1.1.0	Legal Authority to Carry/Use Weapons	CERTIFICATION	Revision Date: 03/31/2024	Written Directive

Note to Accreditation Managers and Assessors	Proofs of Compliance
This standard applies to ALL agency personnel (sworn and non-sworn) and ALL weapons (both lethal and less-lethal). The use of weapons in this standard refers to **when** the weapon may be used; **how** the weapon is to be used is covered in standard 1.1.4. Examples of laws for the authority to carry and/or use weapons include: • For sworn officers of any city or town, MGL Part I, Title VII, Chapter 41, Section 98 (linked here) provides the authority to carry and use weapons. • For Special State Police Officers (SSPOs) at colleges or universities, the authority to perform police functions comes from Part I, Title II, Chapter 22C, Section 63 (linked here). Their authority to carry and use a weapon would be as valid holders of a MA License to Carry under MGL Part I, Title XX, Chapter 140, Section 131 (linked here). • For State Police Part I, Title II, Chapter 22C, Section 19 (linked here) provides the authority to carry and use weapons. If the agency has sworn positions with authority to carry a weapon under a specific chapter and section of MGL or non-sworn positions that the agency authorizes to carry and use any weapon not addressed in a particular statute, the agency must provide documentation for those positions' authority to carry/use any authorized weapon.	❑ Written Directive(s) ❑ Applicable Laws/Ordinances

This standard requires agencies to address not only **each position's authority to carry a weapon** (legally) but **also the position's authority to use the weapon** since the rules may differ for various positions in the agency. For example, agencies may arm their non-sworn Animal Control Officers for the sole purpose of euthanizing an animal. Those restrictions on an Animal Control Officer's firearm use must be addressed in an agency written directive.

Similarly, agencies may allow non-sworn Auxiliaries under Civil Defense to carry weapons (including firearms) while performing their duties. As such, the authority to use a weapon issued or authorized to be carried by a non-sworn affiliate of the agency must also be addressed in writing.

- CONTINUE TO THE NEXT PAGE -

1.1.0 Legal Authority to Carry/Use Weapons (continued)

STANDARD / EVALUATION MEASURES:

WRITTEN DIRECTIVE:

1. The agency has a written directive for each position authorized to carry a weapon (*both lethal and less lethal*) in the performance of their duties that cites:

   A. The legal authority of the position to **carry** the weapon. **Y N**

   B. The position's authority to **use** the weapon. **Y N**

2. The agency's written directive addresses if a restriction (*unique to any position*) has been placed on a position's use of any weapon (*both lethal and less-lethal*). **Y N N/A – (There are no restrictions on the use of any weapon for any agency positions authorized to carry a weapon)**

3. The agency provided a copy of any applicable law, ordinance, etc., that covers the authority for sworn employees authorized to **carry and use a weapon** (lethal and/or less lethal). **Y N**

4. The agency provided a copy of any applicable law, ordinance, etc. that covers the authority for non-sworn employees authorized to **carry and use a weapon** (lethal and/or less lethal).
   Y N N/A – (There are no non-sworn employee(s) authorized to carry and/or use a lethal or less-lethal weapon)

1.1.1	Use of Physical Force	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Documentation

Note to Accreditation Managers and Assessors	Proofs of Compliance
The standard requires a written directive governing an officer's use of physical force within the parameters established Per MGL Part I, Title II, Chapter 6E. **IMPORTANT:** The specific conditions of the law must be listed/noted in the agency's written directive when required. **NOTE** - hyperlinks to the law's language or applicable sections are provided in blue font. Sworn Officers include any agency personnel with the authority to make an arrest.	❑ Written Directive(s) ❑ Documents demonstrating the nature of the training that was provided on *de-escalation* annually (the method of training) and that all sworn personnel received both pre-service and the required annual training on de-escalation. ❑ Written Documentation of agency compliance within the past year for an initial assessment or for each year of the current award period.

Parameters for the Use of Physical Force & Duty to Intervene

Per MGL Part I, Title II, Chapter 6E:

Section 1

"**de-escalation tactics**", are defined as "proactive actions and approaches used by an officer to stabilize a law enforcement situation so that more time, options, and resources are available to gain a person's voluntary compliance and to reduce or eliminate the need to use force including, but not limited to, verbal persuasion, warnings, slowing down the pace of an incident, waiting out a person, creating distance between the officer and a threat and requesting additional resources to resolve the incident, including, but not limited to, calling in medical or licensed mental health professionals, as defined in subsection (a) of section 51½ of chapter 111, to address a potential medical or mental health crisis."

Section 14

"(a) A law enforcement officer shall not use physical force upon another person unless de-escalation tactics have been attempted and failed or are not feasible based on the totality of the circumstances and such force is necessary to: (i) effect the lawful arrest or detention of a person; (ii) prevent the escape from custody of a person; or (iii) prevent imminent harm and the amount of force used is proportionate to the threat of imminent harm; provided, however, that a law enforcement officer may use necessary, proportionate and non-deadly force in accordance with the regulations promulgated jointly by the commission and the municipal police training committee pursuant to subsection (d) of section 15." (linked here)

Section 15

"(a) An officer present and observing another officer using physical force, including deadly force, beyond that which is necessary or objectively reasonable based on the totality of the circumstances, shall intervene to prevent the use of unreasonable force unless intervening would result in imminent harm to the officer or another identifiable individual." (linked here)

"(b) An officer who observes another officer using physical force, including deadly force, beyond that which is necessary or objectively reasonable based on the totality of the circumstances shall report the incident to an appropriate supervisor as soon as reasonably possible but not later than the end of the officer's shift. The officer shall prepare a detailed written statement describing the incident consistent with uniform protocols. The officer's written statement shall be included in the supervisor's report." (linked here)

"(c) A law enforcement agency shall develop and implement a policy and procedure for law enforcement personnel to report abuse by other law enforcement personnel without fear of retaliation or actual retaliation." (linked here)

Agency: _____ Assessor: _____ Date: _____

1.1.1 Use of Physical Force (continued)

STANDARD / EVALUATION MEASURES:

WRITTEN DIRECTIVE:

1. The agency has a written directive stating that officers shall not use physical force upon another person unless the conditions and mandates set forth in MGL Part I, Title II, Chapter 6E, Section 14 are followed. **(NOTE – The specific conditions from the law must be listed/noted in the agency's written directive)** **Y N**

2. An agency written directive requires **pre-service training** for newly hired *(part-time and full-time)* sworn officers, **and annual training** on **de-escalation** for all sworn (*part-time and full-time*) officers. **Y N**

3. The agency has a written directive stating an officer present and observing another officer using physical force beyond that which is necessary or objectively reasonable based on the totality of the circumstances shall intervene to prevent the use of unreasonable force unless intervening would result in imminent harm to the officer or another identifiable individual. **Y N**

4. The agency has a written directive requiring an officer who observes another officer using physical force beyond that which is necessary or objectively reasonable based on the totality of the circumstances shall report the incident to an appropriate supervisor as soon as reasonably possible but not later than the end of the observing officer's shift. **Y N**

5. The agency has a written directive that officer(s) reporting an unreasonable or unjustified use of force shall prepare a detailed written statement describing the incident consistent with agency protocols. **Y N**

6. The agency has a written directive requiring a supervisor not directly involved in the use of force in the incident to complete a report, including the reporting officer(s)' written statement(s). **Y N**

WRITTEN DOCUMENTATION:

7. The agency provided documentation for the use of physical force by agency officers that:
   - Verified the force was within the definitions and scope of MGL Part I, Title II, Chapter 6E, Sections 1, 14, and 15, *and*
   - Addressed duty to intervene (*if applicable)*

Year 1: Y N N/A – (No Use of Physical Force Instances for this Year)

Year 2: Y N N/A – (No Use of Physical Force Instances for this Year or an Initial Assessment)

Year 3: Y N N/A – (No Use of Physical Force Instances for this Year or an Initial Assessment)

1.1.1 Use of Physical Force (continued)

8. The agency provided documentation on the method of pre-service training on de-escalation with all **newly hired** (*part-time and full-time*) **sworn officers** (*NOTE -Methods may include classroom (MPTC/other), policy review in conjunction with a review of Use of Force policies, online training, Training Bulletins, etc.*) **Y N**

9. The agency provided documentation demonstrating that pre-service training on de-escalation was conducted and documented for all **newly hired** (*part-time and full-time*) **sworn officers**. **Y N**

Year 1: Y N N/A – (No new sworn officer hires)

Year 2: Y N N/A – (No new sworn officer hires or an Initial Assessment)

Year 3: Y N N/A – (No new sworn officer hires or an Initial Assessment)

10. The agency provided documentation on the method of annual training on de-escalation with **all sworn** (*part-time and full-time*) **officers** (*NOTE -Methods may include classroom (MPTC/other), policy review in conjunction with an annual review of Use of Force policies, online training, Training Bulletins, etc.*) **Y N**

11. The agency provided documentation demonstrating that annual training on de-escalation was conducted and documented for **all sworn** (*part-time and full-time*) **officers**. **Y N**

Year 1: Y N

Year 2: Y N N/A – (Initial Assessment)

Year 3: Y N N/A – (Initial Assessment)

1.1.2	Use of Deadly Force	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Documentation

Note to Accreditation Managers and Assessors	Proofs of Compliance
This standard requires a written directive governing an officer's (sworn employee's) use of deadly force within the parameters established Per MGL Part I, Title II, Chapter 6E, as noted below. **NOTE** - hyperlinks to the law's language or applicable sections are provided in blue font. Officers include any agency personnel with the authority to make an arrest.	❑Written Directive ❑ Written Documentation of agency compliance within the past year for an initial assessment or for each year of the current award period.

WRITTEN DIRECTIVE:

Definitions for the Use of Deadly Force:
Per MGL Part I, Title II, Chapter 6E, Section 1: "**deadly force**" is defined as "physical force that can reasonably be expected to cause death or serious physical injury." "**serious bodily injury**" is defined as "bodily injury that results in: (i) permanent disfigurement; (ii) protracted loss of impairment of a bodily function, limb or organ; or (iii) a substantial risk of death." "**chokehold**" is defined as "the use of a lateral vascular neck restraint, carotid restraint or other action that involves the placement of any part of law enforcement officer's body on or around a person's neck in a manner that limits the person's breathing or blood flow with the intent of or with the result of causing bodily injury, unconsciousness or death." "**de-escalation tactics**", are defined as "proactive actions and approaches used by an officer to stabilize a law enforcement situation so that more time, options, and resources are available to gain a person's voluntary compliance and to reduce or eliminate the need to use force including, but not limited to, verbal persuasion, warnings, slowing down the pace of an incident, waiting out a person, creating distance between the officer and a threat and requesting additional resources to resolve the incident, including, but not limited to, calling in medical or licensed mental health professionals, as defined in subsection (a) of section 51½ of chapter 111, to address a potential medical or mental health crisis."

- **Continue to the Next Page** -

Agency: _____ Assessor: _____ Date: _____

1.1.2 Use of Deadly Force (continued)

Parameters for the Use of Deadly Force:

Per MGL Part I, Title II, Chapter 6E, Sections 14 and 15:

Section 14:

- "(b) A law enforcement officer shall not use deadly force upon a person unless de-escalation tactics have been attempted and failed or are not feasible based on the totality of the circumstances and such force is necessary to prevent imminent harm to a person and the amount of force used is proportionate to the threat of imminent harm." (linked here)
- "(c) A law enforcement officer shall not use a chokehold. A law enforcement officer shall not be trained to use a lateral vascular neck restraint, carotid restraint or other action that involves the placement of any part of law enforcement officer's body on or around a person's neck in a manner that limits the person's breathing or blood flow." (linked here)
- "(d) A law enforcement officer shall not discharge any firearm into or at a fleeing motor vehicle unless, based on the totality of the circumstances, such discharge is necessary to prevent imminent harm to a person and the discharge is proportionate to the threat of imminent harm to a person." (linked here)

Section 15:

- "(a) An officer present and observing another officer using physical force, including deadly force, beyond that which is necessary or objectively reasonable based on the totality of the circumstances, shall intervene to prevent the use of unreasonable force unless intervening would result in imminent harm to the officer or another identifiable individual." (linked here)
- "(b) An officer who observes another officer using physical force, including deadly force, beyond that which is necessary or objectively reasonable based on the totality of the circumstances shall report the incident to an appropriate supervisor as soon as reasonably possible but not later than the end of the officer's shift. The officer shall prepare a detailed written statement describing the incident consistent with uniform protocols. The officer's written statement shall be included in the supervisor's report." (linked here)
- A law enforcement agency shall develop and implement a policy and procedure for law enforcement personnel to report abuse by other law enforcement personnel without fear of retaliation or actual retaliation. (linked here)

STANDARD / EVALUATION MEASURES:

WRITTEN DIRECTIVE:

1. The agency has a written directive defining:

A. deadly force. **Y** **N**

B. de-escalation tactics. **Y** **N**

C. defining chokeholds/neck restraints. **Y** **N**

D. defining serious bodily injury. **Y** **N**

Agency: _____ Assessor: _____ Date: _____

1.1.2 Use of Deadly Force (continued)

1. The agency has a written directive establishing its policy on the use of deadly force**,** consistent with the parameters established in MGL Part I, Title II, Chapter 6E, Section 14 (b). **(NOTE – The specific parameters from the law must be listed/noted in the agency's written directive) Y N**

2. The agency has a written directive prohibiting neck restraints, including chokeholds, consistent with the parameters established in MGL Part I, Title II, Chapter 6E, Section 14 (c). **Y N**

3. The agency has a written directive that prohibits the discharge of a firearm into or at a fleeing motor vehicle**,** consistent with the parameters established in MGL Part I, Title II, Chapter 6E, Section 14 (d). **Y N**

4. The agency has a written directive stating an officer present and observing another officer using deadly force beyond that which is necessary or objectively reasonable based on the totality of the circumstances shall intervene to prevent the use of unreasonable force unless intervening would result in imminent harm to the officer or another identifiable individual. **Y N**

5. The agency has a written directive requiring an officer who observes another officer using deadly force beyond that which is necessary or objectively reasonable based on the totality of the circumstances shall report the incident to an appropriate supervisor as soon as reasonably possible but not later than the end of the observing officer's shift. **Y N**

6. The agency has a written directive that officer(s) reporting unreasonable or unjustified use of force shall prepare a detailed written statement describing the incident consistent with uniform protocols. **Y N**

7. The agency has a written directive requiring that a supervisor not directly involved in the use of force Incident will complete a report including the reporting officer(s)' written statement(s). **Y N**

WRITTEN DOCUMENTATION:

8. The agency provided documentation for the use of deadly force by agency officers that:
- Verified the force was within the definitions and scope of MGL Part I, Title II, Chapter 6E, Sections 1, 14, and 15, *and*
- Addressed duty to intervene (*if applicable)*

Year 1: Y N N/A – (No Use of Deadly Force Instances for this Year)

Year 2: Y N N/A – (No Use of Deadly Force Instances for this Year or an Initial Assessment)

Year 3: Y N N/A – (No Use of Deadly Force Instances for this Year or an Initial Assessment)

1.1.3	Warning Shots	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
In most cases, warning shots should be prohibited. If the agency allows warning shots, strict parameters and guidance governing their use must be provided in its written directive.			❑ Written Directive ❑ Written Documentation of agency compliance for the current award period or within the past year for an initial assessment.	

Standard/Evaluation Measures:

1. The agency authorizes the carrying of firearms. **Y N**

A. If **Yes**, the agency has a written policy governing the discharge of warning shots (*continue to question 2*).

B. If **No**, there is a conditional waiver signed by MPAC Staff. **Y N**

2. The agency authorizes the use of warning shots. **Y N**

A. If **Yes**, a written directive defines warning shots, outlines the circumstances, and establishes the protocols for which warning shots may be discharged. **Y N**

B. If **No,** a written directive states that the discharge of warning shots by agency personnel is prohibited. **Y N**

Agency: _____ Assessor: _____ Date: _____

1.1.4	Use of Authorized Less Lethal Weapons	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Documentation

Note to Accreditation Managers and Assessors	Proofs of Compliance
This standard applies to ALL agency personnel (sworn and civilian) and applies to ALL less lethal weapons. The use of less lethal weapons in this standard refers to **how the weapon is to be used** or not to be used; **when the weapon may be used (such as in the use of force continuum) is covered in standard 1.1.0**. Agencies only stating in their written directive that the weapon "may only be used in accordance with Massachusetts General Law and department-approved training" must also provide the training material that agency personnel received.	❑ Written Directive ❑ Written Documentation of agency compliance within the past year for an initial assessment or for each year of the current award period.

State Standard/Evaluation Measures:

WRITTEN DIRECTIVE:

1. The agency has a written directive governing the authorized types of less-lethal weapons listed below and **how** each of them is to be used by which agency personnel:

   A. BATONS - The agency's written directive on the types of less lethal weapons authorized for use included a baton and how it is to be used by agency personnel.

   Y N N/A -Batons are not authorized by the agency

   B. CHEMICAL DEFENSE SPRAY - The agency's written directive on the types of less lethal weapons authorized for use included Chemical Defense Spray and how it is to be used by agency personnel.

   Y N N/A – Chemical Defense Spray is not authorized by the agency

   C. ELECTRONIC CONTROL WEAPONS (ECWs) - The agency's written directive on the types of less lethal weapons authorized for use included an Electronic Control Weapon (ECW)and how it is to be used by agency personnel.

   Y N N/A -ECWs are not authorized by the agency

   D. LESS LETHAL SHOTGUNS and/or MUNITIONS - The agency's written directive on the types of less lethal weapons authorized for use included less lethal shotguns and/or munitions and how it is to be used by agency personnel.

   Y N N/A – Less Lethal Shotguns and/or Munitions are not authorized by the agency

   E. OTHER LESS-LETHAL WEAPON OR SYSTEMS - The agency's written directive on the types of less-lethal weapons authorized for use included some other less-lethal weapons or systems and how they are to be used by agency personnel.

   Y N N/A - No other less-lethal weapons or systems are authorized by the agency

Agency: _____ Assessor: _____ Date: _____

1.1.4 Use of Authorized Less-Lethal Weapons (continued)

WRITTEN DOCUMENTATION:

2. The agency provided documentation (i.e., a use of force report) confirming the use of a less-lethal weapon by agency **sworn personnel** that confirms that how the weapon was used was within the scope authorized by the agency.

Year 1: Y N N/A – (No Use of Less-Lethal Weapons by Sworn Personnel for this Year)

Year 2: Y N N/A – (No Use of Less-Lethal Weapons by Sworn Personnel for this Year or an Initial Assessment)

Year 3: Y N N/A – (No Use of Less-Lethal Weapons by Sworn Personnel for this Year or an Initial Assessment)

3. The agency provided documentation (i.e., a use of force report) confirming the use of a less-lethal weapon by agency **non-sworn personnel** that confirms that how the weapon was used was within the scope authorized by the agency.

Year 1: Y N N/A – (No Use of Less-Lethal Weapons by Non-Sworn Personnel for this Year or no non-sworn employee is authorized to carry and use a less lethal weapon)

Year 2: Y N N/A – (No Use of Less-Lethal Weapons by Non-Sworn Personnel for this Year or no non-sworn employee is authorized to carry and use a less lethal weapon or an Initial Assessment)

Year 3: Y N N/A – (No Use of Less-Lethal Weapons by Non-Sworn Personnel for this Year or no non-sworn employee is authorized to carry and use a less lethal weapon or an Initial Assessment)

1.1.5	Rendering Medical Aid After Use of Force or L.E. Action	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Documentation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	

Following law enforcement action, proper medical aid should be rendered as quickly as reasonably possible. This would include incidents or circumstances in which injuries have been sustained. In addition, it includes procedures for requesting emergency medical professionals when there is an obvious severe injury(s), medical distress is apparent, or when the individual is unconscious.

Proper medical aid is defined as immediate first aid treatment, including CPR, administered on the scene of an incident/injury within the scope of agency personnel's training. Additionally, medical aid includes the summoning of emergency medical services to assist in any condition or treatment that may escalate outside of the scope of the capabilities of the officer/agency employee, providing immediate first aid, or requiring transportation to a medical facility based on the condition of the person receiving aid.

"proper medical aid" may include:

- increased observation of a person to detect obvious changes in their condition,
- the flushing of chemical agents from the eyes of an affected person,
- applying first aid within the scope and training of the officer/agency employee for any obvious severe injuries or unconsciousness,
- evaluation by an emergency medical technician or paramedic, or
- for more serious or life-threatening incidents, immediate aid by medical professionals includes transportation to a medical facility.

This standard applies whether a weapon is involved or not and for all aid necessary due to police or law enforcement action(s). e.g., injuries resulting from a police pursuit crash, an OUI suspect in distress because of their intoxication or impairment, a detainee who is injured, including self-inflicted injuries, in the detention or holding facility areas of an agency, etc.

NOTE - When transporting individuals involved in contentious police actions or following a use of force incident, consideration should be given to utilizing police personnel not directly involved in the action, if feasible.

- ❑ Written Directive
- ❑ Written Documentation of agency compliance within the past year for an initial assessment or for each year of the current award period.

STANDARD / EVALUATION MEASURES:

- **Continue to the Next Page -**

Agency: _____ Assessor: _____ Date: _____

1.1.5 Rendering Medical Aid After Use of Force or L.E. Action (continued)

WRITTEN DIRECTIVE:

1. The agency has written procedures ***requiring*** **proper medical aid** to be **provided:**

- **A.** After the use of a lethal (deadly) weapon(s). **Y N**
- **B.** After the use of a less-lethal weapon. **Y N**
- **C.** When using weaponless tactics results in injury to the person subject to the use of force. **Y N**
- **D.** When injuries are sustained as a result of law enforcement action. **Y N**
- **E.** When a person, including a suspect or detainee, requests medical attention. **Y N**
- **F.** When an officer is on a call for service, or during the detention or arrest of a person, and:
  - **I.** There is an obvious severe injury to a person. **Y N**
  - **II.** A person is in medical distress. i.e., unable to breathe, labored breathing, wheezing, etc. **Y N**
  - **III.** A person is unresponsive or unconscious. **Y N**

WRITTEN DOCUMENTATION:

2. The agency provided documentation for rendering medical aid after using force **or** law enforcement action.

Year 1: Y N N/A – (No Instances of Rendering Aid for this Year)

Year 2: Y N N/A – (No Instances of Rendering Aid for this year or an Initial Assessment)

Year 3: Y N N/A – (No Instances of Rendering Aid for this year or an Initial Assessment)

1.1.6	Reporting Uses of Force	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Documentation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
This standard applies to ALL agency personnel, sworn and non-sworn. It applies to ALL weapons, lethal and less lethal. Regarding weaponless physical force, the agency must decide whether a Use of Force Report is required whenever weaponless force has been used and under what conditions a report on this type of force is needed.				❑ Written Directive ❑ Completed copies of Standardized use of force report forms, if used within the past year for an initial assessment or for each year of the current award period.

STANDARD / EVALUATION MEASURES:

WRITTEN DIRECTIVES:

1. The agency has a written directive requiring a written report whenever an employee:
   - **A.** Discharges a firearm for purposes other than training or recreational use. **Y N**
   - **B.** Applies force using a lethal weapon. **Y N**
   - **C.** Applies force using a less lethal weapon. **Y N**
   - **D.** Applies weaponless physical force per the conditions of the agency's written directive. **Y N**
2. The agency defines weaponless physical force in a written directive. **Y N**
3. The agency's written directive indicated where Use of Force reports are filed (the location) in the agency. **Y N**
4. The agency's written directive identified the position (who) that is the record custodian of completed Use of Force Reports. **Y N**

WRITTEN DOCUMENTATION:

5. The agency provided a Use of Force Report for the following years:

   Year 1: Y N N/A – (No Use of Force Instances for this Year)

   Year 2: Y N N/A – (No Use of Force Instances for this Year or an Initial Assessment)

   Year 3: Y N N/A – (No Use of Force Instances for this Year or an Initial Assessment)

Agency: _____ Assessor: _____ Date: _____

1.1.7	Reviewing Use of Force Reports of 1.1.6	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Documentation

Note to Accreditation Managers and Assessors	Proofs of Compliance
An administrative Review is a documented review conducted of each use of force report by an individual who was not directly involved in the incident.	❑ Written Directive ❑ Documents showing an administrative review of the agency's use of force reports were conducted for the current award period or within the past year for an initial assessment.

STANDARD / EVALUATION MEASURES:

WRITTEN DIRECTIVES:

1. The agency has written a directive requiring and identifying the procedures for an administrative review of each use of force report. **Y N**

2. The agency has written a directive requiring an administrative review of a Use of Force Report to be conducted by a supervisor not directly involved in the incident. **Y N**

3. The agency has written a directive that identifies a specific position (supervisor) in the agency that is responsible for conducting administrative reviews of the agency's Use of Force Reports. **Y N**

WRITTEN DOCUMENTATION:

4. The agency provided a completed Use of Force Report(s) that included the type of force that was used, the name of the reviewing supervisor, and that administrative review of the report/incident was documented.

Year 1: Y N N/A – (No Use of Force Instances for this Year)

Year 2: Y N N/A – (No Use of Force Instances for this Year or an Initial Assessment)

Year 3: Y N N/A – (No Use of Force Instances for this Year or an Initial Assessment)

Agency: _____ Assessor: _____ Date: _____

1.1.8	Removal from Line of Duty Assignment/Use of Force	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Documentation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
This standard applies to **ALL** employees (sworn and non-sworn) for the use of force resulting in death or serious physical injury. Removing an employee from an operational assignment when their action(s) results in death or serious physical injury (**that is non-use of force related**) is addressed in standard 52.2.7.			❑ Written Directive ❑ Document showing employee had been reassigned after a use of force that resulted in death/serious bodily injury.	

STANDARD / EVALUATION MEASURES:

WRITTEN DIRECTIVES:

1. The agency has a written directive requiring any employee whose use of force results in a death or serious physical injury to be removed from operational assignments, pending an administrative review of the incident.

WRITTEN DOCUMENTATION:

2. The agency provided documentation for any employee's use of force that resulted in death or serious physical injury and confirmation of the involved personnel's removal from duty.

Year 1: Y N N/A – (No Use of Force Resulting in Death or Serious Physical Injury for this Year)

Year 2: Y N N/A – (No Use of Force Resulting in Death or Serious Physical Injury for this Year or an Initial Assessment)

Year 3: Y N N/A – (No Use of Force Resulting in Death or Serious Physical Injury for this Year or an Initial Assessment)

Agency: _____ Assessor: _____ Date: _____

Preface to Standards 1.1.9, 1.1.10, 1.1.11 and 1.1.12

The following note boxes have been established to clarify each standard's area of concentration and eliminate the need to duplicate proofs of compliance.

1.1.9	Focus of Standard: Equipment / Hardware (Weapons & Ammunition)

Note to Accreditation Managers and Assessors Regarding this Standard

Types and Specifications of Weapons

- Agencies must have a written **list of agency-approved weapons**.
- Agencies must have a written **list of agency-approved ammunition**.

Both lists must identify **TYPE** and **SPECIFICATIONS.**

- Type of weapon refers to pistol, automatic/semiautomatic, revolver, shotgun, rifle, chemical/organic spray (foam/mist), baton (expandable, straight, PR-24), etc.
- Specification of weapon refers to make, model, and characteristics (e.g., Glock, Smith & Wesson, PR-24, Electronic Control Device, caliber, length of baton, percentage of pepper, etc.).
- Specification of ammunition refers to .40 caliber, 180-grain jacketed hollow point, etc., and not the manufacturer's name (e.g., Federal, Winchester, etc.)

The above information must be incorporated into an agency's written directive(s) or in an Appendix referenced in a written directive.

Tactical Teams and Specialized Personnel

- Agency-approved weapons and ammunitions for tactical teams and specialized personnel must be documented by TYPE and SPECIFICATIONS.
- Tactical Team Personnel refers to agency personnel assigned to tactical operations in or outside the agency.
- Specialized Personnel refers to Detectives, undercover/plain clothes officers, Animal Control Officers, etc.

Inspection of Weapons

- Weapon inspections: Those inspections that are conducted in conjunction with the initial issue of the weapon, requalification, and formal inspections.

Inventory Records of Weapons

- Agencies must have inventory control records of all agency-owned weapons assigned to agency personnel.
- Agencies must have records of all personally owned weapons they have approved for use while performing a law enforcement responsibility.
- At a minimum, inventory control records must include the serial number and name of the person assigned the weapon (or, if the weapon is personally owned, the owner's name).

Preface to Standards 1.1.9, 1.1.10, 1.1.11 and 1.1.12 (continued)

Standard	Focus of Standard	Note to Accreditation Managers and Assessors Regarding this Standard
1.1.10	**Initial Testing on Weapon Proficiency**	❑ This standard requires new hires to receive proficiency testing on all newly assigned weapons. ❑ This standard also requires veteran officers to receive proficiency testing whenever a new weapon is issued.
1.1.11	**Instruction on the Use of Force-related Policies**	**Similar to 1.1.10**: ❑ This standard requires new hires to receive instruction on the agency's use of force policies (at a minimum, on sections of the written directive addressing standards 1.1.1 through 1.1.5). ❑ This standard also requires veteran personnel to receive instruction on the agency's use of force policies/applicable policies whenever a new type of weapon has been issued (such as Tasers, etc.). ❑ New hires and veteran personnel must be issued copies of the above-mentioned policies as part of the training. ❑ Both the issuance of the policies and the instruction on the policies must be documented.
1.1.12	**Annual Training** Lethal Weapons (Firearms) & Electronic Control Weapon (ECW's)	This standard requires annual training in the following areas: (1) Use of Force Policies. (2) lethal weapons/firearms, and (3) Electronic Control Weapons (ECWs).
1.1.13	**Biennial Training** Less Lethal Weapons & Weaponless Control Techniques	This standard requires biennial training in Defensive Tactics: Less lethal Weapons & Weaponless Control Techniques.

Preface to Standards 1.1.9, 1.1.10, 1.1.11 and 1.1.12 (continued)

1.1.9	**Equipment / Hardware** (Weapons & Ammunition)	❑ Agencies must have a written list of agency-approved weapons. ❑ Agencies must have a written list of agency-approved ammunition. ❑ Both lists must identify TYPE and SPECIFICATIONS. ❑ **Type of weapon refers to** pistol, automatic/semiautomatic, revolver, shotgun, rifle, chemical defense spray (gel/foam/mist), baton (expandable, straight, PR-24), etc. ❑ **Specification of weapon refers to** make, model, and characteristics (e.g., Glock, Smith & Wesson, PR-24, Taser, caliber, barrel length, baton, percentage of pepper, etc.). ❑ **Specification of ammunition refers to** caliber (e.g., 9mm), weight in grains (e.g., 180 grain), projectile type (e.g., jacketed hollow point), and not a specific brand. ❑ The above information must be incorporated into an agency's written directive(s). _____ ❑ TYPE and SPECIFICATIONS must also document agency-approved weapons and ammunition for tactical teams and specialized personnel. ❑ **Tactical Team Personnel** refers to agency personnel assigned to tactical operations in or outside the agency. ❑ **Specialized Personnel** refers to Detectives, undercover/plain clothes officers, animal control officers, etc. _____ ❑ **Weapon inspections**: Those are conducted in conjunction with the initial issue of the weapon, requalification, and formal inspections. _____ ❑ Agencies must have inventory control records of all agency-owned weapons assigned to agency personnel. ❑ Agencies must have records of all personally owned weapons they have approved for use while performing a law enforcement responsibility. ❑ At a minimum, inventory control records must include the serial number and name of the person assigned the weapon (or, if the weapon is personally owned, the owner's name).

Preface to Standards 1.1.9, 1.1.10, 1.1.11 and 1.1.12 (continued)

Standard	Focus of Standard	Note to Accreditation Managers and Assessors regarding this Standard
1.1.10	**<u>Initial</u> Testing on *Weapon* Proficiency**	❑ This standard requires new hires to receive proficiency testing on all newly assigned weapons. ❑ This standard also requires veteran officers to receive proficiency testing whenever a new weapon is issued.
1.1.11	**<u>In-service</u> Training**	❑ This standard requires re-training in two areas: weapon proficiency and use of force policy review.
1.1.12	**<u>Initial</u> Instruction on the *agency's* Use of Force *Policies***	**Similar to 1.1.10**: ❑ This standard requires new hires to receive instruction on the agency's use of force policies (at a minimum, on sections addressing standards 1.1.1 through 1.1.5). ❑ This standard also requires veteran personnel to receive instruction on the agency's use of force policies whenever a new type of weapon has been issued (such as Tasers, etc.). ❑ New hires and veteran personnel must be issued copies of the above-mentioned policies as part of the training. ❑ Both the issuance of the policies and the instruction on the policies must be documented.

1.1.9	Authorized Weapons and Ammunition	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Documentation

Note to Accreditation Managers and Assessors:

MGL Part I, Title XX. Ch. 140: Sec.131L (linked here) covers the statutory requirements for storing weapons in the Commonwealth of Massachusetts.

Proofs of Compliance:

- ❑ Written Directive(s)
- ❑ Written list of agency-approved weapons (lethal and less-lethal) identifying TYPE and SPECIFICATIONS.
- ❑ Written list of agency-approved ammunitions (lethal and less-lethal) identifying TYPE and SPECIFICATIONS.
- ❑ Written list of agency-approved weapons and ammunitions for tactical teams and specialized personnel identifying TYPE and SPECIFICATIONS.
- ❑ Inventory control records of all weapons assigned to agency personnel (serial number, name of person assigned the weapon, etc.).
- ❑ Records of all personally owned weapons, including off-duty, approved for use by the agency to perform a [police] responsibility (serial number, owner name, etc.).
- ❑ Documentation of inspections and approval of weapons
- ❑ Observation: Location where *inspection and approval records* (of weapons) are filed.

STANDARD / EVALUATION MEASURES:

WRITTEN DIRECTIVE:

1. The agency has a written directive that states only weapons authorized and approved by the agency can be carried and used both on and off duty by agency personnel to perform their duties and responsibilities. **Y N**

2. The agency has a written directive requiring only ammunition authorized and approved by the agency to be carried and used on and off duty by agency personnel to perform their duties and responsibilities. **Y N**

3. The agency addresses all lethal weapons and ammunition by type and specification in a written directive. **Y N**

4. The agency addresses all less-lethal weapons and ammunition by type and specification in a written directive. **Y N**

5. The agency addresses all weapons and ammunition used by tactical team personnel by type and specification in a written directive. **Y N N/A-the agency does not have its own (Agency controlled) tactical team**

6. The agency has a written directive that addresses all weapons and ammunition used by personnel assigned to a specialized assignment/position in a written directive, by type and specification. **Y N N/A – (The agency does not have personnel assigned to any specialized assignments/positions such as detectives, undercover assignments, plain clothes duties, etc.)**

1.1.9 Authorized Weapons and Ammunition (continued)

7. The agency has procedures for documenting the inspection and approval of all weapons (lethal and less-lethal) authorized to be used in the performance of duty before carrying by a qualified weapons instructor or armorer. **Y N**

8. The agency has a written directive describing the *process* of removing unsafe weapons (lethal and less-lethal). **Y N**

9. The agency has written a directive listing the procedures for maintaining a record of each authorized weapon (lethal and less-lethal) approved for official/on-duty use. **Y N**

10. The agency has a written directive requiring them to maintain the records of all personally owned off-duty weapons if authorized by the agency. **Y N N/A – (Agency does not authorize the use of off-duty weapons)**

11. The agency has written guidelines for all agency personnel, (*both sworn and on-sworn*) who are authorized to carry a firearm, for the safe and proper storage of agency-authorized lethal weapons (firearms) both while on-duty (*at work*) and off-duty/outside of work (*i.e., at their residences, transporting firearms to or from work, etc.*) as applicable and in compliance with the requirements of MGL Part I, Title XX, Ch. 140: Sec.131L. **Y N**

WRITTEN DOCUMENTATION:

12. The agency maintains records (documentation/lists), or electronic access to those records if computerized, for the types and specifications of all approved weapons (lethal and less-lethal) and ammunition authorized for use by agency personnel in their accreditation files, including personally owned off-duty weapons if authorized by the agency. **Y N**

Lethal Weapons (Firearms)

13. The agency provided documentation on the specifications, inspection, and approval of on-duty handguns and associated ammunition, including manufacturer, model #, caliber, ammunition type/specifications, etc.

