

Oklahoma Association of Chiefs of Police

Oklahoma Law Enforcement Accreditation Program

STANDARDS MANUAL

6th Edition



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Underlining identifies new standards for this edition.

identifies standards required for Certification = 41 (ADM=12, OPS=20, PER=6)

Notations or numbers in red brackets [] indicate corresponding Lexipol Policies.

Total Accreditations Standards = 170 (ADM=60, OPS=82, PER=28)

CHAPTER TITLES AND NUMBERS

ADMINISTRATION STANDARDS

Law Enforcement Mission, Role and Authority	ADM.01
Management and Direction	ADM.02
Department Organization	ADM.03
Agency Jurisdiction and Mutual Aid	ADM.04
Contractual Agreements	ADM.05
Planning, Research, and Crime Analysis	ADM.06
Fiscal Management	ADM.07
Records	ADM.08
Evidence and Property Management	ADM.09
Allegations of Misconduct and Professional Standards	ADM.10
Inspection Services	ADM.11
Public Information	ADM.12
Law Enforcement Youth Programs	ADM.13
Information Technology	ADM.14
Social Media	ADM.15

CHAPTER

OPERATIONS STANDARDS

Use of Force / Response to Resistance Aggression	OPS.01
Patrol	OPS.02
Traffic	OPS.03
Vice, Drugs, Organized Crime, and Informants	OPS.04
Criminal Information	OPS.05
Juveniles	OPS.07
Emergency and High-Risk Operations	OPS.08
Prisoner Transport	OPS.09
Holding Facility	OPS.10
Victim and Witness Services	OPS.11
Legal Process	OPS.12
Domestic Abuse Complaints	OPS.13
Community Relations and Community Partnerships	OPS.14
Court Security	OPS.15
Communications	OPS.16
Bloodborne and Communicable Diseases	OPS.17
Criminal Investigations	OPS.18
Audio/Video Technology	OPS.19

CHAPTER

PERSONNEL STANDARDS

Personnel Allocation and Distribution
Compensation, Benefits, and Condition of Work
Personnel Performance and Evaluation
Conduct and Discipline
Grievance Procedure
Personnel Recruitment and Selection
Personnel Training, Development, and Promotion
Collective Bargaining

CHAPTER

PER.01
PER.02
PER.03
PER.04
PER.05
PER.06
PER.07
PER.08

DEFINITIONS

ADMINISTRATION STANDARDS

GENERAL INDEX

Law Enforcement Mission, Role and Authority

Mission	ADM.01.01
# Loyalty Oath	ADM.01.02
Code of Ethics	ADM.01.03
Limits of Authority	ADM.01.04
# Constitutional Compliance	ADM.01.05
# Search and Seizure	ADM.01.06
# Arrest	ADM.01.07
# Alternatives to Arrest	ADM.01.08
# Strip and Body Cavity Searches	ADM.01.09
# Registered Offenders	ADM.01.10

Management and Direction

Chief Law Enforcement Officer Authority	ADM.02.01
Chain of Command	ADM.02.02
Supervisor Accountability	ADM.02.03
Duty to Obey Lawful Orders	ADM.02.04
Written Directives	ADM.02.05
Administrative Reporting Program	ADM.02.06
Brady Information	ADM.02.07
Reporting Arrests, Convictions and Court Orders	ADM.02.08
Vapor Product, Smoking, and Tobacco Use	ADM.02.09
Reporting Damaged Property	ADM.02.10
# Seat Belts	ADM.02.11
Vehicle Use	ADM.02.12
Special Purpose Vehicles	ADM.02.13

Department Organization

Organizational Structure	ADM.03.01
Personnel Job Descriptions	ADM.03.02
Component Responsibilities	ADM.03.03
Command Protocol	ADM.03.04
Intra-Agency Communication	ADM.03.05

Agency Jurisdiction and Mutual Aid

Agency Jurisdiction	ADM.04.01
Mutual Aid	ADM.04.02

Task Forces	ADM.04.03
Requesting Assistance from Federal Law Enforcement or National Guard	ADM.04.04

Contractual Agreements

Contractual Agreements	ADM.05.01
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Planning, Research, and Crime Analysis

Planning and Research Function	ADM.06.01
Multi-Year/Strategic Plan	ADM.06.02
Crime Analysis	ADM.06.03

Fiscal Management

Fiscal Management Responsibility	ADM.07.01
<i>Deleted February 2009</i>	ADM.07.02
<i>Deleted February 2009</i>	ADM.07.03
Accounting System	ADM.07.04
Financial Audits	ADM.07.05
Handling Cash	ADM.07.06
Asset Inventory Control	ADM.07.07

Records

Records Integrity	ADM.08.01
Protected Information	ADM.08.02
Uniform Crime Reporting	ADM.08.03
# Wanted, Missing, and Runaway Persons	ADM.08.04
Participation in OSBI Criminal Records System	ADM.08.05

Property and Evidence Control

# Property and Evidence Controls	ADM.09.01
# Property and Evidence Inventories and Audits	ADM.09.02
# Property and Evidence Security	ADM.09.03
# Disposition of Evidence and Property	ADM.09.04

Allegations of Misconduct and Professional Standards

Recording Allegations of Misconduct	ADM.10.01
<i>Deleted January 2016</i>	ADM.10.02
Responsible Person or Entity	ADM.10.03
<i>Deleted February 2009</i>	ADM.10.04
Employee Notification of Allegations of Misconduct	ADM.10.05

Allegations of Misconduct Against Agency/Employees ADM.10.06
Deleted February 2009 ADM.10.07

Inspection Services

Internal Inspection Process ADM.11.01

Public Information

Public Information Policy ADM.12.01
Deleted October 2020 ADM.12.02

Law Enforcement Youth Programs

Law Enforcement Youth Programs ADM.13.01

Information Technology

Use of Computers ADM.14.01
Wireless Communication Devices ADM.14.02

Social Media

Personal Use of Social Media ADM.15.01
Social Media Use by the Agency ADM.15.02

ADMINISTRATIVE (ADM)

ADM 01 - LAW ENFORCEMENT MISSION, ROLE AND AUTHORITY

ADM.01.01 MISSION [Policy preamble]

The agency shall maintain and disseminate to both agency personnel and the public, a written mission that describes the purpose and philosophy of the agency.

Commentary: A commonly used method to comply with this standard is posting the mission in public and non-public areas of the agency as well as agency web and social media sites.

Recommended proofs of compliance: Copy of mission, photos of mission posted in the agency.

#ADM.01.02 LOYALTY OATH [102.2 & 102.3]

Agency employees shall take a loyalty oath of office as prescribed in 51 O.S. § 36.1, 36.2A, and 36.3. Additionally, a copy of the oath shall be filed with the appropriate entity enumerated 51 O. S. § 36.3e.

Commentary: The Loyalty Oath is required to be administered to every employee of the State of Oklahoma, municipality, public agency, public authority or public district. The statutory required oath is found in 51 O.S. § 36.2A. As an option, the agency may administer a separate Peace Officer Oath of Office in addition to the statutorily required Loyalty Oath.

Recommended proofs of compliance: Photos of officers taking oath, copies of signed oaths.

ADM.01.03 CODE OF ETHICS [Policy preamble]

The agency shall adopt and require law enforcement officers, including paid and non-paid reserves, to abide by a code or canon of ethics.

Commentary: The International Association of Chiefs of Police (IACP) or the National Sheriff's Association (NSA) Code of Ethics will satisfy the intent of this standard.

Recommended proofs of compliance: Signed oath of office swearing to uphold the LE Code of Ethics. Photo of officers taking oath.

ADM.01.04 LIMITS OF AUTHORITY [100.2]

A **written directive** defines the authority vested in sworn /certified/commissioned law enforcement personnel as provided for in federal or Oklahoma statutes or tribal law.

Recommended proofs of compliance: Ordinances or laws that govern a full-time, part-time or reserve officer's authority.

ADM.01.05 CONSTITUTIONAL COMPLIANCE [100.5]

A **written directive** governs procedures for assuring compliance with applicable constitutional requirements specifically including:

1. Access to counsel including consular notification for foreign nationals. [412]
2. Assuring constitutional safeguards are conveyed to limited English proficiency or hearing impaired persons in a manner that they clearly understand. [302, 333]
3. Racial/Ethnic Profiling. (22 O.S. § 34.3, 34.4, & 34.5) [401.1]
4. Assuring constitutional safeguards are adhered to during all interviews and interrogations including electronic recordings of custodial interrogations (Title 22 O.S. § 22). [332.8, 332.14]

Recommended proofs of compliance: US State Department consular notification card and poster, Miranda card as issued to employees.

ADM.01.06 SEARCH AND SEIZURE

A **written directive** governs search and seizure with and/or without a warrant to include:

1. Consent search for individuals, vehicles, buildings. [312.3]
2. Stop and frisk rules. [419.4]
3. Exigent circumstances. [312]
4. Impounded vehicle inventory procedures. [502.8]
5. Execution of warrant. [312]

Commentary: The written directive should encompass search and seizure of individuals, vehicles, buildings, and unmanned aircraft systems (UAVs / drones), with or without a warrant.

Recommended proofs of compliance: Consent search forms, impounded vehicle forms indicating inventory procedures.

ADM.01.07 ARREST [100]

A **written directive** governs arrests made with or without a warrant.

Recommended proofs of compliance: Arrest reports with and without arrest warrants.

ADM.01.08 ALTERNATIVES TO ARREST [411.1, 404.6.2 (g)]

A **written directive** governs circumstances when officers may exercise alternatives to arrest.

Recommended proofs of compliance: Assessors will determine compliance through observations and interviews.

ADM.01.09 STRIP AND BODY CAVITY SEARCHES [902]

A **written directive** governs the circumstances and procedures for conducting strip and body cavity searches to include reporting procedures.

Recommended proofs of compliance: Reports that contain information regarding a strip or body cavity search.

ADM.01.10 REGISTERED OFFENDERS [328]

A **written directive** establishes guidelines by which the agency will address issues associated with certain offenders who are residing in the jurisdiction. At a minimum, the directive will address how the agency will respond to public inquiries about registered sex and violent offenders in compliance with 57 O.S. § 584 and 595.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

ADM 02 - MANAGEMENT AND DIRECTION

ADM.02.01 CHIEF LAW ENFORCEMENT OFFICER AUTHORITY [101]

A **written directive** designates the Chief Law Enforcement Officer (CLEO) as having responsibility for the management of the agency based on the appropriate governing authority.

Definition: The chief law enforcement officer is the chief of police, sheriff, director or commissioner of public safety, etc. that is designated as the chief administrator of the agency.

Recommended proofs of compliance: Ordinances or other laws that govern the authority of the CLEO.

ADM.02.02 CHAIN OF COMMAND [2002.2]

A **written directive** establishes the order of command authority to include times when the CLEO is absent. This directive is in addition to the agency organizational chart.

Recommended proofs of compliance: Organizational chart or other document that establishes a chain of command.

ADM.02.03 SUPERVISOR ACCOUNTABILITY [200.5]

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

Recommended proofs of compliance: Organizational charts or other documents that establish supervisor accountability.

ADM.02.04 DUTY TO OBEY LAWFUL ORDERS [320.3]

A **written directive** requires employees to obey any lawful orders of a superior. The directive shall address procedures for an employee who receives inconsistent or conflicting orders.

Recommended proofs of compliance: Ordinances or laws that govern the duty to obey lawful orders.

ADM.02.05 WRITTEN DIRECTIVES [103 & 201.3, .5]

The agency has a system for the development and dissemination of written directives, agency policies, procedures, rules and regulations. The system will include:

1. Procedures for formatting, maintenance, and dissemination of written directives. [201.3]
2. A system and authority to issue, modify, and approve written directives. [201.3]
3. Immediate access to written directives that pertain to the employee's responsibilities. [201.5]

Recommended proofs of compliance: Examples of different types of written directives such as general orders, personnel order, special orders, memorandums, etc.

ADM.02.06 ADMINISTRATIVE REPORTING PROGRAM

The agency has an administrative reporting program that requires the preparation of periodic (annual, quarterly, monthly and/or weekly) annual reports of the agency activities and statistical data summaries.

Recommended proofs of compliance: Examples of required annual, quarterly, monthly, weekly and/or daily activity and/or statistical reports. Screenshots are acceptable.

ADM.02.07 BRADY INFORMATION [605]

A **written directive** establishes guidelines for identifying and releasing potentially exculpatory or impeachment information to the prosecuting attorney. The directive will address investigation of Brady issues, disclosure of information and training for agency personnel.

Commentary: Refer to *Brady v. Maryland*, 373 U.S. 83 and your district attorney for specific information on this standard.

Recommended proofs of compliance: Written notices directed to the prosecuting attorney(s). If the agency has not experienced a Brady incident, a memorandum to file should be included.

ADM.02.08 REPORTING ARRESTS, CONVICTIONS AND COURT ORDERS [1005]

A **written directive** requires employees to disclose arrests, convictions and certain court orders, in which they are a named party, to the CLEO in writing.

Recommended proofs of compliance: Copies of documentation from employees about arrests, convictions and certain court orders in which they are a named party. If the agency has not experienced such an incident, a memorandum to file should be included in the file folder.

