the agency's liability or those which may result in heightened community interest;
- ~~d. documenting specific incidents that may cause liability for the academy~~ an administrative review of each submitted employee work-related incident report; ~~and~~
- ~~e. an annual administrative review to include issues, conditions, and incidents that affect risk, workers compensation, and liability~~ an annual analysis of all work-related incidents, to be reviewed by the agency CEO, which must, at a minimum, include: date and time of incidents; types of incidents; trends and patterns relating to property damage or injury to any person including employees; trends and patterns relating to causal factors; review of risk reduction related policies, reporting procedures, and training programs; impact on policies, practices, equipment and training;
- f. retention schedule for all work-related incident reports and related documents; and,
- g. a listing of initial risk reduction training to be provided to employees and defines any in-service training requirements.

Commentary

The directive should include staff, students, and visitors to the facility and cover both injuries and property damage. ~~The intent of this standard is to ensure that each incident or accident is properly documented, investigated, appropriately responded to, and an annual comprehensive review is conducted. The initial report should state who was involved, what occurred, who was notified and when, and what has occurred since. Areas of concern include possible omission or failure of policies and procedures, employee or supervisor negligence, and deficient equipment or unsafe training. Additionally, the physical conditions inside and outside the facility should be reviewed to identify potential issues that could cause physical injury.~~ The intent of this standard is to ensure incidents involving work-related liability, risk or loss are properly documented and reviewed to identify remediation measures reducing the risk of future injuries or liability.

~~Liability insurance should be carefully reviewed by professionals to ensure all likely risks are adequately covered and the academy understands any limitations of the policies both in coverage and amount (4.2.3). A written report should be completed by involved employees as soon as possible following a work-related incident resulting in property damage, injury or death. Examples include, but are not limited to, motor vehicle crashes, accidents on agency property or while operating equipment, or incidents alleged to involve a failure of agency policy, equipment failure or inappropriate employee action.~~

The report should document all relevant data regarding the incident including, at a minimum, date and time of occurrence, location, type of incident or accident, identification of people involved, identification of known witnesses, description of injuries, medical aid or treatment provided, and work time lost. Photographs, recordings, related documents or subsequent investigation reports should also be collected and retained.

Procedures should be established to provide timely notification to the CEO and any other personnel of incidents involving serious injury or death, including the person or entity responsible for managing the agency's liability protection program and/or legal counsel. All work-related incident reports and related documentation should be retained until expiration of the applicable statute of limitations as they may be necessary for future litigation.

An administrative review of work-related may reveal patterns or trends that indicate training needs, modifications, and/or the addition or deletion of applicable equipment. An annual analysis should provide the agency CEO with identified patterns or trends that could indicate training needs, equipment upgrades, and/or policy modifications.

Work-related safety and risk reduction training programs should be provided to employees as soon as possible upon hiring. Training topics may include general workplace safety training (evacuation procedures, ergonomics, proper lifting techniques, etc.) and specific topical training depending on employee classification (hazardous materials awareness, VALOR Officer Safety and Wellness Program, "Below 100", etc.). Time Sensitive Standard.

(M)



Post for Client Comment



Training Academy

2.3.3(M) Notification of Allegations~~/~~and Rights

A written directive describes the process for notifying academy employees of the allegation(s) and their rights and responsibilities when they are the subject of an administrative investigation.

Commentary: The intent of this standard is to ensure that an academy employee is notified of the allegation(s), their rights and responsibilities, and has the opportunity to respond, recognizing that the nature of the administrative investigation may determine the timeframe for notification. (M)



Post for Client Comment

Standards for Campus Security Agencies

July 25, 2024



Post for Client Comment



21.3.7 (CS1)

(M M M M) (CS1) In-Car and/or Body-Worn Audio/Video

If the agency employs in-car and/or body-worn cameras, a written directive includes:

- a. policy statement on purpose and organization philosophy regarding use;
- b. requirements and restrictions for activation and deactivation of the device;
- c. criminal and administrative use of camera captured data;
- d. data storage and retention requirements;
- e. equipment maintenance and inspection procedures; **and**
- f. training requirements for users and supervisors; **and**
- g. ~~requirements for documented review of camera captured data including frequency and quantity.~~

Commentary

The use of in-car and/or body-worn audio/video recording devices within the general operational police environment provides a potentially valuable resource for law enforcement agencies in the delivery of services. Additionally, information collected through this technology can be critical in the investigation of criminal incidents and complaints against employees. ~~Quasi-experimental research in some agencies has shown reductions in uses of force and citizen complaints when these devices are employed appropriately, with proper direction and management.~~

It is important for agencies to consider the legal and privacy implications regarding the use of audio/video recording devices, as some state/provincial codes require dual awareness for recordings of this type to occur. This agency consideration must include the awareness of and compliance with applicable public records laws, ~~including Freedom of Information Act provisions in effect in the agency's jurisdiction.~~ Furthermore, the establishment of policy is critical to recognize enhanced organizational credibility that can be accomplished through the deployment. Requirements and restrictions for activation and deactivation of the device should include regular duty and extra duty settings. ~~It is also critical to develop data review practices to prevent claims of negligent supervision, as well as confirm schedules of data retention.~~ Organization consistency in the **security of data and the** application of destruction procedures is important for legal considerations and community trust.