Y N N/A – (the agency does not authorize the use of on-duty handguns)

14. The agency provided documentation on the specifications, inspection, and approval of off-duty handguns and associated ammunition, including manufacturer, model #, caliber, ammunition type/specifications, etc.

Y N N/A – (the agency does not authorize the use of off-duty handguns)

15. The agency provided documentation on the specifications, inspection, and approval of rifles and associated ammunition, including manufacturer, model #, caliber, ammunition type/specifications, etc.

Y N N/A – (the agency does not authorize the use of rifles)

16. The agency provided documentation on the specifications, inspection, and approval of shotguns and associated ammunition, including manufacturer, model #, caliber, ammunition type/specifications, etc.

Y N N/A – (the agency does not authorize the use of shotguns)

1.1.9 Authorized Weapons and Ammunition (continued)

Less - Lethal Weapons

17. The agency provided documentation on the specifications, inspection, and approval of batons, including manufacturer, model #, length, type/specifications, etc.

Y N N/A – (the agency does not authorize the use of batons)

18. The agency provided documentation on the specifications, inspection, and approval of chemical defense spray, including manufacturer, model #, composition, product strength or concentration, type/specifications, etc.

Y N N/A – (the agency does not authorize the use of chemical defense spray)

19. The agency provided documentation on the specifications, inspection, and approval of electronic control weapons (ECW), including manufacturer, model #, ammunition/cartridge type/specifications, etc.

Y N N/A – (the agency does not authorize the use of an electronic control weapon (ECW)

20. The agency provided documentation on the specifications, inspection, and approval of less-lethal shotguns or munitions, including manufacturer, model #, caliber, ammunition type/specifications, etc.

Y N N/A – (the agency does not authorize the use of a less-lethal shotgun or munitions)

21. The agency provided documentation on the specifications, inspection, and approval of other: ***(list weapon type here)*** _____ less-lethal weapon to include manufacturer, model #, ammunition/cartridge type/specifications, etc.

Y N N/A – (the agency does not authorize the use of any other less-lethal weapon)

Tactical Team Weapons

22. The agency provided documentation on the specifications, inspection, and approval of tactical team weapons and associated ammunition for its own tactical team (*agency-controlled*) for:

A. (***list weapon type here***)_____ to include; manufacturer, model #, ammunition/cartridge type/specifications, etc.

Y N N/A – (the agency does not have its own agency-controlled tactical team)

B. (***list weapon type here***)_____ to include; manufacturer, model #, ammunition/cartridge type/specifications, etc.

Y N N/A – (the agency does not have its own Agency controlled tactical team)

C. (***list weapon type here***)_____ to include; manufacturer, model #, ammunition/cartridge type/specifications, etc.

Y N N/A – (the agency does not have its own agency-controlled tactical team)

D. (***list weapon type here***)_____ to include; manufacturer, model #, ammunition/cartridge type/specifications, etc.

Y N N/A – (the agency does not have its own agency-controlled tactical team)

1.1.9 Authorized Weapons and Ammunition (continued)

Specialized Positions/Assignments

23. The agency provided documentation on the specifications, inspection, and approval of weapons and associated ammunition for specialized positions or assignments:

A. (***list weapon type here***)_____ to include; manufacturer, model #, ammunition/cartridge type/specifications, etc.

Y N N/A – (the agency does not authorize specific weapons for specialized positions or assignments)

B. (***list weapon type here***)_____ to include; manufacturer, model #, ammunition/cartridge type/specifications, etc.

Y N N/A – (the agency does not authorize specific weapons for specialized positions or assignments)

C. (***list weapon type here***)_____ to include; manufacturer, model #, ammunition/cartridge type/specifications, etc.

Y N N/A – (the agency does not authorize specific weapons for specialized positions or assignments)

D. (***list weapon type here***)_____ to include; manufacturer, model #, ammunition/cartridge type/specifications, etc.

Y N N/A – (the agency does not authorize specific weapons for specialized positions or assignments)

Additional Documentation

24. The agency provided documentation illustrating the inspection and approval process by a certified weapons instructor or armorer for agency weapons (both lethal and less-lethal) authorized and approved for carry and use. **Y N**

1.1.10	Demonstrating Proficiency with Weapons	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Documentation

Note to Accreditation Managers and Assessors	Proofs of Compliance
This standard refers to **all *weapons***, *to include:* • Lethal Weapons (firearms) • Less Lethal Weapons • Off-Duty Weapons (authorized by the agency)	❑ Written Directive ❑ Agency records of proficiency (to include but not limited to qualification scores and courses of fire) on all authorized weapons. ❑ Documents showing initial proficiency testing of new hires on weapons. ❑ Documents showing initial proficiency testing of veteran officers on new (newly authorized) weapons.

STANDARD / EVALUATION MEASURES:

WRITTEN DIRECTIVE:

1. The agency has a written directive stating that only personnel demonstrating proficiency in the use of agency-authorized lethal, less lethal, and off-duty weapons (authorized by the agency) shall be approved to carry those weapons. **Y N**

WRITTEN DOCUMENTATION:

NOTE – Assessors must be provided access to all agency records for proficiency on weapons (including but not limited to qualification scores and courses of fire, upon request to verify compliance with this standard.

2. The agency provided samples of documentation of the proficiency in the use of agency-authorized **lethal (firearms) to include off-duty weapons** (if authorized by the agency) for all positions (both sworn and non-sworn, and for **newly hired employee(s)** who are authorized to carry those weapons.

Year 1: Y N N/A – (No new hires)

Year 2: Y N N/A – (No new hires or an Initial Assessment)

Year 3: Y N N/A – (No new hires or an Initial Assessment)

3. The agency provided samples of documentation of the proficiency in the use of agency-authorized, **less-lethal weapons** for all positions (both sworn and non-sworn, and for **newly hired employee(s)** who are authorized to carry those weapons.

Year 1: Y N N/A – (No new hires)

Year 2: Y N N/A – (No new hires or an Initial Assessment)

Year 3: Y N N/A – (No new hires or an Initial Assessment)

Agency: _____ Assessor: _____ Date: _____

4. The agency provided samples of documentation of proficiency in the use of any **new agency authorized lethal and off-duty weapons** (*authorized by the agency*) for all positions (both sworn and non-sworn) for a **veteran employee(s)** on those new weapons that are authorized to be carried and used by the employee(s).

Year 1: Y N N/A – (No new lethal weapons)

Year 2: Y N N/A – (No new lethal weapons or an Initial Assessment)

Year 3: Y N N/A – (No new lethal weapons or an Initial Assessment)

5. The agency provided samples of documentation of the proficiency in the use of any **new agency authorized less-lethal** for all positions (both sworn and non-sworn, and for **veteran employees** on those new weapons that are authorized to be carried and used by the employee(s).

Year 1: Y N N/A – (No new less-lethal weapons)

Year 2: Y N N/A – (No new less-lethal weapons or an Initial Assessment)

Year 3: Y N N/A – (No new less-lethal weapons or an Initial Assessment)

1.1.11	Annual Proficiency Training	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Documentation

Note to Accreditation Managers and Assessors	Proofs of Compliance
This standard requires annual training in the following areas: • Use of Force Policies, • Lethal weapons (firearms) • Electronic Control Weapons (ECW's) • Any other weapon authorized by the agency with an annual training requirement. Training on the agency's Use of Force Policy may be done in conjunction with completing the MPTC's [annual] Basic Qualification Course.	❑ Written Directive ❑ Training records showing annual proficiency testing on all lethal weapons/firearms ❑ Training records showing annual proficiency testing on Electronic Control Weapons (ECWs) ❑ Documentation of *remedial* training, if applicable. ❑ Instructor Certification certificates if in-house training ❑ Agency-specific Lesson Plans if in-house training ❑ Written Documentation of agency compliance within the past year for an initial assessment or for each year of the current award period.

STANDARD / EVALUATION MEASURES

WRITTEN DIRECTIVE:

1. The agency has a written directive requiring all agency personnel who are authorized to carry a **lethal weapon/firearm or less-lethal (both on-duty and off-duty)** to receive:

A. Annual training on the agency's Use of Force policies, including any directives specific to lethal weapons/firearms that are approved for use.

Y N N/A – (Agency does not authorize the use of lethal weapons/firearms)

B. Annual proficiency testing on all lethal weapons/firearms approved for use.

Y N N/A – (Agency does not authorize the use of lethal weapons/firearms)

2. The agency has a written directive requiring all agency personnel who are authorized to carry an **electronic control weapon (ECW**) receive:

A. Annual training on policies specific to electronic control weapons (ECWs).

Y N N/A – (Agency does not authorize the carrying and use of an ECW)

B. Annual proficiency testing on electronic control weapons (ECWs).

Y N N/A – (Agency does not authorize the carrying and use of an ECW)

1.1.11 Annual Proficiency Training (continued)

3. The agency has a written directive requiring all agency personnel who are authorized to carry a **less lethal weapon with an annual training requirement*, other than an electronic control weapon (ECW)*,** receive:

A. Annual training on policies specific to the weapon.

Y N N/A – (Agency does not have less-lethal weapons other than an ECW (if authorized) that require annual training)

B. Annual proficiency testing on the specific weapon.

Y N N/A – (Agency does not have less-lethal weapons other than an ECW (if authorized) that require annual training)

4. The agency has written a directive requiring all annual training and proficiency testing on lethal and less-lethal weapons (with an annual training requirement) to be documented. **Y N**

5. The agency has written a directive that requires any proficiency testing on lethal and less-lethal weapons (with an annual training requirement) to be conducted and monitored by an instructor certified for the weapon for the proficiency testing being conducted. **Y N**

6. The agency has written a directive that outlines the procedure for the removal from all official duties of any personnel who fail to demonstrate proficiency through testing/qualification for any weapon that they are authorized to carry and use. **Y N**

7. The agency has written a directive outlining the procedures requiring remedial training for those employees who are unable to qualify with a weapon that they are authorized to carry and use prior to resuming official duties. **Y N**

WRITTEN DOCUMENTATION:

8. The agency provided documentation of all agency personnel who are authorized to carry a **lethal weapon/firearm** to receive annual training on the *agency's* Use of Force policies.

Year 1: Y N N/A – (Agency does not authorize the use of lethal weapons/firearms)

Year 2: Y N N/A – (Agency does not authorize the use of lethal weapons/firearms or an Initial Assessment)

Year 3: Y N N/A – (Agency does not authorize the use of lethal weapons/firearms or an Initial Assessment)

9. The agency provided documentation of all agency personnel who are authorized to carry a **lethal weapon/firearm** to receive annual proficiency testing on *all* lethal weapons/firearms approved for use.

Year 1: Y N N/A – (Agency does not authorize the use of lethal weapons/firearms)

Year 2: Y N N/A – (Agency does not authorize the use of lethal weapons/firearms or an Initial Assessment)

Year 3: Y N N/A – (Agency does not authorize the use of lethal weapons/firearms or an Initial Assessment)

Agency: _____ Assessor: _____ Date: _____

1.1.11 Annual Proficiency Training (continued)

10. The agency provided documentation of all agency personnel who are authorized to carry an **electronic control weapon (ECW)** to receive annual training on policies specific to electronic control devices (ECW's).

Year 1: Y N N/A – (Agency does not authorize the use of an ECW)

Year 2: Y N N/A – (Agency does not authorize the use of an ECW or an Initial Assessment)

Year 3: Y N N/A – (Agency does not authorize the use of an ECW or an Initial Assessment)

11. The agency provided documentation of all agency personnel who are authorized to carry an **electronic control weapon (ECW)** to receive annual proficiency testing on electronic control devices (ECW's).

Year 1: Y N N/A – (Agency does not authorize the use of an ECW)

Year 2: Y N N/A – (Agency does not authorize the use of an ECW or an Initial Assessment)

Year 3: Y N N/A – (Agency does not authorize the use of an ECW or an Initial Assessment)

12. The agency provided documentation that all agency personnel who are authorized to carry a **less lethal weapon with an annual training requirement, other than an electronic control weapon (ECW),** receive annual training on policies specific to the weapon.

Year 1: Y N N/A – (Agency does not authorize the use of any other less lethal weapon with an annual training requirement)

Year 2: Y N N/A – (Agency does not authorize the use of any other less lethal weapon with an annual training requirement or an Initial Assessment)

Year 3: Y N N/A – (Agency does not authorize the use of any other less lethal weapon with an annual training requirement or an Initial Assessment)

13. The agency provided documentation that all agency personnel who are authorized to carry a **less lethal weapon with an annual training requirement, other than an electronic control weapon (ECW),** receive annual proficiency testing on the specific weapon.

Year 1: Y N N/A – (Agency does not authorize the use of any other less lethal weapon with an annual training requirement)

Year 2: Y N N/A – (Agency does not authorize the use of any other less lethal weapon with an annual training requirement or an Initial Assessment)

Year 3: Y N N/A – (Agency does not authorize the use of any other less lethal weapon with an annual training requirement or an Initial Assessment)

Agency: _____ Assessor: _____ Date: _____

1.1.11 Annual Proficiency Training (continued)

14. The agency provided documentation of the **certification of instructors** for each weapon system (lethal, less-lethal, ECW, or other) requiring annual proficiency training. **Y N**

15. The agency provided **documentation of remedial training** and successful proficiency training for all personnel who previously failed annual training or proficiency training on any weapon (lethal, less-lethal, ECW, or other) that they are authorized to carry and use.

Year 1: Y N N/A – (No remedial training this year)

Year 2: Y N N/A – (No remedial training this year or an Initial Assessment)

Year 3: Y N N/A – (No remedial training this year or an Initial Assessment)

1.1.12	Biennial Training Defensive Tactics	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Documentation

Note to Accreditation Managers and Assessors	Proofs of Compliance
Defensive Tactics include: Less lethal weapons **and** weaponless control techniques (come-a-longs, take-down techniques, handcuffing, etc.) Training in Defensive Tactics is required **biennially** (meaning every two years) unless it is an initial assessment, and then the agency must have the training within the past twelve months.	❑ Written Directive ❑ Training in less lethal weapons ❑ Training in weaponless control techniques ❑ Documentation of *remedial* training, if applicable. ❑ Instructor Certification certificates, if in-house training

STANDARD / EVALUATION MEASURES:

WRITTEN DIRECTIVE:

1. The agency has a written directive requiring all **newly hired agency sworn personnel** who are authorized to carry a less lethal weapon to receive and have documented initial training and proficiency testing prior to carrying any less-lethal weapon or for weaponless control techniques prior to assuming any duty with the authority to make an arrest:

   A. On all less-lethal weapons approved for use. **Y N**

   B. On all weaponless control techniques, approved for use. **Y N**

2. The agency has a written directive requiring **all agency sworn personnel** who are authorized to carry a less lethal weapon to receive and have documented initial training and proficiency testing at least **biennially** (every two years) for weapons that do not have an annual training requirement):

   A. On all less-lethal weapons approved for use. **Y N**

   B. On all weaponless control techniques, approved for use. **Y N**

3. The agency has a written directive requiring less-lethal and weaponless control techniques training and proficiency testing to be conducted by a Certified Instructor (MPTC or Other). **Y N**

4. The agency has written a directive that outlines the procedure for the removal from all official duties of any sworn personnel who fail to demonstrate proficiency through testing/qualification for any less-lethal weapon that they are authorized to carry and use or for weaponless control techniques. **Y N**

5. The agency has written a directive outlining the procedures requiring remedial training for those sworn personnel who are unable to qualify/demonstrate proficiency with a less-lethal weapon that they are authorized to carry or for the use of weaponless control techniques prior to resuming official duties. **Y N**

1.1.12 Biennial Training Defensive Tactics (continued)

WRITTEN DOCUMENTATION:

6. The agency provided documentation that they conducted **defensive tactics training on authorized less-lethal weapons for newly hired sworn personnel** that included verification of the following:
   - A certified instructor conducted the training
   - It contained all less-lethal weapons authorized for use
   - It noted any remedial training that resulted

   Year 1: Y N N/A – (No new hires)

   Year 2: Y N N/A – (No new hires or an Initial Assessment)

   Year 3: Y N N/A – (No new hires or an Initial Assessment)

7. The agency provided documentation that they conducted **defensive tactics training on weaponless control techniques for newly hired sworn personnel** that included verification of the following:
   - A certified instructor conducted the training
   - It included weaponless control tactics such as come-a-longs, take-down techniques, handcuffing, etc.
   - It noted any remedial training that resulted.

   Year 1: Y N N/A – (No new hires)

   Year 2: Y N N/A – (No new hires or an Initial Assessment)

   Year 3: Y N N/A – (No new hires or an Initial Assessment)

8. The agency provided documentation that they conducted **biennial defensive tactics training on authorized less-lethal weapons for all sworn personnel** that included verification of the following:
   - A certified instructor conducted the training
   - The training included all less-lethal weapons authorized for use
   - The training noted any remedial training that resulted

   Year 1: Y N N/A – (Not Conducted During this Year for a re-assessment)

   Year 2: Y N N/A – (Not Conducted During this Year or an Initial Assessment)

   Year 3: Y N N/A – (Not Conducted During this Year or an Initial Assessment)

9. The agency provided documentation that they conducted **biennial defensive tactics training on weaponless control techniques for all sworn personnel** that included verification of the following:
   - A certified instructor conducted the training
   - It included weaponless control tactics such as come-a-longs, take-down techniques, handcuffing, etc.
   - It noted any remedial training that resulted.

   Year 1: Y N N/A – (Not Conducted During this Year for a re-assessment)

   Year 2: Y N N/A – (Not Conducted During this Year or an Initial Assessment)

   Year 3: Y N N/A – (Not Conducted During this Year or an Initial Assessment)

1.1.13	Issuing Written Directives	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Documentation

Note to Accreditation Managers and Assessors	Proofs of Compliance
This standard applies to all new hires and veteran personnel WHEN/IF they have been issued a new type of weapon (e.g., an agency begins using an electronic controlled weapon (ECW) during an assessment period that they have previously authorized or used)	❑ Written Directive ❑ Lesson Plan documenting the content of training provided on the agency's use of force policy (typically done in conjunction with qualification). ❑ Documentation of issuing policy(s) for new employees and/or new weapons. ❑ Documentation on Instruction/Training on policy(s) for new employees and/or new weapons.

STANDARD / EVALUATION MEASURES:

WRITTEN DIRECTIVE:

1. The agency has a written directive requiring that **newly hired employees who are authorized to carry/use any weapon** be issued a copy of the agency's use of force policy(s) prior to being authorized to carry and use a lethal or less lethal weapon. **Y N**

2. The agency has a written directive requiring that **newly hired employees who are authorized to carry/use any weapon** receive instruction/training (**in addition to issuance**) on the agency's use of force policy(s). **Y N**

3. The agency has a written directive requiring that **whenever a new type of weapon (lethal or less lethal) is authorized for use by employee**s who are authorized to carry/use the new weapon, they be issued a copy of the agency's use of force policy(s) applicable to the new weapon prior to being authorized to carry and use it. **Y N**

4. The agency has a written directive requiring that **whenever a new type of weapon (lethal or less lethal) is authorized for use by employees** who are authorized to carry/use the new weapon, they receive instruction/training (**in addition to issuance**) on the agency's use of force policy(s) applicable to the new weapon prior to being authorized to carry and use it. **Y N**

WRITTEN DOCUMENTATION:

5. The agency provided documentation that **newly hired employees who are authorized to carry/use any weapon** were issued a copy of the agency's use of force policy(s) prior to being authorized to carry and use a lethal or less lethal weapon.

   Year 1: Y N N/A – (No new hires this year)

   Year 2: Y N N/A – (No new hires this year or an Initial Assessment)

   Year 3: Y N N/A – (No new hires this year or an Initial Assessment)

Agency: _____ Assessor: _____ Date: _____

1.1.13 Issuing Written Directives (continued)

6. The agency provided documentation that **newly hired employees who are authorized to carry/use any weapon** were provided instruction/training on the agency's use of force policy(s) prior to being authorized to carry and use a lethal or less lethal weapon.

Year 1: Y N N/A – (No new hires this year)

Year 2: Y N N/A – (No new hires this year or an Initial Assessment)

Year 3: Y N N/A – (No new hires this year or an Initial Assessment)

7. The agency provided documentation that **employees who were authorized to carry/use a new weapon** were issued a copy of the agency's use of force policy(s) applicable to the new weapon prior to being authorized to carry and use a lethal or less lethal weapon.

Year 1: Y N N/A – (No new weapons this year)

Year 2: Y N N/A – (No new weapons this year or an Initial Assessment)

Year 3: Y N N/A – (No new weapons this year or an Initial Assessment)

8. The agency provided documentation that **employees who were authorized to carry/use a new weapon** were provided instruction/training on the agency's use of force policy(s) applicable to the new weapon prior to being authorized to carry and use a lethal or less lethal weapon.

Year 1: Y N N/A – (No new weapons this year)

Year 2: Y N N/A – (No new weapons this year or an Initial Assessment)

Year 3: Y N N/A – (No new weapons this year or an Initial Assessment)

1.1.14	Use of Force Analysis	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Documentation

Note to Accreditation Managers and Assessors	Proofs of Compliance
The analysis process determines if any changes are needed in agency policies, practices, equipment, or training. Some factors to consider in conducting the annual analysis: ❑ Total number of use of force incidents for the year as well as previous year(s) comparisons (noting percentage increases and decreases) ❑ Breakdown of type of force used or type of weapons used in each incident ❑ Nature of the situation that required the use of force ❑ Suspect information ❑ Day of week, time of day, squad, shift schedule ❑ Information on the officer(s)/employee(s) involved (number of years on the job, etc.) ❑ Whether the officer/employee was in uniform or plainclothes ❑ Whether or not there were any injuries to the subject or officer/employee ❑ Summary breakdown of the dispositions of the administrative reviews (justified/not justified, compliance/non-compliance with agency policy, etc.)	❑ Written Directive, Job Description, or other document affixing responsibility for the position that conducts the analysis. ❑ Annual Analysis of Use of Force Reports. Data analyzed. ❑ Reports to the CEO summarizing the reviewer's findings on patterns or trends. ❑ Written Documentation of agency compliance within the past year for an initial assessment or for each year of the current award period.

STANDARD / EVALUATION MEASURES:

WRITTEN DIRECTIVE:

1. The agency has a written directive requiring an annual analysis of the agency's use of force reports. **Y N**

2. The written directive requires that, at a minimum, the following data is reviewed and analyzed:

A. The date and time of incidents, **Y N**

B. The type of force or type of weapon used (if applicable), **Y N**

C. The types of encounters resulting in the use of force, **Y N**

D. The race, age, and gender of the subjects involved, and **Y N**

E. Documenting any injuries (to subjects, agency employees, and others involved) **Y N**

3. The agency's written directive requires the annual analysis to be documented in a written report to the agency's chief executive officer, with results summarizing the reviewer's findings on any patterns or trends identified. **Y N**

4. The agency's written directive requires the analysis to include a finding on whether any changes are needed in agency policies, practices, equipment, or training. **Y N**

Agency: _____ Assessor: _____ Date: _____

1.1.14 Use of Force Analysis (continued)

WRITTEN DOCUMENTATION:

5. The agency provided documentation that demonstrated an annual analysis of agency uses of force was conducted that included the following information at a minimum:

- The date and time of incidents,
- The type of force or type of weapon used (if applicable),
- The types of encounters resulting in the use of force,
- The race, age, and gender of the subjects involved, and
- Documenting any injuries (to subjects, agency employees, and others involved)

AND that the analysis documented any patterns or trends for uses of force in a report to the agency's CEO. The report to the CEO identified any patterns or trends and recommended changes to the agency's policies, practices, equipment, or training. Also, the CEO's receipt of the annual analysis was confirmed.

Year 1: Y N

Year 2: Y N N/A – (Initial Assessment)

Year 3: Y N N/A – (Initial Assessment)

2.1.1	Geographical Boundaries	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
This standard focuses on the extent of the agency's jurisdiction, in other words, the agency's boundaries. Particularly for new hires, the CEO must identify and clarify the boundaries of the agency's jurisdiction in a written directive. Although a general statement establishing and describing the agency's geographical boundaries in a written directive is appropriate, the agency must also be able to determine its specific geographical boundaries when needed. Ambiguous areas should be discussed. Properties in the agency's jurisdiction that extend into another police jurisdiction (such as a college campus spread over two cities or towns) must also be addressed. To meet the specificity requirements of this standard, the agency's written directive may refer to a detailed official map of the agency's jurisdiction or to some other system in the agency that can be referenced when jurisdiction is questionable.				❑ Written Directive ❑ Detailed official map of the agency's jurisdiction or other system

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive delineating the specific geographical boundaries of its jurisdiction. **Y N**

2. Identify which system below the agency references in its written directive to meet the specificity requirements:

_____The written directive refers to an official map within the agency located: _____

_____

_____**Other System**: _____

3. The Assessor observed the map or other system at a specified location. **Y N**

2.1.2	Concurrent Jurisdiction	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
This standard does **NOT** require a written agreement between two agencies **where none exists**. It requires that any understanding between two agencies/two CEOs relative to handling calls for service on concurrent jurisdiction be documented in an agency written directive. For example, local police would likely address state roads and MBTA property if in its jurisdiction. If there is a written agreement between two agencies, a signed copy of the agreement should be placed on the Resource Table or in the Standard File Folder. Since it is unlikely that affected agency personnel would have access to the agreement, an agency written directive must discuss its pertinent parts to make affected personnel sufficiently aware of it. Similarly, if there are no written agreements but some understandings (between two agencies/two CEOs), this standard intends to ensure that affected agency personnel are aware of them, again by using an agency written directive. This standard **does NOT refer to mutual aid**; mutual aid is addressed in standard 2.1.3, Written Agreements for Mutual Aid.				❑ Written Directive ❑ *Signed* Written Agreements addressing concurrent jurisdiction, if any

STANDARD / EVALUATION MEASURES:

1. A written agreement(s) is **in effect between this agency and another** agency regarding handling calls for service with concurrent jurisdiction. **Y N**

A. If Yes, The agency provided a SIGNED copy of the written agreement(s). **Y N**

I. Agreement is with: _____

II. The agency addressed the agreement in an agency written directive for agency personnel to be aware of. **Y N**

B. If No, <u>and</u> the agency has concurrent jurisdiction with another local, state, federal, campus, or transit police agency, they have a written directive specifying the agency's responsibilities in handling calls for service with/for that agency. **Y N**

2.1.3	Mutual Aid	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Documentation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
There are two types of legislated mutual aid for cities and towns. One is by *written* "mutual aid agreement" (MGL Chapter 40, Section 8G: Mutual police aid programs; agreements), and the other is "ad hoc" commanding officer to commanding officer (MGL Chapter 41, Section 99: Requisition of police officers by other towns). **MGL Chapter 40, Section 8G: Mutual police aid programs; agreements** (linked here) 40:8G begins with, "A city or town which accepts this section may enter into an agreement with another city or town, or other cities and towns including cities and towns in states contiguous to the commonwealth, to provide mutual aid programs for police departments…." Accordingly, written documentation must show that the city or town *accepted* the section (options are provided in the Proofs of Compliance section). 40:8G addresses *some* but not all of the standard's requirements. Therefore, to meet all of 2.1.3's requirements, agencies must have a supplemental written directive meeting the requirements *not* addressed in 40:8G. **MGL Chapter 41, Section 99: Requisition of police officers by other Towns** (linked here) Unlike 40:8G, 41:99 does not require a city or town to officially accept the section. It is ad hoc, commanding officer to commanding officer. **"Other" agencies** would include college/university departments, housing authority agencies, transit departments, etc.				❑ Written Directive ❑ Mutual Aid Agreement(s), if any For Mutual Aid Agreements: ❑ Documentation showing that the city/town voted to accept MGL Chapter 40, Section 8G (e.g., the mutual aid agreement or other document with a city/town official's signature, copy of the vote, city/town meeting minutes).

STANDARD / EVALUATION MEASURES:

Proceed to the applicable *heading*: MUNICIPAL or OTHER Police Department that follows.

For "Municipal" Police Department's Only

Re: **MGL Chapter 40, Section 8G: Mutual police aid programs; agreements**

1. Regarding MGL Chapter 40, Section 8G, the agency provided written documentation showing that the city/town accepted said section. **Y N**

A. How documented:

_____agreement was signed by a city/town official _____copy of the vote

_____city/town meeting minutes _____ Other:_____

2. The agency provided a SIGNED copy of the agreement in the File Folder. **Y N**

A. Expiration Date of Agreement: _____

Agency: _____Assessor: _____ Date: _____

2.1.3 Mutual Aid (continued)

3. The agency (by written directive or the agreement) addressed all requirements not addressed in MGL 40:8G. See below.

A. Procedures for requesting mutual aid. **Y N**

B. Identity of persons to whom outside personnel are to report. **Y N**

C. Procedures for maintaining radio communication with outside personnel. **Y N**

D. Expenditures, if any, which should be borne by the receiver agency to compensate for the use of the provider agency's resources. **Y N N/A**

4. The agreement established **procedures** for the written agreement to be reviewed and revised. **Y N N/A**

If YES:

A. The procedures for the review (per the agreement) were followed. **Y N**

B. The agency provided **documentation** indicating that the review had been conducted. **Y N**

Re: **MGL Chapter 41, Section 99: Requisition of police officers by other towns**

5. The agency's written directive outlines the procedures for requesting mutual aid from another law enforcement agency for specific police coverage during an incident or in an emergency situation per MGL Ch. 41, Sec 99. **Y N**

For "OTHER" Agencies only (i.e., *other than* municipal departments):

6. A mutual aid agreement is *in effect* between this agency and another agency. **Y N**

A. If yes, the agency provided a copy of the written agreement in the File Folder. **Y N**

B. Expiration Date of Agreement: _____

The Agreement includes:

C. Procedures for requesting mutual aid. **Y N**

D. Identity of persons to whom outside personnel are to report. **Y N**

E. Procedures for maintaining radio communication with outside personnel. **Y N**

F. Expenditures, if any, which should be borne by the receiver agency to compensate for the use of the provider agency's resources. **Y N N/A**

7. The agreement established **procedures** for the written agreement to be reviewed and revised. **Y N**

A. **If yes**, the procedures for the review (as established in the agreement) were followed. **Y N**

B. **If yes**, the agency provided **documentation** indicating the review was conducted. **Y N**

2.1.4	Requesting National Assistance	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive

Note to Accreditation Managers and Assessors	Proofs of Compliance
Written protocols (procedures) should address when national law enforcement agencies (i.e., the FBI, DEA, ATF, ICE, Secret Service, Homeland Security, etc.) are to be notified for assistance in emergencies or during a critical incident. Considerations should include how the request should be made and by whom (the position(s) authorized to contact the agency) to request assistance. This standard is not intended for "routine" or non-emergency situations, i.e., investigations, deconfliction, etc., but is focused on emergency assistance or during a critical incident.	❑ Written Directives addressing when federal agencies are to be contacted for assistance in emergency situations or during a critical incident.

State Standard/Evaluation Measures:

1. The agency's written directive has protocols (*what, when, how, who, etc*.) for contacting federal agencies for assistance in emergency situations or during critical incidents. **Y N**

11.1.0	Agency's Values & Mission Statement	Accreditation Optional	Revision Date: 03/31/2024	Written Directive Documentation

Note to Accreditation Managers and Assessors	Proofs of Compliance
The law enforcement code of ethics is generally not a statement of the agency's values; it is often a personal code of conduct for individual officers to adhere to when addressing ethical behavior; therefore, it cannot be used as compliance documentation for this standard. *Agency Values* are sometimes incorporated into the agency's mission statement.	❑ Written Directive: agency's values. ❑ Written Directive: mission statement.

STANDARD / EVALUATION MEASURES:

Agency Values

1. The agency states its values for the department in writing. **Y N**

2. The agency's values are available to all personnel. **Y N**

A. Indicate how/where available: _____

3. The agency provided a document in the file folder identifying the agency's values. **Y N**

Mission Statement

4. The agency has a mission statement. **Y N**

5. The mission statement is available to all personnel. **Y N**

A. Indicate how/where available: _____

6. The agency provided a document in the file folder containing the agency's mission statement. **Y N**

11.1.1	Description of Organization	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Observation

Note to Accreditation Managers and Assessors	Proofs of Compliance
Having an Organizational Chart is mandatory in MPAC's Program (see following standard 11.1.2). The intent of *this* standard (11.1.1) is to elaborate on the agency's Organizational Chart by developing a written directive naming all its organizational components (large and small) and describing each component's major duties and responsibilities in writing. All established agency bureaus, divisions, sections, units, or positions, both sworn and non-sworn, must be accounted for within an organizational structure. To approach this standard, accreditation managers and assessors should use the Organizational Chart as a guide, ensuring that each component is addressed in the written directive.	❑ Written Directive ❑ Organizational Chart

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive describing the agency's organizational structure in narrative format. **Y N**

2. The agency's written directive coincides with the agency's Organizational Chart. **Y N**

3. The directive describes each organizational component's major functions (major duties & responsibilities) (bureau, division, unit, section, etc.). **Y N**

4. The directive is available to all personnel. **Y N**

A. How/Where is it available? _____

11.1.2	Organizational Chart	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Observation

Note to Accreditation Managers and Assessors	Proofs of Compliance
Agencies' organizational charts do not need to list the specific names of individuals from their employee roster. Instead, it may identify a position or group of positions within a box/shape. When listing a position on an organizational chart, it should be the primary duty of that employee/position versus any secondary assignments or additional functions that the employee may fill. For example, if an officer assigned to patrol as their primary job also conducts training, their position wouldn't be listed twice on the chart. An organizational chart must show a precise (clear) line or path to the supervisor(s) for each position or group report within the agency's hierarchy. If an agency also lists *functions* on an organizational chart, they should be identified by a separate or distinct shape, symbol, color, etc., from listed *positions* or groups. A written directive is needed to assign functional responsibility for the organizational chart, ensuring it remains current. In addition, it should establish the agency's policy to make the chart available to the public upon request and make it accessible to agency employees. Organizational charts must be reviewed at least annually to be considered current under this standard. If an organization chart lists employee names, it must be updated each time a new employee is hired, promoted, a role is changed, etc.	❑ Agency Organizational Chart ❑ Written Directive

State Standard/Evaluation Measures:

1. The agency has an Organizational Chart. **Y N**
2. The lines connecting each position (boxes) *accurately* reflect the agency's reporting structure or the supervisor (who) that position reports to within the agency's hierarchy by a precise line or path. **Y N**
3. The organizational chart is current, meaning documentation confirms that the agency has reviewed it within at least the past twelve months. **Y N**
4. The chart is accessible to both agency personnel, and the public upon request **Y N**
5. The agency has a written directive that assigns functional responsibility for the organizational chart to a specific job position, ensuring it remains current. **Y N**

11.2.1	Direct Command, Component	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Documentation

Note to Accreditation Managers and Assessors	Proofs of Compliance
All established agency bureaus, divisions, sections, units, or positions, both sworn and non-sworn, must be accounted for when considering the chain of command for each position. Examples of organizational components include Patrol Division, Traffic Unit, Detective Unit, Office of the Chief, Special Operations Unit, Bomb Squad, Crime Prevention Office, Canine Unit, etc. Therefore, as a rule, the organizational component refers to both of the following situations: • When a single position performs a specific/specialized function, full-time such as internal affairs, it is appropriate to refer to that function as a component (e.g., Internal Affairs Unit). If, however, the responsibility for internal affairs is "as assigned," then the responsibility would be considered a function of the agency rather than a component of the agency. • When a group of people is organized to perform a specific/specialized function, whether on a full-time or part-time basis, such as a Tactical Team, Bomb Squad, Dive Team, etc.), referring to that function as a component is appropriate. If the narrative written for standard 11.1.1 (requiring a written description of each organizational component) identifies the commanding officer or supervisor of the bureau, division, unit, or section, then that written directive may be used as proof of compliance. If the agency's organizational chart identifies the Commanding Officers of each organizational component, then the organizational chart may be used as proof of compliance. If the agency's job descriptions indicate that a particular position oversees or supervises a specific organizational component, then job descriptions may be used as proof of compliance.	❑ Organizational Chart identifying the Commanding Officer of each organizational component by job title or personnel name; ❑ Job Descriptions indicating that a position is responsible for an organizational component; ❑ Written Directive; or ❑ Other document.