Commentary: Federal and Oklahoma Statutes prohibit individuals convicted of certain offenses and individuals subject to certain court orders from lawfully possessing firearms and should be reported to the CLEO as soon as practicable.

ADM.02.09 VAPOR PRODUCT, SMOKING, AND TOBACCO USE [1009]

A **written directive** addresses vapor product, smoking, and tobacco use by employees, volunteers, interns and others in a similar position while on-duty or while in any agency facility or vehicle.

Commentary: The agency understands that tobacco use is a health risk and can be offensive to others. In addition, it presents an unprofessional image.

Recommended proofs of compliance: Assessors will determine compliance through observations and interviews.

ADM.02.10 REPORTING DAMAGED PROPERTY

A **written directive** addresses the process to follow when any agency property or the property of another is damaged, lost, stolen or missing. At a minimum, the directive will address the following:

1. Employees' responsibility to report damaged, lost, stolen or missing agency property. [700.3.1]
2. Employees' responsibility to report damage, lost or missing property of others. [700.5]
3. The process for filing claims for eligible damaged personal property. [700.4]

Commentary: This standard is intended to address reporting procedures of incidents in which an employee damages or loses, or becomes aware of any lost or damaged agency owned property or damages or loses any property owned by a citizen or other entity.

Agency owned property includes that which is legally owned, leased, rented or otherwise assigned to the agency or its governing body.

ADM.02.11 SEAT BELTS [1011]

A **written directive** establishes guidelines for the use of seat belts and child car seats/restraints that applies to every person who is a driver or passenger of an agency owned vehicle, including agency employees. The directive shall comply with 47 O.S. § 12-417 and 47 O.S. § 11-1112.

ADM.02.12 VEHICLE USE

A **written directive** establishes guidelines for the use of agency owned vehicles to include the following elements:

1. Individually Assigned Vehicles (IAV) [703.4]
2. General vehicle assignment [703.1]
3. Non-commissioned personnel (see commentary) [703.3.12]
4. Authorized passengers [703.8]

Commentary: Due to inherent danger of drivers being mistaken for an on-duty police officers, agencies are strongly encouraged to prohibit clearly marked law enforcement vehicles from routinely being driven on public streets or highways by non-commissioned personnel. Possible policy enforcement options include the use of placards that cover the word “POLICE”, “SHERIFF”, etc. or read “Out of Service”.

ADM.02.13 SPECIAL PURPOSE VEHICLES

A **written directive** establishes the operation of agency controlled special vehicles to include:

1. Conditions and limitations of use
2. Qualifications and training of operators
3. Agency entity responsible for control of the vehicles

Definition: Special purpose vehicles are watercraft, aircraft, bicycles, mobile command vehicles, motorcycles, buses, tactical vehicles (SWAT, bomb disposal, etc.), all-terrain vehicles, personal transport vehicles, or other motorized or non-motorized vehicles for which the agency requires special training for the operator. Special purpose vehicles do not include passenger cars, light duty vans, trucks or sport utility vehicles.

Recommended proofs of compliance: Appropriate training records or copies of certificates/credentials and/or interviews and observations.

ADM 03 - DEPARTMENT ORGANIZATION

ADM.03.01 ORGANIZATIONAL STRUCTURE [200]

The agency possesses statements, charts and/or other documents that describe the organizational structure of the agency and includes the total authorized strength of commissioned, civilian and part-time personnel.

Recommended proofs of compliance: Organizational chart or other documents indicating structure of the organization.

ADM.03.02 PERSONNEL JOB DESCRIPTIONS [1000.7]

The agency maintains written job descriptions and responsibilities for each position or assignment within the agency.

Recommended proofs of compliance: Copy of agency job descriptions for each position.

ADM.03.03 COMPONENT RESPONSIBILITIES [200.3]

A **written directive** establishes the responsibilities of each component (bureau, division, section, special units and teams, etc.) within the agency to include command/supervision of component and any special requirements and selection process of personnel.

Recommended proofs of compliance: Copy of organizational chart or other document that indicates bureau, division, unit, section or special team responsibilities.

ADM.03.04 COMMAND PROTOCOL [200.4.2]

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

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

ADM.03.05 INTRA AGENCY COMMUNICATION [205]

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

Commentary: The level of law enforcement services to the community often suffers from lack of communication among different components of an agency. Patrol and other specialty units, i.e., investigations, traffic, vice, etc., often operate with different priorities, so there must be a mechanism in place to ensure cooperation and an exchange of information among the various components. Formal communication procedures established by the CLEO may prevent these problems from occurring. Staff meeting agendas and minutes, case updates and/or exchanges of investigative reports may demonstrate compliance.

Recommended proofs of compliance: Staff meeting agenda & minutes, intelligence email/memos, bulletins, etc.

ADM 04 - AGENCY JURISDICTION AND MUTUAL AID

ADM.04.01 AGENCY JURISDICTION [100.3]

The agency possesses maps and/or other documents that indicate the jurisdiction and concurrent jurisdiction and establishes its responsibilities.

Recommended proofs of compliance: Maps, memorandums of understanding.

ADM.04.02 MUTUAL AID [100.4, 202, 327]

A **written directive** addresses the circumstances and authority under which routine mutual law enforcement assistance may be exchanged between neighboring law enforcement agencies. (63 O.S. § 695.2 et seq.)

Recommended proofs of compliance: Sample of mutual aid agreements or memorandums of understanding.

ADM.04.03 TASK FORCES [100.6]

Any long-term task force or interagency involvement is established and governed by a written agreement that addresses operational objectives and control, participation levels, participant qualifications, and personnel policies.

Recommended proofs of compliance: Task force agreements or memorandums of understanding.

ADM.04.04 REQUESTING ASSISTANCE FROM FEDERAL LAW ENFORCEMENT OR NATIONAL GUARD [326.7]

A **written directive** establishes procedures to request assistance from Federal law enforcement or National Guard in emergency situations.

Recommended proofs of compliance: Samples of documentation of requesting Federal assistance.

ADM 05 - CONTRACTUAL AGREEMENTS

ADM.05.01 CONTRACTUAL AGREEMENTS [704.11]

The agency has established procedures for contractual services such as law enforcement services, detention and maintenance services, etc.

Commentary: The intent is to protect the agency with written contractual agreements.

Recommended proofs of compliance: Copies of contracts or agreements.

ADM 06 - RESEARCH, PLANNING, AND CRIME ANALYSIS

ADM.06.01 PLANNING AND RESEARCH FUNCTION [200.7]

A **written directive** establishes the agency's planning and research function and assignment.

Commentary: Planning is typically used to propose budget recommendations, anticipated personnel levels and workloads, equipment needs, etc. Research is typically used to find improved technologies, equipment and develop more efficient policies and procedures.

Recommended proofs of compliance: Research/planning example document.

ADM.06.02 MULTI-YEAR/STRATEGIC PLAN [200.7.2]

A **written directive** requires the development of a multi-year plan that includes:

1. Goals and operational objectives.
2. Anticipated personnel levels.
3. Anticipated capital improvement and equipment needs.

Recommended proofs of compliance: Copy of current plan.

ADM.06.03 CRIME ANALYSIS [800]

A **written directive** establishes crime analysis functions to include:

1. Sources from which crime analysis data elements are extracted.
2. Analysis of crime data.
3. Distribution of crime analysis reports.

Commentary: Crime analysis should provide current information by identifying and analyzing methods of operation of individual criminals, providing crime pattern recognition, and providing analysis of data from field interviews and arrests. Analysis can be useful to the agency's long-range planning by showing trend data and assisting in identification of enforcement priorities. For crime analysis to function effectively, information should be disseminated to all affected units or persons on a timely basis. Information relevant to the development of the agency's strategic plans should be provided to the appropriate staff units.

Recommended proofs of compliance: Samples of crime reports and distribution memos, email, bulletins, etc.

ADM 07 - FISCAL MANAGEMENT

ADM.07.01 FISCAL MANAGEMENT RESPONSIBILITY [704]

A **written directive** designates the person or entity as having the authority and responsibility for the fiscal management of the agency based on a written statement issued by the appropriate governing authority.

Recommended proofs of compliance: Copy of job description of person with fiscal management responsibility.

ADM.07.04 ACCOUNTING SYSTEM [704]

The agency uses an accounting system that includes the preparation for at least quarterly status reports showing:

1. Initial appropriation for each account or program.
2. Balances at the commencement of each period.
3. Expenditures and encumbrances made during the period.
4. Unencumbered balances.

Recommended proofs of compliance: Copies of accounting examples. (These items may be found in a finance department directive rather than a law enforcement directive).

ADM.07.05 FINANCIAL AUDITS [704]

A **written directive** establishes procedures for agency financial auditing.

Recommended proofs of compliance: Ordinances or other laws that govern financial audits, audit letter from auditor (These items may be available from your finance department).

ADM.07.06 HANDLING CASH [704]

If applicable, a **written directive** establishes procedures for receiving, safeguarding, and/or dispersing cash to include:

1. Receiving cash and documenting with written receipts.
2. Identification of persons by name or position authorized to accept or disperse funds.

Commentary: for the purposes of this standard, the term cash includes bonds or fines, petty cash funds, copy, fingerprint, document fees, funds/money of evidentiary value, found property, payments to informants, drug buy money, etc.

Recommended proofs of compliance: Partial list of inventoried items (These items may be available from you finance or inventory control department).

ADM.07.07 ASSET INVENTORY CONTROL [704]

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

Recommended proofs of compliance: Partial list of inventoried items (These items may be available from you finance or inventory control department).

ADM 08 - RECORDS

ADM.08.01 RECORDS INTEGRITY [803]

A **written directive** establishes the integrity and confidentiality of its records by restricting access to only authorized entities while remaining in compliance with Oklahoma Statutes.

Recommended proofs of compliance: Completed records release form (may be redacted).

ADM.08.02 PROTECTED INFORMATION [805]

If the agency has access to an Oklahoma Law Enforcement Telecommunications System (OLETS) or any federally protected information, a **written directive** addresses the following:

1. Responsibilities of personnel regarding protection of information.
2. Access to protected information.
3. Dissemination of protected information.
4. Security of protected information.
5. Training and vetting of personnel.

Definition: Protected information is any data or other information that is collected, stored or accessed by agency members and is subject to any access or release restrictions imposed by law, regulation, order or use agreement. This includes all Criminal Justice Information Systems (CJIS) data.

Recommended Proofs of Compliance: Assessors may review visitor, vendor, etc. logs and interview the designated Agency Coordinator (AC), Local Agency Security Officer (LASO) and Terminal Agency Coordinator (TAC). Copies of CJIS related letters, audits and similar items.

ADM.08.03 UNIFORM CRIME REPORTING SYSTEM [323.5]

The agency complies with uniform crime reporting guidelines.

Recommended proofs of compliance: Copies of recent UCR/NIBRS reports.

ADM.08.04 WANTED, MISSING, AND RUNAWAY PERSONS [316, 317]

A **written directive** mandates reporting requirements for wanted, missing and runaway persons.

1. The agency enters, or causes to be entered, missing persons or runaways (who meet the criteria and are reported missing from their jurisdiction) into the NCIC system as soon as possible after a report is submitted.
2. The agency has a written directive that addresses Amber and Silver Alert in accordance with 63 O.S. § 1-1990.4; 63 O.S. § 1-1990.5 to include:
 - a. Responding officer responsibilities;
 - b. Communication officer/dispatcher responsibilities;
 - c. Alert termination process.
3. The agency has a written directive for entering, or causes to be entered, wanted persons into NCIC.

Recommended proofs of compliance: Completed runaway or missing persons reports, copies of wanted person's entry reports (may be redacted).

ADM.08.05 PARTICIPATION IN OKLAHOMA STATE BUREAU OF INVESTIGATION (OSBI)
CRIMINAL RECORDS SYSTEM

The agency participates in the OSBI state fingerprint/criminal history records system.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations, copy of agreement with OSBI, copy of licenses.

ADM 09 - EVIDENCE AND PROPERTY MANAGEMENT

ADM.09.01 EVIDENCE AND PROPERTY MANAGEMENT [802]

A **written directive** establishes a system for the proper collection, identification, preservation, transmittal, receipt, recording, storage, classification, retrieval, security, auditing, transfer, disposition of evidentiary items and recovered or found property. Elements of the directive shall:

1. Establish a procedure for packaging, weighing and/or counting, and recording the information on a property form before the items are submitted to the property and evidence authority. [802.4.1]
2. Provide for a combination safe or other secure locked cabinets or rooms, for the storage of high risk and/or exceptional items such as controlled substances, cash and jewelry. [802.5]
3. Establish that no one person has total control over evidentiary property. [802.3.2]
4. Provide for a system to record the date and time of persons entering and leaving the secured evidence area. [802.3.3]
5. Establish a system to assign control numbers to evidence and property items that provides tracking to retrieve the item and audit the system. [802.4.1]

Recommended proofs of compliance: Property forms, copy of property room entry log, example of assigning control numbers to evidence and property, and arrange for visit to property facility.

ADM.09.02 PROPERTY AND EVIDENCE INVENTORIES AND AUDITS [802.9]

A **written directive** requires that personnel not charged with the custody of evidence and property regularly performs and records audits of items within the protective custody of the agency.