It is recommended that prosecutors be included in the development of policies related to the recording and retention of criminal investigations related activities. Training should be included for officers to ensure an understanding of the organization's philosophy on the use of recording devices, including limitations involving special circumstances, such as contacts with juveniles or other agency employees. Agency managers should consider employment contract issues impacted by the use of the devices and ensure clear messaging with relevant representatives.

The use of camera captured data continues to proliferate and pose challenges for campus security agencies and the public regarding privacy, access, retention, and the release of data while administrative or criminal investigations may still be underway. Among other challenges associated with the expansion of camera captured data is the question of should personnel be permitted to review camera captured data prior to completing reports, providing statements or courtroom testimony about the recorded events. While the approach for addressing this issue should be anchored to organizational philosophy and broader investigative techniques applied in the respective jurisdiction, it is critical the associated protocol be established and followed regarding the collection of employee statements associated with administrative and criminal investigations. (M M M M) (CS1)



Post for Client Comment



21.3.8 (CS1)

(M M M M) (CS1) Responsibility for Security Cameras

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

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

Commentary

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

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

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

¶

The use of camera captured data continues to proliferate and pose challenges for campus security agencies and the public regarding privacy, access, retention, and the release of data while administrative or criminal investigations may still be underway. Among other challenges associated with the expansion of camera captured data is the question of should personnel be permitted to review camera captured data prior to completing reports, providing statements or courtroom testimony about the recorded events. While the approach for addressing this issue should be anchored to organizational philosophy and broader investigative techniques applied in the respective jurisdiction, it is critical the associated protocol be established and followed regarding the collection of employee statements associated with administrative and criminal investigations. Time Sensitive Standard. (M M M M) (M M M M) (CS1)



Post for Client Comment



21.3.10 (CS1)

(M M M M) (CS1) In-Car and/or Body-Worn Audio/Video Review

If the agency employs in-car and/or body-worn cameras, a written directive governs the review of captured data, to include:

- a. employee review for the completion of reports;
- b. employee review prior to making statements in administrative and criminal investigations;
- c. employee review of data captured by another employee;
- d. investigative review during an organizational integrity, administrative or criminal investigation
- e. documented supervisory review including frequency and quantity; and
- f. an annual administrative review of the in-car and/or body-worn camera program reviewed by the CEO.

Commentary

The use of in-car and body-worn cameras continues to proliferate and pose challenges for the campus security and the public regarding privacy, access, retention, and the release of data while criminal and administrative investigations may still be underway. Among other challenges associated with the expansion of in-car and body-worn camera usage is the question of when officers should be permitted to review recordings prior to completing reports and giving statements about the events recorded by the cameras. Although the approach for addressing this issue should be anchored to organizational philosophy and broader investigative techniques applied in the respective jurisdiction, it is critical the associated protocol be established and followed regarding the collection of employee statements associated with criminal and administrative investigations.

It is critical to develop regular and periodic review practices for supervisors to prevent claims of negligent supervision, as well as confirm schedules of data retention, identify opportunities for improvement, and identify exemplary performance. Procedures should include the review of a minimum number of captured data files over a specific timeframe.

¶

It is also important for the agency to conduct a review of its in-car and/or body-worn camera program and related collected data to ensure organizational integrity. The review may be conducted by command-level personnel from the organizational component of the person capturing the data or other components at the discretion of the chief executive officer. The review should include a sufficient amount of data captured by personnel across the organization to assess the alignment of policy, training and operational practices with the organization's mission, vision, and values. Results of the review should be provided to the chief executive officer.

¶

Review protocols for captured data from sources other than in-car and or body-worn camera systems are addressed in Chapter 32 Central Records and Chapter 34 Property and Evidence Control. Time Sensitive Standard (M M M M) (CS1)



Post for Client Comment



6.2.4 (CS1)

(M M M M) (CS1) ~~Notification of Potential Liability~~ and Risk Management Program Incidents-

~~A written directive describes the procedure for notifying the agency's chief executive officer or designee of incidents where there may be a question as to the agency's liability or those which may result in heightened community interest.~~ A written directive establishes the agency's liability and risk management program to include procedures for:

- a. submission of a written report whenever an employee is involved in a work-related incident resulting or alleged to have resulted in property damage, injury or death;
- b. notification of the agency CEO and other appropriate personnel of any work-related incident resulting or alleged to have resulted in serious injury or death;
- c. notification of the agency CEO, or designee, of incidents where there may be a question as to the agency's liability or those which may result in heightened community interest;
- d. an administrative review of each submitted employee work-related incident report;
- e. an annual analysis of all work-related incidents, to be reviewed by the agency CEO, which must, at a minimum, include: date and time of incidents; types of incidents; trends and patterns relating to property damage or injury to any person including employees; trends and patterns relating to causal factors; review of risk reduction related policies, reporting procedures, and training programs; impact on policies, practices, equipment and training;
- f. retention schedule for all work-related incident reports and related documents; and;
- g. a listing of initial risk reduction training to be provided to employees and defines any in-service training requirements.