STANDARD / EVALUATION MEASURES:

1. The agency demonstrated that each organizational component is under the direct command of only one supervisor. **Y N**

2. Identify which method below was used to demonstrate compliance with the standard:

Select One:

_____ Organizational Chart (identifying job titles)

_____ Job Descriptions (indicating the position is responsible for an organizational component)

_____ Written Directive (indicating a position is responsible for overseeing/supervising a specific organizational component)

_____ If Other, Specify: _____

Agency: _____Assessor: _____ Date: _____

11.3.1	Responsibility/Authority	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
At every level within the agency, personnel should be given the authority to make decisions necessary for the effective execution of their responsibilities. The delegation of authority should be consistent with the agency's organizational values and mission statement.				❑ Written Directive.

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive requiring responsibility to be accompanied by commensurate authority. **Y N**

2. The agency has a written directive requiring each employee to be accountable for the use of delegated authority. **Y N**

11.3.2	Supervisory Accountability	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
This standard refers to supervisory personnel's accountability for the activities of employees under their immediate control.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive stating that supervisors are accountable for the activities of employees under their immediate control. **Y N**

11.4.1	Administrative Reporting Program	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Documentation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Administrative Reports refer to daily, monthly, quarterly, semi-annual, and annual reports. Typically, they document agency information, activities, and/or performance. Although most of the agency's administrative reports will be internal, some will likely be external reports, such as preparing and submitting the FBI's Uniform Crime Report or contributing to the Town's Annual Report. All "time-sensitive" reports required for state certification and accreditation of an administrative nature should be included on the agency's list of administrative reports. Examples of these reports are the annual analysis of use of force (1.1.14), the annual analysis of vehicular pursuits (41.2.2), and the semi-annual inspection of the agency's property control function (84.1.6). The "central" listing of administrative reports is essential for Accreditation Managers. It should be integrated into the agency's system to monitor compliance with certification and accreditation standards between on-site assessments (see 11.4.3, Accreditation Maintenance). Below is a suggested format for listing all administrative reports in a written directive and providing the required information for each Report. If charting the information is chosen (as demonstrated below), it is acceptable for the chart to be an Appendix to a written directive. Administrative Reports are not, and do not include, field reports (i.e., incident reports, offense reports, supplemental reports, arrest reports, collision reports, property reports, court reports, etc.). Instead, field reports are covered separately in standard 82.2.1. A representative sampling of administrative reports must be placed in the Standard File Folder. Accreditation managers should ensure that the "list" accurately reflects agency practice; Assessors should randomly check two sample reports for compliance in practice. Is the Report being prepared by the position listed, and is the Report getting to the intended recipient(s)?				❑ Written Directive ❑ Variety of daily reports ❑ Variety of reports per occurrence ❑ Variety of monthly reports ❑ Variety of quarterly and semi-annual reports ❑ Variety of annual reports ❑ Written Documentation of agency compliance for the current assessment period **Note:** Variety, as used here, means one copy of each Report; it does not mean multiple copies of the same Report.

11.4.1 Administrative Reporting Program (continued)

Sample Listing of Administrative Reports

Name of Report	Position Responsible for Preparing the Report	Purpose of the Report	Frequency of Report	Distribution of Report (Recipients)
Annual Analysis of Vehicular Pursuits	Use of Force Instructor, Traffic Supervisor, or Operations Commander	To reveal patterns or trends indicating a need for training and/or policy modification.	Annual (January)	Original to Chief of Police Copy to: ❑ Patrol Division Commander ❑ Training Officer ❑ Copy to Accreditation Manager
Uniform Crime Report/NIBRS	Crime Analyst	❑ Ensure that crime data is submitted to appropriate state and federal authorities.	Monthly	MSP Crime Reporting Unit
Monthly Report	Unit and Division Commanders	❑ To document the activities of each Unit/Division. ❑ To monitor progress on the goals and objectives established for the Unit or Division. ❑ Ensure all time-sensitive activities assigned to the Unit or Division, including those required for certification/accreditation, are completed.	Monthly	Through the chain of command to the Chief of Police
Vehicle Inspection Report	An officer assigned to a vehicle	Ensures that a vehicle is properly stocked and maintained	Daily	Patrol Sergeant
Duty Roster	Shift Commanders	To record the attendance and assignment of sworn personnel.	Daily	❑ Original to Records ❑ Copy to Chief's Assistant

11.4.1 Administrative Reporting Program (continued)

STANDARD / EVALUATION MEASURES:

1	The agency has a list of its administrative reports. **Y N**
2	The list is *in a written directive* or *dovetailed to a written directive* (such as an Appendix). **Y N** (select where the list is in bullets A or B)
A	In a Directive (**check here** _____)
B	Dovetailed to a Directive (**check here** _____)
3	For each of the administrative reports listed, the agency *also* identified:
A	the position(s) responsible for formulating the Report. **Y N**
B	the purpose of the Report. **Y N**
C	the frequency of the Report is daily, monthly, quarterly, semi-annual, annual, etc. **Y N**
D	the position(s) that are to receive the Report. **Y N**
E	Records Custodian (filing location)

4. **For each of the administrative reports listed, the agency also identified:**

	A	**B**	**C**	**D**	**E**
Name of Report:	The Directive identified the Position Responsible for preparing the Report.	The Purpose of the Report is Stated.	The Frequency of the Report is Stated.	The Directive indicates *the positions that are to receive the Report.*	The Directive indicates the Records Custodian (filing location)
	Y N	**Y N**	**Y N**	**Y N**	**Y N**
	Y N	**Y N**	**Y N**	**Y N**	**Y N**
	Y N	**Y N**	**Y N**	**Y N**	**Y N**
	Y N	**Y N**	**Y N**	**Y N**	**Y N**
	Y N	**Y N**	**Y N**	**Y N**	**Y N**
	Y N	**Y N**	**Y N**	**Y N**	**Y N**
	Y N	**Y N**	**Y N**	**Y N**	**Y N**
	Y N	**Y N**	**Y N**	**Y N**	**Y N**

11.4.1 Administrative Reporting Program (continued)

WORKSHEET: Listing of the Agency's Administrative Reports
5. The agency provided a sampling of completed administrative reports in the Standard File Folder. **Complete the worksheet using the listing provided above.**

Name of Report:	Year 1	Year 2	Year 3
	Y N	Y N	Y N
	Y N	Y N	Y N
	Y N	Y N	Y N
	Y N	Y N	Y N
	Y N	Y N	Y N
	Y N	Y N	Y N
	Y N	Y N	Y N
	Y N	Y N	Y N
	Y N	Y N	Y N

11.4.2	Agency Forms	**ACCREDITATION** Optional	Revision Date: 03/31/2024	**Written Directive** Written Documentation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
This standard does not apply to: • forms created and supplied by an outside entity for agency personnel to use, or • to forms (personal checklists, etc.) created by an employee for their use. The standard *applies to any form developed internally by the agency, which is* required to be used by agency personnel to assist in data collection and records maintenance. When addressing this standard, agencies may consider their procedures for developing, amending, and indexing agency *written directives* (Standard 12.2.1). Because the intent of 11.4.2 is similar in intent – to *formalize* and control agency forms in the same manner.				❑ Written Directive [on Agency Forms] ❑ A sampling of written directives citing pertinent forms that will be used within the agency. ❑ A Schedule for initiating routine reviews of agency forms ❑ *Documented* reviews of agency forms per the schedule within the past year for an initial assessment or for each year of the current award period.

STANDARD / EVALUATION MEASURES:

1	The agency has a written directive governing Agency Forms.		**Y N**
2	The Written Directive addresses the following.		**Written Documentation / Comments**
A	Functional Responsibility: The directive specifies a position or organizational component within the agency responsible for overall control and management of agency forms.	**Y N**	**Specify Position or Component:**
B	New Agency Forms: The directive includes procedures for designing and implementing new forms.	**Y N**	
C	Revisions to Existing Agency Forms: The directive addresses procedures for initiating proposed revision(s) to existing forms and includes a requirement that the revision date is noted on the revised form (to differentiate revisions).	**Y N**	**By Observation:** Forms are dated, and revision dates are on revised forms. **Y N**

11.4.2 Agency Forms (continued)

2	The Written Directive addresses the following. (cont.)		Written Documentation / Comments
D	**An Approval Process**: The directive describes the agency's approval process before implementation/dissemination.	**Y N**	**By Observation:** The agency's system to document approval is in place, as described in the directive. **Yes No**
E	**Method of Indexing Forms**: For purposes of indexing agency forms, the directive describes the agency's indexing method – numerical or alphabetical.	**Y N**	The agency provided/showed a complete listing of agency forms. **Method of Index __**Numerical **__**Alphabetical.
F	**Storage Location**: Directives specify where forms are located and how they are accessible.	**Y N**	**By Observation, Forms were located:** **__**On a shared drive **__**Other:
G	**Documented, Scheduled Reviews of Agency Forms**: The directive establishes a schedule (timeline) for reviewing each form. The purposes of the review include reaffirming the need for the form and determining whether or not any revisions are necessary.	**Y N**	**By Observation:** The agency has a schedule to review all Agency Forms. **Yes No** The agency demonstrated that reviews were conducted accordingly and documented. **Yes No**
H	**Procedures for Purging**: The directive includes procedures for removing forms that are no longer needed.	**Y N**	

WRITTEN DOCUMENTATION:

3. The agency provided documentation (i.e., *sample forms with updated/current effective dates, review tracking documentation, etc.)* confirming their schedule for initiating routine reviews of agency forms were followed.

Year 1: Y N N/A – (No Reviews were Scheduled and Conducted for this Year)

Year 2: Y N N/A – (No Reviews were Scheduled and Conducted for this Year or an Initial Assessment)

Year 3: Y N N/A – (No Reviews were Scheduled and Conducted for this Year or an Initial Assessment)

11.4.3	Accreditation Maintenance System	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Observation

Note to Accreditation Managers and Assessors	Proofs of Compliance
This standard intends to establish the agency's Accreditation Management System for monitoring compliance with accreditation standards in writing. In describing how the system works, sufficient detail must be provided in the following three areas: what tasks are to be performed, which positions are responsible for completing each task, and when. Like line and staff inspections, an objective of the accreditation maintenance system is to re-establish compliance with standards whenever an area of non-compliance is revealed.	❑ Written Directive. ❑ Observation of the agency's system to maintain certification/accreditation: checklists, calendars, marker boards, spreadsheets, monthly reports, line inspection reports, staff inspection reports, computerized task management systems, etc.

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive DESCRIBING its system to ensure compliance with accreditation-related, time-sensitive activities and reports. **Y N**

2. The written directive is sufficiently detailed so that a person unfamiliar with the system would have a general understanding of it. **Y N**

3. The agency provided documentation demonstrating that the system *was* operational during self-assessment. **Y N**

If yes, Go to the worksheet on the following page.

If No, The agency provided documentation demonstrating that a system is in place to be sufficiently implemented immediately following the agency's assessment. **Y N**

11.4.3 Accreditation Maintenance System (continued)

In the Table below, identify the major elements of the agency's Accreditation Management System as described in the agency's written directive.

Elements of Accreditation Management System (Methods)	Select the System Used
Checklists	**Y N**
Calendars	**Y N**
Marker Boards	**Y N**
Excel Spreadsheets	**Y N**
Monthly Reports	**Y N**
Computerized Task Management System	**Y N**
Other:	**Y N**
Other:	**Y N**

Based on the worksheet above:

4. The agency's Accreditation Management System indicates how scheduled accreditation-related reports and activities will be tracked to ensure completion. **Y N**

5. Identify what the agency's Accreditation Management System is for ensuring that the annual analyses of use of force reports (1.1.14) and vehicular pursuit reports (41.2.2) will be completed and that they are both accounted for in the agency's SYSTEM as presented for compliance documentation. **Y N**

_____

_____

6. Identify what the agency's Accreditation Management System is for ensuring that the scheduled and unscheduled inspections, inventories, and audits of the agency's property and evidence storage areas will be completed (84.1.6): _____

_____

11.4.4	Notifying CEO of Incidents: Liability and/or Heightened Community Interest	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
The directive should specify the type of incidents that require immediate notification to the agency's chief executive officer and those that can be delayed to a later time. Designee, as used in this standard, refers to an Acting Chief (i.e., in the absence of the chief executive officer). Procedures should sufficiently address who (who's responsible for making the notification), what (which incidents), when (immediate vs. later), and how (preferred method of communication).				❑ Written Directive ❑ Emergency Notification List ❑ Written Documentation of agency compliance within the past year for an initial assessment or for each year of the current award period.

STANDARD / EVALUATION MEASURES

1. The agency has written procedures for notifying the agency's CEO or designee (the Acting CEO) of:

- **A.** Incidents where there may be a question as to the agency's liability. **Y N**
- **B.** Incidents that may result in heightened community interest. **Y N**

2. The agency's written procedures include the following:

- **A.** The position(s) responsible for making the notification to the CEO. **Y N**
- **B.** When the notification to the CEO should be made. **Y N**
- **C.** How the notification to the CEO should be made. **Y N**

11.5.1	Software Policy	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive

Note to Accreditation Managers and Assessors	Proofs of Compliance
Storage devices and software from non-secure sources can corrupt computer systems; therefore, security protocols must address both. A security protocol shall be established for all data storage devices or software applications before they are introduced into the agency's computer systems. The agency will also ensure that all software programs are properly licensed and being used for their intended application. Agency computer systems may include desktop computers, laptops, tablets, mobile data terminals (MDTs), cellular smartphones, etc.	❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written policy on:

A. Restrictions on installing unauthorized or unlicensed software on agency computer systems. **Y N**

B. The transferring of information from any source regardless of origin (i.e., *any* data media source or drive) to an agency computer system. **Y N**

C. The transferring of information from online sources to an agency's computer systems. **Y N**

12.1.1	CEO Authority and Responsibility	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Documentation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
The intent of this standard is to determine and define in general terms the CEO's overall authority and responsibility in the department (e.g., general and/or specific duties and responsibilities of the CEO within the agency). There are two similar standards: Optional standard 17.1.1, which addresses the CEO's responsibility in fiscal management, and mandatory standard 12.2.1 (b), addressing the CEO's authority to issue and amend agency written directives. The agency's CEO cannot give themselves the "authority"; it must be delegated. Therefore, the agency's compliance documentation **CAN NOT** be a document "authored" by the agency's CEO. Instead, the written statement must be a document from an outside source having the authority to delegate or designate such authority to the CEO. "Unit of government" refers to a Board of Selectmen, Select Board, Board of Directors, Board of Trustees, City/Town Council, Human Resources Department, Town Administrator or Manager, etc.				❑ An External Written Directive not authored by the CEO, such as an employment contract, job description, law, ordinance, etc.

STANDARD / EVALUATION MEASURES:

1. The agency provided a document describing the CEO's general authority and responsibility in the agency. **Y N**

2. Which one or combination of the following documents not authored by the agency's CEO was provided as the written document/statement:

A	A written statement issued by a unit of government.	**Source:** ____Employment Contract ____Job Description ____Other: _____	**Y N**
B	A law or ordinance.	Cite Law or Ordinance: _____ If the law required the Town to accept the section, the agency provided acceptance documentation. **Y N**	**Y N**
C	Other:	Specify:	**Y N**

3. The written statement describes the CEO's authority and responsibilities for someone unfamiliar with the position. **Y N**

Agency: _____Assessor: _____ Date: _____

12.1.2	Command Protocol	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive

Note to Accreditation Managers and Assessors	Proofs of Compliance
	❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive establishing command protocol in each of the following situations:

Bullet	Situation/Incidence	Guidance	Compliance
A	In the absence of the Chief Executive Officer.	When the CEO is incapacitated, off duty, out of town, on vacation, sick, or otherwise unable to command.	**Y N**
B	In exceptional situations.	Refers to: ❑ The agency's Incident Command System (ICS) protocol, the agency's All-Hazard Plan, and specific emergencies/critical incidents such as those discussed in Chapter 46. ❑ When someone of lesser rank is in charge due to their specialized function, expertise, or training.	**Y N**
C	In situations involving personnel of different functions engaged in a single operation.	Example: When two supervisors/officers are involved in the same operation (drug raid, warrant apprehension, etc.), one is from the patrol division and the other from the detective division. Is there a system in place to determine who's in charge (e.g., the one who initiated the action, etc.)?	**Y N**
D	In normal day-to-day agency operations.	What system is used? Order of command as listed in a written directive, an organizational chart displaying job positions, a seniority list, or other?	**Y N**

12.1.3	Obey Lawful Orders	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
This standard applies **to all employees**, both sworn and non-sworn (civilian) All employees are required to obey any lawful order of a superior, whether received directly or relayed from a superior by an employee of the same or lesser rank. The written directive must address the procedures to be followed by an employee who receives a conflicting or unlawful order. **Recommendation:** For non-sworn (civilian) personnel, address this standard as part of 26.0.3 (Code of Conduct) or as part of 33.7.1 (non-sworn (civilian) Orientation/bullet B: Regulations).				❑ Written Directive

STANDARD / EVALUATION MEASURES:

Elements of Written Directive:		**Sworn**	**Non-sworn (Civilian)**
1	The agency has a written directive requiring employees to obey any lawful order of a superior.	**Y N**	**Y N**
2	The written directive requires employees to obey any order relayed from a superior by an employee of the same or lesser rank/ position.	**Y N**	**Y N**
3	The written directive includes procedures to be followed by an employee who receives a conflicting order.	**Y N**	**Y N**
4	The written directive includes procedures to be followed by an employee who receives an unlawful order.	**Y N**	**Y N**

Agency: _____Assessor: _____ Date: _____

12.2.1	The Written Directive System	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Documentation

Note to Accreditation Managers and Assessors	Proofs of Compliance
The agency's CEO cannot give themself "the authority"; it must be delegated. Therefore, the agency's compliance documentation CANNOT be a document "authored" by the agency's CEO. The written statement must be a document from an outside source having the authority to delegate and designate such authority to the CEO. Agencies must use caution when purging written directives to ensure they are not violating records retention requirements. In most cases, archiving is preferred instead of deleting a written directive.	❑ External Written Directives not authored by the agency's CEO, such as an employment contract, job description, law, ordinance, etc., identifying the CEO's role/authority in policy development. ❑ Written Directive describing the agency's "written directive system." ❑ Tables of Contents, Indexes, etc. ❑ One copy of each type of written directive. ❑ Schedule for initiating/completing staff reviews of agency directives within the past twelve months for an initial assessment or during the three years for re-assessments to ensure they are current. ❑ Documentation showing staff reviews of proposed written directives (e.g., e-mails, marked-up drafts, staff meeting agenda).

STANDARD / EVALUATION MEASURES:

CEO's Authority to Issue/Amend Written Directives

1. The agency has a written statement granting (or limiting) the CEO's authority to issue, modify, or approve agency written directives. **Y N**

2. One or a combination of the following documents was provided in the file folder as the written statement:

A. A written statement issued by a unit of government (check the appropriate document)

I. ___Job Description (not issued by CEO)

II. ___Employment Contract

III. ___Other: **_____**

B. A Law.

I. **___**Chapter 41: Section 97 (*aka "weak" chief*)

II. ___Chapter 41: Section 97A (*aka "strong" chief*)

III. ___Other: **_____**

IV. If **yes** to either (**I** or **II**) of the above MGLs, did the agency provide documentation of the Town's vote to accept that chapter and section? **Y N**

C. An Ordinance

I. Cite Ordinance: _____

D. Other (specify): _____

Agency: _____Assessor: _____ Date: _____

12.2.1 The Written Directive System (Continued)

Identification of the positions other than the agency's CEO, authorized to issue written directives

In other words, who is the issuing authority for each type of written directive mentioned in the agency's written directive system? Who can sign each directive authorizing its release? The directives referred to here are those that are part of the agency's formal written directive system, such as the following, if used: Personnel Orders, General Orders, topical bulletins, official memoranda, Rules and Regulations, Policies and Procedures, Special Orders, etc.

3. There are positions in the agency, other than the agency's CEO, authorized to issue written directives without obtaining approval from the CEO or other higher authority. **Y N**

If **Yes:**

A. The agency's written directive identifies the positions or job titles that are authorized to sign/issue written directives. **Y N**

B. The directive specifically identifies which types of written directives they may issue (e.g., general orders, rules and regulations, unit bulletins, policies and procedures, memoranda, etc.). **Y N**

If **No:**

C. The agency's written directive indicates that. **Y N**

Format of the Agency's Written Directive System

4. The agency described, in writing, how its written directive system is formatted (set up, configured, laid out). **Y N**

5. If the agency has more than one manual (e.g., Rules & Regulations and Policies & Procedures are separate), the written directive indicates that. **Y N N/A**

6. The written directive identifies all of the titles of its written directives by name (e.g., General Orders, Special Orders, Personnel Orders, etc. and briefly describes their purpose). **Y N**

7. The agency provided one copy of each titled directive mentioned in its written directive, showing that it is actually using/issuing the directive. **Y N**

8. For consistency purposes, the directive discusses/controls how each type of directive will be formatted so that individuals authorized to issue them (or prepare drafts) know how to present the information (style considerations, standard features, layout, etc.). **Y N**

9. The directive generally indicates what methods the agency will use to issue written directives (electronically on a server or software program, manually in binders, bulletin boards, etc.). **Y N**

10. In sum, the written directive sufficiently describes the agency's system so that a person unfamiliar with the system (such as a new hire) would understand the system well after reading the directive. **Y N**

11. The written directive is **consistent** with agency practice. **Y N**

12.2.1 The Written Directive System (Continued)

Procedures for Indexing, Archiving, and Revising Directives

Index systems (numbers and prefixes such as GO- 2007-1, Chapter 100, P&P 4.01, etc.) are important for both filing and retrieving written directives.

12. The agency indicates, in writing, how each of its written directives is indexed. **Y N**

13. The agency provided a representative sampling of Tables of Contents and/or Indexes for some of its written directives (for those cited in its written directive addressing #4-11). **Y N**

Archiving includes rescinding, removing and/or possibly purging/destroying.

For example, if employees are issued an individual manual, are they required to remove the old directive and replace it with the new one? If written directives are posted on clipboards and/or bulletin boards, who's responsible for removing directives when boards are full and when removed from the boards, and where do the directives go? Are copies filed or destroyed? If directives are on the agency's server, who's responsible for removing the outdated ones? Are any of the directives self-canceling?

14. The agency described, in writing, procedures for archiving and/or purging written directives. **Y N**

Procedures and Scheduling for Reviewing Written Directives

For MPAC's Program, agencies need to establish their own schedule for initiating policy reviews (annual or otherwise) and need to affix responsibility for conducting the review (ensuring necessary changes are incorporated and re-issued). To prove compliance with this standard, reviews must be documented. At a minimum, all policies should be reviewed at least once biennially.

The agency's procedures for revising written directives:

15. Indicates who is responsible for initiating the review process. **Y N**

16. Indicates which directives will be reviewed and how frequently. **Y N**

(For example, will all be reviewed at the same frequency but be staggered to lighten the workload? Will high liability policies be reviewed more frequently than others?)

17. Requires the review process to be documented. **Y N**

For Initial Assessment:

18. The agency provided a schedule indicating when specific written directives will be up for review. **Y N**

For Re-Assessment:

19. There was a schedule in place during the three-year award period to make sure that agency written directives (policies and procedures, rules and regulations, etc.) were subjected to a documented review (to determine whether they need to be updated to reflect new laws or changes in agency practice, etc.).
Y N

20. The agency identified who was responsible for initiating the regularly scheduled reviews of the directives.
Y N

A. If Yes, the supervisor was the accreditation manager, having functional responsibility for the subject matter. Y N

Agency: _____Assessor: _____ Date: _____

12.2.1 The Written Directive System (Continued)

B. The agency provided **documentation** indicating that its schedule was followed. **Y N**

C. Describe Nature of Documentation: _____
_____

D. Skimming through the agency's written directives, what is the approximate date range of the agency's written directives (policies and procedures/rules and regulations)? _____ - _____

Procedures for reviewing proposed or revised policies, procedures, rules, and regulations before their promulgation to ensure they do not contradict existing agency directives or applicable laws.

E. The agency has a **written directive** requiring proposed or revised (draft) written directives to be reviewed before promulgation. **Y N**

F. The directive specifically states that **one of the purposes of the review** is to *ensure that the proposed or revised directive does not contradict other existing agency directives or applicable laws*. **Y N**

G. The written directive indicates HOW the agency plans to ensure that all newly drafted directives are reviewed (who, what, when, where, how). **Y N**

12.2.2	Dissemination and Storage	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Documentation & Observation

Note to Accreditation Managers and Assessors	Proofs of Compliance
This standard refers to the specifically named written directives that comprise the agency's written directive system as identified in 12.2.1 Documentation (from the employee) must confirm that the employee ***read*** the directive (vs. reviewed it).	❑ Written Directive. ❑ Documentation showing HOW written directives are disseminated (i.e., how agency personnel are made aware of new or revised directives. ❑ Observation of written directive system (electronic and/or manual system) ❑ The method used by the agency to document an employee's receipt of a written directive, including documentation from the employee acknowledging they READ it (receipt forms, computer printouts).

STANDARD / EVALUATION MEASURES:

Dissemination (procedures)

1. The agency has a written directive describing (identifying) HOW each of its written directives will be **disseminated/issued** in the agency. **Y N**

2. The written directive indicates whether the directive will be disseminated:

A. In hard-copy form; **Y N N/A**

B. Electronically (via a computerized system), backed up by at least one hard copy. **Y N N/A**

3. The agency disseminates written directives electronically. **Y N**

A. If Yes, the agency's written directive identifies WHERE (*specific* locations) "hard-copy backup" copies will be maintained. **Y N**

B. By observation, the backup copies are accessible at the specified locations. **Y N**

Storage (procedures)

4. The agency has a written directive describing HOW (method) and WHERE (location) each written directive will be **stored** in the agency. **Y N**

Acknowledgment Indicating Receipt and Review (procedures)

Receipt of Written Directive

5. Agency personnel are required to acknowledge **receipt** of specific written directives. **Y N**

6. The agency has a written directive describing HOW agency personnel are to acknowledge receipt. **Y N**

Agency: _____Assessor: _____ Date: _____

12.2.2 Dissemination and Storage (Continued)

7. According to the agency's written directive, specify WHAT method is being used to acknowledge receipt:

_____

8. The agency provided a copy of an actual receipt from an employee (in the file folder). **Y N**

An acknowledgment indicating the written directive was READ (vs. reviewed)

9. Upon receipt, agency personnel are required to **read** written directives within a reasonable period (per a written directive). **Y N**

10. Agency personnel are required to acknowledge, in writing, that the written directive has been **read**. **Y N**

11. According to the agency's written directive, specify WHAT method is being used to acknowledge that it had been **read**: _____

12. The agency demonstrated its acknowledgment system by providing a completed **a**cknowledgment form or computer printout for a recently issued written directive. **Y N**

13. The agency's record indicated that the employee **read** the directive. **Y N**

ASSESSOR: Review an acknowledgment of an employee's recently issued written directive for receipt and reading of the directive.

14. Cite Written Directive sampled: _____

Employee acknowledgment: _____

15.1.1	Multi-Year Plan	ACCREDITATION Optional	Revision Date: 03/31/2024	Documentation

Note to Accreditation Managers and Assessors	Proofs of Compliance
An agency's multi-year plan tracks goals and objectives and the associated metrics/data that impact the plan.	❑ Multi-year Plan ❑ Written Documentation of agency compliance within the past year for an initial assessment or for each year of the current award period.

STANDARD / EVALUATION MEASURES:

1. The agency provided a copy of its multi-year plan. **Y N**

2. It is current (it is currently in effect). **Y N**

A. Specify the period of the plan: From _____ to _____

3. The agency highlighted all the following in the plan provided:

A. Long-term goals and operational objectives. **Y N**

B. Anticipated workload and population trends. **Y N**

C. Anticipated personnel levels. **Y N**

D. Anticipated capital improvements and equipment needs. **Y N**

E. Provisions for review and revisions, as needed. **Y N**

15.2.1	Annual Updating/Goals and Objectives	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Documentation

Note to Accreditation Managers and Assessors	Proofs of Compliance
Per the commentary, for purposes of this standard, an "organizational component" is a bureau, division, or other component depicted on the organizational chart as the first or second level below the agency's CEO, or the CEO may designate the organizational levels or functions for participation.	❑ Written Directive ❑ Annual Goals and Objectives for the *Agency* ❑ Annual Goals and Objectives for *organizational components* ❑ Accessibility of Goals and Objectives ❑ Written Documentation of agency compliance within the past year for an initial assessment or for each year of the current award period.

STANDARD / EVALUATION MEASURES:

Goals and Objectives for the **Agency** (as a whole)

1. The agency has a written directive requiring the formulation of written goals and objectives **for the agency**. **Y N**

2. The agency's directive requires that its goals and objectives be updated annually. **Y N**

3. The agency provided a copy of the agency's goals and objectives for the previous 12 months for an initial assessment or each of the three years during a re-assessment.

Year 1: Y N

Year 2: Y N N/A – (An Initial Assessment)

Year 3: Y N N/A – (An Initial Assessment)

4. The agency demonstrated that its goals and objectives were available to all personnel. **Y N**

A. Specify HOW made available: _____

Goals and Objectives for **Each Organizational Component**

5. A directive requires formulating written goals and objectives **for each organizational component** directly below the agency's CEO. **Y N**

6. The agency's directive requires these goals and objectives to be updated annually. **Y N**

7. The agency provided a copy of each organizational component's goals for the previous 12 months for an initial assessment or each of the three years during a re-assessment

Year 1: Y N

Year 2: Y N N/A – (An Initial Assessment)

Year 3: Y N N/A – (An Initial Assessment)

Agency: _____Assessor: _____ Date: _____

15.2.1 Annual Updating/Goals and Objectives continued

8. The agency demonstrated that the goals and objectives were made available to the personnel affected by them (e.g., assigned to the organizational component). **Y N**

15.2.2	System for Evaluation/Goals and Objectives	ACCREDITATION Optional	Revision Date: 03/31/2024	Documentation

Note to Accreditation Managers and Assessors	Proofs of Compliance
As written, this standard does not require a written directive. Agencies must be able to provide (in the file folder) a sampling of its progress reports to receive credit for compliance with this standard.	❑ Progress reports: Agency Goals and Objectives. ❑ Progress reports: Unit Goals and Objectives. ❑ Written Documentation of agency compliance within the past year for an initial assessment or for each year of the current award period.

STANDARD / EVALUATION MEASURES:

Agency

1. The *agency* has a system for evaluating its progress toward meeting its goals and objectives. **Y N**

2. The agency provided the documentation for the agency's system that demonstrated it measured and documented the progress on their goals and objectives for the previous 12 months for an initial assessment or each of the three years during a re-assessment.

Year 1: Y N

Year 2: Y N N/A – (An Initial Assessment)

Year 3: Y N N/A – (An Initial Assessment)

Major Organizational Components

3. The organizational components have a system for evaluating their progress toward meeting goals and objectives. **Y N**

4. The agency provided the documentation for their organizational components' system for evaluating their progress towards meeting goals and objectives for the previous 12 months for an initial assessment or each of the three years during a re-assessment.

Year 1: Y N

Year 2: Y N N/A – (An Initial Assessment)

Year 3: Y N N/A – (An Initial Assessment)

Agency: _____Assessor: _____ Date: _____

15.3.1	Crime Analysis: Procedures	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Documentation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
Presenting raw data only (such as computer printouts) as proof of compliance does not meet the intent of this standard. Data must be analyzed, and the analysis must end with a conclusion.			❑ Written Directive ❑ Analytical Reports ❑ Documents indicating that the analytical reports had been disseminated. ❑ Documents indicating the CEO had been briefed on crime patterns or trends (memos, e-mails)	

STANDARD / EVALUATION MEASURES:

1. The agency analyzes crime. **Y N**

If NO, no further action is necessary. This standard is Optional; the agency *will not* receive credit for it.

If YES, all elements of this standard must be met if the agency wishes to receive credit for it.

WRITTEN DIRECTIVE:

2. The agency has a written directive describing procedures for analyzing crimes. **Y N**

If YES, the written directive:

A. Identifies the source documents by name from which data will be extracted. **Y N**

B. Identifies **to whom** analytical findings will be distributed, naming organizational units and/or positions. **Y N**

C. Identifies **how** analytical findings will be disseminated (bulletins, memos, e-mails). **Y N**

D. Specifies what methods were identified in the directive. **Y N**

E. Includes provisions for briefing the agency's CEO on crime patterns or trends. **Y N**

WRITTEN DOCUMENTATION:

3. The agency provided copies of analytical reports used for its crime analysis. **Y N**

4. The agency provided documentation confirming that analytical findings are being distributed according to the distribution list it established, including briefing the CEO. **Y N**

Year 1: Y N

Year 2: Y N N/A – (An Initial Assessment)

Year 3: Y N N/A – (An Initial Assessment)

Agency: _____Assessor: _____ Date: _____

Chapter 16 Reference - MPAC Job Category Crosswalk

MGL Definition of Law Enforcement Officer

Law Enforcement Officer as defined in **Section 1 of MGL Chapter 6E of Section 30 of the "JEALE" ACT of 2020: (16.3.0)**

"Law enforcement officer" or "officer," any officer of an agency, including the head of the agency; a special state police officer appointed pursuant to section 58 or section 63 of chapter 22C; a special sheriff appointed pursuant to section 4 of chapter 37 performing police duties and functions; a deputy sheriff appointed pursuant to section 3 of said chapter 37 performing police duties and functions; a constable executing an arrest for any reason; or any other special, reserve or intermittent police officer."