Recommended proofs of compliance: Copies of recent audit or inspection reports.

ADM.09.03 PROPERTY AND EVIDENCE SECURITY [802.3]

The property and evidence room, locker, closet, etc. shall be monitored 24 hours a day by an alarm, video surveillance, personal presence, or other method.

Recommended proofs of compliance: Photos of monitor camera, card reader print out or other method of security.

ADM.09.04 DISPOSITION OF EVIDENCE AND PROPERTY [802.7, 802.8]

A **written directive** requires that the disposition of evidence and property (including abandoned and unclaimed) comply with Oklahoma Statutes or other legal requirements.

Recommended proofs of compliance: Property and evidence disposition forms, copies of completed evidence disposition records.

ADM 10 - ALLEGATIONS OF MISCONDUCT/PROFESSIONAL STANDARDS

ADM.10.01 RECORDING ALLEGATIONS OF MISCONDUCT [1010]

A written directive establishes a component (person or entity) within the agency to be responsible for receiving and oversight investigation of allegations of misconduct against the agency or its employees. The directive will address:

1. Receiving, recording, and control of investigations of allegations of misconduct.
2. A requirement that complaints do not have to be written, signed or notarized.
3. The supervision and control of investigations of alleged/suspected misconduct within the agency.
4. Confidentiality during investigations.
5. The maintenance and confidentiality of records.

Definition: Police misconduct means the improper actions taken by police officers in relation with their official duties. Police misconduct typically includes violations of written department policies, procedures, rules and regulations and violations of law.

Recommended proofs of compliance: Copies of received complaints, copy of completed investigation, and introduction of person who maintains files (may be redacted).

ADM.10.02 Deleted January 2016

ADM.10.03 RESPONSIBLE PERSON OR ENTITY [1010]

A **written directive** designates a person or entity within the agency that is responsible for investigating allegations of misconduct. The directive also designates a high-ranking person or entity to which the investigator reports.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

ADM.10.04 Deleted February 2009

ADM.10.05 EMPLOYEE NOTIFICATION OF ALLEGATIONS OF MISCONDUCT [1010]

A **written directive** requires the agency to provide the subject employee with a written statement of the allegations and explanation of employee rights and responsibilities relative to the investigation.

Recommended proofs of compliance: Copy of notification document (may be redacted).

ADM.10.06 ALLEGATIONS OF MISCONDUCT AGAINST AGENCY AND EMPLOYEES [1010]

A **written directive** requires the agency to investigate all allegations of misconduct against the agency or its employee.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

ADM.10.07 Deleted February 2009

ADM 11 – INSPECTION SERVICES

ADM.11.01 INTERNAL INSPECTION PROCESS [200.6] [703.3.3]

A **written directive** establishes the agency’s inspection process to include:

1. Procedures to be used in conducting line and staff inspections.
2. Frequency of line and staff inspections.
3. Identity, authority and responsibilities of individuals(s) conducting line and staff inspections.
4. Follow-up procedures to correct deficiencies.

Commentary: The inspection process is essential for evaluating the agency’s operations, ensuring goals are being pursued, and identifying need for additional resources. An accreditation site visit can serve as a staff inspection.

Definition: Line inspections are conducted by personnel who supervise the entity being inspected. Typical line inspections may include periodic inspections of an individual’s uniform, equipment, facilities, vehicles and procedures. Staff inspections are less frequent and are conducted by personnel who do not directly supervise the entity being inspected. Evidence and property audits and, Oklahoma Law Enforcement Telecommunications (OLETS) inspections, official jail inspections, occupational safety inspections, and the accreditation and re-accreditation processes are considered staff inspections. Line and staff inspections typically require a plan to correct identified deficiencies.

Recommended proofs of compliance: Inspection reports.

ADM 12 - PUBLIC INFORMATION

ADM.12.01 PUBLIC INFORMATION [324]

A **written directive** establishes the public information function to include:

1. Identifying personnel within the agency authorized to make news releases.
2. Assisting news media personnel in covering news stories and accessing the scene of incidents.
3. Preparing and distributing agency news releases. [324.8]
4. Arranging for and assisting at news conferences.
5. Being available for on-call responses to the news media.
6. Coordinating and authorizing the release of information concerning victims, suspects, and witnesses.
7. Coordinating and authorizing the release of information concerning on-going agency investigations and operations.
8. Procedures for releasing information when other service agencies are involved in a mutual effort.

Commentary: Agencies have an obligation to inform the public of events that affect the lives of citizens in their communities. The intent of this standard is to establish accountability for the public information function and to provide guidelines to all agency personnel regarding the release of information on agency activities or investigations that may jeopardize the outcome of such activities or investigations, or conflict with applicable legal requirements or restrictions. It is to ensure that media access to incident scenes does not obstruct law enforcement and other public safety personnel in the performance of their duties.

Recommended proofs of compliance: Examples of recent press releases.

ADM.12.02 Deleted October 2020

ADM 13 - LAW ENFORCEMENT YOUTH PROGRAMS

ADM.13.01 LAW ENFORCEMENT YOUTH PROGRAMS [1025]

If the agency sponsors a Law Enforcement Explorer Post or other similar continuing youth program, a **written directive** governing the program and personnel therein by:

1. Establishing minimum eligibility requirements.
2. Ensuring the availability of training activities and programs.
3. Establishing uniform dress and appearance codes.
4. Assigning supervisory responsibility to law enforcement personnel.
5. A detailed hold-harmless agreement covering all aspects of youth involvement with law enforcement operations.

Recommended proofs of compliance: Website information, brochures, or other literature.

ADM 14 - INFORMATION TECHNOLOGY

ADM.14.01 USE OF COMPUTERS [204, 321]

A **written directive** establishes guidelines for the use of computers by employees or other authorized users. The directive shall address the following:

1. General permissible and prohibited uses of the computers including personal use.
2. Rules for importing, downloading, or installing software and hardware.
3. Rules for security and confidentiality of computer files.
4. Rules regulating the use of electronic mail and the internet.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

ADM.14.02 PERSONAL COMMUNICATION DEVICES [701]

A **written directive** establishes guidelines for the use of personal wireless communication devices by employees while on duty. The directive shall include the general permissible and prohibited uses of the devices to include use while operating motor vehicle.

Commentary: Personnel who use personal communication devices to obtain and/or store data that is related to their official duties, including audio/video, should be aware that their device and contents may be discoverable.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

ADM 15 – SOCIAL MEDIA

ADM.15.01 PERSONAL USE OF SOCIAL MEDIA [1030]

A **written directive** governs employee personal use of social media that is consistent with current and applicable statutes and codes. The written directive shall include permitted and prohibited uses by personnel.

Commentary: Social media has a role in the personal lives of most department personnel and can have bearing on official capacity. As such, the directive should provide information of a precautionary nature as well as prohibitions on the use of social media by department personnel.

Recommended Proofs of Compliance: Assessors may determine compliance through interviews and observations.

ADM.15.02 SOCIAL MEDIA USE BY THE AGENCY [322.1, 1000.5.2]

A **written directive** governs the official agency use of social media that is consistent with current and applicable statutes and codes. The written directive shall include permitted and prohibited uses.

Commentary: Social media provides a valuable means of assisting the department and its personnel in meeting community outreach, problem-solving, investigative, crime prevention, and related objectives. As such, the directive should provide information of a precautionary nature as well as prohibitions on the use of social media by department personnel.

Recommended Proofs of Compliance: Assessors may determine compliance through interviews and observations.

OPERATIONS STANDARDS

GENERAL INDEX

Use of Force / Response to Resistance Aggression

# Use of Firearms and Force	OPS.01.01
Use of Force Options: Control Devices	OPS.01.02
Firearms and Ammunition	OPS.01.03
# Firearms Proficiency	OPS.01.04
# Firearms Discharge and Use of Force Incidents	OPS.01.05
Post-Fatality Procedure	OPS.01.06

Patrol

Agency Communication, Coordination, and Cooperation	OPS.02.01
Patrol Scheduling	OPS.02.02
# Mobile Data Devices	OPS.02.03
<i>Deleted January 2018</i>	OPS.02.04
On-Scene Supervisor	OPS.02.05
Patrol Follow-Up Investigations	OPS.02.06
Field Interviews	OPS.02.07
<i>Deleted January 2018</i>	OPS.02.08
Radio / Electronic Communications	OPS.02.09
# Pursuit Driving	OPS.02.10
Agency Animals	OPS.02.11
# Handling the Mentally Ill	OPS.02.12
Foot Pursuits	OPS.02.13

Traffic

Traffic Violations-Incidental Actions	OPS.03.01
Traffic Violations-Special Circumstances	OPS.03.02
Information Provided to Traffic Violators	OPS.03.03
Uniform Traffic Enforcement	OPS.03.04
Traffic Stop Procedure	OPS.03.05
Handling Alcohol/Drug Impaired Offenders	OPS.03.06
Collision Response, Investigating and Reporting	OPS.03.07
<i>Deleted February 2009</i>	OPS.03.08
Law Enforcement Officer Responsibility at Collision Scene	OPS.03.09
<i>Deleted January 2018</i>	OPS.03.10
Traffic Control Procedures	OPS.03.11
Police Vehicle Escorts	OPS.03.12
Motorists Assistance	OPS.03.13

Hazardous Road Conditions	OPS.03.14
Removal, Towing, and Storage of Vehicles	OPS.03.15

Vice, Drugs, Organized Crime, and Informants

<i>Deleted February 2009</i>	OPS.04.01
Reporting Vice, Drug, Organized Crime Activity to CLEO	OPS.04.02
<i>Deleted January 2016</i>	OPS.04.03
Confidential Informant Files	OPS.04.04
Security of Vice, Drug, and Organized Crime Records and Reports	OPS.04.05
Control of Surveillance Equipment	OPS.04.06
Undercover and Surveillance Operations	OPS.04.07
Seizure of Assets	OPS.04.08

Criminal Information

Criminal Intelligence Systems	OPS.05.01
Criminal Street Gangs	OPS.05.02
<i>Deleted January 2016</i>	OPS.05.03
<i>Deleted February 2009</i>	OPS.05.04
<i>Deleted January 2016</i>	OPS.05.05
<i>Deleted January 2016</i>	OPS.05.06
<i>Deleted January 2016</i>	OPS.05.07

Evidentiary Items

<i>Deleted February 2009</i>	OPS.06.01
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Juveniles

<i>Deleted February 2009</i>	OPS.07.01
<i>Deleted February 2009</i>	OPS.07.02
Juvenile Release or Referral to Intake	OPS.07.03
Juvenile Citations or Summons	OPS.07.04
Juvenile Protective Custody	OPS.07.05
# Juveniles in Custody	OPS.07.06
Social Service Agencies for Juveniles	OPS.07.07

Emergency High Risk Operations

Active Assailant	OPS.08.01
High Risk Operations	OPS.08.02

# Emergency Operations Plan	OPS.08.03
<i>Deleted October 2020</i>	OPS.08.04
# Crisis Response Units	OPS.08.05

Prisoner Transport

# Transportation of Prisoners	OPS.09.01
<i>Deleted October 2020</i>	OPS.09.02
<i>Deleted October 2020</i>	OPS.09.03
# Transporting Sick, Injured, Handicapped or Mentally Ill Prisoners	OPS.09.04
<i>Deleted October 2020</i>	OPS.09.05
<i>Deleted October 2020</i>	OPS.09.06

Holding Facility

# Detention Facility	OPS.10.01
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Victim and Witness Services

# Victim Information	OPS.11.01
Victim and Witness Services during Investigation	OPS.11.02
Victim and Witness Assistance Post Investigation	OPS.11.03
Services to Agency Personnel in Line of Duty Deaths or Injury	OPS.11.04

Legal Process

Access to Criminal Warrant Information	OPS.12.01
Civil Process Service	OPS.12.02
Criminal Process Service	OPS.12.03

Domestic Abuse Complaints

# Domestic Abuse Complaints	OPS.13.01
# Domestic Abuse Complaints Involving Agency Employees	OPS.13.02

Community Relations and Community Policing

<i>Deleted October 2020</i>	OPS.14.01
<i>Deleted January 2016</i>	OPS.14.02
<i>Deleted February 2009</i>	OPS.14.03
Community Partnerships	OPS.14.04

Court Security

Court Security Plan	OPS.15.01
<i>Deleted February 2009</i>	OPS.15.02 - .05

Communications

<i>Deleted October 2020</i>	OPS.16.01
Communications Function	OPS.16.02
<i>Deleted October 2020</i>	OPS.16.03
24 Hour Emergency Communications Capability	OPS.16.04
<i>Deleted October 2020</i>	OPS.16.05
Two-Way Radio Communication Procedures	OPS.16.06
Resources Available to Communications Personnel	OPS.16.07
Communications Center Security	OPS.16.08
<i>Deleted October 2020</i>	OPS.16.09
Agency Alternate Power Source	OPS.16.10
Misdirected Emergency Calls	OPS.16.11
<i>Deleted February 2009</i>	OPS.16.12

Bloodborne and Communicable Diseases

Prevention of Bloodborne and Communicable Diseases	OPS.17.01
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Criminal Investigations

Criminal Investigations	OPS.18.01
Criminal Investigative Criteria	OPS.18.02
Hate Crimes	OPS.18.03
Criminal Investigative File Management System	OPS.18.04
24-Hour Criminal Investigative Response	OPS.18.05
# Eyewitness Identification	OPS.18.06
# Adult Abuse	OPS.18.07
# Child Abuse	OPS.18.08
Digital Forensic Examinations	OPS.18.09
Mobile Device Data Extractions	OPS.18.10

Audio/Video Technology

# Mobile Audio/Video Devices	OPS.19.01
# Portable Audio/Video Devices	OPS.19.02
# Public Recording of Law Enforcement Activities	OPS.19.03

OPERATIONS (OPS)

OPS 01 - USE OF FORCE / RESPONSE TO RESISTANCE AGGRESSION

OPS.01.01 USE OF FIREARMS AND FORCE [300.1 – 300.4]

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

1. Only the force reasonable to affect lawful objectives will be used.
2. 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.
3. The discharge of warning shots is prohibited. [306.7.3]
4. All sworn personnel receive, and demonstrate understanding of, such directive before being authorized to carry any firearm.