Commentary:

~~The directive should specify the nature of those incidents that should be brought immediately to the attention of the agency's chief executive officer and those that can be postponed to a later time. An agency should carefully examine all incidents wherein its employees have allegedly performed in a manner that created an increased likelihood of death or serious injury to persons or significant loss of property. The intent of this standard is to ensure incidents involving work-related liability, risk or loss are properly documented and reviewed to identify remediation measures reducing the risk of future injuries or liability.~~

A written report should be completed by involved employees as soon as possible following a work-related incident resulting in property damage, injury or death. Examples include, but are not limited to, motor vehicle crashes, accidents on agency property or while operating equipment, or incidents alleged to involve a failure of agency policy, equipment failure or inappropriate employee action.

The report should document all relevant data regarding the incident including, at a minimum, date and time of occurrence, location, type of incident or accident, identification of people involved, identification of known witnesses, description of injuries, medical aid or treatment provided, and work time lost. Photographs, recordings, related documents or subsequent investigation reports should also be collected and retained.

Procedures should be established to provide timely notification to the CEO and any other personnel of incidents involving serious injury or death, including the person or entity responsible for managing the agency's liability protection program and/or legal counsel. All work-related incident reports and related documentation should be retained until expiration of the applicable statute of limitations as they may be necessary for future litigation.

An administrative review of work-related may reveal patterns or trends that indicate training needs, modifications, and/or the addition or deletion of applicable equipment. An annual analysis should provide the agency CEO with identified patterns or trends that could indicate training needs, equipment upgrades, and/or policy modifications.

Work-related safety and risk reduction training programs should be provided to employees as soon as possible upon hiring. Training topics may include general workplace safety training (evacuation procedures, ergonomics, proper lifting techniques, etc.) and specific topical training depending on employee classification (hazardous materials awareness, VALOR Officer Safety and Wellness Program, "Below 100", etc.).

Time Sensitive Standard. (M M M M) (CS1)



Post for Client Comment



2.1.6 (CS1)

(M M M M) (CS1) Reporting Uses of Force

A written report is submitted whenever an employee:

- a. discharges a firearm, for other than training or recreational purposes;
- b. ~~takes an action~~ **applies force** that results in, or is alleged to have resulted in, injury or death of another person;
- c. applies force through the use of lethal or less lethal weapons; or
- d. applies weaponless physical force at a level as defined by the agency.

Commentary

The intent of this standard is to establish use of force or response to resistance reporting systems within the agency for effective review and analysis. The reporting systems should help identify trends, improve training and employee safety, and provide timely information for the agency when addressing use of force issues with the public. Early and accurate reporting helps establish agency credibility.

Software programs may be used to generate the necessary reporting elements of this standard or the agency may choose to use a variety of reporting methods to document use of force or response to resistance incidents, based on severity or other established criteria.

This standard could include documenting the pointing of weapons or using weaponless, hand-to-hand control techniques. These techniques include, but are not limited to; physical touching, gripping or holding, frisking, pain compliance measures, pressure point application, come-alongs, handcuffing, or other custodial procedures. It should be noted that some agencies have had success documenting this type of information, using a standard checklist report format associated with the arrest or incident report.

In deciding the threshold of when to generate a use of force or response to resistance report and how extensive the report needs to be, the agency should carefully examine all incidents wherein its employees have caused, or are alleged to have caused death or injury to another, have accidentally or intentionally discharged a firearm, or have applied weaponless force upon another to the extent it is likely to cause or lead to unforeseen injury, claim of injury, or allegations of excessive force, e.g., the use of neck holds, four point restraints (commonly referred to as the hog-tie restraint), punches, or kicks.

The agency should also consider who is required to write reports when multiple employees were engaged in the same use of force incident. If physically able, the primary employee involved should be required to verbally report his/her involvement within a specified time period. The verbal report should be committed to writing as soon as practical, thereafter. Written procedures should state by whom, when, and how the report will be submitted.

The standard is not intended to document the display of weapons by employees or actions taken to euthanize animals. **(M M M M) (CS1)**



Post for Client Comment



Campus Security

25.2.5 (M M M M) ~~Statement~~ Notification of Allegations ~~and~~ Rights

A written directive describes the process for notifying agency ~~When~~ employees ~~are notified they have become the subject of an internal affairs investigation, the agency issues the employee a written statement of the allegations~~ allegation(s) and ~~the employee's~~ their rights and responsibilities ~~relative to the investigation~~ when they are the subject of an administrative investigation.

Commentary: ~~None~~ The intent of this standard is to ensure that an agency employee is notified of the allegation(s), their rights and responsibilities, and has the opportunity to respond, recognizing that the nature of the administrative investigation may determine the timeframe for notification. (M M M M)