MPAC Job Categories Defined

Police Officer: Full-time

A person who is granted those general peace officer powers prescribed by the constitution, statute, or ordinance in the jurisdiction***, including the authority to make an arrest*** within the same jurisdiction, **AND** the person's hiring status is *full-time*.

Police Officer: Part-time (16.3.1 through 16.3.8)

A person who is granted those general peace officer powers prescribed by the constitution, statute, or ordinance in the jurisdiction, ***including the authority to make an arrest*** for violations of law within the same jurisdiction, **AND** the person's hiring status is part-time.

Job titles/positions typically fitting this category of personnel include:

- Reserve Officers and Permanent Intermittent Employees
- Special Police Officers
- Retired Police Officers performing Paid Details (if they can make an arrest.)

Civilian: Unarmed, Uniformed, and performs their duties in the Field (16.4.1)

A civilian (non-sworn) who performs their duties outside the confines of the agency's headquarters facility in a uniform but is unarmed (i.e., not carrying a lethal weapon such as a firearm) is included in this category.

Job titles/positions typically fitting this category of personnel include, but are not limited to, parking control personnel and some auxiliaries (those not carrying a firearm).

MPAC Job Categories Defined (continued)

16.4.1 Requires Written Directives addressing each of the agency's job titles in this category. The directive(s) must:

- clarify that the position is a non-sworn or civilian position,
- describe the position's role,
- describe the position's duties, and
- describe the position's scope of authority.

Uniforms or Attire: MPAC requires that personnel have a specific uniform, attire, or ID visible on their outer garment that readily identifies them as an agency employee when they are on-duty. Uniforms or attire must clearly distinguish these individuals from full and part-time police officers.

Weapons: If ANY less lethal weapons are authorized to be carried, such as chemical/OC spray or a baton, a written directive identifying the position's legal authority to carry and use the weapon(s) in the performance of their duty is required (1.3.0).

Civilian: Volunteers (16.5.1)

Volunteers are unpaid and not considered employees. They include student interns, volunteers in police service (VIPs), police explorers/cadets, etc.

Civilian: Non-Sworn Armed Personnel (16.6.1)

A civilian (non-sworn) employed by or affiliated with the agency (with or without compensation) that is authorized to carry a lethal weapon in the performance of their duties. In addition, 16.6.1 applies to those employees who are armed and do not have the authority to make an arrest.

This category would therefore include Animal Control Officers who are armed/carry firearms to euthanize an animal and Civil Defense Auxiliary Police Officers organized under the Massachusetts Civil Defense Acts 1950, Ch.639 if they are authorized to carry a firearm in the performance of their duties.

Civilian: Unarmed and Administrative/Other

Civilians may be employed or affiliated with a law enforcement agency in various support roles and may be uniformed but lack the authority to make a full-custody arrest.

Individuals in this job category typically serve the agency in an administrative capacity inside the agency's facility.

Positions in this category may or may not be uninformed and generally include administrative support staff, clerical personnel, dispatchers, mechanics, cell monitors, and maintenance personnel.

16.1.1	Position Management System	ACCREDITATION Optional	Revision Date: 03/31/2024	Documentation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
Job positions within an agency must be accounted for in its budget.			❑ Document(s) providing all information the standard requires: positions, assignments, and status.	

STANDARD / EVALUATION MEASURES:

1. The agency has a document confirming the total number of positions (or maximum complement of personnel) authorized in the agency's budget. **Y N**

2. The document breaks down the total number of positions into the type of position. (i.e., how many lieutenants, sergeants, officers, clerks, etc.) **Y N**

3. The agency has a document showing WHERE each budgeted position is assigned within the agency's organizational structure. **Y N**

For example, *there are:*

A list of all organizational components corresponds with the agency's organizational chart, identifying the current budgeted positions assigned to each component or

A detailed organizational chart that identifies all budgeted positions currently assigned to each organizational component.

4. Each job position and the total number of each position are noted (e.g., Detective Bureau: 1 Lieutenant, 2 Detective Sergeants, 5 Detectives, 1 Clerk). **Y N**

5. The agency has and maintains a document showing whether a position is filled or vacant (i.e., how many vacancies and which positions are vacant). **Y N**

6. Specify which position in the agency is responsible for keeping this information current:

_____

7. The position was noted on the Compliance Log. **Y N**

Agency: _____Assessor: _____ Date: _____

16.2.1	Annual Review of Specialized Assignments	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Documentation

Note to Accreditation Managers and Assessors	Proofs of Compliance
Specialized assignments include positions such as Detective, School Resource Officer, Training Officer, Court Officer, DARE Officer, Crime Prevention Officer, Accreditation Manager, etc. (see standard 33.6.1)	❑ Written Directive ❑ Annual written report reviewing Specialized Assignments for the previous 12 months for an initial assessment or each of the three years during a re-assessment

STANDARD / EVALUATION MEASURES:

WRITTEN DIRECTIVE:

1. The agency has specialized assignments. **Y N**

A. If **yes,** the agency provided a **LIST** of its specialized assignments. **Y N**

2. The agency has a written directive requiring a written report reviewing each specialized assignment at least annually. **Y N**

3. According to the written directive, one of the purposes of the review is to determine whether the specialized assignment should be continued. **Y N**

4. The written directive requires a documented review that contains the following information:

A. A complete listing of the agency's specialized assignments. **Y N**

B. A statement identifying the purpose of each specialized assignment. **Y N**

C. If applicable, a statement as to the initial problem or condition that required the implementation of the specialized assignment and a current evaluation of the initial problem or condition. **Y N**

WRITTEN DOCUMENTATION:

5. The agency provided annual review(s) of specialized assignments that included:

- A complete listing of the agency's specialized assignments
- A statement identifying the purpose of each specialized assignment
- If applicable, a statement as to the initial problem or condition that required the implementation of the specialized assignment and a current evaluation of the initial problem or condition.

Year 1: Y N

Year 2: Y N N/A – (An Initial Assessment)

Year 3: Y N N/A – (An Initial Assessment)

Agency: _____Assessor: _____ Date: _____

16.2.2	Announce Openings of Specialized Assignments	ACCREDITATION Optional	Revision Date: 03/31/2024	Documentation Observation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
The selection documents don't need to be filed in the Standard File Folder for confidentiality purposes.			❑ Announcements of Anticipated Openings for Specialized Assignments (memos, e-mails, bulletins, personnel orders). ❑ Documentation of Selection Process (Note: Do NOT include confidential information in file folder; indicate on Compliance Log *where* documentation is kept on file and demonstrate *who* was responsible for the selection process.)	

STANDARD / EVALUATION MEASURES:

1. Does the agency have any specialized assignments? **Y N**

2. **If Yes**, the agency provided a list of its specialized assignments in the Standard File Folder. **Y N**

Initial Assessment

3. Within the past year, there were openings for any of the specialized assignments. **Y N**

A. **If Yes**: the agency identified on the Compliance Log which assignments had openings. **Y N**

Assignments with openings: _____

B. **If Yes**, the agency announced opening the specialized assignment agency-wide to fill the vacancy. **Y N**

C. **If Yes**, the agency provided a copy of the announcement(s). **Y N**

D. **If Yes**, the position was filled through a documented selection process to fill the vacancy. **Y N**

E. **If Yes**, the agency provided documentation of the selection process it administered. **Y N**

Re-Assessment

4. There were openings for a specialized assignments during any of the three years during a re-assessment. **Y N**

A. **If Yes**: the agency identified on the Compliance Log which assignments had openings. **Y N**

Year 1: Specify assignment(s) with openings: _____ **N/A – No Openings During This Year**

Year 2: Specify assignment(s) with openings: _____ **N/A – No Openings During This Year**

Year 3: Specify assignment(s) with openings: _____ **N/A – No Openings During This Year**

Agency: _____Assessor: _____ Date: _____

16.2.2 Announcement of Job Openings (continued)

B. If **Yes**, the agency provided documentation for any year that there was a specialized assignment position opening that:

- Announced opening for any specialized assignment agency-wide to fill the vacancy.
- Confirmed that the position was filled through a documented selection process to fill the vacancy.

Year 1: Y N N/A – (No Openings During This Year)

Year 2: **Y N N/A – (No Openings During This Year)**

Year 3: **Y N N/A – (No Openings During This Year)**

16.2.3	Temporary/Rotating Assignments	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Documentation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
This standard applies to temporary or rotating assignments of sworn personnel. **Temporary Assignments** include acting and temporary/provisional positions (including filling vacancies for individuals on leave). **Rotating Assignments**: Refers to *regularly cycled* position changes.				❑ Written Directive ❑ Documentation of completed selection process(es).

STANDARD / EVALUATION MEASURES:

WRITTEN DIRECTIVE:

1. The agency has a written directive describing any (*sworn officer*) temporary and/or rotating assignment. **Y N**
2. The directive identifies the positions which are available for temporary and/or rotating assignments. **Y N**
3. The directive indicates the duration of any temporary and/or rotating assignment. **Y N**
4. The directive establishes the criteria for the selection of personnel for any temporary and/or rotating assignment. **Y N**
5. The directive describes selection procedures for any temporary and/or rotating assignment. **Y N**

WRITTEN DOCUMENTATION:

6. The agency had a temporary and/or rotating assignment opening/vacancy during:

   Year 1: Y N N/A – (No Openings During This Year)

   List Assignment: _____

   Year 2: **Y N N/A – (No Openings During This Year or Initial Assessment)**

   List Assignment: _____

   Year 3: **Y N N/A – (No Openings During This Year or Initial Assessment)**

   List Assignment: _____

7. Agency provided documentation demonstrating that it followed its selection process for any assignment listed in Question 6.

   Year 1: Y N N/A – (No Openings During This Year)

   Year 2: **Y N N/A – (No Openings During This Year or Initial Assessment)**

   Year 3: **Y N N/A – (No Openings During This Year or Initial Assessment)**

Agency: _____Assessor: _____ Date: _____

16.3.0	Legal Authority Defined	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Documentation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**

The term "sworn" personnel refers to those employees who have the authority to make an arrest; it does not refer to civilians who take an oath of office and are sworn into their Position.

All categories of sworn agency personnel mean full-time and part-time police officers.

Examples of Categories of sworn agency personnel include but are not limited to the following positions: Police Officer, Reserve Officer, Permanent Intermittent, Special Police Officer, Special State Police Officer, etc.

If the agency employs retired police officers for paid detail work AND those retired officers are authorized to make an arrest during their paid detail work, then as sworn officers, they too must be listed as a category in the table on the next page.

- ❑ Written Directive
- ❑ Copy of Applicable laws and Ordinances
- ❑ Written Documentation of agency compliance for the current award period.

Although laws and ordinances are written directives, the intent of this standard is to:

- Address in an agency written directive the various types of sworn personnel that comprise the agency.
- Cite the law or the ordinance from which the Position derives its authority in an agency's written directive (for example, many agencies will be citing MGL Ch. 41: Sec. 98); and
- Recognizing that there might be some differences among sworn personnel, the standard requires agencies to elaborate on each sworn Position's authority and responsibilities, including any restrictions or limitations on the Position.

NOTE: Simply putting a copy of the law or ordinance in the standard file folder without an agency written directive referencing it does NOT meet the intent of this standard.

-Standard Continued on Next Page -

16.3.0 Legal Authority Defined (continued)

State Standard/Evaluation Measures:

1. In the first column, **list ALL agency positions authorized to make an ARREST**; then complete columns accordingly.

List all Position(s) authorized to make an arrest (e.g., Police Officer, Reserve, Permanent Intermittent, Special Police Officer, etc.)	**Cite Law, Ordinance, etc.** empowering the Position to make an arrest.	The **agency** has a **written directive** *citing* the law and/or ordinance from which the Position derives its **authority**.	The **agency** has a **written directive** describing the Position's **responsibilities**.
		Y N	**Y N**
		Y N	**Y N**
		Y N	**Y N**
		Y N	**Y N**
		Y N	**Y N**

2. The agency utilizes/hires **retired police officers** to perform Paid Detail work. **Y N**

3. If **yes**, the retired officers are authorized to make an arrest during their Paid Detail work performance. **Y N**

4. If **yes,** the Position is listed in the above table. **Y N**

16.3.1	Part-time Police Officers	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
A person who is granted those general peace officer powers prescribed by the constitution, statute, or ordinance in the jurisdiction, **including** the authority to make an arrest for violations of law within the same jurisdiction, **AND** the person's hiring status is part-time.				❑ Written Directive(s) ❑ Job Descriptions

STANDARD / EVALUATION MEASURES:

1. The agency has a position that is granted those general peace officer powers prescribed by the constitution, statute, or ordinance in the jurisdiction, **including** the authority to make an arrest for violations of law within the same jurisdiction, **AND** the person's hiring status is part-time. **Y N**

2. If **No, to question one**: There is a conditional waiver for standards ***16.3.1 through 16.3.8*** signed by MPAC Staff. **Y N**

3. If **yes to question one**, Complete the chart below:

List all applicable job title(s) *below*:	The agency has a written directive describing its program for that position to include duties and responsibilities, authority, and discretion in carrying out duties, including limitations or restrictions to this authority and training requirements.
	Y N
	Y N
	Y N
	Y N

Agency: _____Assessor: _____ Date: _____

16.3.2	Minimum Selection Criteria for Part-Time Police Officers	CERTIFICATION	Revision Date: 03/31/2024	Documentation

Note to Accreditation Managers and Assessors	Proofs of Compliance
Part-Time Officers are defined in MPAC's Job Category Crosswalk. The selection process for department personnel is described and addressed in standard 32.1.1.	For comparative purposes: ❑ Documentation establishing the selection criteria for *part-time* officers. ❑ Documentation establishing the selection criteria for *full-time* officers.

STANDARD / EVALUATION MEASURES:

1. The selection criteria for full-time and part-time officers are the same. **Y N**

2. For comparative purposes, the agency provided documentation demonstrating that the minimum selection criteria relating to skills, knowledge, and abilities for both full-time and part-time police officers are the same. **Y N**

3. Specify what documentation the agency provided for **PART-TIME** officers:

_____

4. Specify what documentation the agency provided for **FULL-TIME** officers:

_____

Agency: _____Assessor: _____ Date: _____

16.3.3	Entry Level Training for Part-Time Police Officers	CERTIFICATION	Revision Date: 03/31/2024	Observation Documentation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
Completing the MPTC's Part-Time Officer Bridge Academy or a Full-Time Police Officer Academy satisfies the training requirements of this standard. Link to MPTC Bridge Academy Info			❑ Training Records, Certificates of Training, etc.	

STANDARD / EVALUATION MEASURES:

1. The agency requires part-time officers to attend a POST/MPTC-approved recruit academy (such as the MPTC's Bridge Academy Program). **Y N**

2. The agency hired or retained part-time sworn officers and provided written documentation that the employee(s) attended a bridge or recruit academy before any assignment in any capacity in which the employee was allowed to make an arrest.

Year 1: Y N N/A – (No Part-Time Sworn Hires During This Year)

Year 2: **Y N N/A – (No Part Time Sworn Hires During This Year or Initial Assessment)**

Year 3: **Y N N/A – (No Part-Time Sworn Hires During This Year or Initial Assessment)**

Agency: _____Assessor: _____ Date: _____

16.3.4	Uniforms and Equipment	CERTIFICATION	Revision Date: 03/31/2024	Documentation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
Important: Refer to the MPAC's Job Category Crosswalk to define part-time police officers Part-time officers must be trained and equipped in the same way as the agency's full-time officers. **NOTE** - In reference to issuing weapons to part-time officers, an agency may elect not to issue them a CEW (taser) as long as the agency provides with another less-lethal force option.			❑ Documentation establishing uniform items for part-time officers. ❑ Documentation establishing uniform items for full-time officers. ❑ Documentation establishing equipment items for part-time officers. ❑ Documentation establishing equipment items for full-time officers.	

STANDARD / EVALUATION MEASURES:

1. The agency's part-time officers' uniforms are the same as those worn by full-time officers. **Y N**

2. The agency's part-time officers' weapons (*less lethal and lethal*) are the same as those worn by full-time officers. **Y N**

3. The agency's part-time officers' equipment is the same as those worn by full-time officers. **Y N**

Specify what documentation was provided to demonstrate compliance with this standard:

_____

_____

_____

_____

Agency: _____Assessor: _____ Date: _____

16.3.5	In-Service Training	CERTIFICATION	Revision Date: 03/31/2024	Observation Documentation

Note to Accreditation Managers and Assessors	Proofs of Compliance
The agency's part-time officers must attend any in-service training program (as required by the POST and/or MPTC's in-service training program for sworn police officers).	❑ In-service training records for part-time sworn officers verify agency compliance within the past year for an initial assessment or each year of the current award period.

STANDARD / EVALUATION MEASURES:

WRITTEN DIRECTIVE:

1. The agency has a written directive **requiring** all part-time sworn officers to attend and successfully complete an annual in-service training program of at least 40 hours. **Y N**

2. The agency's in-service program complies with all of the requirements set forth by the Municipal Police Training Committee (MPTC). **Y N**

WRITTEN DOCUMENTATION:

3. The agency has documentation verifying that a **part-time sworn officer** attended in-service training.

Year 1: Y N

Year 2: **Y N N/A – (Initial Assessment)**

Year 3: **Y N N/A – (Initial Assessment)**

Agency: _____Assessor: _____ Date: _____

16.3.6	Use of Force Training and Firearms Proficiency	CERTIFICATION	Revision Date: 03/31/2024	Documentation Observation

Note to Accreditation Managers and Assessors	Proofs of Compliance
A Part-Time Officer is a sworn position that is granted those police officer powers prescribed by the constitution, statute, or ordinance in the jurisdiction, including the authority to make an arrest for violations of law within the same jurisdiction, AND the person's hiring status is part-time.	❑ Documentation of training to part-time police officers on the agency's Use of Force Policy. ❑ Documentation showing part-time police officers were tested for weapons proficiency.

STANDARD / EVALUATION MEASURES:

1. The agency provided documentation for its part-time sworn positions confirming compliance with those outlined in MPAC's Chapter 1 Use of Force.

Year 1: Y N

Year 2: Y N N/A – (An Initial Assessment)

Year 3: Y N N/A – (An Initial Assessment)

2. The training frequencies are the same for part-time as those for full-time officers. **Y N**

Agency: _____Assessor: _____ Date: _____

16.3.7	Bonding/Liability Protection	CERTIFICATION	Revision Date: 03/31/2024	Documentation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
An agency must confirm and present documentation that all sworn positions (*both part-time and full-time*) are bonded and/or are provided with public liability protection.				❑ Liability Policy/Coverage for part-time police officers ❑ Liability Policy/Coverage for full-time police officers

STANDARD / EVALUATION MEASURES:

1. The agency provided documentation showing that ***full-time*** officers are bonded and/or are provided with public liability protection. **Y N**

A. Coverage **Expiration Date** (for full-time officers): _____

2. The agency provided documentation showing that ***part-time*** officers are bonded and/or are provided with public liability protection. **Y N**

A. Coverage **Expiration Date** (for part-time officers): _____

3. The protection coverage for these part-time officers is the same as for full-time sworn officers. **Y N**

Agency: _____Assessor: _____ Date: _____

16.3.8	Educational Requirements	CERTIFICATION	Revision Date: 03/31/2024	Observation Documentation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
Part-time police officers are defined in MPAC's Job Category Crosswalk. Retired full-time officers from the agency who are retained as part-time officers by the agency are considered to have already met this standard's requirement.			❑ Documentation of a High School Diploma or equivalency in a background investigation file for any part-time police officer.	

STANDARD / EVALUATION MEASURES:

1. It is the policy of the agency to require, at a minimum, that part-time police officers possess a high school equivalency diploma. **Y N**

2. The agency provided documentation of part-time employees' educational degree(s), including at least a high school diploma or equivalent within the past year, for an initial assessment or each year of the current award period.

Year 1: Y N

Year 2: Y N N/A – (An Initial Assessment)

Year 3: Y N N/A – (An Initial Assessment)

Agency: _____Assessor: _____ Date: _____

16.4.1	Non-Sworn, Unarmed, Uniformed in the Field	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
An employee in this standard is being compensated or paid. **Important**: Refer to MPAC's Job Category Crosswalk for a discussion on the applicability of this standard to *Non-Sworn Employees (Paid, Unarmed, Uniformed, and In the Field)*. **MPAC requires that personnel in this category have a specific uniform, attire, or ID visible on the outer garment that readily identifies them as an agency employee when they are on duty.**				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has positions that are non-sworn, unarmed, uniformed, and in the field personnel. **Y N**
2. If **No**, there is a conditional waiver signed by MPAC Staff. **Y N**
3. If **Yes to question 1**:
   - **A.** A Written Directive describes the Non-Sworn Uniformed, In the Field Employee's position(s) or program(s). **Y N**
   - **B.** The directive states that the Non-Sworn Uniformed, In the Field Employees position(s) is a *civilian* (non-sworn) position. **Y N**
   - **C.** The directive includes a description of each Non-Sworn Uniformed, In the Field Employee's position's duties. **Y N**
   - **D.** The directive includes a description of each Non-Sworn Uniformed, In the Field Employee's position's role, and their scope of authority. **Y N**
4. All Non-Sworn Uniformed, In the Field Employees position(s) have a uniform, attire, or ID displayed on their outer garment when on duty that readily identifies them as an agency employee. **Y N**
5. The agency has identified the minimum qualifications for all Non-Sworn Uniformed, In the Field Employees position(s). **Y N**

Agency: _____Assessor: _____ Date: _____

16.5.1	Volunteers Program Description	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Important: As noted in MPAC's Job Category, volunteers are unpaid and not considered employees. They include police explorers/cadets, auxiliaries, student interns, VIPs, senior tax abatement program participants, etc.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has Non-Sworn Volunteers. **Y N**

2. If **No**, there is a conditional waiver signed by MPAC Staff. **Y N**

3. If **yes to question 1:**

A. A Written Directive describes the agency's volunteer position(s) or program(s). **Y N**

B. The directive states that the volunteer position(s) is a *civilian* (non-sworn) position. **Y N**

C. The directive includes a description of each volunteer position's duties. **Y N**

D. The directive includes a description of each volunteer position's role and their scope of authority. **Y N**

4. At a minimum, all volunteer position(s) have an agency-issued ID displayed on their outer garment when in the field or for any assignment dealing with the public that readily identifies them as volunteers. **Y N**

5. The agency has identified the minimum qualifications for all volunteer position(s). **Y N**

16.6.1	Non-Sworn Armed Personnel	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
A civilian (non-sworn) employed by or affiliated with the agency (with or without compensation) is authorized to carry a lethal weapon in performing their duties. 16.6.1 applies to those employees who are armed and do not have the authority to make an arrest. This category would, therefore, include Animal Control Officers who are armed/carry firearms to euthanize an animal and Civil Defense Auxiliary Police Officers organized under the Massachusetts Civil Defense Acts 1950, Ch.639 if they are authorized to carry a firearm in the performance of their duties. **NOTE** – For MPAC's Program, **Armed is defined as carrying, possessing, or having immediate access to a firearm.**				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has Non-Sworn Armed Personnel. **Y N**

2. If No, there is a conditional waiver signed by MPAC Staff. **Y N**

3. If **yes to question 1, c**omplete the following:

A. Program Description, Duties, and Qualifications

I. There is a written directive describing any non-sworn armed position/program. **Y N**

II. The directive includes a description of all duties of non-sworn armed positions. **Y N**

III. The directive includes a description of all roles and scope of authority for non-sworn armed positions. **Y N**

IV. The directive includes the minimum job qualifications and requirements for all non-sworn armed positions. **Y N**

B. Program Training, Authority to Carry a Firearm, and Authorized Weapons

I. The written directive identifies under what authority any non-sworn armed position may lawfully carry or be armed with a firearm(s). **Y N**

II. The written directive identifies what authorized weapons (firearms & less-lethal weapons) any non-sworn armed position may carry. **Y N**

III. The written directive identifies all training (including firearms and less-lethal weapons) requirements for non-sworn armed positions. **Y N**

IV. The agency documentation of completion of required training for all non-sworn armed positions. **Y N**

Agency: _____Assessor: _____ Date: _____

16.6.1 Non-Sworn Armed Personnel (continued)

C. Program Use of Authorized Weapons, Reporting, and Supervision Requirements

I. The directive includes when a non-sworn armed position may utilize their authorized weapons (firearms & less-lethal weapons). **Y N**

II. The written directive identifies when a non-sworn armed position must document the use of an authorized weapon in a report. **Y N**

III. The written directive identifies who non-sworn armed position(s) report to within the agency. **Y N**

IV. The written directive identifies a supervisory position assigned to review all reports of the use of authorized weapons by the non-sworn armed position. **Y N**

4. All uniforms of non-sworn armed personnel positions are separate and distinct from those of part-time and full-time sworn positions. **Y N**

5. The department provided documentation confirming that all non-sworn armed personnel are bonded and/or provided public liability protection. **Y N**

17.1.1	CEO Authority and Responsibility	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Documentation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
The agency's CEO cannot give him/herself "authority"; it must be delegated. Therefore, the agency's compliance documentation CANNOT be a document "authored" by the agency's CEO. The written statement must be a document from an outside source having the authority to delegate or designate such authority to the CEO. "Government" refers to Board of Selectmen, Board of Directors, Board of Trustees, Human Resources Department, Town Manager, etc.).				❑ An External Written Directive not authored by the CEO such as an employment contract, job description, law, ordinance, etc.

STANDARD / EVALUATION MEASURES:

1. There is an external document stating that the agency's CEO has the authority and responsibility for the fiscal management of the agency. **Y N**

2. Select which one or combination of the following documents was provided as the written statement:

Check (√)	External Document Provided by Agency	Notes
	Job description (issued by the government)	
	A law	
	An ordinance	
	CEO's Employment contract	
	Other:	

17.2.1	Budget Process and Responsibility Described	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive

Note to Accreditation Managers and Assessors	Proofs of Compliance
An agency should have written guidance on their internal budget process that identifies a position(s) in an agency that prepares and manages the budget.	❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive describing its internal budget process. **Y N**

2. The agency's directive identifies a position in the agency that is responsible for:

A. preparing the budget. **Y N**
ID Position: _____

B. managing the budget. **Y N**
ID Position: _____

17.3.1	Annual Budget Recommendations	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Documentation

Note to Accreditation Managers and Assessors	Proofs of Compliance
The intent of this standard is to encourage organizational and functional input in the annual budget recommendation process.	❑ Written Directive (designating the organizational components or functions that are required to participate in the annual budget recommendation process). ❑ Written Budget Recommendations (prepared by the organizational components or functions as designated by the CEO in the agency's written directive).

STANDARD / EVALUATION MEASURES:

Written Directive.

1	The agency has a written directive designating the organizational components or functions that are required to participate in the annual budget recommendation process.	**Y N**
2	The written directive requests recommendations on:	
A	Operating Needs	**Y N**
B	Capital purchases	**Y N**
C	Personnel needs	**Y N**
3	The directive requires that budget recommendations be submitted in writing.	**Y N**
4	To ensure that annual budget recommendations are requested and prepared, the agency demonstrated that this activity is noted in the Accreditation Manager's Accreditation Maintenance System.	**Y N**

Written Documentation.

Initial Assessment

1	The agency provided copies of recent budget recommendations submitted.	**Y N**
If **YES:**	Specify.	
If **NO:**	What was the effective date of the agency's written directive requiring budget recommendations to be prepared and submitted? Date: _____	

17.3.1 Annual Budget Recommendations *(continued)*

Re-Assessment

The agency provided copies of annual budget recommendations prepared and submitted during the three (3) year award period:

Documented Annual Budget Recommendations	**Year 1: _____** **Y N**	**Year 2: _____** **Y N**	**Year 3: _____** **Y N**
Comments:			

17.4.1	Accounting System	ACCREDITATION Optional	Revision Date: 03/31/2024	Observation

Note to Accreditation Managers and Assessors	Proofs of Compliance
All financial accounts must be accurately recorded, tracked, and reconciled on at least a monthly basis.	❑ Monthly Status Report ❑ Interview with position maintaining the reports. ❑ Written Documentation of agency compliance for current award period.

STANDARD / EVALUATION MEASURES:

1. The agency has a document showing each approved account. **Y N**

2. The agency has a current, monthly status report. **Y N**

3. The monthly status report shows:

A. the initial appropriation for each account or program (at the beginning of the fiscal year). **Y N**

B. balance of each account at the beginning of the monthly period. **Y N**

C. expenditures and encumbrances made during the monthly period. **Y N**

D. unencumbered balance at the end of the monthly period. **Y N**

4. Name of position/person responsible for the function and interviewed: _____

Initial Assessment

5. The agency provided documentation showing a fund accounting record(s) within the last 12 months. **Y N**

Re-Assessment

6. The agency provided documentation showing a fund accounting record(s) for each year of the re-assessment period.

Year 1	Year 2	Year 3
Proof: **Y N**	Proof: **Y N**	Proof: **Y N**

Agency: _____Assessor: _____ Date: _____

17.4.2	Cash Fund / Accounts Maintenance	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
To ensure the integrity of agency records concerning confidential investigative funds (relating to informants, controlled buys, etc.), agencies should not provide copies of such confidential records in accreditation file folders as proof of compliance. Instead, agencies should provide copies of all blank forms, logs, etc., in the file folder and indicate where the completed records are maintained on the Compliance Log. Agencies already doing a monthly reconciliation of cash activities do not need to do a quarterly accounting. Agencies need to consider any accounts they maintain for petty cash, cash for drug buys and/or cash to pay informants when reviewing compliance with this standard. For receiving cash, an agency may authorize this practice for Police Reports, Registrations, Fingerprint Cards, FID Cards, Licenses (taxi, dog, etc.) Permits, Parking Tickets, and Paid Detail Work. The agency needs to account for these instances and others where receipt of payment is authorized in their written directive(s).				❑ Written Directive listing all cash funds or accounts controlled by the agency. ❑ Interview with positions having custody of cash funds. ❑ Observation of documents required by the standard (ledgers, receipt forms, etc.)

STANDARD / EVALUATION MEASURES:

1.	The agency has cash funds for the following:	
A	The agency has petty cash.	**Y N**
B	The agency has cash for drug buys.	**Y N**
C	The agency has cash to pay informants.	**Y N**
D	Other Cash Supply:	**Y N**
E	Other Cash Supply:	**Y N**
F	Other Cash Supply:	**Y N**

2. If **No to all of the above, the agency has a written directive indicating** that employees are not authorized to disburse cash. **Y N** (continue to Question 7)

3. If **yes to any of the above,** the agency lists all its cash funds or cash accounts in a single written directive. **Y N** (continue to Worksheet 1)

Agency: _____Assessor: _____ Date: _____

17.4.2 Cash Fund / Accounts Maintenance (Continued)

Worksheet 1: Worksheet for "**Disbursing**" Cash

The agency HAS any of the following cash funds or accounts.	**Petty Cash**	**Cash for Drug Buys**	**Cash to Pay Informants**
Answer Yes or No for each item**.** **If any item is yes**, ALL requirements below must be addressed in a written directive**.**	**Y N**	**Y N**	**Y N**

The written Directive:

4	**Requires some type of ledger showing:**			
A	Initial appropriation	**Y N**	**Y N**	**Y N**
B	Cash disbursed	**Y N**	**Y N**	**Y N**
C	The available balance on hand	**Y N**	**Y N**	**Y N**
D	Clarifies what cash can and cannot be used for. Also, if the CEO's authorization is required for an expense over a given amount, that amount is specified in the Directive.	**Y N**	**Y N**	**Y N**
E	requires records, documentation, or an invoice for cash expenditures.	**Y N**	**Y N**	**Y N**
F	indicates WHO is authorized to disburse the cash. Specific persons or positions are identified.	**Y N**	**Y N**	**Y N**
G	requires at least a quarterly reconciliation of the cash fund or account.	**Y N**	**Y N**	**Y N**
Comments:				

17.4.2 Cash Fund / Accounts Maintenance (Continued)

Worksheet 1: Worksheet for "**Disbursing**" Cash (continued)

The agency HAS **any other** cash funds or accounts:	**Other:** _____	**Other:** _____	**Other:** _____
Answer Yes or No for each item**.** **If any item is yes**, ALL requirements below must be addressed in a written directive**.**	**Y N**	**Y N**	**Y N**

The written Directive:

5	**Requires a ledger showing:**			
A	Initial appropriation	**Y N**	**Y N**	**Y N**
B	Cash disbursed	**Y N**	**Y N**	**Y N**
C	The available balance on hand	**Y N**	**Y N**	**Y N**
D	clarifies what cash can and cannot be used for. Also, if the CEO's authorization is required for an expense over a given amount, that amount is specified in the Directive.	**Y N**	**Y N**	**Y N**
E	requires records, documentation, or an invoice for cash expenditures.	**Y N**	**Y N**	**Y N**
F	indicates WHO is authorized to disburse the cash. Specific persons or positions are identified.	**Y N**	**Y N**	**Y N**
G	requires at least a quarterly reconciliation of the cash fund or account.	**Y N**	**Y N**	**Y N**
Comments:				

6. Were the custodians of any of the cash funds interviewed? **Y N**

If yes, identify (below) the name of the fund and its custodian:

Name of custodian(s): _____

Fund Name(s): _____

17.4.2 Cash Fund / Accounts Maintenance (Continued)

7. The agency authorizes personnel to accept cash. **Y N**

A. If **No,** the agency has a written directive that indicates that employees are not authorized to accept cash. **Y N**

B. If **Yes**, complete the Worksheet below.

Worksheet 2: Worksheet for "Accepting" or Receiving Cash

Will the agency **ACCEPT cash** for any of the following items:	**Police Reports**	**Registrations**	**Fingerprint Cards**	**FID Cards**	**Licenses (taxi, dog)**
Answer Yes or No for each item**.** **If any item is yes**, ALL requirements below must be addressed in a written directive**.**	**Y N**	**Y N**	**Y N**	**Y N**	**Y N**

The Written Directive specifies:

8	Requires a ledger showing initial balance, cash received, and balance on hand. **Y N**					
Documentation:						
Types of cash received:		**Police Reports**	**Registrations**	**Fingerprint Cards**	**FID Cards**	**Licenses (taxi, dog, etc.)**
B	Ledger provided.	**Y N**	**Y N**	**Y N**	**Y N**	**Y N**
C	Shows initial balance.	**Y N**	**Y N**	**Y N**	**Y N**	**Y N**
D	Shows cash received.	**Y N**	**Y N**	**Y N**	**Y N**	**Y N**
E	Shows balance on hand**.**	**Y N**	**Y N**	**Y N**	**Y N**	**Y N**
F	Requires receipts or documentation for the cash received.	**Y N**	**Y N**	**Y N**	**Y N**	**Y N**
G	A receipt form was provided. or the documentation for the cash rec'd was provided**.**	**Y N**	**Y N**	**Y N**	**Y N**	**Y N**
H	identifies the Persons or Positions that are authorized to accept the cash.	**Y N**	**Y N**	**Y N**	**Y N**	**Y N**
I	requires at least a quarterly accounting or reconciliation of the cash activities.	**Y N**	**Y N**	**Y N**	**Y N**	**Y N**

Agency: _____Assessor: _____ Date: _____

17.4.2 Cash Fund / Accounts Maintenance (Continued)

Worksheet 2: Worksheet for "Accepting" or Receiving Cash

Will the agency **ACCEPT cash for any of the following items**:	**Permits**	**Parking Tickets**	**Paid Detail Work**	**Other:** _____	**Other:** _____
Answer Yes or No for each item. **If any item is yes**, ALL requirements below must be addressed in a written directive.	**Y N**	**Y N**	**Y N**	**Y N**	**Y N**

9	Requires a ledger showing initial balance, cash received, and balance on hand. **Y N**					
Documentation:						
Types of cash received:		**Permits**	**Parking Tickets**	**Paid Detail Work**	**Other:** _____	**Other:** _____
B	Ledger provided.	**Y N**	**Y N**	**Y N**	**Y N**	**Y N**
C	Shows initial balance.	**Y N**	**Y N**	**Y N**	**Y N**	**Y N**
D	Shows cash received.	**Y N**	**Y N**	**Y N**	**Y N**	**Y N**
E	Shows balance on hand.	**Y N**	**Y N**	**Y N**	**Y N**	**Y N**
F	Requires receipts or documentation for the cash received.	**Y N**	**Y N**	**Y N**	**Y N**	**Y N**
G	A receipt form was provided. or the documentation for the cash rec'd was provided.	**Y N**	**Y N**	**Y N**	**Y N**	**Y N**
H	identifies the Persons or Positions that are authorized to accept the cash.	**Y N**	**Y N**	**Y N**	**Y N**	**Y N**
I	requires at least a quarterly accounting or reconciliation of the cash activities.	**Y N**	**Y N**	**Y N**	**Y N**	**Y N**

17.4.3	Independent Audit	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Documentation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
See MGL Chapter 44 (Municipal Finance). In part, Section 40 (Audit of Accounts; frequency) states, "The director shall cause an audit to be made of the accounts of all cities and towns and of all districts and regional school districts of the commonwealth and may cause subsequent audits to be made of the accounts of each city and town annually…Upon the completion of each audit as aforesaid, a report thereunder shall be made to the mayor and city government in cities, to the selectmen in towns…." This MGL may be used to satisfy the written directive requirement. **CITIES AND TOWNS**: There may also be *local* references to annual audit requirements in the city's ordinances or town's by-laws. **OTHER AGENCIES:** Check with your governing body for similar policies and regulations.				❑ Written Directive ❑ MGL Ch. 44: Section 40 ❑ By-law/Ordinance ❑ Annual Audit Reports

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive establishing procedures for an independent audit of its fiscal activities.
Y N

Initial Assessment

2. The agency provided documentation showing an independent audit was conducted within the last 12 months.
Y N

Re-Assessment

3. The agency provided documentation showing an independent audit was conducted for each year of the current re-assessment period.