Recommended proofs of compliance: Assessors may determine compliance through observations and interviews.

OPS.01.02 USE OF FORCE OPTIONS: CONTROL DEVICES [301, 303.3, 304.1]

If the agency allows the use of control devices as defined in this standard, a **written directive** will govern the issuance, carrying, and use for on and off duty law enforcement related activities.

Definition: For the purpose of this standard, the term control device is any weapon that is not a firearm. Common law enforcement examples of control devices are pepper aerosol products, CS gas, Electronic Control Device (Taser, Phazzer), batons, etc. The standard does not consider knives or other edged products control devices.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

OPS.01.03 FIREARMS AND AMMUNITION [306.3]

A **written directive** establishes the type and use of firearms and ammunition, for on and off duty law enforcement related activities.

Commentary: For the purpose of accreditation standards, a firearm is any device capable of discharging a projectile that is composed of any material. Common law enforcement examples of firearms include any handgun, rifle, or shotgun, bean bag gun, baton rounds, breach gun, etc. Firearms DO NOT include flare guns, underwater fishing guns, blank pistols, etc.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

OPS.01.04 FIREARMS PROFICIENCY [306.6]

A **written directive** requires that law enforcement officers demonstrate proficiency in the use of firearms prior to assignment to law enforcement responsibilities. The proficiency must meet or exceed the standards set forth by CLEET.

Recommended proofs of compliance: Annual training report and through interviews and observations.

OPS.01.05 FIREARMS DISCHARGE AND USE OF FORCE INCIDENTS [300.2.2, 300.5, 301.1, 305.1, 306.7]

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

1. Discharges a firearm other than in training or for lawful recreation purposes.
2. Takes an action that results in, or allegedly results in, the injury or death of another person.
3. Applies force to another person through the use of any type of weapon.

Recommended proofs of compliance: Use of Force annual report compilation, individual Use of Force Reports. If the agency has not experienced any such incidents in the past four years, a memo to file is recommended.

OPS.01.06 POST FATALITY PROCEDURE [305, 306.7]

A **written directive** establishes the procedures to be used when an officer has used force resulting in death. Procedures include reassignment of the officer from line duty, pending completion of departmental review.

Commentary: It is suggested the procedure identify resources available to employees during post fatality investigation and employee reintegration, such as, mental health resources, peer support groups, etc.

Recommended proofs of compliance: Assessors may ask to view case file, documents, etc. relating to post fatality incidents. If the agency has not experienced any such incidents in the past four years, a memo to file is recommended.

OPS 02 - PATROL

OPS.02.01 AGENCY COMMUNICATION, COORDINATION, AND COOPERATION [200.1, 205]

A **written directive** establishes procedures for communication, coordination, and cooperation between all components of the agency.

Commentary: The intent is to ensure that communication flows consistently between all entities of the agency to ensure employees are working toward common goals.

Recommended proofs of compliance: Variety of written intra-agency communication samples.

OPS.02.02 PATROL SCHEDULING [400.6]

A **written directive** establishes the procedures to be used in assigning work schedules for patrol personnel to include frequency or rotation if applicable.

Recommended proofs of compliance: Samples of patrol schedules (annual, monthly, etc.).

OPS.02.03 MOBILE DATA DEVICES [423]

If the agency uses mobile data devices, a **written directive** addresses the following elements:

1. Privacy expectations by users.
2. General use and restrictions to include use while operating a motor vehicle.
3. Equipment malfunctions.
4. A requirement that operators accessing OLETS information be OLETS certified.

Commentary: For the purposes of this standard, devices include any devices through which CAD or OLETS information is transmitted.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

OPS.02.04 Deleted January 2018

OPS.02.05 ON-SCENE SUPERVISOR [309.9.1]

A **written directive** describes the circumstances requiring the on-scene presence of a supervisor.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

OPS.02.06 PATROL FOLLOW-UP INVESTIGATIONS

The agency establishes categories of crimes and incidents in which patrol officers are responsible for or may conduct a preliminary and/or follow up investigation.

Commentary: The intent is to ensure a division of labor occurs between patrol and investigative personnel.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

OPS.02.07 FIELD INTERVIEWS [419.3]

A **written directive** governs the collection, use, storage and dissemination of field interviews.

Commentary: Although many agencies use dedicated field interview forms, some use standard incident/offense report forms or include them in the body of incident/offense reports.

Definition: A Field Interview is the stopping and questioning of a person by a law enforcement officer whom the officer has NOT observed commit a criminal or traffic offense or where other probable cause for arrest does NOT exist. Field Interviews are generally conducted because there exists articulable reasonable suspicion that the person may have committed, may be committing, or may be about to commit a crime; believes the subject may be a hazard to themselves or others; or believes the interview may have a preventive effect. Field interview directives must also provide rules for documenting such contacts and the safeguarding of the person's constitutional rights.

Recommended proofs of compliance: examples of completed field interview reports.

OPS.02.08 Deleted January 2018

OPS.02.09 RADIO/ELECTRONIC COMMUNICATIONS [801.6]

A **written directive** establishes procedures for radio/electronic communications with and between patrol officers and communication officers.

Commentary: Radio/electronic devices include but are not limited to mobile radios, walkie-talkies, cellular devices and mobile data devices or terminals.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

OPS.02.10 PURSUIT DRIVING [307]

A **written directive** governs pursuit of motor vehicles to include:

1. Evaluation of circumstances initiating pursuits. [307.3.1]
2. Responsibilities of initiating officer. [307.4.3]
3. Responsibilities of secondary units. [307.4.4]
4. Responsibilities of communications personnel. [307.7]
5. Responsibilities of supervisory personnel. [307.6]
6. Forced stopping and roadblocks. [307.10.3]
7. Traffic regulations during pursuit or pursuit tactics. [307.5]
8. Termination of pursuit. [307.3.2]
9. Inter and intra jurisdictional pursuits. [307.9]
10. Reporting and supervisory review of pursuits. [307.12]

Commentary: If the agency prohibits pursuits, the written directive shall establish that.

Recommended proofs of compliance: Pursuit reports.

OPS.02.11 AGENCY ANIMALS

A **written directive** establishes the agency controlled animals to include:

1. Limits of use.
2. Qualifications and training for personnel assigned to control the animal.
3. Person or entity responsible for the care of the animal.
4. Training requirements.

Commentary: This standard applies to agency canines, equines, etc. but does not apply to public animal welfare/control entities.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

OPS.02.12 HANDLING THE MENTALLY ILL [409, 410, 428, 901]

A **written directive** establishes procedures for handling all mentally ill adults and juveniles, to include:

1. Guidelines for recognizing indicators of mental illness. [409.3, 428.5, 901.3]
2. Guidelines for agency personnel to follow in dealing with persons they suspect are mentally ill during investigations or contacts in the field. [409.5]
3. Procedures for accessing mental health resources. [410.4]
4. Emergency detention procedures in compliance with 43A O.S. § 1-110 and 5-207. [410.4]

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

OPS.02.13 FOOT PURSUITS [308]

A **written directive** establishes guidelines for law enforcement officers when deciding to initiate or continue a foot pursuit. The directive is based on the totality of the circumstances and includes at least the following elements:

1. Factors to consider before initiating or continuing a foot pursuit.
2. Pursuing law enforcement officer's responsibilities.
3. On-duty supervisor responsibilities.
4. Communications center responsibilities.
5. Reporting requirements.

Recommended proofs of compliance: Copies of written reports if the agency requires them. In addition, assessors may determine compliance through interviews and observations.

OPS 03 - TRAFFIC

OPS.03.01 TRAFFIC VIOLATIONS-INCIDENTAL ACTIONS [411.3, 411.4, 500]

A **written directive** establishes uniform procedures for taking enforcement action incidental to traffic law violations, to include:

1. Physical arrest. [500.4.3]
2. Citation, Notice to Appear, Summons. [500.4.2]
3. Warnings. [500.4.1]

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

OPS.03.02 TRAFFIC VIOLATIONS-SPECIAL CIRCUMSTANCES [411.4, 412.4 - 412.6]

A **written directive** establishes procedures for handling traffic law violations committed by:

1. Persons residing outside the agency's jurisdiction. [411.4 (e)]
2. Juveniles. [500.4.5]
3. Foreign diplomats/consular officials. [412.6]
4. Military personnel.

Recommended proofs of compliance: US State Department Consular notification card.

OPS.03.03 INFORMATION PROVIDED TO TRAFFIC VIOLATORS [500.4.2]

A **written directive** requiring that motorists charged with a traffic violation are provided with information relative to the specific charge prior to release.

Recommended proofs of compliance: Copies of redacted traffic citations.

OPS.03.04 UNIFORM TRAFFIC ENFORCEMENT [500.4 - 500.5, 501.7, 505.2]

A **written directive** establishes uniform enforcement policies for traffic law violations, to include:

1. Operating a vehicle after driving privileges have been suspended or revoked. [500.5]
2. Citations. [500.204]
3. Public carrier/commercial vehicle violations. [500.4.4]
4. Multiple violations. [500.4.5]
5. Newly enacted laws and/or regulations. [500.4.6]
6. Violations resulting in traffic collisions. [501.7]
7. Pedestrian, bicycle and/or other non-registered conveyances violations. [500.4.7]
8. Voiding or dismissing traffic citations. [505.4.2 & .3]

Recommended proofs of compliance: Copies of redacted traffic citations.

OPS.03.05 TRAFFIC STOP PROCEDURE [500.8, .9]

A **written directive** establishes procedures for:

1. Stopping and approaching traffic law violators. [500.9]
2. Roadside vehicle checkpoints if performed by the agency. [500.8]

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

OPS.03.06 HANDLING ALCOHOL/DRUG IMPAIRED OFFENDERS [504, 504.11]

A **written directive** establishes procedures for handling persons charged with being under the influence of alcohol/drugs. The directive shall include procedures for handling persons with an elevated BAC and/or those who appear to be in need of medical attention due to impairment of alcohol/drugs. In addition, the directives shall address the use of chemical tests and Standard Field Sobriety Test (SFST).

Recommended proofs of compliance: Samples of alcohol impaired arrests involving persons with a BAC in excess of an accepted safe level.

OPS.03.07 COLLISION RESPONSE, INVESTIGATION AND REPORTING [406, 501]

A **written directive** governs collision response, reporting and investigation to include hazardous materials [406.3] and private property [501.1.1] collisions involving and in compliance with 47 O.S. § 40-102.

Recommended proofs of compliance: Copies of collision reports in which include above mentioned elements.

OPS.03.08 Deleted February 2009

OPS.03.09 LAW ENFORCEMENT OFFICER RESPONSIBILITY AT COLLISION SCENE [501.3 – 501.5]

A **written directive** establishes responsibilities for law enforcement officers responding to or arriving at collision scenes, including procedures for:

1. Response.
2. Identifying and dealing with injured persons.
3. Identifying and dealing with fire hazards and/or hazardous materials.
4. Collecting information.
5. Protecting the collision scene.

Control and/or disposition of property belonging to collision victims.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

OPS.03.10 Deleted January 2018

OPS.03.11 TRAFFIC CONTROL PROCEDURES [500.10]

A **written directive** establishes procedures for traffic direction and control in a variety of situations such as:

1. Traffic collision scenes.
2. Fire scenes.
4. Adverse road and/or weather conditions.
5. Circumstances warranting manual operation of traffic control devices.
6. A requirement that personnel who are directing traffic, investigating traffic or other incidents, handling lane closures, or other similar responsibilities within the right-of-way of streets or highways wear Department of Transportation approved reflective clothing. An exception can be made for emergency circumstances. [500.6]

Recommended proofs of compliance: Photos of personnel working traffic control assignments wearing safety vests, special traffic assignment memos or documents, etc.