Year 1	Year 2	Year 3
Proof: **Y N**	Proof: **Y N**	Proof: **Y N**

17.5.1	Inventory and Control	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Documentation

Note to Accreditation Managers and Assessors	Proofs of Compliance
This standard applies to agency property, requiring controls and accountability based on the agency's requirements. Factors to consider for which items require a documented inventory may include but are not limited to the monetary value of items, serial numbered items, items of high risk for loss/theft, items that require strict controls, weapons, items that have an expiration (i.e., protective vests, battery backups, etc.), items required to be inventoried by the agency's municipality or oversight body, items purchased through grant funding, computer equipment, etc. The agency's property and equipment inventory and control may be controlled/regulated and/or conducted by a department or authority outside the agency. This may be done in whole or in part by an outside body, i.e., a municipality's Management Information Systems (MIS) Department, which may be responsible for inventorying all agency technology items.	❑ Written Directive ❑ Property Inventory Records ❑ Equipment Inventory Records ❑ Records documenting the issuance of agency-owned property to personnel (completed checklists, receipt forms, etc.).

STANDARD / EVALUATION MEASURES:

WRITTEN DIRECTIVE:

1. The agency has a written directive outlining its inventory process or protocols for agency-controlled property. **Y N**

2. The agency's property and equipment inventory and control are controlled/regulated and/or conducted by an authority outside the agency. **Y N**

If **Yes:**

A. The agency provided documentation demonstrating compliance with the outside authority's guidelines. **Y N**

B. Name of outside authority: _____

If **No:**

A. The agency provided a written directive establishing its procedures for conducting an inventory of agency property and equipment (who, what, when, where, how). **Y N**

WRITTEN DOCUMENTATION:

3. The agency provided a copy of the most recent inventory documentation that was conducted for the following years:

Year 1: Y N

Year 2: Y N N/A – (Initial Assessment)

Year 3: Y N N/A – (Initial Assessment)

Agency: _____Assessor: _____ Date: _____

17.5.2	Operational Readiness	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive Observation

Note to Accreditation Managers and Assessors	Proofs of Compliance
This standard **refers to stored items** such as radios, riot control gear, active threat response kits, and items of special equipment, such as radar, cameras, and in-field use closed-circuit TV surveillance devices. Other items that apply to this standard having a shelf-life include tear gas, gas mask canisters, flares, and batteries (for radios, etc.). The intent of this standard is to ensure that all **stored property is maintained in a state of operational readiness**. The term "operational readiness" includes care and cleaning, preventive maintenance, repair, and workability. To ensure operational readiness, agencies should establish a schedule for stored equipment to be inspected.	❑ Written Directive. ❑ Observation of stored agency property. ❑ Observation of Property inspection records.

STANDARD / EVALUATION MEASURES:

WRITTEN DIRECTIVE:

1. The agency has a written directive stating that maintaining STORED agency property in a state of operational readiness is a responsibility of the position or unit to which the property is assigned. **Y N**

WRITTEN DOCUMENTATION:

2. By OBSERVATION (randomly checking items with a shelf-life), stored property items are in a state of operational readiness. **Y N**

Initial Assessment

3. From the agency's files, the agency was able to provide documentation of any property inspections conducted verifying operation readiness of stored equipment within the past twelve months. **Y N**

Re-Assessment

4. From the agency's files, the agency was able to provide documentation of any property inspections conducted verifying operation readiness of stored equipment for each year of their re-assessment period.

Year 1	Year 2	Year 3
Proof: **Y N**	Proof: **Y N**	Proof: **Y N**

Agency: _____Assessor: _____ Date: _____

21.1.1	Job Descriptions	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive Documentation

Note to Accreditation Managers and Assessors	Proofs of Compliance
This standard requires current job descriptions for each position within the agency specifying duties and responsibilities. Job descriptions (considered written directives) should be dated (effective date, date reviewed/no change or revision date) and should identify the position's immediate supervisor as well as any preferred or required skills, knowledge and/or abilities. Incorporating certification and accreditation requirements into job descriptions is not only an effective way to reinforce position responsibility and accountability for them, but also another means to institutionalize standards compliance throughout the agency.	❑ Written Directive. ❑ Notation of the 3-year review of Job Descriptions in the Accreditation Maintenance System. ❑ List of all positions within the agency. ❑ Documentation of the 3-year Review Process. ❑ Current Job Descriptions covering ALL employees within the agency. ❑ Observation of accessibility.

STANDARD / EVALUATION MEASURES:

Written Directive.

1	There is a written directive requiring a job description for each position within the agency.	**Y N**
2	The written directive requires a regularly scheduled review of all job descriptions to ensure that they remain current; at a minimum, every three (3) years.	**Y N**
3	The directive requires the review process to be documented.	**Y N**
4	The directive identifies where job descriptions are accessible to all agency personnel.	**Y N**

By Observation.

5	Job descriptions are accessible to all agency personnel:	**Y N**

Initial Assessment

Written Documentation.

6	To ensure that the regularly scheduled reviews are conducted, the agency demonstrated that this activity is noted in the Accreditation Manager's Accreditation Maintenance System.	**Y N**
7	The agency provided a list of all job positions within the agency.	**Y N**
8	The agency provided a complete set of job descriptions covering all positions in the agency.	**Y N**
A	Job descriptions are dated (e.g., they reflect an effective date, last date reviewed, or a revision date).	**Y N**
B	It appears that the job descriptions are current and reflect all positions in the agency. Date Range: _____ to _____	**Y N**

21.1.1 Job Descriptions *(continued)*

Re-Assessment

Written Documentation.

9	To ensure that the regularly scheduled reviews are conducted, the agency demonstrated that this activity is noted in the Accreditation Manager's Accreditation Maintenance System.	**Y N**
10	The agency provided a list of all job positions within the agency.	**Y N**
11	The agency provided a complete set of job descriptions covering all positions in the agency.	**Y N**
A	The agency provided documentation of the review process during the three (3) year assessment period (i.e., the process that was used to review all job descriptions to ensure they are current).	**Y N**
B	Date range of the review process: _____ to _____	
C	Job descriptions are dated (e.g., they reflect an effective date, date last reviewed, revision date).	**Y N**
D	It appears that the job descriptions are current and reflect all positions in the agency.	**Y N**

22.1.1	Salary Program	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Documentation

Note to Accreditation Managers and Assessors	Proofs of Compliance
NOTE: The standards in this chapter apply to all agency personnel (sworn and non-sworn) unless otherwise noted. Employment contracts and collective bargaining agreements may be used to satisfy the written directive requirement. This standard applies to all agency personnel, sworn and non-sworn.	❑ Written Directive(s) ❑ Employment Contracts ❑ Collective Bargaining Agreements ❑ Directives issued by the agency's Human Resource Department.

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive(s) describing its salary program. **Y N**

	There is a written directive addressing each of the following:	Sworn	Non-Sworn
A	Entry-level salary:	**Y N**	**Y N**
B	Salary differential within ranks, grades, or levels, if any: For example: Clerk I, Clerk II	**Y N** ___No differential	**Y N** __No differential
C	Salary differential between ranks, grades, or levels:	**Y N**	**Y N**
D	Salary levels for those with special skills, if any:	**Y N** ___No salary levels	**Y N** ___No salary levels
E	Compensatory time policy: In lieu of overtime, does the agency allow compensatory time? **If yes**, compensatory time is addressed in a written directive.	**Y N** **Y N**	**Y N** **Y N**
F	Overtime policy:	**Y N**	**Y N**
G	Salary augmentation, if any (hazardous duty, academic incentive pay, etc.)	**Y N** ___No salary augmentation	**Y N** ___No salary augmentation

Agency: _____Assessor: _____ Date: _____

22.2.0	Leave Program	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive Documentation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
The circumstances and conditions under which administrative leave would be afforded to an employee should be described. Limitations on using such leave and the procedures for application and approval should be included. Administrative leave may cover such matters as jury duty, periods of bereavement, sabbatical, and temporary leaves of absence, including family medical leave, military duty, and training. Short-term military leave is a sudden, short-term absence (**less than 180 days**) due to military obligations and could be considered the same as regularly scheduled drills or administrative leave. See the standard concerning military deployments for long-term military activation or deployment (22.2.1). Days established as holidays should be identified. Policies regarding sick and vacation (annual) leave should be described, including accrual rates, limitation rates, and procedures for scheduling, supervision, and control.				❑ Written Directive(s) ❑ Employment Contracts ❑ Collective Bargaining Agreements ❑ Directives issued by the agency's Human Resource Department

STANDARD / EVALUATION MEASURES:

	Written Directive on:	Sworn	Non-Sworn	Comments
1	Administrative leave (e.g., jury duty, bereavement, sabbatical, temporary leaves, military duty, training, etc.)	**Y N**	**Y N**	
2	Holiday Leave	**Y N**	**Y N**	
3	Sick Leave	**Y N**	**Y N**	
4	Vacation (Annual) Leave	**Y N**	**Y N**	
5	Family Medical Leave	**Y N**	**Y N**	
6	Short-term Military Leave	**Y N**	**Y N**	

Agency: _____Assessor: _____ Date: _____

22.2.1	Military Activation And Reintegration	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Documentation

Note to Accreditation Managers and Assessors	Proofs of Compliance
NOTE: The standards in this chapter apply to all agency personnel (sworn and non-sworn) unless otherwise noted. Employment contracts and collective bargaining agreements may be used to satisfy the written directive requirement. The intent of this standard is to plan for deployments of agency personnel to military duty. It covers three phases: pre-service, service and post-service, AND applies to all agency personnel, sworn and non-sworn. In accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), deploying members, or an appropriate officer of the branch of the military in which the employee will be serving, may provide written or oral notification of their pending deployment orders. Link to U.S. Department of Labor Website covering USERRA provided here. Although the standard addresses military activations **exceeding 180 days**, agencies may find it beneficial to activate their plans sooner for shorter durations of deployments.	❑ Written Directive ❑ Documentation by the agency of written or oral notification of orders ❑ Out-processing Checklists Documented, Out-processing Exit ❑ Interviews ❑ In-processing Checklists ❑ Documented, In-processing Interviews ❑ Documentation of training, post-service ❑ Job Description for [military] agency liaison(s)

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive planning for military leaves of absence/activations exceeding 180 days.
Y N

- **Continued on Next Page** -

22.2.1 Military Activation and Reintegration (Continued)

WRITTEN DIRECTIVE:

2.	There is a written directive addressing each of the following:	**Sworn**	**Non-Sworn**
A	Requiring deploying members, or an appropriate officer of the branch of the military in which the employee will be serving, provided written or oral notification of their pending deployment orders.	**Y N**	**Y N**
B	Designating an agency liaison to serve as a primary point of contact with the deploying member and their immediate family members.	**Y N**	**Y N**
C	A written description of the agency liaison's duties and responsibilities.	**Y N**	**Y N**
D	Arranging for a Human Resources point of contact, if outside the agency.	**Y N**	**Y N**
E	Storing agency-owned equipment during the deployment period.	**Y N**	**Y N**
F	Out-processing procedures; to include a documented exit interview with the Chief Executive Officer or their designee.	**Y N**	**Y N**
G	In-processing procedures upon return to police service; to include an interview with the Chief Executive Officer or their designee.	**Y N**	**Y N**
H	Fulfillment of all required training, re-qualifications, re-certifications, and/or other activities (e.g., re-qualifying with weapons, reviewing policy updates, etc.).	**Y N**	**Y N**

22.2.1 Military Activation and Reintegration (Continued)

WRITTEN DOCUMENTATION:

Initial Assessment

3. There were members of the agency activated to military duty exceeding 180 days within the past twelve (12) months or since the directive's effective date. **Y N**

If **yes,** the agency provided documentation for the following:

4. Documented Activities: Pre-service, Service, Post-service			**Comments:**
A	Deploying member or an appropriate officer of the branch of the military in which the employee will be serving, provided written or oral notification of pending deployment orders to the agency.	**Y N**	
B	Agency liaison was designated as the point of contact, and deploying member was notified of the same.	**Y N**	
C	Human Resources liaison was designated outside the agency, and the deploying member was notified of their point of contact.	**Y N**	
D	Agency-owned equipment was stored during deployment period.	**Y N**	
E	Out-processing activities were completed and documented	**Y N**	
F	Exit interview with CEO or designee was documented.	**Y N**	
G	In-processing activities upon return to police service were completed/documented.	**Y N**	
H	Interview with CEO or designee was documented.	**Y N**	
I	Required trainings, re-qualifications, re-certifications and activities were completed anddocumented.	**Y N**	

22.2.1 Military Activation and Reintegration (Continued)

WRITTEN DOCUMENTATION:

Re-Assessment

5. There were members of the agency activated to military duty, exceeding 180 days during the three (3) year assessment period. **Y N**

If yes, the agency provided compliance documentation accordingly.

6. Documented Activities: Pre-service, Service, Post-service		**YEAR 1**	**YEAR 2**	**YEAR 3**
A	Deploying member or an appropriate officer of the branch of the military in which the employee will be serving, provided written or oral notification of pending deployment orders to the agency.	**Y N**	**Y N**	**Y N**
B	Agency liaison was designated as point of contact and deploying member was notified ofsame.	**Y N**	**Y N**	**Y N**
C	Human Resources liaison, if outside of the agency, was designated and the deploying member was notified of his/her point of contact.	**Y N**	**Y N**	**Y N**
D	Agency-owned equipment was stored during deployment period.	**Y N**	**Y N**	**Y N**
E	Out-processing activities were completed and documented	**Y N**	**Y N**	**Y N**
F	Exit interview with CEO or designee was documented.	**Y N**	**Y N**	**Y N**
G	In-processing activities upon return to police service were completed/documented.	**Y N**	**Y N**	**Y N**
H	Interview with CEO or designee was documented	**Y N**	**Y N**	**Y N**
I	Required trainings, re-qualifications, re-certifications and activities were completed anddocumented.	**Y N**	**Y N**	**Y N**

22.2.2	Benefits Program	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Documentation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
Merely putting pamphlets in the file folder does not meet the spirit of the standard. Instead, the standard requires a written directive. The directive should note the extent to which each benefit is available to the various classes of personnel employed by the agency (full-time, part-time, auxiliary, and reserve personnel, as appropriate).			❑ Written directives ❑ New Employee Receipts or Checklists documenting directives/informational packets given to an employee ❑ Documents issued by the agency's Human Resources Department ❑ Collective Bargaining Agreements, Employment Contracts	

STANDARD / EVALUATION MEASURES:

	Written Directive on:	Sworn	Non-Sworn	Comments
1	Retirement Program	**Y N**	**Y N**	
2	Health Insurance Program	**Y N**	**Y N**	
3	Disability & Death Benefits Program	**Y N**	**Y N**	
4	Liability Protection Program	**Y N**	**Y N**	
5	Employee Educational Benefits	**Y N**	**Y N**	

Agency: _____Assessor: _____ Date: _____

22.2.3	Personnel Support Services Program	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive

Note to Accreditation Managers and Assessors	Proofs of Compliance
The intent of this standard is to make sure that employees are aware of available support services (e.g., providing information on employee benefits and help for the employee and family in cases of injury or death).	❑ Written Directive ❑ If not an agency directive, documentation showing that employees *received* the external directive.

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive describing its program for providing support services to employees.
   Y N

Initial Assessment

There were personnel hired during the last twelve (12) months**. Y N**

If **Yes**: Record name and method.

Name:
Receipt of Information: **Y N**
Method:

Re-Assessment

There were personnel hired during the three (3) year assessment period**. Y N**

If **Yes**: Record name and method.

Year 1: Y N (If yes, record the example below)	**Year 2: Y N** (If yes, record the example below)	**Year 3: Y N** (If yes, record the example below)
Name:	Name:	Name:
Receipt of Information: **Y N**	Receipt of Information: **Y N**	Receipt of Information: **Y N**
Method:	Method:	Method:

Agency: _____Assessor: _____ Date: _____

22.2.4	Services: Line of Duty Death or Serious Injury	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive

Note to Accreditation Managers and Assessors	Proofs of Compliance
Note: As written, this standard applies to *all* personnel (sworn and non-sworn).	❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive identifying any assistance or services to be rendered to agency personnel and their families following:

	Situation:	Written directive covers this situation for sworn personnel.	Written directive covers this situation for non-sworn personnel.	Comments:
A	**Line of Duty Deaths**	**Y N**	**Y N**	
B	**Serious Injuries**	**Y N**	**Y N**	

Agency: _____Assessor: _____ Date: _____

22.2.5	Clothing, Equipment and Appearance	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Written Documentation

Note to Accreditation Managers and Assessors	Proofs of Compliance
This standard applies to **all employees**: sworn, non-sworn, full-time, part-time, paid and not paid.	❑ Written Directive ❑ Uniform and Equipment Checklists documenting initial issue ❑ Employment Contracts, Collective Bargaining Agreements

STANDARD / EVALUATION MEASURES:

Position:	Does the agency have the following positions?	The position requires wear a uniform/attire	The position requires equipment authorized by the agency
Full-time Police Officers	**Y N**	**Y N**	**Y N**
Part-time Officers: _____ *(If more than one position, complete other)*	**Y N**	**Y N**	**Y N**
Animal Control Officers	**Y N**	**Y N**	**Y N**
Parking Enforcement Personnel	**Y N**	**Y N**	**Y N**
Adult School Crossing Guards	**Y N**	**Y N**	**Y N**
Explorers	**Y N**	**Y N**	**Y N**
Auxiliaries	**Y N**	**Y N**	**Y N**
Dispatchers	**Y N**	**Y N**	**Y N**
Volunteers	**Y N**	**Y N**	**Y N**
Other:	**Y N**	**Y N**	**Y N**
Other:	**Y N**	**Y N**	**Y N**
Other:	**Y N**	**Y N**	**Y N**

Agency: _____Assessor: _____ Date: _____

22.2.5 Clothing, Equipment and Appearance (continued)

1. The agency has a **written directive(s)**:		**Sworn**	**Non-Sworn**	**Comments**
A	Identifying which positions will be issued clothing and equipment.	**Y N N/A**	**Y N N/A**	
B	Identifying which positions are eligible for a clothing and/or equipment allowance.	**Y N N/A**	**Y N N/A**	
C	Indicating the amount of clothing/equipment to be provided.	**Y N N/A**	**Y N N/A**	
D	Stating the period for which the items will be provided.	**Y N N/A**	**Y N N/A**	
E	Establishing appearance guidelines for all personnel.	**Y N**	**Y N**	

22.2.6	Personnel Identification	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors:				**Proofs of Compliance**
IMPORTANT: This standard applies to **ALL Personnel: Sworn and Non-Sworn** (Paid and Not Paid, Full-time and Part-time). **MGL Reference: Chapter 41: Section 98D. Identification Cards**. "Each city or town shall issue to every full-time police officer employed by it an identification card bearing the officer's photograph and identifying information. Such card shall be carried on the officer's person and shall be exhibited upon lawful request for identification purposes." **Non-paid Personnel:** i.e., volunteers, interns. Although recommended, agencies are not required to issue non-paid personnel IDs.				❑ Written Directive ❑ ID Card for Sworn ❑ ID Card for Non-Sworn ❑ ID Card for Part-time Position ❑ ID Card for Non-Paid Position

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive on personnel identification cards. **Y N**

		Sworn	Non-Sworn	Comments
A	A written directive provides procedures for all Personnel to follow when a citizen requests to view the individual's identification card.	**Y N**	**Y N**	
B	A written directive requires the agency to provide an official identification card to all Personnel with at least the individual's photograph and identifying information.	**Y N**	**Y N**	

SWORN Personnel

2. The agency provided a copy of an ID card for a sworn position. **Y N**

3. The ID card has the person's picture and identifying information on it. **Y N**

NON-SWORN Personnel

4. The agency provided a copy of an ID card for a non-sworn position. **Y N**

5. The ID card has the person's picture and identifying information on it. **Y N**

6. The agency has **PART-TIME** Personnel (sworn and/or non-sworn). **Y N**

If yes: The agency provided a copy of an ID card with their picture and identifying information. **Y N**

7. The agency has **NON-PAID** Personnel. **Y N**

If **Yes**, the agency provided a copy of an ID card/Badge with their picture and identifying information.
Y N N/A

Agency: _____Assessor: _____ Date: _____

22.2.7	Employee Assistance Program	Accreditation Optional	Revision Date: 03/31/2024	Written Directive Documentation

Note to Accreditation Managers and Assessors	Proofs of Compliance
	❑ Written Directive describing the Employee Assistance Program (EAP). ❑ Pamphlets or other documents describing the Program. ❑ Written Directive demonstrating that employees are aware of the Program (Written Directive in Manual, Memo from CEO or HRD, New Employee Checklists, etc.) ❑ Documentation of training for designated personnel. ❑ Training course description or outline, Lesson plan.

STANDARD / EVALUATION MEASURES:

1. There is an Employee Assistance Program (EAP) available to agency employees. **Y N**

If NO, no further action is necessary. This standard is Optional, and the agency *will not* receive credit for it.

If YES, all elements of this standard must be met if the agency wishes to receive credit for it.

A. There is a written directive describing program services. **Y N**

B. The directive describes how an employee may obtain program services (self-initiated). **Y N**

C. The agency highlighted in the Program description where the Program states it will provide confidential, appropriate, and timely problem assessment services. **Y N**

D. The agency highlighted in the Program description where the Program states it will provide referral services (workplace or community) for diagnosis, treatment, and follow-up. **Y N**

E. There is a written directive helping supervisors to determine when an employee should be referred to the Program. **Y N**

F. The Directive indicates when Program services should be mandatory. **Y N**

G. There are procedures for supervisors to follow to initiate/arrange for services. **Y N**

H. Per the written Directive, there are designated personnel in the agency designated to receive training in the EAP. **Y N**

Identify who: _____

I. EAP training has *been provided* to the designated personnel. **Y N**

Who attended: _____

Date of Training: _____

Agency: _____Assessor: _____ Date: _____

22.2.7 Employee Assistance Program (continued)

J. The agency provided a document describing the training program's content (training outline, handouts, registration form, etc.) . **Y N**

List Document: _____

K. In the training program's description, the agency highlighted where any of the following were discussed:

I. Program services. **Y N**

II. Supervisor's role and responsibility. **Y N**

III. Identification of employee behaviors that would indicate the existence of employee concerns, problems, and/or issues that could impact employee job performance. **Y N**

22.3.1	Physical Examinations	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive

Note to Accreditation Managers and Assessors	Proofs of Compliance
Physical examination should only be conducted to confirm the employees' continued fitness to perform the tasks of their assignments and to inform them of their general physical condition, not to identify employees with disabilities who are otherwise able to perform their assigned duties, with or without reasonable accommodation. The nature of specific positions or responsibilities may necessitate periodic specific health screenings, **such as** those for crime scene personnel, firearms instructors, or range technicians who are repeatedly exposed to hazardous chemicals or lead contaminates.	❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive **describing** its policy regarding physical examinations for employees. **Y N**

2. Agency's policy:

_____ Physical examinations are conducted to confirm the employee's continued fitness to perform the tasks of their assignments.

_____ Specific positions or responsibilities necessitate periodic specific health screenings due to the nature of the position, **and/or**

_____ Other: _____

_____ Other: _____

Initial Assessment

The agency provided documentation (may be redacted) verifying its written directive/policy of physical examination was followed within the past twelve months.

Re-Assessment

The agency provided documentation (may be redacted) verifying its written directive/policy of physical examination was followed for each year of their re-assessment period.

Year 1	Year 2	Year 3
Proof: **Y N N/A**	Proof: **Y N N/A**	Proof: **Y N N/A**

Agency: _____Assessor: _____ Date: _____

22.3.2	General Health and Physical Fitness	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Documentation

Note to Accreditation Managers and Assessors	Proofs of Compliance
The essential job functions of a law enforcement officer require a level of physical fitness. Fitness requirements should be defined and specified based on standards that have been shown to be directly related to the tasks performed.	❑ Written Directive ❑ Document *identifying* the job tasks performed by *sworn* agency personnel. ❑ Document *specifying* the fitness requirements for *sworn* agency personnel.

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive addressing the general health and physical fitness of sworn personnel. **Y N**

2. The written directive specifically identifies "fitness" requirements for sworn personnel (e.g., fitness standards). **Y N**

3. As a basis for the agency's general health and physical fitness standards, the agency provided a document identifying the job tasks that are required to be performed by sworn personnel. **Y N**

Agency: _____Assessor: _____ Date: _____

22.3.3	Fitness and Wellness Program	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Documentation

Note to Accreditation Managers and Assessors	Proofs of Compliance
A fitness and wellness program has two main elements. The first is physical performance, i.e., the development and maintenance of physical performance capability to satisfactorily perform job tasks and personal activities. The second is the individual's present health status as well as the risk for future disease. This is impacted greatly by lifestyle choices, including smoking, nutrition, weight, stress management, inactivity, etc. The agency should also consider incentives to encourage employee participation.	❑ Written Directive ❑ Job Description for the Fitness and Wellness Program Coordinator ❑ Documentation of training provided to the Program Coordinator.

STANDARD / EVALUATION MEASURES:

1. The agency has a fitness and wellness program. **Y N**

2. The agency addresses its fitness and wellness program in a written directive. **Y N**

3. The written directive indicates whether participation in the Program is mandatory or voluntary. **Y N**

4. According to the written directive, participation in the Program is: _____**Mandatory** _____**Voluntary**

5. The agency has a [fitness and wellness] Program Coordinator. **Y N**

A. Coordinator's Name: _____

6. The Coordinator has received training for this responsibility. **Y N**

A. Training: _____ Date: _____

7. The training was documented in the employee's training file (Training Certificate or Data entry). **Y N**

Agency: _____Assessor: _____ Date: _____

22.3.4	Off-Duty Employment	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
This standard applies to both sworn and non-sworn personnel when secondary employment of the off-duty type-that is, outside employment wherein the use of law enforcement powers is **not** anticipated. Restrictions or prohibitions of off-duty employment in general terms, such as proscribing off-duty employment that, in the opinion of the agency, would constitute a conflict of interest or would tend to bring discredit to the agency should be a consideration for the approval of any secondary employment. Sample policy (excerpt from MPI's Rules and Regulations): OFF DUTY EMPLOYMENT: "Officers shall not engage in any compensated off-duty employment without the knowledge and approval of the Chief of Police. The approval of the Chief of Police shall be based upon such factors as: (a) increasing off-duty efficiency and availability, (b) avoiding potential conflicts of interest, (c) protecting the image of the department, and (d) avoiding impairment of on-duty performance. Officers shall not be employed by or engage in any business that involves the distribution or sale of alcoholic beverages, bail bond services, investigative work for insurance companies, private guard services, collection agencies or attorneys. All personnel engaging in outside employment should clearly understand that their primary obligation is to the police department and the community they serve. Officers must not perform work that will make them unavailable in emergencies, exhaust them, require special scheduling or excessive shift swapping, or bring the department into disrepute or impair its operation or efficiency. Prior to accepting any outside employment, an officer must request, in writing, the approval of the Chief of Police. No officer shall accept other employment which could interfere with the officer's employment with the department or could impair his or her independence of judgment in the exercise of official duties."				❑ Written Directive

STANDARD / EVALUATION MEASURES:

Regarding off-duty employment in which the use of law enforcement power is NOT anticipated:

SWORN PERSONNEL

1. The agency has a written directive identifying the types of off-duty employment in which SWORN personnel may or may not engage. **Y N**

Specify **how the standard is addressed**:

_____ Written Directive prohibits types of off-duty employment in general terms (see commentary for suggested text)

_____ Written Directive prohibits specific types of jobs or locations

Agency: _____Assessor: _____ Date: _____

22.3.4 Off-Duty Employment (continued)

NON-SWORN PERSONNEL

2. The agency has a written directive identifying the types of off-duty employment in which NON-SWORN personnel may or may not engage. **Y N**

Specify how the standard is addressed:

_____ Written Directive prohibits types of off-duty employment in general terms (see commentary for suggested text)

_____ Written Directive prohibits specific types of jobs or locations (see Note Box)

22.3.5	Extra-Duty Employment (aka "Paid Details")	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
This standard pertains to sworn personnel only. This standard pertains to outside employment wherein the actual, or potential use of law enforcement powers is anticipated.			❑ Written Directive	

STANDARD / EVALUATION MEASURES:

1. Does the agency allow *sworn* personnel to engage in extra duty employment? **Y N**

2. If **No**, the agency provided a waiver conditionally approved by MPAC Staff. **Y N**

3. If **Yes**, the agency has a written directive addressing extra duty employment (Paid Details). **Y N**

4. If **yes**, proceed to the Table.

	A **written directive:**	**Compliance**	**Comments**
A	Requires the extra duty employment to be pre-approved by the agency.	**Y N**	
B	Establishes policies that address the behavior and activities of officers during extra-duty employment.	**Y N**	
C	Designates a point of contact within the agency for coordinating and administering the extra duty employment, including overseeing adherence to the policies and processes governing Paid Details.	**Y N**	Identify position:

Agency: _____Assessor: _____ Date: _____

24.1.1	Ratification Responsibilities	ACCREDITATION Mandatory	Revision Date: 03/31/2024	File Folder

Note to Accreditation Managers and Assessors	Proofs of Compliance
This standard applies to all "represented" employees in the agency (both sworn and non-sworn).	❑ Copies of current labor agreements for all bargaining units (signed copies). ❑ Documentation showing a review of agency directives to ensure conformity with terms of new labor agreements. ❑ Documentation showing dissemination of information to managers and supervisors relative to the new labor agreement.

STANDARD / EVALUATION MEASURES:

1. There are collective bargaining units representing agency employees. **Y N**

2. If **NO, t**he agency provided a conditional waiver signed by MPAC Staff. **Y N**

3. If **YES,** the total number of collective bargaining units representing agency employees is _____

4. The agency provided a signed copy of each (current) contract/labor agreement. **Y N**

5. The number of labor agreements provided equals the number of bargaining units representing agency employees. **Y N**

6. Check ratification date(s) of Agreement(s)

Labor agreements were ratified within the past twelve months for an initial assessment or during the past three years during a re-assessment period. **Y N N/A – (No Agreements were Ratified)**

If YES: Bargaining Unit: _____

Ratification Date: _____

Bargaining Unit: _____

Ratification Date: _____

Bargaining Unit: _____

Ratification Date: _____

Agency: _____Assessor: _____ Date: _____

24.1.1 Ratification Responsibilities (continued)

Regarding any contracts/labor agreement(s) that were ratified within the past twelve months for an initial assessment or during the past three years during a re-assessment period:

7. A position in the agency is designated to compare the new agreement to existing agency written directives. to determine if any changes need to be made to the agency's written directives to ensure conformity with the terms of the new agreement. **Y N**

A. There was written notification to the CEO (or another position) indicating that the review had been completed, and the document indicated whether any changes to the agency's written directives were or were not needed. **Y N N/A - (There Were No Newly Ratified Agreements)**

B. Changes to the agency's written directives were needed. **Y N N/A - (Changes Were Not Needed or There Were No Newly Ratified Agreements)**

C. If **yes**, changes were made to the agency's directives to coincide with the new/revised section(s) of the agreement. The original directive(s) and the revised directive(s) showing the before and after were provided in the File Folder. **Y N**

8. The agency provided documentation showing that it had disseminated information relative to any new/revised contract/labor agreement to the managers/supervisors of their respective bargaining unit employees. **Y N N/A - (There Were No Newly Ratified Agreements)**

25.1.1	Grievance Procedures	ACCREDITATION Optional	Revision Date: 03/31/2024	File Folder
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
This standard applies to all agency employees (sworn and non-sworn). Grievance procedures should include: • What matters are grievable (scope), • Criteria for employee representation • Type of information to be submitted when filing a grievance, • Description and directions if a "form" is used to file a grievance, • Levels in the agency or government to which the grievance may be filed, • Time limits for filing the grievance to the next level in the process, • Procedural steps and time limitations at each level in responding to grievances. • Levels in the agency or government to which the grievance may be appealed. • Time limits for appealing the grievance to the next level in the appeal process, • Procedural steps and time limitations at each level in responding to appeals. An agency's written directive must document the above procedures specific to the agency's grievance procedures. **NOTE:** Qualifying written directives for this standard include but are not limited to controlling contract language, agency written directives, and city/town-wide procedures. If grievance procedures are part of a collective bargaining agreement, the agreement may be used as the "written directive." If more than one grievance procedure exists within the agency, each must be provided.			❑ Collective Bargaining Agreements, controlling contract language ❑ Internal Written Directives ❑ External directives or procedures (i.e., from Human Resource Department, etc.)	

STANDARD / EVALUATION MEASURES:

1. The agency has written directive(s) that establishes grievance procedures. **Y N**

2. **If NO**, no further action is necessary. This standard is Optional; the agency *will not* receive credit for it.

Agency: _____Assessor: _____ Date: _____

25.1.1 Grievance Procedures (continued)

If **Yes:**

3. Grievance procedures for each bargaining unit are controlled by a specific directive, i.e., controlling contract language, agency written directives/policies, and/or city/town-wide procedures. **Y N**

4. There are employees in the agency not represented by a bargaining unit with grievance procedures applied to their position. **Y N**

5. If **Yes**, to Questions 3 or 4, the agency provided a copy of all written directives applicable to both sworn and non-sworn positions in the agency's file folder for this standard. **Y N**

A. At a minimum, the agency's grievance procedures include:

I. Identification of what matters are grievable (scope). **Y N**

II. The criteria for employee representation. **Y N**

III. The type of information to be submitted when filing a grievance. **Y N**

IV. The time limitations for the filing of a grievance. **Y N**

V. The levels in the agency or government to which the grievance may be filed. **Y N**

VI. The time limitations for the appealing of a grievance. **Y N**

VII. The levels in the agency or government to which the grievance may be appealed. **Y N**

6. The agency's **total number** of bargaining units that represent agency employees is: _____

7. For each employee who meets the criteria for representation, a copy of the written directive was included in the file. **Y N**

Title of Current Written Directive: _____

Title of Current Written Directive: _____

Title of Current Written Directive: _____

Title of Current Written Directive: _____

Title of Current Written Directive: _____

Title of Current Written Directive: _____

Agency: _____Assessor: _____ Date: _____

25.1.2	Coordination & Control of Records	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive

Note to Accreditation Managers and Assessors	Proofs of Compliance
NOTE: The standards in this chapter apply to all agency employees (sworn and non-sworn). If grievance procedures are part of a collective bargaining agreement, the agreement may be used as the "written directive." If more than one grievance procedure exists within the agency, each must be provided.	❑ Written Directive ❑ Job Description

STANDARD / EVALUATION MEASURES:

Coordinating Grievances

1. The agency has a written directive (or job description) indicating who is responsible for coordinating grievances. **Y N**

2. Identify position: _____

A. The position was interviewed. **Y N**

Maintaining and Controlling Grievances

3. The agency has a written directive indicating who is responsible for maintaining and controlling grievance records. **Y N**

4. Identify the position: _____

Agency: _____Assessor: _____ Date: _____

26.0.1	Oath of Office	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Written Documentation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
This standard requires more than a copy of the oath of office as proof of compliance. As you will see, it requires a written directive (a policy statement) committing the agency to administer the oath of office to all newly hired sworn personnel (Police Officers), such as, "All officers of this Department shall take and abide by the following oath of office…"			❑ Written Directive (policy statement) ❑ Copy of Oath of Office ❑ Document showing the method used by the agency to record oaths taken: an Oath of Office Form, certification from Town Clerk's Office, or page from City/Town Clerk's register with officer's signature on it, etc.	

STANDARD / EVALUATION MEASURES

WRITTEN DIRECTIVE:

1. The agency has a written directive requiring newly appointed police officers to take and abide by an oath of office before assuming sworn status. **Y N**
2. The agency placed a copy of its oath of office in the File Folder. **Y N**
3. The agency demonstrated that the oath had been administered, as required below. **Y N**

WRITTEN DOCUMENTATION:

1. There were full-time or part-time sworn personnel hired within the past twelve months for an initial assessment or within the past three years for a re-assessment, AND the agency provided documentation that they were administered with an Oath of Office.

Year 1: Y N N/A – (No Part-Time or Full-Time Sworn Officers Hired During This Year)

Year 2: Y N N/A – (No Part-Time or Full-Time Sworn Officers Hired During This Year or Initial Assessment)

Year 3: Y N N/A – (No Part-Time or Full-Time Sworn Officers Hired During This Year or Initial Assessment)

26.0.2	Code of Ethics	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
This standard requires a code of ethics for sworn personnel and non-sworn (civilian) personnel, that includes conflict of interest language. The standard also requires more than a copy of the code of ethics as proof of compliance. It requires a policy statement (written directive) requiring personnel to abide by it, such as: "All officers (or all civilian personnel) shall abide by the following code of ethics…"				❑ Written Directive ❑ Code of Ethics for Sworn Personnel ❑ Code of Ethics for Civilian Personnel ❑ In-service Training Records (biennial) for both sworn and civilian personnel

State Standard/Evaluation Measures:

1. The agency has a code of ethics for:

A. Sworn Personnel **Y N**

B. Non-Sworn Personnel **Y N**

2. The agency has a written directive requiring **all employees** to abide by the code of ethics, to include conflict of interest prohibitions. **Y N**

3. The agency has a written directive requiring in-service training to be conducted for **all personnel** within thirty days of being hired and at least every two years (biennially) for all personnel. **Y N**

4. The agency provided documentation indicating that the required in-service training on its Code of Ethics has been conducted within 30 days for a new hire and/or biennially for all personnel.

Year 1: Y N N/A – (No Training Conducted During this Year)

Year 2: **Y N N/A – (No Training Conducted During this Year or Initial Assessment)**

Year 3: **Y N N/A – (No Training Conducted During this Year or Initial Assessment)**

26.0.3	Code of Conduct	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
If more than one code of conduct exists to address all employees, such as one for sworn and another for non-sworn, a copy of each code of conduct must be provided. Police Reform Law Requirements for an Agency's Code of Conduct: • Prohibits the submission of a false or fraudulent claims of hours worked for payment. Penalties for violations of MGL Chapter 231, Section 85BB (link here), and • Prohibits the indecent assault on a child under the age of 14 person, a person who has attained the age of 14 (to include detainees), a person who is an elder or person with a disability (defined in section 13K), who is known to by an officer as having an intellectual disability when such persons are in the custody or control of an officer. MGL Chapter 265, Section 13H1/2 defines penalties for assault of detainees in the custody and control of police officers (link here).				❑ Written Directive(s) addressing a code of conduct for *sworn* personnel. ❑ Written Directive(s) addressing a code of code of conduct for *non-sworn* personnel.

STANDARD / EVALUATION MEASURES:

Code of Conduct for Sworn Personnel.

1. The agency has a written directive establishing a code of conduct for **sworn** personnel. **Y N**

2. The code of conduct's prohibitions includes language that prohibits the indecent assault on a child under the age of 14 person, a person who has attained the age of 14 (to include detainees), a person who is an elder or person with a disability, OR who is known to by an officer as having an intellectual disability when such persons are in the custody or control of an officer(s). **Y N**

3. The code of conduct's prohibitions include language that prohibits the submission of a false or fraudulent claim of hours worked for payment by sworn personnel. **Y N**

4. The agency's code of conduct is ***accessible*** to **sworn** personnel. **Y N**

5. The agency has a written directive establishing a code of conduct for **non-sworn** personnel. **Y N**

6. The code of conduct is ***accessible*** to **non-sworn** personnel. **Y N**

7. The agency's code(s) of conduct(s) include provisions for both required and prohibited conduct by all employees (*both sworn and non-sworn*). **Y N**

Agency: _____Assessor: _____ Date: _____

26.0.4	Duty to Intervene / Anti-Retaliation Protection	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Documentation
Note to Accreditation Managers and Assessors:				**Proofs of Compliance**

To reinforce adherence to the agency's policy on ***Duty to Intervene***, the standard also includes two training requirements: pre-service and in-service. **Pre-service** refers to initial training/entry-level training upon hire (for example, during a *Field Training Officer* (FTO) Program or other on-the-job training program). **In-service** refers to *annual* refresher training.

Per MGL Part I, Title II, Chapter 6E,

Section 1

''Officer-involved injury or death'', any event during which an officer: (i) discharges a firearm, as defined in section 121 of chapter 140, actually or proximately causing injury or death to another; (ii) discharges any stun gun as defined in said section 121 of said chapter 140, actually or proximately causing injury or death to another; (iii) uses a chokehold, actually or proximately causing injury or death of another; (iv) discharges tear gas or other chemical weapon, actually or proximately causing injury or death of another; (v) discharges rubber pellets from a propulsion device, actually or proximately causing injury or death of another; (vi) deploys a dog, actually or proximately causing injury or death of another; (vii) uses deadly force, actually or proximately causing injury or death of another; (viii) fails to intervene, as required by section 15, to prevent the use of excessive or prohibited force by another officer who actually or proximately causes injury or death of another; or (ix) engages in a physical altercation with a person who sustains serious bodily injury or requests or receives medical care as a result. (linked here)

Section 10

(a) The commission shall, after a hearing, revoke an officer's certification if the commission finds by clear and convincing evidence that: (xv) the officer failed to intervene, or attempt to intervene, to prevent another officer from engaging in prohibited conduct or behavior, including, but not limited to, excessive or prohibited force in violation of section 15. (linked here)

(d) The commission may, after a hearing, order retraining for any officer if the commission finds substantial evidence that the officer: (viii) fails to intervene to prevent another officer from engaging in prohibited conduct or behavior, except a failure to intervene in conduct that mandates revocation pursuant to said subsection (a); (linked here)

Section 15

(a) An officer present and observing another officer using physical force, including deadly force, beyond that which is necessary or objectively reasonable based on the totality of the circumstances, shall intervene to prevent the use of unreasonable force unless intervening would result in imminent harm to the officer or another identifiable individual. (linked here)

Proofs of Compliance

- ❑ Written Directive
- ❑ Training Records

Agency: _____Assessor: _____ Date: _____

26.0.4 Duty to Intervene / Anti-Retaliation Protections (continued)

Note to Accreditation Managers and Assessors:	
Section 15 (continued) (b) An officer who observes another officer using physical force, including deadly force, beyond that which is necessary or objectively reasonable based on the totality of the circumstances shall report the incident to an appropriate supervisor as soon as reasonably possible but not later than the end of the officer's shift. The officer shall prepare a detailed written statement describing the incident consistent with uniform protocols. The officer's written statement shall be included in the supervisor's report. (linked here) (c) A law enforcement agency shall develop and implement a policy and procedure for law enforcement personnel to report abuse by other law enforcement personnel without fear of retaliation or actual retaliation. (linked here)	

STANDARD / EVALUATION MEASURES:

WRITTEN DIRECTIVE:

1. The agency has a **written directive** addressing an officer's **Duty to Intervene** should the officer observe a situation in which the officer perceives more than the necessary use of force is being deployed or about to be deployed by a fellow officer, regardless of tenure or rank. **Y N**

2. The written directive specifies **the affirmative actions to be taken** by the observing officer during the use of force encounter. **Y N**

3. The written directive specifies **reporting requirements**, to include any observations of excessive force made by a fellow officer or supervisor shall be reported through the chain of command or directly to the OIC by the end of the officer's shift. **Y N**

4. The written directive requires **Pre-Service Training** on the Duty to Intervene to be provided to newly hired officers. **Y N**

5. The written directive requires **In-Service Training** on the duty to intervene to be provided to officers on an annual basis. **Y N**

6. The written directive identifies a range of consequences for failing to intervene, to include advising all officers that failure to intervene may subject them to disciplinary action, civil liability and/or criminal prosecution. **Y N**

7. The written directive defines an officer involved injury or death to include a duty to intervene. **Y N**

8. The written directive specifies that an officer may have their certification revoked or be ordered to be retrained after a hearing by the POST for failing to intervene. **Y N**

Agency: _____Assessor: _____ Date: _____

26.0.4 Duty to Intervene / Anti-Retaliation Protections (continued)

9. The written directive prohibits retaliation against any employee who observes and reports an instance of using physical force, including deadly force, beyond that which is necessary or objectively reasonable based on the totality of the circumstances to include the discharge of the employee, any change to their official rank, grade or compensation, deny a promotion or take any other adverse action against an officer or employee or threaten to take any such action for providing **information to the agency or testifying in any agency or at any court proceeding resulting. Y N**

10. The written directive prohibits retaliation against any employee who observes and reports an instance of using physical force, including deadly force, beyond that which is necessary or objectively reasonable based on the totality of the circumstances to include the discharge of the employee, any change to their official rank, grade or compensation, deny a promotion or take any other adverse action against an officer or employee or threaten to take any such action for **providing information to the POST or testifying in any POST proceeding resulting**. **Y N**

WRITTEN DOCUMENTATION:

11. The agency provided documentation that Duty to Intervene Pre-Service Training was provided to newly hired part-time and full-time sworn officers during the assessment period.

Year 1: Y N N/A – (No Part-Time or Full-Time Sworn Officers Hired During This Year)

Year 2: **Y N N/A – (No Part-Time or Full-Time Sworn Officers Hired During This Year or Initial Assessment)**

Year 3: **Y N N/A – (No Part-Time or Full-Time Sworn Officers Hired During This Year or Initial Assessment)**

12. The agency provided documentation that Duty to Intervene In-Service training was provided to veteran part-time and full-time sworn officers during the assessment period.

Year 1: Y N

Year 2: **Y N N/A – (Initial Assessment)**

Year 3: **Y N N/A – (Initial Assessment)**

26.1.1	Appearance Guidelines	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Written Documentation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
If more than one set of appearance guidelines exists to address all employees, such as one for sworn and another for non-sworn, a copy of each set of guidelines must be provided.			❑ Written Directive(s) addressing appearance guidelines for *sworn* personnel. ❑ Written Directive(s) addressing appearance guidelines for *non-sworn* personnel. ❑ Employee Handbooks	

STANDARD / EVALUATION MEASURES:

Appearance Guidelines for Sworn Personnel.

1	The agency has a written directive establishing appearance guidelines for **sworn** personnel.	**Y N**
2	Appearance guidelines are *accessible* to **sworn** personnel.	**Y N**
	How:	

Appearance Guidelines for Non-Sworn Personnel.

3	The agency has a written directive establishing appearance guidelines for **non-sworn** personnel.	**Y N**
4	Appearance guidelines are *accessible* to **non-sworn** personnel.	**Y N**
	How:	

26.1.2	Employee Awards	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Written Documentation

Note to Accreditation Managers and Assessors	Proofs of Compliance
Criteria is a standard upon which a judgment or decision can be based.	❑ Written Directive ❑ Award letters ❑ Letters of Commendation ❑ Award Presentations/Ceremonies

STANDARDS/EVALUATION MEASURES

1	Does the agency have a program to recognize employees for exceptional performance?	**Y N**

If NO, no Waiver is needed from the Agency. This standard is Optional.

If YES, all elements of this standard must be met if the agency wishes to receive credit for it.

2	The program is described in a written directive.	**Y N**
3	The directive indicates how the program works, *procedurally* (how the process is initiated, who's involved in the decision-making process, etc.).	**Y N**
4	The directive establishes some criteria for recognizing employees. The factors considered include:	**Y N**
5	The agency provides documentation demonstrating that its Program is operational.	**Y N**

26.1.3	Harassment in the Workplace	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Observation

Note to Accreditation Managers and Assessors	Proofs of Compliance
MGL's definition of Sexual Harassment: Chapter 151B, Section 1 (linked here) **MGL Reference**: Chapter 151B, Section 3A (linked here) **Advisory from the Massachusetts Commission Against Discrimination** on *other* forms of harassment**:** "Massachusetts employers are strongly encouraged to supplement their sexual harassment policies with equivalent broader harassment policies. These broader policies should specify that employees are protected from harassment on the basis of their race, color, religion, national origin, ancestry, sex, age, handicap (disability), participation in discrimination complaint-related activities, sexual orientation, genetics, or active military or veteran status. Like the sexual harassment policy, the general harassment policy should name a harassment officer (the same or a different person than the sexual harassment officer), and provide examples of prohibited verbal and nonverbal behavior. Prohibited behavior includes slurs or other derogatory comments, objects, pictures, cartoons, or demeaning gestures connected to one's membership in a protected group. The overall structure of the general harassment policy should parallel the structure of the sexual harassment policy (or can be combined as one policy)." **Link to MCAD's Model Sexual Harassment Policy**: https://www.mass.gov/doc/model-sexual-harassment-policy/download **Link to MCAD's Sexual Harassment in the Workplace Guidelines**: https://www.mass.gov/doc/mcad-guidelines-on-sexual-harassment-laws-in-employment/download **NOTE – When feasible, the documentation for provided by the agency for this standard should include different samples/individual employees for each year of a re-assessment period versus using the same employee/person's name each of the three years.**	❑ Written Directive ❑ Policy Receipts for new hires ❑ Receipts documenting annual dissemination of policy

- **Continued on Next Page** -

26.1.3 Harassment in the workplace (continued)

STANDARD/ EVALUATION MEASURES

WRITTEN DIRECTIVE:

1. **Per MGL Chapter 151B, Section 3A,** At a minimum, the agency's written directive. Includes:
   - **A.** A statement that sexual harassment in the workplace is unlawful. **Y N**
   - **B.** Prohibits other forms of unlawful harassment in the workplace. **Y N**
   - **C.** Provides a means by which harassment can be reported. **Y N**
   - **D.** Provides a means by which harassment can be reported in situations where the offending party is in the complainant's chain of command. **Y N**
   - **E.** A statement that it is unlawful to retaliate against an employee for filing a complaint of sexual harassment or for cooperating in an investigation of a complaint of sexual harassment. **Y N**
   - **F.** A statement of the range of consequences for employees who are found to have committed sexual harassment. **Y N**
   - **G.** A description of the process for filing internal complaints about sexual harassment. **Y N**
   - **H.** The work addresses and telephone numbers of the person or persons to whom complaints should be made. **Y N**
   - **I.** The identity of appropriate state employment discrimination enforcement agencies and directions on how to contact such agencies. **Y N**
   - **J.** The identity of appropriate federal employment discrimination enforcement agencies and directions on contacting such agencies. **Y N**
   - **K.** An individual written copy of its policy against sexual harassment is provided annually to all employees. **Y N**
   - **L.** A copy of its sexual harassment policy will be provided to new employees at the time of employment. **Y N**

WRITTEN DOCUMENTATION:

2. The agency has documentation from a **sworn superior officer** (lieutenant and ranks above) acknowledging they received a written copy of the policy against sexual harassment.

   Year 1: Y N

   Year 2: **Y N N/A – (Initial Assessment)**

   Year 3: **Y N N/A – (Initial Assessment)**

26.1.3 Harassment in the workplace (continued)

3. The agency has documentation from a **first-line supervisor** (corporal, sergeant, etc.) officer acknowledging they received a written copy of the policy against sexual harassment.

Year 1: Y N

Year 2: **Y N N/A – (Initial Assessment)**

Year 3: **Y N N/A – (Initial Assessment)**

4. The agency has documentation from a **full-time sworn officer** acknowledging they received a written copy of the policy against sexual harassment.

Year 1: Y N

Year 2: **Y N N/A – (Initial Assessment)**

Year 3: **Y N N/A – (Initial Assessment)**

5. The agency has documentation from a **part-time sworn officer** acknowledging they received a written copy of the policy against sexual harassment.

Year 1: Y N N/A – (Agency Does Not Have Any Part-Time Sworn Positions)

Year 2: **Y N N/A – (Agency Does Not Have Any Part-Time Sworn Positions or an Initial Assessment)**

Year 3: **Y N N/A – (Agency Does Not Have Any Part-Time Sworn Positions or an Initial Assessment)**

6. The agency has documentation from a **non-sworn civilian armed uniformed in the field** employee acknowledging they received a written copy of the policy against sexual harassment.

Year 1: Y N N/A – (Agency Does Not Have Any Non-Sworn Civilian Armed Uniformed in the Field Positions)

Year 2: **Y N N/A – (Agency Does Not Have Any Non-Sworn Civilian Armed Uniformed in the Field Positions or an Initial Assessment)**

Year 3: **Y N N/A – (Agency Does Not Have Any Non-Sworn Civilian Armed Uniformed in the Field Positions or an Initial Assessment)**

7. The agency has documentation from a **non-sworn civilian unarmed uniformed-in-the-field employee** acknowledging they received a written copy of the policy against sexual harassment.

Year 1: Y N N/A – (Agency Does Not Have Any Non-Sworn Civilian Unarmed Uniformed in the Field Positions)

Year 2: **Y N N/A – (Agency Does Not Have Any Non-Sworn Civilian Unarmed Uniformed in the Field Positions or an Initial Assessment)**

Year 3: **Y N N/A – (Agency Does Not Have Any Non-Sworn Civilian Unarmed Uniformed in the Field Positions or an Initial Assessment)**

26.1.3 Harassment in the workplace (continued)

8. The agency has documentation from a **non-sworn civilian administrative** employee acknowledging they received a written copy of the policy against sexual harassment.

Year 1: Y N N/A – (Agency Does Not Have Any Non-Sworn Civilian Administrative Positions)

Year 2: **Y N N/A – (Agency Does Not Have Any Non-Sworn Civilian Administrative Positions or an Initial Assessment)**

Year 3: **Y N N/A – (Agency Does Not Have Any Non-Sworn Civilian Administrative Positions or an Initial Assessment)**

9. The agency has documentation from a **volunteer** acknowledging they received a written copy of the policy against sexual harassment.

Year 1: Y N N/A – (Agency Does Not Have Any Volunteers)

Year 2: **Y N N/A – (Agency Does Not Have Any Volunteers or an Initial Assessment)**

Year 3: **Y N N/A – (Agency Does Not Have Any Volunteers or an Initial Assessment)**

26.1.4	Disciplinary System	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
Reminder: *Procedures* refer to HOW; *Criteria* refers to WHEN			❑ Written Directive	

STANDARD/EVALUATION MEASURES:

1	The agency has a written directive establishing its disciplinary system.	**Y N**
2	The written directive includes:	
A	Procedures for using training as a function of discipline.	**Y N**
B	Criteria for using training as a function of discipline.	**Y N**
C	Procedures for using counseling as a function of discipline.	**Y N**
D	Criteria for using counseling as a function of discipline.	**Y N**
E	Procedures for taking punitive actions in the interest of discipline (letters of reprimand, extra duty, assignment change, suspension, termination).	**Y N**
F	Criteria for taking punitive actions in the interest of discipline.	**Y N**

26.1.5	Role and Authority of Supervisors	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
This is a two-part standard. The first part addresses the role of supervisors; the second establishes a supervisor's authority to provide discipline/take disciplinary action. Factoring-in rank structure, agencies should determine what authority each rank has in the disciplinary system.			❑ Written Directive	

STANDARDS/EVALUATION METHODS:

1	The agency has a written directive specifying the role of supervisors in the disciplinary process (counseling, etc.)	**Y N**
2	The directive specifies the authority attendant to each level of supervision (for example, the directive indicates which ranks can issue written reprimands, suspensions, relief from duty, etc.)	**Y N**

26.1.6	Appeal Procedures	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Proofs of Compliance
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
Contract agreements may be used to satisfy the written directive requirement. This standard applies to all employees (sworn and non-sworn).			❑ Written Directive(s) ❑ Contractual Agreements	

STANDARD/EVALUATION MEASURES:

1	Relative to Disciplinary Actions, the agency has a written directive establishing appeal procedures for:	
A	**Sworn** personnel.	**Y N**
B	**Non-sworn** personnel	**Y N**

26.1.7	Termination Procedures	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive Observation

Note to Accreditation Managers and Assessors	Proofs of Compliance
This standard applies for termination procedures for all employees (*both sworn and non-sworn positions*)	❑ Written Directive ❑ Correspondence to employee whose employment has been terminated containing all required information.

STANDARD/EVALUATION MEASURES:

1	The agency has a written directive requiring specific information to be provided to an employee with associated benefits and who is dismissed as a result of misconduct.	**Y N**
2	The required information is to be given in writing.	**Y N**
3	The information includes:	
A	The reason for the dismissal.	**Y N**
B	The effective date of the dismissal.	**Y N**
C	The status of fringe benefits after dismissal.	**Y N**
D	The status of retirement benefits after dismissal.	**Y N**
4	**FOR INITIAL ASSESSMENTS**: Within the past year/since the effective date of the written directive, the misconduct of any employee resulted in his/her dismissal.	**Y N**
5	**FOR RE-ASSESSMENTS:** During the current award period, the misconduct of any employee resulted in his/her dismissal.	**Y N**
6	**If yes to 4 or 5**, the agency provided documentation demonstrating that the employee was provided a written statement containing all of the required information:	
A	The reason for the dismissal.	**Y N**
B	The effective date of the dismissal.	**Y N**
C	The status of fringe benefits after dismissal.	**Y N**
D	The status of retirement benefits after dismissal.	**Y N**

Agency: _____Assessor: _____ Date: _____

26.1.8	Discipline Records	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
This standard covers the maintenance, storage, release, etc. of the agency's discipline files/records. **NOTE** – **The standard's statement on submission of records to the POST Commission is referring to the initial submission of all discipline records by law enforcement agencies that fall under the control of the POST by 12/31/2021**. **Standard 52.2.9 deals with the submission of any records after 12/31/2021.** **Per Section 1 of MGL Chapter 6E of Section 30, Chapter 253 of the Acts of 2020:** "Notwithstanding any general or special law or collective bargaining agreement to the contrary, on or before September 30, 2021 (***due date was amended to 12/31/21 by POST***), every law enforcement agency, as defined in section 1 of chapter 6E of the General Laws, shall provide to the Massachusetts peace officer standards and training commission, in a form to be determined by the commission, a comprehensive disciplinary record for each law enforcement officer, as defined by said section 1 of said chapter 6E, employed by said agency, including, but not limited to: (i) every complaint of which the officer was the subject of during the course of their employment with the agency; and (ii) all disciplinary records of the officer, including the final disposition of a complaint, if any, and any discipline imposed. "				❑ Written Directive(s) ❑ Observation: location of records

State Standard/Evaluation Measures:

WRITTEN DIRECTIVE:

1. The agency has a written directive establishing procedures for maintaining records of disciplinary actions. **Y N**

2. The agency's written directive indicates where/with whom disciplinary records should be filed in the agency. **Y N**

3. The agency's public records procedures do not include any reference to exemption (c) of the public records law being used to permit the withholding of law enforcement employee disciplinary memoranda. **Y N**

WRITTEN DOCUMENTATION:

4. The agency provided documentation **that on or before 12/31/2021** (unless an extension had been granted), the agency did provide the POST Commission with a comprehensive disciplinary record for each law enforcement officer employed by the said agency, including, but not limited to: Every complaint of which the officer was the subject of during the course of their employment with the agency, and all disciplinary records of the officer, including the final disposition of a complaint, if any, and any discipline imposed. **Y N**

Agency: _____Assessor: _____ Date: _____

31.1.1	Agency Participation	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
Documentation should be within the past 12 months for initial certification and for the three-year award period for an agency's re-assessment.			❑ Recruitment Pamphlets ❑ Material documenting attendance of agency personnel at career days and job fairs ❑ Website postings of employment opportunities	

STANDARD / EVALUATION MEASURES:

1. The agency provided documentation demonstrating that agency personnel conducted or actively participated in any recruitment activities. **Y N**

2. Select **(√)** which recruitment activities in which agency personnel were involved:

_____agency personnel attended career days/job fairs: _____

_____agency personnel developed agency-specific recruitment literature

_____agency personnel disseminated agency-specific recruitment literature

_____agency posts employment opportunities on its website

_____other: _____

Agency: _____Assessor: _____ Date: _____

31.2.1	Equal Employment Opportunity Plan	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive Observation

Note to Accreditation Managers and Assessors	Proofs of Compliance
The Equal Employment Opportunity (EEO)Plan may be a document produced by the agency's local government or it may be an internal written directive developed by the agency's CEO. The plan should include: 1. a policy statement indicating that all individuals will be given equal opportunity for employment, regardless of race, sex, creed, color, age, religion, national origin, or physical impairment, 2. a procedure for filing complaints relating to EEO, and 3. certain actions to be taken such as advertising as an equal opportunity employer.	❑ EEO Plan (issued by local government) ❑ Agency's Written directive

STANDARD / EVALUATION MEASURES:

1. The agency provided an Equal Employment Opportunity (EEO) Plan. **Y N**

2. Specify source of Plan **(√)**:

_____ Plan was developed by the agency's CEO and issued internally as a written directive. **Y N**

_____ Plan is from the agency's local government and covers multiple departments including the Police Department. The agency highlighted in the Plan where it indicates that the plan applies to the police department. **Y N**

3. The plan is current, meaning that it has been analyzed at least once within the past three years (triennially), but preferably on an annual basis. **Y N**

A. What is the date of the Plan/Written Directive? _____

31.3.1	Job Announcements	ACCREDITATION Optional	Revision Date: 03/31/2024	Documentation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
Job announcements/recruitment notices may be a document developed by the agency or an outside (recruiting) agency such as Civil Service or a local HR office. If a position is listed as continuously posted, open until filled, or similar wording, then the deadline or filing date does not need to be specified.			❑ Job Announcements and Recruitment Notices (printed or electronic format) highlighting where each of the standard's requirements is addressed.	

STANDARD / EVALUATION MEASURES:

1. The agency has hired personnel within the past year for an initial assessment or during the past three years for a re-assessment. **Y N**

2. If Yes, the agency provided a copy of a job announcement/recruitment notice that was advertised for a position vacancy(s) for the following years:

Year 1: Y N N/A – (No personnel hired this year)

Year 2: Y N N/A – (No personnel hired this year or an Initial Assessment)

Year 3: Y N N/A – (No personnel hired this year or an Initial Assessment)

3. The agency provided job announcement(s)/recruitment notice(s):

A. Describes the duties and responsibilities of the position. **Y N**

B. Identifies the requisite skills for the position. **Y N N/A – (none required)**

C. Identifies the educational level required for the position. **Y N N/A – (none required)**

D. Identifies other minimum qualifications or requirements, if any. **Y N N/A – (none required)**

E. The job announcements/recruitment notices were advertised through print, online, third-party companies, or other sources. **Y N**

F. The job announcements, recruitment notices, employment applications, etc., indicated that the agency is an equal-opportunity employer. **Y N**

G. The job announcements/recruitment notices, etc., advertised the application filing date.

Y N N/A – (No Filing Date for the Position)

Agency: _____Assessor: _____ Date: _____

32.1.1	Selection Process Described	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive

Note to Accreditation Managers and Assessors	Proofs of Compliance
This standard applies to all full-time and part-time positions (sworn and non-sworn). The spirit of this standard is to: 1. identify the various elements of the selection process (e.g., paper test, background investigation, interview, psychological/medical testing, assessment center, etc.) 2. specify the order of each element in the process; and identify who's responsible for administering each element of the process (e.g., agency personnel, civil service, HR, outside contractor/vendor such as licensed physician/psychologist, etc.)	❑ Written Directive(s)

STANDARD / EVALUATION MEASURES:

		Full-time "Sworn"	Full-time "Non-Sworn"	Part-time "Sworn"	Part-time "Non-Sworn"
1.	The agency has a written directive describing all elements and activities of the selection process.	**Y N**	**Y N**	**Y N**	**Y N**
2.	The directive describes:	Full-time "Sworn"	Full-time "Non-Sworn"	Part-time "Sworn"	Part-time "Non-Sworn"
A	The order or sequence of events in the selection process.	**Y N**	**Y N**	**Y N**	**Y N**
B	The agency's role in the process.	**Y N**	**Y N**	**Y N**	**Y N**
C	Any external entity's role in the process, if applicable (such as Civil Service, local HR, or private company).	**Y N N/A**	**Y N N/A**	**Y N N/A**	**Y N N/A**

32.1.2	Candidate Information	ACCREDITATION Optional	Revision Date: 03/31/2024	Observation

Note to Accreditation Managers and Assessors	Proofs of Compliance
Clarification: At the time of their formal application REFERS TO when the applicant picks up the background package at the police department.	❑ Document(s) provided to sworn job candidates informing them of various details of the selection process. ❑ Documents provided to non-sworn/civilian job candidates informing them of various details of the selection process.

STANDARD / EVALUATION MEASURES:

Initial Assessment Sworn Personnel

1.	The agency hired **sworn personnel** within the past twelve months.	**Y N**
A	If **yes,** the agency provided the document that the job candidate was given. (meeting the spirit of the standard).	**Y N**
2.	If **yes,** the agency highlighted where in the document the candidate was informed in writing of:	**Y N**
A	All elements of the selection process.	**Y N**
B	The expected duration of the selection process.	**Y N**
C	The agency's policy on reapplication.	**Y N**

Initial Assessment Non-Sworn Personnel

3.	The agency hired **non-sworn personnel** within the past twelve months.	**Y N**
A	If **yes,** the agency provided the document that the job candidate was given. (meeting the spirit of the standard).	**Y N**
1.	If **yes**, the agency highlighted where in the document the candidate was informed in writing of:	**Y N**
A	All elements of the selection process.	**Y N**
B	The expected duration of the selection process.	**Y N**
C	The agency's policy on reapplication.	**Y N**

Agency: _____Assessor: _____ Date: _____

32.1.2 Candidate Information (continued)

Re-Assessment Sworn Personnel

2. The agency hired **sworn personnel** for any of the following years.		**Year 1** **Y N**	**Year 2** **Y N**	**Year 3** **Y N**
A	**If yes,** the agency provided the document that the job candidate was given (meeting the spirit of the standard).	**Y N**	**Y N**	**Y N**
3. The agency highlighted where in the document the candidate was informed in writing of:		**Year 1**	**Year 2**	**Year 3**
A	All elements of the selection process.	**Y N**	**Y N**	**Y N**
B	The expected duration of the selection process.	**Y N**	**Y N**	**Y N**
C	The agency's policy on reapplication.	**Y N**	**Y N**	**Y N**

Re-Assessment Non-Sworn Personnel

4. The agency hired **non-sworn personnel** for any of the following years.		**Year 1** **Y N**	**Year 2** **Y N**	**Year 3** **Y N**
A	**If yes,** the agency provided the document that the job candidate was given (meeting the spirit of the standard).	**Y N**	**Y N**	**Y N**
5. The agency highlighted where in the document the candidate was informed in writing of:		**Year 1**	**Year 2**	**Year 3**
A	All elements of the selection process.	**Y N**	**Y N**	**Y N**
B	The expected duration of the selection process.	**Y N**	**Y N**	**Y N**
C	The agency's policy on reapplication.	**Y N**	**Y N**	**Y N**

32.1.3	Notification of Ineligibility	ACCREDITATION Optional	Revision Date: 03/31/2024	Observation

Note to Accreditation Managers and Assessors	Proofs of Compliance
If no hiring process was conducted during the assessment period, agencies might demonstrate compliance with this standard by stating that fact on the On-site Assessment Compliance Log and providing a copy of the agency's form letter sent to applicants not selected.	❑ Letter(s) given to candidates not selected (for sworn positions). ❑ Letter(s) given to candidates not selected (for non-sworn/civilian positions).