OPS.03.12 POLICE VEHICLE ESCORTS

A **written directive** governs provisions for:

1. Law enforcement vehicle escort services. [500.11]
2. Escorts of civilian vehicles in medical emergencies. [429.4]

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

OPS.03.13 MOTORIST ASSISTANCE [506]

A **written directive** governs the provision of assistance to motorists to include:

1. General assistance.
2. Mechanical assistance and towing service.
3. Protection to stranded persons.
4. Other emergency assistance.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

OPS.03.14 HAZARDOUS ROAD CONDITIONS [500.7]

A **written directive** establishes procedures for taking action, reporting, and correcting hazardous roadway conditions.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

OPS.03.15 REMOVAL, TOWING, AND STORAGE OF VEHICLES [502.3, 502.5]

A **written directive** establishes procedures for the following:

1. Handling abandoned vehicles.
2. Removal and towing vehicles from public and private property.
3. Maintaining records of all vehicles removed, stored, or towed at the direction of a law enforcement officer.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

OPS 04 - VICE, DRUGS, ORGANIZED CRIME, AND INFORMANTS

OPS.04.01 Deleted February 2009

OPS.04.02 REPORTING VICE, DRUG, ORGANIZED CRIME ACTIVITY TO CLEO [420.8]

A **written directive** establishes procedures for providing periodic reports of allegations and/or investigations involving vice, drug, and organized crime activities to the CLEO or other designated person.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

OPS.04.03 Deleted January 2016

OPS.04.04 CONFIDENTIAL INFORMANTS [603]

A **written directive** establishes policy and procedures to be followed when identifying and using confidential informants, who desire protection of their identity, to include:

1. Inclusion of informants' name in a limited access master file.
2. Maintenance of individual informant files, to include criminal history, biographical information, record of activity with the agency and level of reliability, for each informant.
3. Security requirements for informant files and use of related informant codes.
4. Approved operational methods to protect the identity of informants.
5. Criteria for paying informants and recording of payments and receipts.
6. General safety and security precautions to be taken with informants.
7. Special precautions to be taken with juvenile informants.
8. Procedures for the use of street level informants by law enforcement officers.

Commentary: The process of developing and controlling informants is filled with many hazards for the agency, the officer and the informant. The intent of this section is to place this activity on a professional level.

Definition: A Confidential Informant is a person who confidentially discloses material information of a law violation, thereby supplying a lead to officers for their investigation of a crime. This does not include persons who supply information only after being interviewed by officers, or who give information as witnesses during the course of an investigation. A Citizen Informant is an eyewitness who, with no motive but public service, and without expectation of payment, identifies themselves and volunteer's information to officers. Citizen informants are not considered confidential informants.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

OPS.04.05 SECURITY OF VICE, DRUG, ORGANIZED CRIME RECORDS AND REPORTS
[420.3.1, 420.6]

A **written directive** requires that records and reports relating to active vice, drug, and organized crime investigations are securely filed and maintained with limited access.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

OPS.04.06 CONTROL OF SURVEILLANCE EQUIPMENT [335.3]

A **written directive** establishes a procedure for the authorization, distribution, and use of any surveillance equipment owned or used by the agency such as pole cams, night vision optics, mobile tracking devices or other similar devices.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

OPS.04.07 UNDERCOVER AND SURVEILLANCE OPERATIONS [608.4 - .8]

A **written directive** establishes procedures for conducting vice, drug, and organized crime surveillance, undercover, decoy, and raid operations.

Commentary: A good directive should include most if not all of the following: Familiarizing law enforcement officers with the objective and details of the operation, the neighborhood, or target area; Determining operational procedures for observation, arrests, surveillance, and high-risk entries; Providing relief, backup security, and perimeter protection for law enforcement officers; Supplying law enforcement officers with false identities, disguises, and necessary credentials; Maintaining overall confidentiality and cover; Designating a supervisor and/or coordinator; Searching for and seizing evidence and/or contraband; Requesting medical assistance; Constant radio communications capability.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

OPS.04.08 SEIZURE OF ASSETS [602.1-.2]

A **written directive** describes the asset seizure and forfeiture process, as prescribed in 63 O.S. § 2-506.

OPS 05 - CRIMINAL INFORMATION

OPS.05.01 CRIMINAL INTELLIGENCE SYSTEMS [420]

If an agency maintains criminal intelligence information they shall establish a **written directive** that is compliant with 28 CFR Part 23.

Definition: Criminal intelligence is a stand-alone records system that receives, stores, exchanges or disseminates information that has been evaluated and determined to be relevant to the identification of a criminal organization or enterprise, its members or affiliates as enumerated in 28 CFR Part 23. This does not include temporary information files.

Commentary: Most agencies in the State do not maintain criminal intelligence files as defined in 28 CFR Part 23. The simple maintenance of field interview, stop and frisk, and suspect documentation may not be considered criminal intelligence as defined in the Code. It is suggested that agencies confer with their legal counsel and/or the Department of Justice to make a determination.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations but samples of intelligence reports may be included. Screenshots are considered an acceptable proof.

OPS.05.02 CRIMINAL STREET GANGS [420.7]

If the agency maintains documents or other tangible information on criminal gangs or gang activity, a member is designated to ensure compliance of the following elements:

1. Agency members are familiar with 21 O.S. § 856.3.
2. The agency coordinates with other regional law enforcement entities regarding criminal street gangs.
3. The agency trains members to identify gang signs, identifying marks, and etc.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

OPS.05.03 Deleted January 2016

OPS.05.04 Deleted February 2009

OPS.05.05 through OPS.05.07 Deleted January 2016

OPS 06 – DELETED Feb 2009

OPS.06.01 Deleted February 2009

OPS 07 - JUVENILES

OPS.07.01 and OPS.07.02 Deleted February 2009

OPS.07.03 JUVENILE RELEASE OR REFERRAL TO INTAKE [901.4]

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

Commentary: The intent is to ensure that a procedure has been established, by proper legal authorities having jurisdiction over juveniles, for taking juvenile offenders into custody for incarceration for felony case and/or releasing them for misdemeanor cases. The policy should name the official public office charged with making the final decision whether to file charges.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

OPS.07.04 JUVENILE CITATIONS OR SUMMONS [505.4.5]

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

Recommended proofs of compliance: Redacted State, county, municipal juvenile forms.

OPS.07.05 JUVENILE PROTECTIVE CUSTODY [313.6]

The agency has a written procedure for taking a juvenile into custody when the juvenile is alleged to have been harmed or to be in danger of harm. *Commentary:* Special attention should be given to the role of the Department of Human Services Child Protective Services.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

OPS.07.06 JUVENILES IN CUSTODY [600.4, 901]

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

1. Notification of parents or guardians. [901.4.1]
2. Advising the juvenile of his/her constitutional rights. [901.5]

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

OPS.07.07 SOCIAL SERVICE AGENCIES FOR JUVENILES [801.4.1 (j)]

The agency maintains a list of social service organizations which provide youth services within the local area.

Recommended proofs of compliance: List of social service agencies used by your department that are immediately available to officers who need them.

OPS 08 - EMERGENCY AND HIGH RISK OPERATIONS

OPS.08.01 ACTIVE ASSAILANT [404, 407, 413]

The agency has a **written directive** addressing active threats to include:

1. Public notifications for awareness and safety.
2. Notification of additional public safety departments and other resources.
3. First responder responsibilities.
4. Documented training.

Commentary: The agency, along with other public safety agencies and response resources, should develop specific plans and actions for responding to these situations. Training should be provided and may be incorporated into the annual All Hazard training.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

OPS.08.02 HIGH RISK OPERATIONS [607, 608]

The agency has a **written directive** that addresses high risk operations to include the service of search and arrest warrants that are likely to present a higher risk than commonly faced on a daily basis. The plan will include the following elements:

1. Risk assessment details such as necessary photographs, maps, potential obstacles, and environmental factors. [608.4.1]
2. Personnel to include necessary forensic, negotiation and medical personnel;
3. Special equipment. [608.4.3]
4. Deconfliction system to alert/coordinate with other regional agencies to ensure there is no conflict. [608.5]
5. Media and/or public notification. [608.09]
6. Operations briefing and debriefing. [608.7, 608.10]

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

OPS.08.03 EMERGENCY OPERATIONS PLAN [202]

A **written directive** establishes an emergency operations plan (EOP) that complies with the Oklahoma Emergency Management Act, 63 O.S. § 683.1 et seq. The Plan shall include the following elements:

1. Plan activation
2. Additional or specialized personnel
3. Training

4. Periodic review and update

Commentary: The adoption of the municipal, county, regional or state Emergency Operations Plan and the National Incident Management Systems (NIMS) will comply with all elements of this standard.

Recommended proofs of compliance: Copies of the EOP and/or NIMS documents. Assessors may also determine compliance through interviews and observations.

OPS.08.04 *Deleted October 2020*

OPS.08.05 CRISIS RESPONSE UNITS [404]

If an agency operates or participates in a multi-jurisdictional crisis response unit (tactical team, negotiators, and collision investigation team) they will have a **written directive** that establishes at least the following elements:

1. Management and supervision.
2. Organization.
3. Capabilities.
4. Selection of personnel.
5. Training.

OPS 09 - PRISONER TRANSPORT

OPS.09.01 TRANSPORTATION OF PRISONERS [302]

A **written directive** prescribes the security and control of prisoners being transferred or conveyed from one place to another by vehicle or other method to include:

1. Search of prisoner prior to transport [902.3]
2. Handcuffs and other restraints. [302.4 - .7]
3. Search of prisoner transport vehicles before and after [703.3.3]
4. Seating arrangements. [1011.5]
5. Extended transportation (Security during rest, meal or refueling stops).
6. Documentation. [302.8]

Commentary: This standard is designed to address officer safety and ensure prisoner safety. Prisoners should be searched each time they come into the transporting officer's custody. Transport vehicles should be searched to insure that no contraband, weapons, or other items are present. It should be assumed that a prisoner had an opportunity to deposit such items since constant surveillance is usually not available. Provisions should be address for multiple prisoners, handcuffing to stationary objects, lengthy transports, and special situations such as medical, handicapped, pregnancy or similar. Documentation should include the delivery of transfer orders to the receiving officer and obtaining the signature of the receiving officer.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

OPS.09.02 Deleted October 2020

OPS.09.03 Deleted October 2020

OPS.09.04 TRANSPORTING PRISONERS [410, 429]

A **written directive** prescribes procedures for transporting prisoners to include:

1. Prisoners/patients claiming sickness or injury. [429.5.1]
2. Prisoners/patients suspected of carrying a communicable disease.
3. Mentally ill prisoners. [410.5]
4. Juveniles.
5. Opposite sex prisoners.
6. Supervisory notification in the above or unusual instances. [429.4]
7. Documentation. [410.7]

Commentary: Policies should be in place to address the transport by officers of juveniles and prisoners of the opposite sex, to include transmitting the vehicle mileage and time frame to the dispatcher.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

OPS.09.05 *Deleted October 2020*

OPS.09.06 *Deleted October 2020*

OPS 10 - HOLDING FACILITY

OPS.10.01 DETENTION FACILITY

If the agency operates any type of detention facility such as a jail, holding facility or lockup facility, it shall be operated in compliance with the Oklahoma Jail Standards (74 O.S. § 192-194 and Title 310 Oklahoma State Department of Health Chapter 670)

Recommended proofs of compliance: Copy of State inspection report or similar documents.

OPS 11 - VICTIM AND WITNESS SERVICES

OPS.11.01 VICTIM INFORMATION [317.5]

A **written directive** requires law enforcement officers to provide victims of crime with certain printed information as provided in 21 O.S. § 142A-2 and 142A-3.

Recommended proofs of compliance: Oklahoma Crime Victims Notification card, brochures, and other related documents. Assessors may also determine compliance through interviews and observations.

OPS.11.02 VICTIM AND WITNESS SERVICES DURING INVESTIGATION [317.3 - .5]

A **written directive** establishes victim and witness services to be rendered during preliminary investigation, over and above normal investigative routines, to include:

1. Informing victims and witnesses about applicable services such as medical services, compensation programs, counseling, etc.
2. Advising victims and witnesses about what to do if the suspect or suspect's companions or family threatens or otherwise intimidates him or her.
3. Informing victims and witnesses about the case number and subsequent steps in the processing of the case.
4. Providing a telephone number for the victim and witness to call to report additional information about the case or to receive information about the status of the case.

Commentary: The Oklahoma District Attorney's Council or your District Attorney will provide law enforcement officers with information material to give to victims and witness.

Recommended proofs of compliance: Oklahoma Crime Victims Notification card, brochures, or other related documents.

OPS.11.03 VICTIM AND WITNESS ASSISTANCE POST INVESTIGATION [317.7]

A **written directive** establishes victim and witness assistance services to be provided during the follow-up investigation, if any, to include at a minimum:

1. Compliance with the provisions of state crime victims' compensation statutes.
2. Compliance with all statutory provisions with respect to victims of sex offenses.
If not detrimental to the successful prosecution of the case, explaining to the victim and witness the procedures involved in their case and their role in those procedures.
3. Conducting follow up investigative steps such as scheduling line-ups, interviews, and other required appearances.
4. Returning victim and witness property when permitted by law or rules of evidence.

Recommended proofs of compliance: Sample certificate from law enforcement agency or District Attorney.

OPS.11.04 SERVICES TO AGENCY PERSONNEL IN LINE OF DUTY DEATHS OR INJURY

A **written directive** establishes services to be provided to agency personnel and their families following line-of-duty deaths or serious injuries.

Commentary: Appropriate agency provided services include notifying the family of the deceased or injured employee in a timely manner, assisting at the hospital, supporting the family at the funeral and burial, helping the family with legal and benefit matters, supporting the family during criminal proceedings, and maintaining long-term contact with the family.

Recommended proofs of compliance: If the agency has not experienced a Line of Duty Death within the previous three years, a memo to file should be attached. If the agency has experienced such an event, related documents should be attached.

OPS 12 - LEGAL PROCESS

OPS.12.01 ACCESS TO CRIMINAL WARRANT INFORMATION [803.3.2 (h)]

A **written directive** establishes procedures for access to criminal warrants on a 24-hour basis.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

OPS.12.02 CIVIL PROCESS SERVICE

If the agency serves civil documents, a **written directive** will establish procedures for such service.

Commentary: The directive should describe the general responsibilities of the process servers to include records of service and service attempts. Civil process includes eviction notices, small claims and other civil subpoenas. Civil process does not include seizure process documents.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

OPS.12.03 CRIMINAL PROCESS SERVICE

A **written directive** establishes procedures for the service of criminal documents.

Commentary: The directive should describe the type of document to be executed. It should include time limitations, issuance of warrant or summons in lieu of physical arrest. Criminal process service includes protective orders and seizure process documents.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

OPS 13 - DOMESTIC ABUSE COMPLAINTS

OPS.13.01 DOMESTIC ABUSE COMPLAINTS [311]

A **written directive** establishes procedures for handling and reporting incidents and complaints of domestic abuse, to include:

1. Responding law enforcement officers' responsibility to provide notice of rights to victims of domestic abuse.
2. Guidelines for warrantless arrest as prescribed in 22 O.S. § 22-60.16(b).
3. Guidelines and procedures to address the Full Faith and Credit Provisions of the Federal Violence Against Women Act Codified in 18 USC § 2265, 2266, and 342, and 42 USC § 3796gg-8.
4. A lethality assessment screening process as prescribed in 21 O.S. § 142.

Recommended proofs of compliance: OK Crime Victims Card, Safeline Card, OSBI Domestic Abuse Report, and Lethality Assessment Form.

OPS. 13.02 DOMESTIC ABUSE COMPLAINTS INVOLVING AGENCY EMPLOYEES [1005, 1010]

A **written directive** establishes procedures for handling incidents and complaints of domestic violence involving agency employees.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

OPS 14 - COMMUNITY RELATIONS AND COMMUNITY PARTNERSHIPS

OPS.14.01 Deleted October 2020

OPS.14.02 Deleted January 2016

OPS.14.03 Deleted February 2009

OPS.14.04 COMMUNITY PARTNERSHIPS [400.7]

The agency has established the concept of community partnerships and includes at least the following elements:

1. The agency designates a point of contact for the community relations function.
2. Mission, organizational values and/or management principles that support community partnerships.
3. Establishment of partnerships and collaborative efforts involving the law enforcement agency, persons, neighborhood groups, and businesses within the community.
4. The use of problem solving to resolve persistent issues.

Commentary: Law enforcement agencies are often called upon, to provide speakers to civic organizations, to advise and inform the public about law enforcement, and conduct crime prevention and safety programs. Agencies are encouraged to adopt the recommended practices developed by the U.S. Department of Justice (DOJ), Office of Community Oriented Policing Services (COPS).

Recommended proofs of compliance: Documents or forms available to citizens for input into police operations, training documents that indicate community partnership training, community surveys regarding police service, etc.

OPS 15 - COURT SECURITY

OPS.15.01 COURT SECURITY PLAN [400.3 (j)]

If the agency provides court security on a routine basis, a **written directive** will establish the functions of that operation.

Commentary: The courthouse/courtroom security plan should include persons responsible for function, physical security equipment, searches of persons and facility, high risk trial plans, emergency evacuation, etc.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

OPS.05.02 through OPS.15.05 Deleted February 2009

OPS 16 - COMMUNICATIONS

OPS.16.01 Deleted October 2020

OPS.16.02 COMMUNICATIONS FUNCTION [801.4.2]

The agency's communications function includes:

1. The agency designates a position within the agency that is responsible for the communications function.
2. Two-way Radio/electronic communications.
3. Compliance with Federal Communications Commission (FCC) procedures and requirements.
4. Telephonic communications.
5. OLETS and automated data communications.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

OPS.16.03 Deleted October 2020

OPS.16.04 COMMUNICATIONS CAPABILITY [801.2]

A **written directive** identifying the agencies communications capabilities to include:

1. The agency provides 24-hour telephone access for emergency calls for service.
2. Procedures for obtaining, recording, and maintaining information of each request for service.
3. Capability of immediate playback of recorded telephone and radio conversations.

Recommended proofs of compliance: A complete request for service should include a control number, date and time of request, name and address of requestor, the type and location of incident, personnel assigned, time of dispatch, arrival, and return to service of person assigned, and a disposition of the incident.

OPS.16.05 Deleted October 2020

OPS.16.06 TWO WAY RADIO/ELECTRONIC COMMUNICATION PROCEDURES [801.6.2]

A **written directive** establishes procedures for two-way radio/electronic communications, to include:

1. Circumstances requiring two-way radio/electronic communications to and from field personnel.
2. Recording the status of personnel when out of service.
3. The method used to identify law enforcement personnel during two-way radio/electronic transmissions.
4. Communications with interacting agencies.
5. Criteria for the assignment of the number of law enforcement personnel responding to an incident.
6. Circumstances that require the presence of a supervisor at the scene.
7. Provision for law enforcement personnel welfare checks during long lapses in radio communication.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

OPS.16.07 RESOURCES AVAILABLE TO COMMUNICATIONS PERSONNEL

Communications personnel have immediate access to the following agency resources:

1. Officer in charge.
2. Duty roster or schedule.
3. Residential and/or mobile telephone number of every agency member.
4. Maps detailing the agency's service area.
5. Written procedures and telephone numbers for procuring emergency and necessary external services to the agency.

Recommended proofs of compliance: List of internal and external resource list.

OPS.16.08 COMMUNICATIONS CENTER SECURITY [801.3]

1. Security measures for the communications center include:
2. Limiting access to necessary personnel
3. Providing for back-up resources.

Commentary: The capability to maintain communications in all emergency situations dictates that security measures be implemented to protect communications personnel and equipment.

Recommended proofs of compliance: Photos of access control system, cameras, or other security measures.

OPS.16.09 Deleted October 2020

OPS.16.10 AGENCY ALTERNATE POWER SOURCE

The agency has an alternate source of electrical power that is sufficient to ensure continued operation of emergency communications equipment in the event of the failure of the primary power source.

Commentary: The readiness of the alternate source should be ensured by scheduled testing.

Recommended proofs of compliance: Photo of alternate power source.

OPS.16.11 MISDIRECTED EMERGENCY/9-1-1 CALLS [801.5.1]

The agency has procedures for the prompt and effective routing of misdirected emergency/9-1-1 calls.

Commentary: The intention of this standard is to ensure agencies that receive emergency calls for service not intended for them or is outside their jurisdiction, have written procedures addressing the method to be used to forward the call or otherwise notify the appropriate agency.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

OPS.16.12 Deleted February 2009

OPS 17 - BLOODBORNE AND COMMUNICABLE DISEASES

OPS.17.01 PREVENTION OF BLOODBORNE & COMMUNICABLE DISEASES [1008]

A **written directive** establishes an exposure control plan to provide a safe and healthy work environment for agency employees by eliminating or minimizing occupational exposure to bloodborne pathogens.

Commentary: It is the responsibility of the agency to take reasonable measures to assist its members to perform their duties in a safe and effective manner. The agency should adopt the recommendations from the Occupational Safety and Health Administration (OSHA). Model plans and training information is available through OSHA and Oklahoma Department of Health and Oklahoma Department of Labor.

Recommended proofs of compliance: Samples of completed/redacted OK Department of Health Form 207 or other similar documentation.

OPS 18 - CRIMINAL INVESTIGATIONS

Commentary: The following standards are assumed to be performed by agency investigators or detectives. However, the standards will also apply if field officers perform investigative responsibilities.

OPS.18.01 CRIMINAL INVESTIGATIONS [600.3]

The agency has established steps in conducting investigations, to include:

1. Documenting pertinent information such as describing weather and environmental conditions, events associated with the incident, to include writer's factual observations that are pertinent to the incident.
2. Maintaining and protecting the crime scene.
3. Sketching, photographing or other methods of recording of the crime scene.
4. Arranging for the proper collection of evidence.
5. Locating and identifying victims and witnesses.

Commentary: The Oklahoma State Bureau of Investigation (OSBI) will provide their criminal investigations manual to other law enforcement agencies.

Recommended proofs of compliance: Sample of initial investigation report.

OPS.18.02 CRIMINAL INVESTIGATIVE CRITERIA [600.3.1 (c), 600.5]

The agency has a screening process for continuing and/or suspending investigations.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

OPS.18.03 HATE CRIMES [319]

A **written directive** establishes guidelines for identifying and investigating incidents and crimes that may be motivated by hatred or other bias. At a minimum the directive will address investigations, reporting procedures and training for agency personnel.

Definition: As defined in 21 O.S. § 850, a hate crime is one motivated by prejudice based on the actual or perceived race, color, religion, national origin, ancestry, gender, sexual orientation, gender identity or disability of the victim.

Recommended proofs of compliance: Copies of hate crime incident and/or investigative reports and related documents.

OPS.18.04 CRIMINAL INVESTIGATIVE FILE MANAGEMENT SYSTEM [803.4]

The agency has a case file management system for the criminal investigation function, to include:

1. A case status control system.
2. Types of records to be retained.
4. Security and defining accessibility to the files.
5. File maintenance.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

OPS.18.05 24-HOUR CRIMINAL INVESTIGATIVE RESPONSE

The agency provides 24-hour availability of qualified investigative personnel, within or outside of the agency, to respond to incidents requiring more than routine preliminary investigation.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

#OPS.18.06 EYEWITNESS IDENTIFICATION [604]

A **written directive** establishes the eyewitness identification process and should address the following elements (Title 22 O.S. 21(b)):

1. Witness Instructions.
2. Photo Lineups.
3. Live Lineups.
4. Show-up/field identification.
5. Documentation of the procedure.

Commentary: The policy is based upon recommendations for maximizing the reliability of the identification process and minimizing the risk of erroneous identifications. These best practices are designed not only to reduce erroneous identifications but also to enhance the reliability and objectivity of eyewitness identification testimony.

Recommended proofs of compliance: Copies of case reports

OPS.18.07 ADULT ABUSE [314]

A **written directive** establishes guidelines for identifying and investigating suspected crimes against certain adults who may be more vulnerable than others. At a minimum the directive will address the following:

1. Requirements to notify the Department of Human Services (DHS) as prescribed in 43A O.S. § 10-103 et seq.
2. The use of qualified investigators and investigation procedures.
3. Protective custody and involuntary protective services.
4. Agency personnel training.

Definition: Adult abuse is any offense or attempted offense involving violence or neglect of an adult victim when committed by a person responsible for the adult's care, or any other act that would mandate reporting or notification to a social service agency or law enforcement (Title 21 O.S. § 843.1-.4).

Commentary: If the agency submits the incident to the Oklahoma Department of Human Services for investigation that will satisfy elements 1. and 2. of this standard.

Recommended proofs of compliance: Copies of adult abuse incident and/or investigative reports and related documents.

OPS.18.08 CHILD ABUSE [313]

A **written directive** establishes guidelines for identifying and investigating crimes of suspected child abuse. At a minimum, the directive will address the following:

1. Requirements to notify the Department of Human Services (DHS) as prescribed in 10A O.S. § 1-2-101.
2. The use of qualified investigators and investigation procedures.
3. Taking a child into protective custody and relinquishing a child (Title 10A O.S. § 1-4-201).
4. Medical examinations and emergency medical care (Title 10A O.S. § 1-3-103).
5. Agency personnel training.

Definition: Child abuse is any offense or attempted offense involving violence or neglect with a child victim when committed by a person responsible for the child's care or any other act that would mandate notification to DHS (Title 21 O.S. § 843.5-844).

Commentary: If the agency submits the incident to the Oklahoma Department of Human Services for investigation, that will satisfy elements 1. and 2. of this standard.

Recommended proofs of compliance: Copies of child abuse incident and/or investigative reports and related documents.

OPS.18.09 DIGITAL FORENSIC EXAMINATIONS

If the agency conducts digital forensic examinations, they will have a **written directive** establishing guidelines for the process. At a minimum the directive will address the following elements:

1. Require examiners to be trained and certified in the tools authorized by the department if formal training and certification is available.
2. Validation and verification logs are maintained.
3. Periodic technical review practice.
4. Provide secure cabinet(s) or room(s) for the storage of electronic evidence, working copy, and examination results during investigation.
5. Establish evidence procedures to prevent loss, contamination or deleterious change to the evidence.