STANDARD / EVALUATION MEASURES:

Initial Assessment Sworn Personnel

1.	The agency hired **sworn personnel** within the past twelve months.	**Y N**
A	If **yes,** the agency provided documentation (i.e., an actual letter sent) showing that the candidates who were not selected for appointment had been informed in writing.	**Y N**
B	If **no,** the agency put a sample form letter in the File Folder.	**Y N**

Initial Assessment Non-Sworn Personnel

2.	The agency hired **non-sworn personnel** within the past twelve months.	**Y N**
A	If **yes,** the agency provided documentation (i.e., an actual letter sent) showing that the candidates who were not selected for appointment had been informed in writing.	**Y N**
B	If **no,** the agency put a sample form letter in the File Folder.	**Y N**

Agency: _____Assessor: _____ Date: _____

32.1.3 Notification of Ineligibility (continued)

Re-Assessment Sworn Personnel

		Year 1: _____ Y N	Year 2: _____ Y N	Year 3: _____ Y N
3.	The agency hired **sworn personnel** for any of the following assessment period years.			
A	If **yes,** the agency provided documentation (i.e., an actual letter sent) showing that the candidates who were not selected for appointment had been informed in writing.	**Y N**	**Y N**	**Y N**
B	If **no,** the agency put a sample form letter in the File Folder.	**Y N**	**Y N**	**Y N**

Re-Assessment Non-Sworn Personnel

		Year 1: _____ Y N	Year 2: _____ Y N	Year 3: _____ Y N
4.	The agency hired **non-sworn personnel** for any of the following assessment period years.			
A	If **yes,** the agency provided documentation (i.e., an actual letter sent) showing that the candidates who were not selected for appointment had been informed in writing.	**Y N**	**Y N**	**Y N**
B	If **no**, the agency put a sample form letter in the File Folder.	**Y N**	**Y N**	**Y N**

32.1.4	Selection Records	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
Governing directives from the Commonwealth: Massachusetts Statewide Records Retention Schedule Quick Guide Schedule Number 06-18 or Massachusetts Municipal Records Retention Manual.			❑ Agency Written Directive ❑ State's Records Retention Schedule(s) ❑ Observation of stored selection materials in a secure area ❑ Controlling legislation (such as the state's records retention schedules)	

STANDARD / EVALUATION MEASURES:

RECORDS OF ALL CANDIDATES

1. The agency separates the records of candidates who are selected and those that are not selected. **Y N**

2. The agency's written directive governs the records of all candidates, including:

A. Governing the disposition of records of candidates, **Y N**

B. The secure storage of selection materials, **Y N**

C. The retention of background information, and **Y N**

D. The retention of:

I. Medical, **Y N**

II. Emotional stability and psychological fitness examinations. **Y N**

RECORDS OF CANDIDATES NOT SELECTED

3. **State Agencies**: Per the written directive, the records for applicants who are not selected for a position must be retained for a minimum of three years after the hiring process is closed. **Y N N/A**

4. **Municipal Agencies**: The agency requires these records to be retained per the municipal record retention schedule for a minimum of one year. **Y N N/A**

5. The written directive applies to the records of both **sworn** and **civilian** personnel. **Y N**

Agency: _____Assessor: _____ Date: _____

32.1.4 Selection Records (continued)

BACKGROUND INFORMATION:

6. For the agency's written policy governing the retention of a candidate's background information, specify the source below:

_____ MUNICIPAL AGENCIES: (Massachusetts Municipal Records Retention Manual – April 2020 Edition)

_____ STATE AGENCIES: The agency provided a copy of its Records Retention Schedule for *background investigation records* (Massachusetts Statewide Records Retention Schedule Quick Guide Schedule Number 06-18 – July 2021 Edition). **Y N (Approved by the Records Conservation Board)**

_____ OTHER AGENCIES: _____

7. The records are kept according to schedule. **Y N**
Verified in interview with: _____

SELECTION MATERIALS

8. The agency has a written directive requiring selection materials to be stored in a secure area when not being used. **Y N**

9. By observation, selection materials were securely stored, and access was limited (i.e., locked, providing 24-hour security). **Y N**

10. The written directive requires the selection materials to be disposed of in a manner that prevents disclosure of the information within. **Y N**

11. Per the written directive, the method of disposal identified is: _____

32.2.1	Background Investigations	CERTIFICATION	Revision Date: 03/31/2024	Observation

Note to Accreditation Managers and Assessors	Proofs of Compliance
For sworn personnel, all MPTC/POST Commission Requirements for background investigations must be met by the agency's process. See POST Commission's Intake Form and Certification Packet for newly hired sworn personnel background requirements. (linked here) An agency may use an outside or third-party background investigator as part of the background investigation for the new hire as long as they meet all the standard requirements. NOTE - In the case of a sworn position hire, if the agency has another department (Human Resources or HR) or utilizes a third party outside of the agency, then all required POST Commission Requirements must be met. The agency may have to complete any steps not conducted by HR or the third party. For non-sworn positions, the agency establishes the background investigation requirements, including any constraints established by collective bargaining, Human Resources (HR), etc.,	❑ Observation of a background investigation file (conducted on a recently hired **sworn** position) ❑ Observation of a background investigation file (conducted on a recently hired **non-sworn** position)

STANDARD / EVALUATION MEASURES:

Initial Assessment and Reassessment

Sworn Personnel

1. The agency hired **sworn personnel** within the past twelve months for an initial assessment or during any year during their three-year reassessment period.

   Year 1: Y N N/A – (No sworn personnel Hired during this year)

   Year 2: Y N N/A – (No sworn personnel Hired during this year or an Initial Assessment)

   Year 3: Y N N/A – (No sworn personnel Hired during this year or an Initial Assessment)

2. The agency conducted and provided a copy of a background investigation for the newly hired sworn position that:
   - Confirmed that all POST requirements were met for the background investigation.
   - Included verification of employment history was completed as part of the background investigation.

   Year 1: Y N N/A – (No sworn personnel Hired during this year)

   Year 2: Y N N/A – (No sworn personnel Hired during this year or an Initial Assessment)

   Year 3: Y N N/A – (No sworn personnel Hired during this year or an Initial Assessment)

Agency: _____Assessor: _____ Date: _____

32.2.1 Background Investigations (continued)

Initial Assessment and Reassessment

Non-Sworn Personnel

3. The agency hired **non-sworn personnel** within the past twelve months for an initial assessment or each year during their three-year reassessment period.

Year 1: Y N N/A – (No non-sworn personnel Hired during this year)

Year 2: Y N N/A – (No non-sworn personnel Hired during this year or an Initial Assessment)

Year 3: Y N N/A – (No non-sworn personnel Hired during this year or an Initial Assessment)

4. The agency conducted and provided a copy of a background investigation for the **newly hired non-sworn position**, that:

- Verified any required qualifying credentials for the position.
- Documents that there had been a review of the candidate's criminal history or record(s).
- Documents that reference(s) had been verified if required for the position.
- Verified any educational requirements for the position.
- Reviewed and verified the applicant's prior employment history.

Year 1: Y N N/A – (No non-sworn personnel Hired during this year)

Year 2: Y N N/A – (No non-sworn personnel Hired during this year or an Initial Assessment)

Year 3: Y N N/A – (No non-sworn personnel Hired during this year or an Initial Assessment)

32.2.2	Training	CERTIFICATION	Revision Date: 03/31/2024	Observation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
This standard applies to the training of personnel who are assigned to conduct background investigations for newly hired employees.			❑ Training Certificate ❑ Documentation of training	

STANDARD / EVALUATION MEASURES:

1. Personnel assigned to conduct background investigations have received formal training on conducting background investigations. **Y N**

2. The agency maintains a list of trained background investigators. **Y N**

3. The agency provided a copy of a training certificate for the person(s) identified on the agency listing. **Y N**

Initial Assessment

4. Has the agency hired any personnel within the past 12 months? **Y N**

5. If **Yes**, by observation of the background investigation files that were reviewed for previous standard 32.2.1, the background investigations were conducted by the specially trained personnel identified above. **Y N**

Re-Assessment

6. Did the agency hire any personnel for the following years?		**Year 1** **Y N**	**Year 2** **Y N**	**Year 3** **Y N**
A	If **yes:** By observation of the background investigation files that were reviewed for previous standard 32.2.1, the background investigations were conducted by the specially trained personnel identified on the agency listing.	**Y N**	**Y N**	**Y N**

Agency: _____Assessor: _____ Date: _____

32.2.3	Medical Examinations	CERTIFICATION	Revision Date: 03/31/2024	Written Directive

Note to Accreditation Managers and Assessors	Proofs of Compliance
This standard applies to **sworn positions only**. Due to the confidential nature of this documentation, agencies should NOT put confidential information in an assessment accreditation file. The agency would be responsible for redacting the confidential information.	❑ Written Directive ❑ Document showing medical exam was conducted prior to appointment

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive that requires a medical examination to be conducted as part of the selection process. **Y N**

Initial Assessment

2. The agency hired **sworn** personnel within the past twelve months, **Y N**

A. Print name of candidate/newly hired sworn officer here:_____

B. If **yes**, a medical exam was conducted prior to appointment to certify the general health of the candidate. **Y N**

Re-Assessment

3.	The agency hired **sworn** personnel for the following years.	Year 1 Y N	Year 2 Y N	Year 3 Y N
A	If **Yes, Print Name of Candidate** in next the cells to the right:			
B.	A medical exam was conducted prior to appointment to certify the general health of the candidate.	Y N	Y N	Y N

Agency: _____Assessor: _____ Date: _____

32.2.4	Emotional Stability/Psychological Fitness Exams	CERTIFICATION	Revision Date: 03/31/2024	Written Directive

Note to Accreditation Managers and Assessors	Proofs of Compliance
This standard applies to **sworn** positions only. Due to the confidential nature of this documentation, agencies should NOT put confidential information in an assessment accreditation file. The agency would be responsible for redacting the confidential information.	❑ Written Directive ❑ Document showing that an emotional stability and psychological fitness exam was conducted prior to appointment. ❑ Document showing exam was conducted and assessed by a qualified professional.

STANDARD / EVALUATION MEASURES

1. The agency has a written directive that requires an emotional stability and psychological fitness examination to be conducted as part of the selection process. **Y N**

Initial Assessment

2. The agency hired **sworn** personnel within the past twelve months. **Y N**

A. If **Yes**, print the name of the candidate here:_____

B. The agency provided documentation showing that an emotional stability and psychological fitness exam was conducted prior to the candidate's appointment. **Y N**

C. The agency provided documentation showing that the examination was conducted and assessed by a qualified professional. **Y N**

Re-Assessment

3. Did the agency hire any **sworn** personnel for the following years?		**Year 1** **Y N**	**Year 2** **Y N**	**Year 3** **Y N**
A	If **yes,** Print the Name of Candidates in cells to the right:			
B	The agency provided documentation showing that an emotional stability and psychological fitness exam was conducted prior to the candidate's appointment.	**Y N**	**Y N**	**Y N**
C	The agency provided documentation showing that the examination was conducted and assessed by a qualified professional.	**Y N**	**Y N**	**Y N**

Agency: _____Assessor: _____ Date: _____

32.2.5	POST Certification of Law Enforcement Officers	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Pursuant to the POST Commission Law Enforcement Certification Standards, applicants must meet the minimum LEO Certification Standards prior to assuming any sworn position. These qualifications include: • Attaining the age of 21, • The successful completion of high school or equivalent, • Successful completion of the basic training program approved by the MPTC, • Successful completion of a physical and psychological fitness evaluation approved by the POST Commission, • Successful completion of a state and national background check, • Passage of the POST Commission approved LEO Examination, • Possession of current first aid and CPR certificates or equivalent, • Successful completion of an oral interview administered by the POST Commission, and • Be of good moral character and fit for employment in law enforcement, as determined by the POST Commission. **NOTE** - The POST Commission will not provide certification or recertification to a person who: (i) does not meet the minimum standards contained section II or any POST Commission regulations. (ii) has been convicted of a felony or whose name is listed in the national decertification index, or the database of decertified law enforcement officers maintained by the Commission pursuant to clause (i) of subsection (a) of section 13 of the Act. (iii) while previously employed in law enforcement in any state or United States territory or by the federal government, would have had their certification revoked by the Commission if employed by an agency in the Commonwealth. G.L. c. 6E, §4(2).				❑ Written Directive ❑ Observation of a background investigation file (conducted on a recently hired **sworn** position) ❑ Documentation showing that all three requirements of the standard were met.

STANDARD / EVALUATION MEASURES:

1. The agency has a written procedures requiring compliance with all POST Commission Law Enforcement Certification Standards for the certification of newly appointed sworn personnel. **Y N**

   Complete the tables on the following pages with agency provided documentation of newly appointed sworn officer(s).

Agency: _____Assessor: _____ Date: _____

32.2.5 Certification of Law Enforcement Officers (continued)

Initial Assessment **Sworn Personnel**

2. The agency hired sworn personnel within the past twelve months.		**Y N**
If **yes,** print name of new hire to the right:		
3. The agency confirmed the following certification requirements for the sampled appointed officer, through written documentation.		**Y N**
A	Is at least 21 years of age	**Y N**
B	Successfully completed high school or equivalent	**Y N**
C	Successfully completed the Basic LEO Training Program approved by the MPTC	**Y N**
D	Successfully completed a physical and psychological fitness evaluation approved by the POST Commission	**Y N**
E	Successfully completed and passed a state and national background check	**Y N**
F	Passed the POST Commission approved LEO Examination	**Y N**
G	Possesses a current first aid and CPR certificates, or equivalent	**Y N**
H	Successfully completed an oral interview administered by the POST Commission	**Y N**
I	Be of good moral character and fit for employment in law enforcement, as determined by the POST Commission	**Y N**
J	Has not been convicted of a felony crime.	**Y N**
K	Is not listed in any national or state decertification databases.	**Y N**

32.2.5 Certification of Law Enforcement Officers (continued)

Re-Assessment **Sworn Personnel**

4. Did the agency hire any **sworn personnel** for the following years?		**Year 1** **Y N**	**Year 2** **Y N**	**Year 3** **Y N**
If **yes,** print name of new hire to the right:				
5. The agency confirmed the following certification requirements for the sampled appointed officer, through written documentation.		**Y N**	**Y N**	**Y N**
A	Is at least 21 years of age	**Y N**	**Y N**	**Y N**
B	Successfully completed high school or equivalent	**Y N**	**Y N**	**Y N**
C	Successfully completed the Basic LEO Training Program approved by the MPTC	**Y N**	**Y N**	**Y N**
D	Successfully completed a physical and psychological fitness evaluation approved by the POST Commission	**Y N**	**Y N**	**Y N**
E	Successfully completed and passed a state and national background check	**Y N**	**Y N**	**Y N**
F	Passed the POST Commission approved LEO Examination	**Y N**	**Y N**	**Y N**
G	Possesses a current first aid and CPR certificates, or equivalent	**Y N**	**Y N**	**Y N**
H	Successfully completed an oral interview administered by the POST Commission	**Y N**	**Y N**	**Y N**
I	Be of good moral character and fit for employment in law enforcement, as determined by the POST Commission	**Y N**	**Y N**	**Y N**
J	Has not been convicted of a felony crime.	**Y N**	**Y N**	**Y N**
K	Is not listed in any national or state decertification databases.	**Y N**	**Y N**	**Y N**

Agency: _____Assessor: _____ Date: _____

32.2.6	Entry Level Probation	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive

Note to Accreditation Managers and Assessors	Proofs of Compliance
This standard applies to **sworn personnel only**. For Civil Service Agencies: See MGL Chapter 31, Section 34 for the controlling legislation.	❑ Controlling legislation, if any (such as MGL Chapter 31, Section 34) ❑ Written Directive ❑ Collective Bargaining Agreement

STANDARD / EVALUATION MEASURES:

1. There is controlling legislation for the probation period for entry level employees. **Y N**

A. If **Yes**, the agency provided a copy of the legislation. **Y N**

B. If **No**, the agency has a written directive requiring at least a six-month probationary period for sworn personnel following completion of their entry-level classroom training (Recruit Academy), and before being granted permanent status. **Y N**

Agency: _____Assessor: _____ Date: _____

33.1.1	Attendance Requirements	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
This standard pertains to training programs to which employees (sworn and civilian/non-sworn) have been assigned to attend. The written directive may be from the agency's policy manual and/or it may be a training announcement issued to employees prior to the training being conducted directing them to attend. At a minimum, the document directing the employee to attend the training must: (1) indicate whether the training is mandatory, and if mandatory, (2) explain how to deal with a scheduling conflict and how to make up the training. Procedures for documenting attendance will be addressed in 33.3.1 to avoid duplication.				❑ Written Directive(s) assigning agency employees (sworn and non-sworn) to training programs

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive(s) indicating whether or not a particular training program is *mandatory* for the employee to attend (i.e., required training). **Y N**

2. The directive notes attendance exceptions, if any. **Y N N/A**

3. If the training program is identified as required training, the directive tells employees what to do if they have a scheduling conflict (due to court appearances, vacations, etc.) so that the required training can be made up. **Y N**

4. This standard applies to all employees; the agency's written directive/documentation applies to all employees (sworn and non-sworn). **Y N**

Agency: _____Assessor: _____ Date: _____

33.1.2	Training Reimbursement	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
This standard refers to mileage, meals, overnight accommodations, airfare, registration fees, books, materials, etc. Since the standard refers to reimbursements, it does not intend for the agency to have a written directive addressing how training fees and travel-related expenses will be paid directly to the vendor (the hotel, the airline, etc.). If an employee is attending an authorized training program and expenses have not been paid in advance by the agency, the intent of this standard is to make sure that it is clear up front which expenses the employee will or will not be reimbursed for, since expectations may differ.				❑ Agency Written Directive ❑ Collective Bargaining Contracts ❑ *External* Policies that apply to agency personnel (issued by Purchasing Agents, etc.)

STANDARD / EVALUATION MEASURES:

1. There is a written directive letting employees know whether any of the training-related expenses they pay for will be reimbursed (expenses such as mileage, meals, overnight accommodations, airfare, registration fees, books, materials, etc.). **Y N**

2. Pre-approval of reimbursable expenses is required prior to the training. **Y N**

A. If **yes**, the directive tells the employee HOW to request approval for the reimbursable expenses. **Y N** (Is there a form to complete? Is the employee required to provide a written estimate of expenses to anyone in particular?)

3. Receipts required to be turned in for an employee to get reimbursed. **Y N**

A. If **yes,** the written directive states that. **Y N**

4. There any per diem limits (for meals, etc.). **Y N**

A. If **yes**, the written directive indicates what the per diem limits are. **Y N**

5. After the training, the directive tells employees HOW to get reimbursed for the pre-approved expenses. **Y N**

Agency: _____Assessor: _____ Date: _____

33.1.3	Lesson Plan Requirements	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
Except for roll-call training, this standard applies to all training conducted by the agency (e.g., in-house type training). Examples: annual training on the agency's Use of Force policy and annual in-service training, etc.). If outside instructors are used to conduct in-house training (i.e., contracted instructors), lesson plans for the training must be maintained in the agency's training files. Agencies should establish a template lesson plan for agency personnel to follow when they are asked to develop a lesson plan. See the info below. PowerPoint printouts are NOT lesson plans; they are training aids.			❑ Written Directive (requiring lesson plans) ❑ Lesson Plans for training courses conducted by the agency (in-house) addressing all four requirements of the standard ❑ Lesson Plans indicating that they have been approved (signed).	

To assist agencies in developing a template lesson plan for agency personnel to follow, below are some common lesson plan elements to consider.

Purpose for Training	Recommended Class Size	Prerequisites
Course Title (if multi-module)	Learning Goals / Objectives **(Bullet B)**	Training Room Preparation
Lesson Title	Performance/Job-related Objectives **(Bullet A)**	Safety Considerations/Provisions
Author	Training Content **(Bullet B)**	References
Date Developed	Testing Procedure, if any **(Bullet D)**	Instructor Certification/Subject Matter Certification Guidelines
Date Revised	Method of Instruction/Techniques Used **(Bullet B)**	Signature/Initials indicating Lesson Plan Approval **(Bullet D)**
Time Allocation	Training Aids, Supplies, Equipment	Target Population

STANDARD / EVALUATION MEASURES:

1. A written directive requires a lesson plan for all training courses the agency conducts. **Y N**

2. Standard 1.1.11 requires annual training on the agency's Use of Force policy. The agency has a lesson plan for this training. **Y N**

If ***YES* to both** above questions:

3. The agency provided a sampling of its lesson plans in the File Folder. **Y N**

Agency: _____Assessor: _____ Date: _____

33.1.3 Lesson Plan Requirements (continued)

4. Identify at least one lesson plan that was used within past 12 months for initial accreditation or during the three-year award period for re-assessments: _____

5. The agency highlighted at least one lesson plan demonstrating that each of the standard's requirements was met. **Y N**

6. If yes, (complete table below)

	Requirements of Standard	Written Directive This information is required to be included in all lesson plans.	Lesson Plan This information was addressed/highlighted in the Lesson Plan.	**Comments**
A	Performance / job-related objectives	**Y N**	**Y N**	
B	Content of the training Instructional techniques	**Y N**	**Y N**	
C	Approval of lesson plans (Does it ID a position responsible for approving them?)	**Y N**	**Y N**	Per the written directive, **specify who** is required to review and approve them:
D	The approval must be documented (signature or initials on the lesson plan).	**Y N**	**Y N**	
E	Identification of any tests used in the training	**Y N**	**Y N**	

33.2.1	Remedial Training	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
The intent of this standard is to address remedial training in areas other than weapons qualification. However, remedial training for weapons qualification is addressed in Standard 1.1.11 Annual Training: Lethal Weapons / Firearms and ECDs requiring "*procedures for remedial training for those employees who are unable to qualify with an authorized weapon prior to resuming official duties*."				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive requiring remedial training (i.e., for training other than weapons qualification). **Y N**

2. The agency has a written directive requiring that all remedial training be documented. **Y N**

Agency: _____Assessor: _____ Date: _____

33.3.1	Employee Training Record Maintenance	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Observation

Note to Accreditation Managers and Assessors	Proofs of Compliance
This standard applies to **all employees** (sworn and civilian non-sworn).	❑ Written Directive ❑ Observation of the agency's training attendance recordkeeping system

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive requiring training records to be updated following an employee's attendance in a training program. **Y N**

2. Per the written directive, **specify who** is responsible for updating the agency's training records:

_____

3. **By Observation of the Training Files**: Specify **where** Training Attendance Records for individual employees are maintained:

_____In a computerized file

_____In file folders (hard copies) located in the office of: _____

4. The training attendance recordkeeping system was demonstrated by Training Officer:

_____

Initial Assessment

5. View training attendance record to verify attendance at in-service and specialized training was documented for the past twelve (12) months.

Position	Name of Employee	Documentation of Training
Full-time Officer		**Y N**
Part-time Officer		**Y N N/A**
Civilian/Non-Sworn Employee		**Y N**

Agency: _____Assessor: _____ Date: _____

33.3.1 Employee Training Record Maintenance (continued)

Re-Assessment

6. View training attendance record to verify attendance at in-service and specialized training was documented for the following years:

Position	Name of Employee	Year 1	Year 2	Year 3
Full-time Officer		**Y N**	**Y N**	**Y N**
Part-time Officer		**Y N N/A**	**Y N N/A**	**Y N N/A**
Civilian/Non-Sworn Employee		**Y N**	**Y N**	**Y N**

Agency: _____Assessor: _____ Date: _____

33.3.2	Training Class Records Maintenance	CERTIFICATION	Revision Date: 03/31/2024	Observation Documentation

Note to Accreditation Managers and Assessors	Proofs of Compliance
This standard applies to training that the agency conducts (roll-call training excluded). It does not apply to training programs that agency employees attend outside the agency. Reference 33.1.4 for lesson plan info	❑ Written Directive ❑ Written Documentation of a training class conducted by the agency: ❑ The Lesson Plan ❑ Attendance List (noting agency employees) ❑ Test Scores (if tests were administered).

STANDARD / EVALUATION MEASURES:

1. There is a written directive requiring records of training conducted to be kept by the agency. **Y N**

2. There is a retention schedule for training and related records such as lesson plans that are kept by the agency. **Y N**

If **yes**, the following records listed in the table below are retained per the written directive

	Required Records to be Kept	Written directive These records are required to be kept.	Written Documentation: The agency provided these records for the training program.
A	Course Content / Lesson Plans	**Y N**	**Y N**
B	Names of agency employees attending the training	**Y N**	**Y N**
C	Test scores, if tests were administered	**Y N**	**Y N** **N/A (Tests not administered)**

D. If **yes,** per the written directive provided, the records are maintained for what period of time:

_____

Initial Assessment

3. The *agency* has conducted training within the past twelve months.	**Y N**
Identify one training program that the agency conducted within the last twelve months:	

Re-Assessment

4. The *agency* conducted training within the following years.	**Year 1** **Y N**	**Year 2** **Y N**	**Year 3** **Y N**
Identify one training program that the agency conducted within the following years:			

Agency: _____Assessor: _____ Date: _____

33.4.1	Training on Written Directives	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Documentation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
The intent of this standard is to ensure that new officers receive training on agency-specific policies and procedures following their attendance at an outside Recruit Academy. Typically, this training on agency-specific directives is delivered during FTO Programs (Standard 33.4.3). The same documentation must be provided to ensure that training on agency written directives is also provided in agencies that operate their own academy.			❑ Written Directive ❑ FTO or other schedule (highlighting when training on agency written directives will be provided). ❑ Documents signed by new officers acknowledging receipt of training.	

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive indicating HOW and WHEN training on the agency's policies, procedures, rules, and regulations will be delivered to new officers. **Y N**

Initial Assessment

2. The agency has hired sworn personnel within the past twelve months.		**Y N**
Name(s) of personnel:		
A	If **yes,** the agency provided documentation demonstrating that they received training on its written directives.	**Y N**
B	Nature of documentation:	_____FTO Schedule Other: _____

Agency: _____Assessor: _____ Date: _____

33.4.1 Training on Written Directives (continued)

Re-Assessment

3.	The agency has hired sworn personnel within the following years.	**Year 1** **Y N**	**Year 2** **Y N**	**Year 3** **Y N**
	Name(s) of personnel:			
A	If **yes,** the agency provided documentation demonstrating that they received training on the agency's written directives.	**Y N**	**Y N**	**Y N**
B	Nature of documentation:	_____FTO Schedule Other: _____	_____FTO Schedule Other: _____	_____FTO Schedule Other: _____

33.4.2	Entry Level Training Required	CERTIFICATION	Revision Date: 03/31/2024	Observation

Note to Accreditation Managers and Assessors	Proofs of Compliance
This standard applies to permanent full-time Officers. Recruit training for part-time Officers is addressed in Chapter 16: Standard 16.3.3	❑ Written Directive ❑ Governing Legislation ❑ Documentation of Recruit Academy training in the employee's Training File

STANDARD / EVALUATION MEASURES:

1. There is a written directive requiring all (newly hired) sworn officers to successfully complete a recruit academy prior to assignment in any capacity in which the officer is allowed to carry a weapon or is authorized to make an arrest, except as part of a formal field training program. **Y N**

Initial Assessment

2. The agency hired full-time officers within the past twelve months.			**Y N**
If Yes	**A**	The agency provided the names of recently hired officers (an employee list or seniority list highlighting the names of the new officers).	**Y N**
	Select one of the New Officers:		
	B	The academy training was documented in the Officer's training file.	**Y N**
	C	Were any of the newly hired part-time sworn officers who had been granted a temporary waiver by the MPTC pending the start date of an upcoming recruit academy session?	**Y N**
	D	**If yes**, the agency provided a copy of the temporary waiver approved by the MPTC.	**Y N**
If No	**E**	The agency stated that fact on the Compliance Log (i.e., no full-time sworn personnel have been hired in 20____.)	**Y N**

Agency: _____Assessor: _____ Date: _____

33.4.2 Entry Level Training (continued)

Re-Assessment

3. The agency hired full-time officers within the three-year assessment period.			**Year 1** **Y N**	**Year 2** **Y N**	**Year 3** **Y N**
If Yes	**A**	The agency provided the names of recently hired officers (an employee list or seniority list highlighting the names of the new officers).	**Y N**	**Y N**	**Y N**
	Select one of the New Officers:				
	B	The academy training was documented in the Officer's training file.	**Y N**	**Y N**	**Y N**
	C	Were any of the newly hired part-time sworn officers who had been granted a temporary waiver by the MPTC pending the start date of an upcoming recruit academy session?	**Y N**	**Y N**	**Y N**
	D	**If yes**, the agency provided a copy of the temporary waiver approved by the MPTC.	**Y N**	**Y N**	**Y N**
If No	**E**	The agency stated that fact on the Compliance Log (i.e., no full-time sworn personnel have been hired in selected year.)	**Y N**	**Y N**	**Y N**

Agency: _____Assessor: _____ Date: _____

33.4.3	Field Training Program	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive Documentation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
If the agency's Field Training Officer (FTO) Program's curriculum includes training on the agency's policies, procedures, rules, and regulations, agencies may use the curriculum as compliance documentation for Standard 33.4.1. Field Training applies to those newly hired sworn officers (to include lateral hires) assigned to patrol duties or operations with the authority to make an arrest versus those who solely work details. While agencies may informally refer to a probationary officer as an "FTO" for being in their program, for the purposes of this standard, a Field Training Officer (FTO) is the experienced, trained, and certified officer who supervises and conducts the training for the new officer. While newly hired officers are assigned to the FTO Program, they are not authorized for solo patrol until the agency confirms that they have completed all the FTO Program's requirements. In-service training refers to any instructional information provided to FTOs to refresh them and/or inform them of any program changes, annually or before assignment with a new officer. **NOTE** - Regarding the training hours for newly sworn officers and lateral transfers, the minimum hours required are not meant to be used to reduce the number of hours necessary to meet all program requirements. Instead, they are the lowest threshold allowed as long as there is confirmation that all requirements have been completed.				❑ Written directive highlighting where each requirement of the standard is met. ❑ Documentation of the FTO Program conducted for the *last new sworn officer hire(s).*

STANDARD / EVALUATION MEASURES:

WRITTEN DIRECTIVE

1. The agency has a written directive covering its Field Training Officer (FTO) Program that:

A. Requires all **newly sworn (non-lateral hired officer)** officers to complete **at least 160 hours** of training in the field outside of any required classroom instruction. **Y N**

B. Requires all **lateral transfers** to complete **at least 40 hours** of training. **Y N**

C. Establishes (describes) a selection process for Field Training Officers (FTOs). **Y N**

D. Includes provisions for the supervision of Field Training Officers (FTOs). **Y N**

E. Requires initial training for Field Training Officers (FTOs). **Y N**

F. Requires in-service training for Field Training Officers (FTOs) (either annually or before assignment to a new officer). **Y N**

G. Requires rotation of officer field assignments for newly sworn (non-lateral hired officer) officers. **Y N**

H. Requires newly sworn officers to be evaluated by a certified/trained Field Training Officer (FTO). **Y N**

I. Describes the Field Training Officer's (FTO's) reporting responsibilities. **Y N**

Agency: _____Assessor: _____ Date: _____

33.4.3 Field Training Program (continued)

WRITTEN DOCUMENTATION:

2. The agency provided a copy of their FTO Program's curriculum. **Y N**

3. The agency provided an employee roster identifying the names of the most recently hired officers. **Y N**

4. The agency hired new sworn officers within the past year for an initial assessment or during the past three years for a re-assessment.

Year 1: Y N N/A – (No sworn officers were hired)

Year 2: Y N N/A – (No sworn officers were hired or an Initial Assessment)

Year 3: Y N N/A – (No sworn officers were hired or an Initial Assessment)

5. The agency provided documentation indicating that the new sworn officer(s) had completed their FTO program, to include:

- The FTOs assigned to any newly hired officer(s) were selected according to the agency's written directive requirements.
- The FTOs assigned to any newly hired officer(s) were properly trained and certified.
- The FTOs assigned to any newly hired officer(s) received in-service training. (either annually or before assignment to a new officer).
- FTOs were supervised according to the agency's written directive.
- An agency FTO conducted and documented the evaluation of newly hired sworn officers.
- Field assignments were rotated for newly sworn officers.
- The newly hired sworn officer completed the prerequisite number of FTO training hours (at least 160 hours for any newly sworn (non-lateral hired officer) OR at least 40 hours for lateral transfers).

Year 1: Y N N/A – (No sworn officers were hired)

Year 2: Y N N/A – (No sworn officers were hired or an Initial Assessment)

Year 3: Y N N/A – (No sworn officers were hired or an Initial Assessment)

33.5.1	Annual Retraining Program (In-Service Training)	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Documentation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
This standard **applies to full-time sworn officers**. In-service training for part-time Officers is addressed in Chapter 16: Standard 16.3.5 If in-service training is not provided by the Municipal Police Training Committee (MPTC), agencies must be able to demonstrate that the curriculum they designed for in-service training meets the MPTC's training requirements. In addition, all training records (instructor certifications, lesson plans, attendance records, etc.) must be maintained by the agency and uploaded to the MPTC's ACADIS Portal upon completion of the training.				❑ Written directive ❑ Documentation verifying full-time sworn officers attended annual in-service.

STANDARD / EVALUATION MEASURES:

WRITTEN DIRECTIVE:

1. The agency has a written directive **requiring** all full-time sworn personnel to attend and successfully complete an annual in-service training program of at least 40 hours. **Y N**
2. The agency's in-service program complies with all of the requirements set forth by the Municipal Police Training Committee (MPTC). **Y N**

WRITTEN DOCUMENTATION:

3. The agency has documentation verifying that a **sworn superior officer** (lieutenant and ranks above) attended in-service training.

   Year 1: Y N

   Year 2: **Y N N/A – (Initial Assessment)**

   Year 3: **Y N N/A – (Initial Assessment)**

4. The agency has documentation verifying that a **first-line supervisor** (corporal, sergeant, etc.) attended in-service training.

   Year 1: Y N

   Year 2: **Y N N/A – (Initial Assessment)**

   Year 3: **Y N N/A – (Initial Assessment)**

Agency: _____Assessor: _____ Date: _____

33.5.1 Annual Retraining Program (In-Service Training) (continued)

5. The agency has documentation verifying that a **full-time sworn officer** attended in-service training.

Year 1: Y N

Year 2: **Y N N/A – (Initial Assessment)**

Year 3: **Y N N/A – (Initial Assessment)**

33.5.2	Shift Briefing Training (aka Roll-Call Training)	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
Lesson plans are not required for roll call training.			❑ Written Directive ❑ Documentation of training provided (date, subject matter, attendees, etc.)	

STANDARD / EVALUATION MEASURES:

1. The agency provides training in conjunction with roll call or shift briefings. **Y N**

2. The agency has a written directive explaining how this training is to be delivered. **Y N**

3. At a minimum, the agency's directive:

A. identifies the role of supervisors in delivering the training. **Y N**

B. identifies some of the methods or techniques that will be used to deliver the training. **Y N**

C. requires the training to be documented. **Y N**

Initial Accreditation

4. The agency provided documentation of any roll-call training provided within the past twelve months (date of training, training topic, attendance, etc.).	**Y N**
Identify one (1) training topic covered at shift briefing:	

Re-Accreditation

5. The agency provided documentation of any roll-call training provided within the agency's three (3) year assessment period (date of training, training topic, attendance, etc.).	**Year 1** **Y N**	**Year 2** **Y N**	**Year 3** **Y N**
Identify one (1) training topic covered at shift briefing:			

Agency: _____Assessor: _____ Date: _____

33.5.3	Accreditation Training	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive Observation

Note to Accreditation Managers and Assessors	Proofs of Compliance
This standard covers Accreditation Training for new hires and veteran personnel during self-assessment, initial accreditation, and re-accreditation.	❑ Checklist(s) for new hires ❑ Training records, Schedules ❑ Information on accreditation that was provided to a new hire.