Commentary: Digital forensic examinations are much more complex than the data extractions of mobile devices and require training to be effective in recovering complete and accurate information from the storage unit. It is encouraged to maintain working relationships with other agencies to aid in providing examination for periodic technical review and assist in the changing dynamics of digital information. Limiting access to the electronic evidence and the working copies maintains a tighter chain of custody for examination results. OSBI has standardized policies and procedures available for reference.

Recommended proofs of compliance: training certifications, maintenance logs, peer review commentary, photographs/screen shots of security levels.

OPS.18.10 MOBILE DEVICE DATA EXTRACTIONS

If the agency conducts mobile device data extractions, they will have a **written directive** establishing guidelines for the process. At a minimum the directive will address the following elements:

1. Tools used by examiners must be authorized by the department.
2. Training requirements for forensic examiners for each standardized tool, when available.
3. Personnel demonstrate competency in the data extraction tools used by the agency through tool use certification by the manufacturer, when available.

Definition: Mobile device is a transmitting device designed to be used in other than fixed locations and generally used in a way that separates the transmitter's radiating structure and the user, such as cell phones, tablets, GPS, , or other digital devices.

Commentary: The intent is to ensure departments are identifying authorized hardware/software tools, training, and competency requirements to standardize data extractions of mobile devices. Due to the “always connected” status of most mobile devices, the content of the mobile device is constantly changing. Therefore, a true forensic examination cannot be conducted on a mobile device. Further, some data acquisitions are negatively affected by Airplane Mode and/or the removal of the SIM card.

Recommended proofs of compliance: training records, log of cases over seen by trainer, data extraction reports.

OPS 19 - AUDIO/VIDEO TECHNOLOGY

OPS.19.01 MOBILE AUDIO/VIDEO DEVICES [422]

If the agency uses mobile audio/video devices, commonly referred to as in-car cameras, a **written directive** will address the following elements:

1. Operator pre and post use responsibilities.
2. Required and optional activation.
3. Cessation of recording.
4. Recording media storage and integrity.
5. Recordings as evidence.
6. Supervisor responsibilities.
7. Training.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

OPS.19.02 PORTABLE AUDIO/VIDEO DEVICES [424]

If an agency uses portable audio/video devices, commonly referred to as body-cams, a **written directive** will address the following elements:

1. Operator pre and post use responsibilities.
2. Required and optional activation.
3. Cessation of recording.
4. Recording media storage and integrity.
5. Recordings as evidence.
6. Supervisor responsibilities.
7. Training.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

OPS.19.03 PUBLIC RECORDING OF LAW ENFORCEMENT ACTIVITIES [425]

The agency has a **written directive** that recognizes circumstances under which law enforcement officers may seize recordings and/or recording devices.

Commentary: In most circumstances the public has a lawful right to audio/video record law enforcement actions and other public activities involving members of the agency.

Recommended proofs of compliance: Copies of case reports, records, and/or assessors may determine compliance through interviews and observations.

PERSONNEL STANDARDS

GENERAL INDEX

Personnel Allocation and Distribution

<i>Deleted February 2009</i>	PER.01.01
# Reserve Law Enforcement Officers	PER.01.02
Civilian Personnel and Volunteers	PER.01.03
Assignment Openings	PER.01.04

Compensation, Benefits, and Conditions of Work

Compensation	PER.02.01
Leave and Leave Sharing	PER.02.02
Insurance and Retirement	PER.02.03
Uniform and Non-uniform Dress and Personal Equipment	PER.02.04
Body Armor	PER.02.05
<i>Deleted January 2013</i>	PER.02.06
Harassment in the Workplace	PER.02.07
Drug and Alcohol-Free Workplace and Safety	PER.02.08
# Off Duty, Secondary and/or Outside Employment	PER.02.09

Personnel Performance and Evaluation

Performance Evaluation System	PER.03.01
<i>Deleted February 2009</i>	PER.03.02
<i>Deleted February 2009</i>	PER.03.03
<i>Deleted February 2009</i>	PER.03.04

Disciplinary Procedures

# Standards of Conduct	PER.04.01
Disciplinary System	PER.04.02
Supervisor Responsibility Regarding Discipline	PER.04.03
Dismissal from Employment	PER.04.04
Records of Disciplinary Actions	PER.04.05

Grievance Procedure

Grievance Procedure	PER.05.01
<i>Deleted February 2009</i>	PER.05.02
Grievance Records	PER.05.03
<i>Deleted February 2009</i>	PER.05.04

Personnel Recruitment and Selection

Personnel Recruitment and Selection PER.06.01

Personnel Training, Development, and Promotion

Initial Law Enforcement Training PER.07.01
Annual Law Enforcement Training PER.07.02
Law Enforcement Supervisor Training PER.07.03
Deleted February 2009 PER.07.04
Specialized Training PER.07.05
New Employee Orientation PER.07.06
Civilian Employee Training PER.07.07

Collective Bargaining

Collective Bargaining Unit PER.08.01
Dissemination of Agreement PER.08.02
Deleted February 2009 PER.08.03
Deleted February 2009 PER.08.04

PERSONNEL (PER)

PER 01 - PERSONNEL ALLOCATION AND DISTRIBUTION

PER.01.01 Deleted February 2009

PER.01.02 RESERVE LAW ENFORCEMENT OFFICERS [326]

Reserve officers must meet or exceed the minimum requirements as prescribed by the Council on Law Enforcement Education and Training (CLEET) and 11 O.S. § 34-101.

Recommended proofs of compliance: Roster of reserve offices, reserve officer training documents, reserve officer assignment documents, etc.

PER.01.03 CIVILIAN PERSONNEL AND VOLUNTEERS [203, 338, 1002, 1024]

A **written directive** establishes that civilian personnel including volunteers:

1. Receive appropriate job-related training. [203.3]
2. If a uniform is worn, it shall be clearly distinguishable from that of a commissioned officer. [1024]

Commentary: Agencies are strongly encouraged to prohibit clearly marked law enforcement vehicles from being driven on public streets or highways by non-commissioned personnel.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations. Photos of uniformed civilian personnel, civilian personnel training and assignment documents, roster of volunteers, etc.

PER.01.04 ASSIGNMENT OPENINGS [1002, 1014]

A **written directive** requires that qualified individuals be notified of specialized assignment and promotional opportunities.

Recommended proofs of compliance: Samples of position or assignment openings with job descriptions.

PER 02 - COMPENSATION, BENEFITS, AND CONDITIONS OF WORK

PER.02.01 COMPENSATION [1020 partial]

The agency provides current information to all personnel regarding:

1. Entry-level salaries.
2. Salary differential within ranks.
3. Salary levels for personnel with special skills.
4. Compensatory time policy. [1020.2]
5. Overtime policy. [1020.3]

Recommended proofs of compliance: Salary and benefits schedule that enumerates the criteria listed above and posted Fair Labor Standards Act (FSLA) Minimum Wage Poster.

PER.02.02 LEAVE AND LEAVE SHARING [1007.6]

The agency provides information to all personnel regarding types of leave and leave sharing permitted by the agency.

Recommended proofs of compliance: Completed/redacted leave documents, emails or documents addressing shared leave and posted Uniformed Services Employment and Reemployment Rights Act (USERRA) and Family and Medical Leave Act (FMLA).

PER.02.03 INSURANCE AND RETIREMENT

The agency provides information to all personnel regarding:

1. Retirement program(s).
2. Health insurance program(s).
3. Disability and death benefits.
4. Professional liability protection provided by the agency.
5. Employee assistance program. [1006]

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

PER.02.04 UNIFORM AND NON-UNIFORM DRESS AND PERSONAL EQUIPMENT [1024]

A **written directive** governs the specifications and wearing of clothing and personal equipment authorized by the agency.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

PER.02.05 BODY ARMOR [1012]

The agency provides all officers engaged in field duty with ballistic protective body armor. If the agency does not require wearing protective body armor, it must be readily available to the officer.

Commentary: The wearing of body armor by officers assigned to field duty is strongly encouraged because it is an officer safety issue. Additionally, agencies that do not require officers assigned to field duty to wear body armor may not be eligible for federal grants.

Recommended proofs of compliance: Recent body armor purchase documents and photos of officers.

PER.02.06 Deleted January 2013

PER.02.07 HARASSMENT IN THE WORKPLACE [315, 1004]

A **written directive** addresses harassment in the workplace and addresses:

1. Hostile working environment.
2. Prohibited activities.
3. Employee responsibilities.
4. Supervisor responsibilities.
5. Complaint and investigation procedures.
6. Grievance and appeals.
7. Complaint filing with appropriate outside agency.
8. No retaliation against complainant for filing complaint. [1004]

Commentary: All employees have the right to work in an environment free of harassment. Therefore, the agency should take direct and immediate action to prevent such behavior, and to remedy all reported instances of harassment, sexual or otherwise.

Recommended proofs of compliance: Posted Equal Employment Opportunity (EEO) Law. Assessors may also determine compliance through interviews and observations.

PER.02.08 DRUG AND ALCOHOL-FREE WORKPLACE AND WORKPLACE SAFETY [1006]

A **written directive** establishes clear uniform guidelines regarding drugs and alcohol in the workplace and workplace safety in compliance with the Federal Drug-Free Workplace Act compliant with 40 O.S. § 555 (drug and alcohol) and 40 O.S. § 403 (workplace safety)

Commentary: The critical mission of law enforcement justifies maintenance of a drug free work environment through a reasonable employee drug-testing program (Title 40 O.S. § 15-554).

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations. Posted Drug and Alcohol Workplace and OSHA Workplace Safety notices.

PER.02.09 OFF-DUTY, SECONDARY AND/OR OUTSIDE EMPLOYMENT [1021]

A **written directive** addresses off-duty, secondary and/or outside employment of all employees, to include:

1. Types of employment in which an employee may engage.
2. Use of agency uniform/equipment while engaged in off-duty, secondary and/or outside employment.
3. Conduct of employees while working off-duty, secondary and/or outside employment that involves or potentially involves law enforcement related duties.
4. Any limitations regarding number of hours worked during a defined period (i.e. day, week, month, pay period, etc.).

Commentary: It is highly recommended that the agency CLEO consider the potential legal ramifications of allowing law enforcement officers to engage in off-duty, secondary and/or outside employment in which law enforcement related responsibilities will or may be used. The agency should address the number of hours allowed to work in law enforcement related employment during a work period. The written directive should also address any off-duty, secondary and/or outside employment restrictions while the employee is on sick leave, leave without pay, administrative duty, on-the-job injury leave or other limited duty. See the Employment definition in the Program Manual for more information.

Recommended proofs of compliance: Off-duty and/or secondary employment documents, logs, etc. that indicated the criteria listed above.

PER 03 - PERSONNEL PERFORMANCE AND EVALUATION

PER.03.01 PERFORMANCE EVALUATION SYSTEM [1001, 1029]

A **written directive** establishes a performance evaluation system that addresses at least annual and probationary.

Commentary: An appropriate evaluation system serves the purposes of both management and the individual employee. The purposes are to: foster fair and impartial personnel decisions; maintain and improve performance; provide a medium for personnel counseling; facilitate proper decisions regarding recently hired employees; provide an objective and fair means for measurement and recognition of individual performance in accordance with prescribed guidelines; and, to identify training needs.

Recommended proofs of compliance: Completed/redacted samples of commissioned and civilian personnel performance evaluations.

PER.03.02 through PER.03.04 Deleted February 2009

PER 04 - CONDUCT AND DISCIPLINE

PER.04.01 STANDARDS OF CONDUCT [320]

The agency has a **written standard** of conduct.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

PER.04.02 DISCIPLINARY AND CORRECTIVE ACTION [3204.1, 320.5, 1003, 1029]

The agency has a disciplinary and corrective action system, to address:

1. Training as a function of corrective action.
2. Counseling as a function of corrective action. [1029.4.3]
3. Taking punitive actions in the interest of progressive discipline, including reprimands, suspension, and demotion, reduction of leave, transfer, and termination.
4. Employee appeal procedures. [1003.3]
5. Recognition of employment rights and procedural safeguards provided by Oklahoma Statute and, if applicable, a Collective Bargaining Agreement. [1003.2]

Recommended proofs of compliance: Redacted samples of discipline documents that indicated the criteria listed above, copies from bargaining unit contracts, etc.

PER.04.03 SUPERVISOR RESPONSIBILITY REGARDING DISCIPLINE [320.2.3]

A **written directive** establishes the role of supervisors and the responsibility and authority attendant to each level of supervision and command relative to disciplinary action.

Commentary: The role of supervisors is critical in the disciplinary process. Supervisors have the best opportunity to observe conduct and behavior and detect instances when disciplinary actions are appropriate.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations but supervisor administered discipline forms, letters, memo, etc. may be included in the file.

PER.04.04 DISMISSAL FROM EMPLOYMENT [1010.14]

A **written directive** addresses the employee dismissal process, including required documentation and public release or restrictions on public release of reasons for dismissal.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

PER.04.05 RECORDS OF DISCIPLINARY ACTIONS [1013.3 & 1013.10]

A **written directive** addresses a disciplinary records system that includes where the records are filed, how long they will be maintained, and under what circumstances they will be purged.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

PER 05 - GRIEVANCE PROCEDURE

PER.05.01 GRIEVANCE PROCEDURE [1003]

A **written directive** establishes employee grievance procedures, to include:

1. Identifying proper subjects of grievances.
2. Establishing procedural steps and time limitations at each step in the grievance procedure.
3. Establishing criteria for employee representation.
4. Identifying the position or component within the agency responsible for coordination of grievance procedures.
5. A written statement of the subject of the grievance.
6. A written statement of the alleged resultant harm.
7. A written description of the remedy, adjustment, or other corrective action sought.

Recommended proofs of compliance: Redacted sample grievance documents.

PER.05.02 Deleted February 2009

PER.05.03 GRIEVANCE RECORDS [1003.4]

A **written directive** addresses the maintenance of grievance records.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

PER.05.04 Deleted February 2009

PER 06 - PERSONNEL RECRUITMENT AND SELECTION PROCESS

PER.06.01 PERSONNEL RECRUITMENT AND SELECTION PROCESS [1000]

A **written directive** establishes a process for the recruitment and selection of commissioned and civilian applicants that includes any requirements for written, medical, and physical examinations, physical agility testing, background investigations, and equal employment opportunity commission compliance.

Recommended proofs of compliance: Employment application or documents that clearly indicate any requirements for written, physical agility, medical examinations, interviews, background investigations. Posted Employee Polygraph Protection Act (EPPA) notice.

PER 07 - PERSONNEL TRAINING, DEVELOPMENT, AND PROMOTION

PER.07.01 INITIAL LAW ENFORCEMENT TRAINING [203.4 & 417.3]

The agency requires each law enforcement officer to attain Oklahoma Peace Officer Certification (70 O.S. § 3311) and complete a minimum forty (40) hour field training program before assignment to unaccompanied field duty.

Commentary: Although CLEET does not require a field training program, the Commission believes that newly hired law enforcement officers should complete a documented field training program. Field training program documents should be included as a proof of compliance.

Recommended proofs of compliance: Initial training documents to include field training records or manual.

PER.07.02 ANNUAL LAW ENFORCEMENT TRAINING [203.4]

A **written directive** requires that law enforcement officers complete the annual minimum hours of continuing Education training mandated by CLEET in addition to training that may be mandated by the agency. (70 O.S. § 3311)

Recommended proofs of compliance: CLEET training documents.

PER.07.03 LAW ENFORCEMENT SUPERVISOR TRAINING [204.4.3]

A **written directive** requires supervisors to complete basic supervisor/ management/leadership training that is approved by CLEET within one (1) year of promotion.

Commentary: Examples of acceptable basic supervisor/management/leadership training is any of the law enforcement management or leadership courses offered through CLEET or any other government or private entity. Some general or non-law enforcement specific supervisor/management/leadership training is probably acceptable but should be approved by the state accreditation program administrator prior to the site visit. The course syllabus must be included as a proof of compliance if the training was general or non-law enforcement specific.

Recommended proofs of compliance: Supervisor training and promotion documents.

PER.07.04 Deleted February 2009

PER.07.05 SPECIALIZED TRAINING [203.4, 1002]

A **written directive** identifies the assignments for which specialized training or continuing education is required. The directive includes a description of the training or certification.

Recommended proofs of compliance: Training documents for specialized assignments.

PER.07.06 NEW EMPLOYEE ORIENTATION [203.4.3]

A **written directive** requiring All new employees receive information regarding:

1. The agency's role, goals, policies, and procedures.
2. Working conditions and regulations.
3. Responsibilities and rights of employees and employers.

Recommended proofs of compliance: New employee orientation documents such as training outlines, rosters, etc.

PER.07.07 CIVILIAN EMPLOYEE TRAINING [203.2, 203.4.3]

A **written directive** identifies the civilian positions for which initial or other training is required.

Recommended proofs of compliance: Civilian employee training documents.

PER 08 - COLLECTIVE BARGAINING

PER.08.01 COLLECTIVE BARGAINING UNIT

A **written directive** identifies the bargaining unit representing any given group of employees and describes the role of the agency with respect to the bargaining agreement.

Recommended proofs of compliance: Bargaining unit agreements or contracts.

PER.08.02 DISSEMINATION OF AGREEMENT

The agency makes collective bargaining agreements available to all affected personnel.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations in addition to a review of the bargaining unit agreement or contract.

PER.08.03 and PER.08.04 Deleted February 2009

DEFINITIONS

Bloodborne Pathogens – Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).

Citizen Informant – An eyewitness who, with no motive but public service, and without expectation of payment, identifies themselves and volunteers information to officers. Citizen informants are not considered confidential informants.

Civilian Member/Employee – A full or part-time person who is not commissioned, sworn or certified and does not possess arrest powers.

Command Protocol – Practice identified to ensure a continuation of supervision at all levels of the chain of command when vacancies or absence from duty exists.

Commissioned Officer – A member, as defined by statute, who possesses full law enforcement and arrest powers, and is employed either full or part-time by a law enforcement agency. This member may or may not be compensated. Some agencies refer to this position as a sworn officer.

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

Confidential Informant – A person who confidentially discloses material information of a law violation, thereby supplying a lead to officers for their investigation of a crim. This does not include person who supply information only after being interviewed by officers, or who give information as witnesses during an investigation.

Criminal Intelligence – In accordance with 28 Code of Federal Regulation (CFR) Part 23, Criminal Intelligence is data that has been evaluated (analyzed) to determine that it (1) is relevant to the identification of the criminal activity engaged in by an individual who or organization that is reasonably suspected of involvement in criminal activity and (2) meets criminal intelligence system submission criteria. It is information that is developed from data gathered by investigators and analysts. Criminal intelligence, because it has undergone some form of evaluation or analysis, indicated to law enforcement that the subject is likely to be involved in some definable criminal activity. It is more that separate pieces of information that by themselves mean nothing but, taken together, show an investigator or analyst something about the subject's criminal involvement.

For example, when an investigator analyzes information and determines that there is “reasonable suspicion” that a subject (individual, organization, gang business, etc.) is reasonably suspected of being involved in a definable criminal activity or enterprise, then that information qualifies as criminal intelligence and may be stored in a criminal intelligence database and disseminated a criminal intelligence information. Criminal intelligence information, as defined above, is subject to 28 CFR Part 23 and accreditation standards enumerated in section OPS.05. The collection, evaluation or analyzing, maintenance and

dissemination of routine crime and traffic data is not considered criminal intelligence but rather crime analysis.

Emergency – An actual or potential condition that poses an immediate threat to life or property.

Employment, Off-Duty, Secondary and/or Outside – Some agencies consider off-duty, secondary and/or outside employment as any employment other than actual on-duty time. Some agencies, however, distinguish between them in following or similar terms:

Secondary Employment: Any employment other than primary or overtime duty assignments that includes wearing of the official law enforcement uniform and/or the actual or potential use of law enforcement powers.

Outside Employment: Any employment other than primary, overtime or secondary and **does not** include wearing of the official law enforcement uniform and/or the actual or potential use of law enforcement powers.

Exigent Circumstances - An emergency requiring swift action to prevent imminent danger to life or serious damage to property, or to forestall the imminent escape of a suspect, or destruction of evidence. There is no ready litmus test for determining whether such circumstances exist, and in each case the extraordinary situation must be measured by known articulable facts.

Field Interview - The stopping and questioning of a person by a law enforcement officer whom the officer has not observed commit a criminal or traffic offense or where other probable cause for arrest does not exist. Field Interviews are generally conducted because there exists articulable reasonable suspicion that the person may have committed, may be committing, or may be about to commit a crime; believes the subject may be a hazard to themselves or others; or believes the interview may have a preventive effect. Field interview directives must also provide rules for documenting such contacts and the safeguarding of the persons constitutional rights.

Field Personnel - Members who, by their assignment, have routine contact with the public while not in a traditional office setting. Field personnel may include commissioned or non-commissioned members.

Field Training Program or Police Training Program - A structured and closely supervised program provided for recruit members to facilitate the application of skills and knowledge obtained in the academy/classroom to actual performance in on-the-job situations.

Firearm - For the purpose of the Standards, a firearm is any device capable of discharging a projectile that is composed of any material which may reasonably be expected to be able to cause lethal injury. Common law enforcement examples of firearms include any handgun, rifle, shotgun, bean bag gun, breach gun, etc. Firearms do not include flare guns, underwater fishing guns, blank pistols, etc.

High Liability Issues – Use of Force, emergency vehicle operation and pursuits, search and seizure and arrest, care, custody, restraints and transportation of prisoners, domestic violence and agency employee

involved domestic misconduct, conduct of commissioned personnel when conducting secondary or off-duty employment, selection and hiring, sexual harassment / external sexual misconduct by commissioned personnel, complaints and internal affairs investigation, narcotics, SWAT, high risk warrant service, dealing with mentally ill, emotionally disturbed persons and persons with diminished capacity, property and evidence and handling missing person/run-away incidents. These are also commonly referred to as the “critical issues”.

Holding Facility - Any locked area, space, or enclosure where a prisoner/detainee is placed to prohibit freedom of movement. A holding facility is used to hold prisoners/detainees for short periods of time.

Incident Command System (ICS) - Command, control, and coordination of a response to organize the efforts of members and agencies as they work toward stabilizing an incident while protecting life, property, and the environment. There are five major components: command, planning, operations, logistics, and finance/administration.

In-Service Training - Training received by agency members to enhance knowledge, skills, or abilities. This includes formal retraining, specialized, promotional, or advanced training. In-service training may also include less formal types of instruction, such as roll-call training.

Internal Affairs Investigation - A formal, detailed investigation of alleged misconduct, violation of law or agency directives or moral character violation.

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

Law Enforcement Officer - A peace officer who is certified and commissioned by the Council on Law Enforcement Education and Training Council (CLEET), and is employed full time as a peace officer by the State of Oklahoma, any political sub-division thereof, any tribal agency or any public school.

Law Enforcement Officer, Reserve - A paid or non-paid reserve peace officer who is certified by the Council on Law Enforcement Education and Training Council (CLEET), and is retained as a reserve peace officer by the State of Oklahoma, any political sub-division thereof, any tribal agency, or public school.

Memorandum to File (Memo to File) – A memo inserted into a file folder that explains a variety of issues such as missing documentation. The memo should be signed/approved by the CLEO. Example: A memo to file in OPS.01.06 Post Fatality Procedure - could explain the absence of documentation due to the lack of any post fatality incidents during the past three years.

Tribal agencies frequently operate under the authority of written directives from the Bureau of Indian Affairs (BIA), U.S. Department of Justice (DOJ) or the National Incident Management System (NIMS) in lieu of Oklahoma Statutes that may be cited in the standard. In those cases, a Memo to File may be used to explain the use of an alternative written directive or proof of compliance that is based on a document other than an Oklahoma Statute.

Non-Deadly Force - Force which is not likely to cause death or great bodily harm. The terms non-deadly force, less-than-lethal force and less-lethal force are considered synonymous and may be used interchangeably to meet the Standards in this manual.

Organizational Component - A subdivision of the agency, such as a bureau, division, section, unit, or position that is established and staffed on a full-time basis to provide a specific function.

Position - The duties and responsibilities assigned to one employee. A position may have functional responsibility for a single task or multiple tasks.

Potentially Infectious Materials - Any human body fluid, tissue, or organ other than intact skin. Any biologic agent or other disease-causing agent that upon exposure, ingestion, inhalation, or assimilation into any person, will or may reasonably be anticipated to cause disease or death.

Procedure - A manner of proceeding, a way of performing or affecting something, an act composed of steps, a course of action, a set of established forms or methods for conducting the affairs of the agency.

Property, Agency - Agency owned property such as computers, vehicles, office equipment, etc. This does not include evidence, found or recovered property.

Property, Evidence and Found - Evidentiary items, property found and submitted for safekeeping, recovered stolen property, etc. that is maintained by the agency property authority.

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

Roll Call Training - Short training or informational sessions held just prior to, or after, a member's tour of duty.

Special Events - An activity that results in the need for control of traffic, crowds, or crime. Special events are normally time specific, short duration events, but may be extended over a longer period.

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

Tactical Team - A select group of officers who are specially trained and equipped to handle high-risk incidents, e.g., snipers, barricaded persons, hostage takers, high risk warrant service. This does not include teams or units the primary purpose of which is to handle Haz-Mat, weather response or WMD incidents.

Unmanned Aircraft System (UAS) – Includes not only the unmanned aerial vehicle (drone) but also the person on the ground controlling the flight and the system of communications between the two.

Unmanned Aerial Vehicle (UAV) – Commonly known as a drone, is an aircraft without a human pilot on board.

Vehicle, Special Purpose - A vehicle used because of considerations of weather, terrain, or the need for inconspicuous appearance, quietness, storage requirements, special operational needs, etc. Includes SWAT trucks, bomb disposal vehicles, mobile command posts, all terrain vehicles (ATVs), personal watercraft, boats, aircraft, and prisoner transport vehicles, motorcycles, bicycles, and animals.

Weapon, Other – For the purpose of the Standards, other weapon is anything in its common acceptance that is designed or intended for employing force against a person. “Other weapon” means any weapon that is not a firearm such as pepper aerosol products, CS gas, Electronic Control Device, etc. The Standard does not consider knives or other edged products weapons.