STANDARD / EVALUATION MEASURES:

Initial Accreditation

1. This is an assessment for an initial accreditation. **Y N**

2. **If yes**, During the self-assessment phase, the agency **periodically** provided information to all employees on that part of the process. **Y N**

A. Describe the nature of the documentation provided: _____

3. The agency has hired **new SWORN personnel** within the past twelve months.			**Y N**
If Yes:	**A**	The new officer(s) received information on the accreditation process (introductory / familiarization-type information) within 30 days after completing the recruit academy.	**Y N**
	New Hire/Sworn Name:		
	B	Specify how the agency documented the delivery or receipt of information to the officer(s):	
If No:	**C**	The Compliance Log indicated no new sworn hires.	**Y N**

4. The agency has hired **new NON-SWORN personnel** within the past twelve months.			**Y N**
If Yes:	**A**	The new employee(s) received information on the accreditation process (introductory / familiarization-type information) within 30 days after hiring.	**Y N**
	New Hire/Non-Sworn:		
	B	Specify how the agency documented the delivery or receipt of information to the employee(s):	
If No:	**C**	The Compliance Log indicated no new non-sworn hires.	**Y N**

Agency: _____Assessor: _____ Date: _____

33.5.3 Accreditation Training (continued)

Initial Accreditation (continued)

5. **Before the agency's on-site for initial accreditation**, the agency provided information to all its employees on the upcoming assessment. **Y N** Describe the nature of the documentation provided: _____
_____

Re-Accreditation

6. New SWORN personnel were hired within the agency's three (3) year assessment period.			**Year 1** **Y N**	**Year 2** **Y N**	**Year 3** **Y N**
If Yes:	**A**	The new officer(s) received information on the accreditation process introductory / familiarization-type information) within 30 days after completing the recruit academy.	**Y N**	**Y N**	**Y N**
	New Hire/Sworn:				
	B	Specify how the agency documented the delivery or receipt of information to the officer(s).			
If No:	**C**	The Compliance Log indicated no new sworn hires.	**Y N**	**Y N**	**Y N**

7. New NON-SWORN personnel were hired within the agency's three (3) year assessment period.			**Year 1** **Y N**	**Year 2** **Y N**	**Year 3** **Y N**
If Yes:	**A**	The new employee(s) received information on the accreditation process introductory / familiarization-type information) within 30 days after hiring.	**Y N**	**Y N**	**Y N**
	New Hire/Non-Sworn:				
	B	Specify how the agency documented the delivery or receipt of information to the employee(s).			
If No:	**C**	The Compliance Log indicated no new non-sworn hires.	**Y N**	**Y N**	**Y N**

Agency: _____Assessor: _____ Date: _____

33.5.3 Accreditation Training (continued)

Re-Accreditation (continued)

8. **Before the agency's on-site for re-assessment**, the agency provided information to all its employees on the upcoming assessment. **Y N** Describe the nature of the documentation provided: _____

   _____

33.5.4	Accreditation Manager Training	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Documentation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
Accreditation managers must be trained in the accreditation process to perform their job functions. This training must be MPAC-specific versus attending training conducted by a private company, in another state, or through CALEA training.			❑ Written Directive ❑ Job Description ❑ Accreditation Manager's Training File showing training entry (date & location of accreditation training provided by the *Massachusetts Police Accreditation Commission*)	

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive specifying required training for the agency's Accreditation Manager. **Y N**

2. Per the directive, attending accreditation manager training conducted by the Massachusetts Police Accreditation Commission is required training for the Accreditation Manager. **Y N**

3. Per the directive, the Accreditation Manager is required to complete this training within one year of his/her appointment to the position. **Y N**

4. Per the directive, the Accreditation Manager is responsible for ensuring that all agency personnel assigned to the file construction/maintenance of the agency's accreditation process receive training through MPAC-led training. **Y N**

Name of Accreditation Manager: _____

5. The agency's accreditation manager completed the following Accreditation Manager Training and provided documentation verifying that he/she attended:

A. Getting Started Training: Y N

Date: _____

Location: _____

B. Preparing for an Assessment Training: Y N

Date: _____

Location: _____

Agency: _____Assessor: _____ Date: _____

33.6.1	Specialized Training	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive Observation

Note to Accreditation Managers and Assessors	Proofs of Compliance
This standard applies to specialized assignments for sworn positions. Agencies may address this standard by listing all specialized assignments in a single written directive or may use a series of Job Descriptions in which required statements are addressed. Typically, initial and in-service training are addressed in job descriptions under headings entitled: Skills, Knowledge and Abilities; Required Certifications; Position Requirements, etc. For example, the job description for Motorcycle Officer is likely to include successful completion of a Motorcycle Basic Training Course. This standard refers to training to be completed before performing the job, on-the-job training, and re-training (in-service training requirements). Examples of specialized assignments include but are not limited to Canine Officer, Training Officer, Community Police Officer, Firearms Instructor, Tactical Personnel, Crime Scene Specialist, Detective, etc.	❑ Written Directive(s) ❑ Job Descriptions ❑ Training Records (log entries and certificates for initial and in-service training)

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive listing the assignments or positions for which specialized training is required. **Y N**

2. For all of the assignments or positions listed:

A. The agency identified the specific training that is required to be completed before performing the assignment. **Y N**

B. The agency addressed in-service training requirements for the position, if any. **Y N**

Initial Accreditation

3. An officer(s) began one of the listed specialized assignments or positions within the past twelve months?			**Y N**
If Yes:	**A**	The officer(s) received the *initial*/specialized training.	**Y N**
	Specialized Assignment:		
	Officer Name:		
	B	**Initial Training Received:**	**Y N**
If No:	**C**	The agency certified on the Compliance Log that no officer assumed a specialized assignment/position within the specified year.	**Y N**

Agency: _____Assessor: _____ Date: _____

33.6.1 Special Training (continued)

Re-Accreditation

3. An officer(s) began one of the listed specialized assignments or positions within the agency's three (3) year assessment period.			**Year 1: _____** **Y N**	**Year 2: _____** **Y N**	**Year 3: _____** **Y N**
If Yes:	**A**	The officer(s) received the *initial*/specialized training.	**Y N**	**Y N**	**Y N**
	Specialized Assignment:				
	Officer Name:				
	B	**Initial Training Received:**	**Y N**	**Y N**	**Y N**
If No:	**C**	The agency certified on the Compliance Log that no officer assumed a specialized assignment / position within the specified year.	**Y N**	**Y N**	**Y N**

Initial Accreditation

4. The officers in specialized assignments completed in-service training as required by the agency's written directive		**Y N**
Specialized Assignment:		
Officer Name:		
A. In-Service Training Received:		**Y N**

Re-Accreditation

5. The officers in specialized assignments completed in-service training as required by the agency's written directive	**Year 1: _____** **Y N**	**Year 2: _____** **Y N**	**Year 3: _____** **Y N**
Specialized Assignment:			
Officer Name:			
A. In-Service Training Received:	**Y N**	**Y N**	**Y N**

33.6.2	Tactical Team Training Program	CERTIFICATION	Revision Date: 03/31/2024	Observation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
This standard applies to all agency personnel participating on a tactical team, whether the agency's tactical team or a regional tactical team. Whether the agency's tactical team or a regional team, all training must be documented in the employee's training file.				❑ Training Records for tactical personnel

STANDARD / EVALUATION MEASURES:

1. The agency has a tactical team. **Y N**

2. The agency participates on a tactical team (such as a regional tactical team). **Y N**

3. If **No to questions 1 and 2**, there is a conditional waiver signed by MPAC Staff.
Y N

4. **If Yes to either question 1 or 2**, a*gency* personnel on the Tactical Team received training and participated in readiness exercises. **Y N**

Tactical Team Member Training Sample Provided: _____

Agency: _____Assessor: _____ Date: _____

33.7.1	Civilian / Non-Sworn Orientation	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive Documentation

Note to Accreditation Managers and Assessors	Proofs of Compliance
Recommendation: Address Standard 33.5.3 Bullet A (information on the accreditation process for new hires) in conjunction with this standard.	❑ Written Directive ❑ The information required to be delivered ❑ Documents showing *how* the required information was delivered: Completed New Employee Checklists, Forms acknowledging receipt of the information

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive requiring all newly appointed civilian/non-sworn personnel to receive specific information. **Y N**

Written Directive		
2. The Written Directive requires explicitly this information to be provided:		
A	The Agency's role, purpose, and goals.	**Y N**
B	Policies and Procedures (pertaining to them).	**Y N**
C	Working conditions and regulations.	**Y N**
D	The Employee's Responsibilities.	**Y N**
E	The Employee's Rights.	**Y N**

Initial Accreditation

3. Were any civilian/non-sworn employees hired within the past twelve (12) months?		**Y N**
If **yes**: New Hire Example Checked:		
A	The Agency's role, purpose, and goals were delivered to the employee (and documented).	**Y N**
B	Policies and Procedures (pertaining to them) were delivered to the employee (and documented).	**Y N**
C	Working conditions and regulations were delivered to the employee (and documented).	**Y N**
D	The Employee's Responsibilities were delivered to the employee (and documented).	**Y N**
E	The Employee's Rights were delivered to the employee (and documented).	**Y N**

Agency: _____Assessor: _____ Date: _____

33.7.1 Civilian/Non-Sworn Orientation (continued)

Re-Accreditation

		Year 1	Year 2	Year 3
4.	There were civilian/non-sworn employees hired within the agency's three (3) year assessment period.	**Y N**	**Y N**	**Y N**
If **yes**: Example of New Hire Checked:				
A	The Agency's role, purpose, and goals were delivered to the employee (and documented).	**Y N**	**Y N**	**Y N**
B	Policies and Procedures (pertaining to them) were delivered to the employee (and documented).	**Y N**	**Y N**	**Y N**
C	Working conditions and regulations were delivered to the employee (and documented).	**Y N**	**Y N**	**Y N**
D	The Employee's Responsibilities were delivered to the employee (and documented).	**Y N**	**Y N**	**Y N**
E	The Employee's Rights were delivered to the employee (and documented).	**Y N**	**Y N**	**Y N**

33.7.2	Civilian/Non-Sworn Pre-service and In-service Training	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Agencies may address this standard in a *single* written directive or use a series of Job Descriptions to meet the written directive requirement. In Job Descriptions, pre-service and in-service training are typically addressed under headings entitled: Skills, Knowledge and Abilities; Required Certifications; Position Requirements, etc. Pre-service training refers to *initial* training and may be *on-the-job* or otherwise. Below are some examples of civilian/non-sworn positions for which pre-service and in-service training are applicable: Records Clerk – Public Records dissemination (CORI), etc. Detention Attendants/Matrons – Suicide Prevention, etc. Dispatcher – E-911 Training, Emergency Medical Dispatching, etc.				❑ Written Directive ❑ Job Descriptions

STANDARD / EVALUATION MEASURES:

1. **Written directive:** The agency has a written directive identifying the non-sworn positions for which:

   A. Pre-service training is required. **Y N Identify the positions:** _____

   _____

   B. In-service training is required. **Y N Identify the positions:** _____

   _____

Initial Accreditation: Pre-service Training

2. A civilian/non-sworn employee assumed one of the identified positions in Question A within the past twelve months.		**Y N**
If yes, name of new hire**:**		
Position:		
3. Per the agency's written directive, the employee received the initial training.		**Y N**

Agency: _____Assessor: _____ Date: _____

33.7.2 Civilian/Non-Sworn Pre-Service and In-Service Training (continued)

Initial Accreditation: In-service Training

4.	One of the positions identified in Question B required in-service training within the last twelve months.	**Y N**
	If yes, name of new hire**:**	
	Position:	
5.	Per the agency's written directive, the employee received in-service training.	**Y N**

Re-Accreditation: Pre-service Training

6.	A civilian/non-sworn employee assumed one of the identified positions in Question A within the agency's three (3) year assessment period.	**Year 1** **Y N**	**Year 2** **Y N**	**Year 3** **Y N**
	If yes, name of new hire**:**			
	Position:			
	Per the agency's written directive, the employee received the initial training.	**Y N**	**Y N**	**Y N**

Re-Accreditation: In-service Training

7.	One of the positions identified in Question B required in-service training within the agency's three (3) year assessment period.	**Year 1** **Y N**	**Year 2** **Y N**	**Year 3** **Y N**
	If yes, name of new hire**:**			
	Position:			
	Per the agency's written directive, the employee received in-service training.	**Y N**	**Y N**	**Y N**

Agency: _____Assessor: _____ Date: _____

33.8.2	Skill Development Training Upon Promotion	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
The nature and level of training to be provided is an agency decision unless specified by law. The job-related training should take place either prior to the appointment/promotion or within the first year following the appointment/promotion. Training should consider topics and material relevant to the necessary job functions of the rank or position personnel are being promoted. Topics may include supervisor duties and responsibilities, evaluating subordinates, incident command protocols, use of force reviews, etc. and must include any training required by MGL. Training can be *formal* or *on-the-job*. Either way, it needs to be documented. Regarding promotion of sworn personnel, agencies must demonstrate compliance with **MGL Chapter 40, Section 36C (Police: Training in Suicide Detection, Intervention, and Prevention)** which states, the required training is required of all law enforcement officers, as defined in section 1 of chapter 6E of MGL and "Completion of a refresher seminar in suicide prevention shall be a condition of promotion for all police officers affected by the provisions of this act." (additional information can be found in the note box of the standard checklist for 72.1.1)				❑ Documentation of Training to newly promoted personnel (training records, certificates, etc.)

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive that outlines required training for personnel (both sworn and non-sworn) upon an appointment or promotion to a supervisory position. **Y N**

Initial Assessment

2.	There were **sworn** employees appointed/promoted within the past twelve months.			**Y N**
A	If **Yes,** Training was Provided and Documented.	**Y N**	**Y N**	**Y N**
Example Provided - Position and Employee's Name				

3.	There were **civilian/non-sworn** employees appointed/promoted within the past twelve months.			**Y N**
A	If **Yes,** Training was Provided and Documented.	**Y N**	**Y N**	**Y N**
Example Provided - Position and Employee's Name				

Agency: _____Assessor: _____ Date: _____

33.8.2 Skill Development Training Upon Promotion (continued)

Re-Assessment

4.	There were **sworn** employees appointed/promoted within the agency's three (3) year assessment period.	**Year 1** **Y N**	**Year 2** **Y N**	**Year 3** **Y N**
A	If **Yes,** Training was Provided and Documented.	**Y N**	**Y N**	**Y N**
Example Provided - Position and Employee's Name				

5.	There were **civilian/non-sworn** employees appointed/promoted within the agency's three (3) year assessment period.	**Year 1** **Y N**	**Year 2** **Y N**	**Year 3** **Y N**
A	If **Yes,** Training was Provided and Documented.	**Y N**	**Y N**	**Y N**
Example Provided - Position and Employee's Name				

6. **If no employees were appointed/promoted during the agency assessment period,** the agency stated that fact on the Compliance Log. **Y N**

33.8.3	Career Development Program	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Written Documentation

Note to Accreditation Managers and Assessors	Proofs of Compliance
Career development programs generally present opportunities for employees to better perform in their current position as well as prepare them for other positions; often requiring more responsibility, other abilities and/or leadership skills.	❑ Written Directive ❑ Documentation demonstrating the Program is in effect, active/operational.

STANDARD / EVALUATION MEASURES:

WRITTEN DIRECTIVE

1	The agency has a Career Development Program for its employees.	**Y N**

If **NO**, no Waiver is needed from the Agency. This standard is Optional.

If **YES**, the standard must be addressed accordingly below to receive credit for it.

2	The agency has a written directive describing the elements/activities of its Career Development Program.	**Y N**
3	A written directive designates a position or organizational component responsible for administering the Career Development Program. Position / Organizational Component: _____	**Y N**

WRITTEN DOCUMENTATION

4	Below are some examples of career development opportunities. Documentation for which one (or more) of the following was provided to demonstrate that the agency's Career Development Program is in effect and operational? Use space provided for any opportunities offered by the agency, not listed.	
A	Career counseling sessions discussing professional interests, career paths	**Y N**
B	Tuition reimbursement benefits	**Y N**
C	Mentoring programs	**Y N**
D	Specialized training programs	**Y N**
E	On-the-job training opportunities	**Y N**
F	Opportunities to shadow other employees in desired positions	**Y N**
G	Supervisory training programs	**Y N**
Other	Identify:	**Y N**

Agency: _____Assessor: _____ Date: _____

33.8.4	Training for Career Development Program	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Written Documentation

Note to Accreditation Managers and Assessors	Proofs of Compliance
Agency personnel whose responsibilities include career development activities need to receive training in carrying out those activities. Nature and delivery of the training is at the discretion of the agency. Content of the training is also likely to vary based on the nature of each agency's Career Development Program (i.e., career development opportunities offered as identified in previous standard 33.8.3).	❑ Written Directive ❑ Lesson Plan for training career development personnel. ❑ Documented training provided to all personnel assigned to carry out career development activities.

STANDARD / EVALUATION MEASURES:

1	The agency has a Career Development Program for its employees. (Optional Standard: 33.8.3)	**Y N**

If **YES**, proceed to table below.

If **NO**, this standard is not applicable; no Waiver is needed from the Agency. The standard is Optional.

2	The agency has a written directive requiring all personnel whose responsibilities include career development activities to receive orientation training in carrying out those activities.	**Y N**
3	A written directive designates the position or positions [responsible for career development activities] that are required to receive training. Position(s): _____	**Y N**
4	The agency has a document(s) describing the nature/content of the training (written directive, lesson plan, etc.).	**Y N**
5	Training Documentation was provided demonstrating designated personnel received the training. Names of Training Records sampled:	**Y N**

Agency: _____Assessor: _____ Date: _____

33.8.5	Succession Planning	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Documentation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
Examples of positions for consideration of succession planning include accreditation manager, training officer, armorer, Internal Affairs Investigator, prosecutor, school resource officer (SRO), supervisory positions, etc.			❑ Written Plan ❑ Documentation demonstrating the Plan is operational.	

STANDARD / EVALUATION MEASURES:

1. The agency has a succession plan to prepare agency personnel for future leadership and specialized positions within the department. **Y N**

2. The plan prepares personnel for these positions by providing:

A. Training or Education, **Y N**

B. Mentoring, and **Y N**

C. Experience. **Y N** (temporary and rotating assignments; see standard in chapter 16)

3. The directive identifies a position in charge of the Plan. **Y N**

Agency: _____Assessor: _____ Date: _____

34.1.1	Agency Role	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
This standard applies to sworn personnel only. The promotional process often involves other entities (Civil Service, local Human Resource Departments, private agencies, etc.). That said, the intent of this standard is to identify the responsibilities retained by the law enforcement agency.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

Regarding the promotional process for SWORN personnel:

1. There is a written directive defining the AGENCY'S role in the promotional process. **Y N**

2. What elements of the promotional process does the AGENCY handle or administer specify (list below):

_____

_____

_____

_____

_____

_____

_____

Agency: _____Assessor: _____ Date: _____

34.1.2	Authority & Responsibility	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
This standard applies to **sworn personnel** only.				❑ Written Directive ❑ Job Description(s)

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive identifying a POSITION or a SPECIFIC PERSON in the agency that is RESPONSIBLE for administering the agency's role in the promotional process. **Y N**

A. POSITION or PERSON named in the written directive: _____

_____

2. The directive gives the position or person the authority to administer the process. **Y N**
(Is responsibility accompanied by commensurate authority?)

Agency: _____Assessor: _____ Date: _____

34.1.3	Promotional Process Described	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
This standard applies to **sworn personnel** only. **IMPORTANT**: At a minimum, the standard requires agencies to have written procedures for Questions 1, 4, 5, and 8; written procedures for Questions 2, 3, 6, and 7 are only required to be addressed if they are used in the promotion process or if they apply to the agency. **REMINDER:** Due to the confidential nature of some of the compliance documentation for this standard, agencies should not put any confidential documentation in the Standard File Folder but redact information when appropriate.				❑ Written Directive ❑ Questions and Rating Scale for Oral Interviews ❑ Observation of Promotional Files (security of files)

STANDARD / EVALUATION MEASURES:

1. The agency has an established promotional process. **Y N**

2. **If NO**, no further action is necessary. This standard is Optional, and the agency *will not* receive credit for it.

3. **If YES**, all elements of this standard must be met if the agency wishes to receive credit for it.

A. There is documentation of the most recent promotional process indicating that the agency had evaluated the promotional potential of candidates in writing. **Y N**

Date of Promotional Process: **_____**

B. If **No,** there has not been a promotional process since**: _____**

4. There are **written procedures** for evaluating the promotional potential of candidates. **Y N**

5. **Written tests** are administered as part of the promotional process. **Y N**

A. If **yes**, There are written procedures for administering the written tests. **Y N**

6. **Assessment centers** are used as part of the promotional process. **Y N**

A. If **yes**, there are written procedures for using an assessment center. **Y N**

7. The agency conducts **Oral Interviews** as part of the promotional process. **Y N**

A. If **yes**, there are written procedures for conducting the oral interview. **Y N**

Agency: _____Assessor: _____ Date: _____

34.1.3 Promotional Process Described (continued)

B. If **yes,** the agency has a copy of the questions that were asked during the last oral interview. **Y N**

C. If **yes**, the rating scale for the questions is uniform. **Y N**

D. If **yes,** the agency has and uses a standardized form to record the interview results. **Y N**

E. If **yes,** the agency puts a blank copy of the form that was used in the File Folder. **Y N**

8. Do written procedures allow candidates an opportunity to review and appeal the results of any element of the promotional process? **Y N**

9. Candidates not selected for promotion are permitted to reapply. **Y N**

A. If **yes**, there are written procedures for re-application. **Y N**

10. The agency permits **lateral entry** for promotional vacancies. **Y N**

A. If **yes**, there are written procedures determining the promotional eligibility for the vacancies. **Y N**

11. The agency has written procedures for **securing promotional materials**. **Y N**

Location of files: _____ Secured How: _____

34.1.4	Promotional Announcement	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Documentation

Note to Accreditation Managers and Assessors	Proofs of Compliance
Promotional Announcements should be posted prominently and in a timely fashion and be augmented by periodic verbal reminders at staff meetings, conferences, and shift briefing sessions.	❑ Written announcement(s) of upcoming promotional processes *provided by the agency*

STANDARD / EVALUATION MEASURES:

Initial Accreditation

1. The agency conducted a promotional process within the past twelve months.				**Y N**
If Yes:	**A**	The agency provided sworn personnel with a written announcement of the promotional process.		**Y N**
	B	Specify the nature of the document:		
	C	The agency provided a copy of that document in the File Folder.		**Y N**
If No:	**D**	Confirmed in an interview with:		

Re-Accreditation

2. The agency conducted a promotional process within the agency's three (3) year assessment period.			**Year 1 _____** **Y N**	**Year 2 _____** **Y N**	**Year 3 _____** **Y N**
If Yes:	**A**	The agency provided sworn personnel with a written announcement of the promotional process.	**Y N**	**Y N**	**Y N**
	B	Specify the nature of the document:			
	C	The agency provided a copy of that document in the File Folder	**Y N**	**Y N**	**Y N**
If No:	**D**	Confirmed in an interview with:			

Agency: _____Assessor: _____ Date: _____

34.1.5	Eligibility Lists	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
This standard applies to **sworn positions** only.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency utilizes an eligibility list in its promotional process. **Y N**

If yes:

A. The agency has a written directive describing HOW the eligibility list is used in the promotional process (HOW the list is developed; procedures for its use, etc.). **Y N**

2. The written directive specifically addresses:

A. The numerical weight assigned to each eligibility requirement (if any). **Y N N/A**

B. The system of ranking eligible candidates on the lists. **Y N**

C. Time-in-grade and/or time-in-rank eligibility requirements (if any). **Y N N/A**

D. The duration of the lists. **Y N**

E. The system for selecting personnel from the lists to fill vacancies. **Y N**

Agency: _____Assessor: _____ Date: _____

34.1.6	Promotional Probation	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
This standard applies to all sworn personnel, except for civil service positions and ONLY applies to non-civil service agencies. The agency should include a probationary period among the final steps in the process to ensure newly promoted employees can assume the duties and responsibilities of the new positions, an intent consistent with selection procedures for entry-level officers. Employees on probation should be evaluated frequently. Unsatisfactory performance should be identified and corrected early through counseling, training, or other suitable personnel actions to safeguard against the promotion of employees beyond their capabilities. Exceptions, while rare, may occur. The agency's written directive should include criteria necessary to exempt a newly promoted officer from this requirement.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency operates under civil service hiring/promotional guidelines. **Y N**

2. If **YES**, the agency cannot take this optional standard.

3. If **No,** there is at least a six-month probationary period for all sworn personnel who are promoted. **Y N**

A. Length of probationary period: _____

4. The agency's promotional probationary period is described in a written directive. **Y N**

5. Per the written directive, the promotional probationary period applies to ALL newly promoted sworn personnel. **Y N**

A. If **No**, the **exceptions** are defined in the written directive. **Y N**

Agency: _____Assessor: _____ Date: _____

IMPORTANT NOTES: All the standards in this chapter are Optional Standards. However, if an agency has or elects to develop a performance evaluation program, it must, at a minimum, meet the following five (5) standards: 35.1.1, 35.1.2, 35.1.4, 35.1.6, and 35.1.7.

35.1.1	Performance Evaluation System	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Documentation

Note to Accreditation Managers and Assessors	Proofs of Compliance
Rater Training: *How* the agency trains its raters is up to the agency to decide. It can be delivered in-house or through some other source.	❑ Written Directive ❑ Copies of completed Performance Evaluation Forms highlighting *measurement definitions*. ❑ Training Records: Documentation of training provided to Raters (i.e., to the supervisors doing the rating).

STANDARD / EVALUATION MEASURES:

WRITTEN DIRECTIVE:

1. The agency has a written directive defining its performance evaluation system. **Y N**

2. At a minimum:

A. The Performance Evaluation Forms include measurement definitions (the ratings are defined). **Y N** (For example, what does a "2" on a scale of 1 to 5 mean? What does "satisfactory" mean?)

B. There are written procedures for using (completing) the Performance Evaluation forms. **Y N**

C. The written directive discusses the Rater's responsibilities in the performance evaluation process. **Y N**

D. The written directive requires all Raters to receive training (on their role and responsibilities in the performance evaluation process; how to complete the evaluation forms; how to conduct the counseling sessions, etc.). **Y N**

WRITTEN DOCUMENTATION:

3. The agency provided documentation of training provided to Raters (such as training schedules, lesson plans, training certificates, etc.). **Y N**

Agency: _____Assessor: _____ Date: _____

35.1.2	Annual Evaluations	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
This standard applies to all full-time sworn, part-time sworn, and full-time non-sworn agency personnel. Regarding civilian employees who are members of a bargaining unit outside the agency, this standard applies to them unless the agency provides written documentation confirming that conducting an evaluation of the employee is beyond the agency's control. Documentation may include correspondence documenting the agency's efforts/attempts to include the employees in the agency's evaluation process. **NOTE** - An agency may redact sensitive/confidential information on any provided documentation as warranted or required.				❑ Written Directive ❑ *Copy(s)* of completed Performance Evaluation Form(s) used. (NOTE - if more than one from is utilized, a completed copy of each form was provided)

STANDARD / EVALUATION MEASURES:

1. Regarding all **Full-Time SWORN** personnel:

- **A.** The agency has a written directive requiring the evaluation of the **full-time sworn employees** to be conducted at least annually. **Y N**
- **B.** The agency's written directive requires the evaluation to be documented . **Y N**
- **C.** The evaluations of all full-time sworn personnel are being conducted at least annually. **Y N**
- **D.** The agency provided examples of a completed copy of a performance evaluation for each of the **full-time sworn position** listed on their organizational chart. **Y N**

2. Regarding all **Part-Time SWORN** personnel:

- **A.** The agency has a written directive requiring the evaluation of the **part-time sworn employee**s to be conducted at least annually. **Y N**
- **B.** The agency's written directive requires the evaluation to be documented . **Y N**
- **C.** The evaluations of all full-time sworn personnel are being conducted at least annually. **Y N**
- **D.** The agency provided examples of a completed copy of a performance evaluation for each of the **part-time sworn position** listed on their organizational chart. **Y N**

3. Regarding all **Full-Time NON-SWORN** personnel:

- A. The agency has a written directive requiring the evaluation of the **full-time non-sworn employees** to be conducted at least annually. **Y N**
- B. The agency's written directive requires the evaluation to be documented . **Y N**
- C. The evaluations of all full-time sworn personnel are being conducted at least annually. **Y N**
- D. The agency provided examples of a completed copy of a performance evaluation for each of the **full-time non-sworn position** positions listed on their organizational chart. **Y N**

Agency: _____Assessor: _____ Date: _____

35.1.3	Quarterly Evaluation of Probationary Employees	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
A separate set of criteria is essential in the rating of personnel on probation to determine, at the earliest point, their suitability for the current position. The principal objective of supervisors rating probationary employees is to ascertain whether they can perform the required functions. Performance should be closely monitored, and written evaluations should be a part of this process. **NOTE** - An agency may redact sensitive/confidential information on any provided documentation as warranted or required.				❑ Written Directive ❑ Quarterly Report(s) evaluating an entry-level probationary employee.

STANDARD / EVALUATION MEASURES:

1. A written directive identifies all job positions (both sworn and non-sworn) within the agency that have a probationary period. **Y N**

2. The length of the probationary period for the job position is stated in the written directive. **Y N**

3. The written directive requires all agency identified probationary job positions be evaluated for the duration of their established probationary period. **Y N**

4. The directive requires the written performance evaluation reports to be submitted at least quarterly (for the duration of the probationary period). **Y N**

5. The agency hired an entry-level probationary employee(s) within the past twelve months for initial assessments or during the last three years for re-assesments. **Y N**

If yes:

A. The agency provided an example of a completed quarterly performance evaluation reports on a probationary employee (for the probationary period). **Y N**

Agency: _____Assessor: _____ Date: _____

35.1.4	Evaluation Period & Ratings	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Documentation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
Civil Service Agencies: M.G.L. Chapter 31, Section 6A *Performance evaluation system; implementation; provisions* speaks to retention requirements. **NOTE** - An agency may redact sensitive/confidential information on any provided documentation as warranted or required.			❑ Written Directive (*highlighting* each requirement of the standard) ❑ *Copy* of a completed Performance Evaluation Form used *to highlight* each requirement of the standard.	

STANDARD / EVALUATION MEASURES: **The evaluation of the employee's performance covers a specific period.**

1. The agency's written directive requires evaluations to cover a specific time period (actual dates/date range). **Y N**

2. The agency provided a completed copy of each evaluation form used (if more than one) covering a specific evaluation time period. **Y N**

The evaluation form requires explanatory comments when performance ratings are unsatisfactory or outstanding.

3. The agency's written directive requires explanatory comments when ratings are unsatisfactory (or lowest rating scale) or outstanding (or highest rating scale). **Y N**

4. The agency provided a completed copy of each evaluation form used (if more than one) with a specific area/space on the evaluation form(s) for explanatory comments when ratings are unsatisfactory or outstanding. **Y N**

Performance evaluation reports are reviewed and signed by the rater's supervisor.

5. The agency's written directive requires each evaluation to be reviewed by the Rater's Supervisor. **Y N**

6. The agency's written directive requires each evaluation to be signed by the Rater's Supervisor. **Y N**

7. The agency provided a completed copy of each evaluation form used (if more than one) verifying the rater's supervisor reviewed and signed the evaluation. **Y N**

Employees are given the opportunity to sign and make written comments to supplement the completed performance evaluation report.

8. The agency's written directive includes provisions for the employee to sign the completed evaluation report. **Y N**

9. The agency provided a completed copy of each evaluation form used (if more than one) that included the employee's signature . **Y N**

Agency: _____Assessor: _____ Date: _____

35.1.4 Evaluation Period & Ratings (continued)

10. The agency's written directive includes provisions for the employee to make written comments to supplement the completed evaluation report. **Y N**

11. The agency provided a completed copy of each evaluation form used (if more than one) that included the employee's comment area/section (even if the employee declined to comment) . **Y N N/A**

12. There is an alternate means for the employee to make written comments. **Y N N/A**

13. The agency's written directive requires the agency to provide a copy of the *completed* evaluation form to the employee. **Y N**

A**n appeal process for contested evaluation reports.**

14. The agency has a written directive describing its appeal process for contested evaluation reports. **Y N**

15. There is an appeal process for sworn and non-sworn personnel. **Y N**

Retention of performance evaluation reports.

Note: The retention schedule should be consistent with **applicable** legislation or civil service regulations.

16. The agency has a written directive specifying the retention period for all performance evaluation reports. **Y N**

17. The agency provided a controlling **Records Retention Schedule** governing the retention of an employee's evaluation reports. **Y N N/A**

18. The agency's retention requirements are consistent with the controlling retention schedule(s). **Y N N/A**

19. The agency's retention requirements are consistent with agency practice. **Y N**

a. Confirmed in an Interview with: _____

35.1.5	Unsatisfactory Performance	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
This standard does not apply to individual evaluation criteria. It applies when an employee's overall performance rating is deemed to be unsatisfactory. **NOTE** - An agency may redact sensitive/confidential information on any provided documentation as warranted or required.			❑ Written Directive ❑ Written Notification advising Employee of Unsatisfactory Performance	

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive requiring employees to be advised in writing whenever their overall performance is deemed to be unsatisfactory. **Y N**

2. The directive requires the notification to be given to the employee in writing in a timely manner except in the event there is an ongoing internal investigation into the employee. **Y N**

3. Through review of agency provided completed performance evaluation(s), in the last annual rating period, there were examples where an employee's overall performance was deemed to be unsatisfactory? **Y N**

If Yes:

A. The employee was provided written notification of his/her unsatisfactory performance AND it was provided in a timely manner except in the event there is an ongoing internal investigation into the employee. **Y N**

If No:

B. Confirmed in interview with: _____

Agency: _____Assessor: _____ Date: _____

35.1.6	Employee Career Counseling	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
NOTE - An agency may redact sensitive/confidential information on any provided documentation as warranted or required.			❑ Written Directive ❑ Document(s) used to "document" the counseling session between the Rater and the Employee	

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive requiring each employee being evaluated and their assigned rating official conduct a review the employee's performance and evaluation form at the conclusion of the rating period. **Y N**

2. The written directive requires the career counseling session to include the following, (Agencies **must meet Bullets A and B**; Bullet C is optional):

A. The results of the performance evaluation just completed. **Y N**

B. The level of performance expected by the rating criteria or the goals for the new reporting period. **Y N**

C. Career counseling relative to such topics as advancement, specialization, or training appropriate for the employee's position. **Y N N/A (not taken)**

3. Specify WHAT METHOD (i.e., what document, software/computer record, etc.) the agency is using to document the session:
_____

4. The agency provided a sample of documentation of a career counseling session for the last rating period for the following:

Full-time Sworn: _____ **Y N**

Part-time Sworn: _____ **Y N N/A**

Non-Sworn Employee: _____ **Y N N/A**

Agency: _____Assessor: _____ Date: _____

35.1.7	Rater Evaluation	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
Supervisors should evaluate raters regarding the fairness and impartiality of ratings given, their participation in counseling rated employees, and their ability to carry out the rater's role in the performance evaluation system. In addition, the supervisor should ensure that the raters apply ratings uniformly. **NOTE** - An agency may redact sensitive/confidential information on any provided documentation as warranted or required.			❑ Written Directive ❑ The document used to "rate" the Rater (performance evaluation form, addendum, etc.)	

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive requiring that raters to be evaluated by their supervisors regarding the quality of the ratings they give to the employees they supervise and rate. **Y N**

2. Specify **HOW** the agency is rating each rater (and documenting it):

A. There is a specific section on the evaluation form for Raters to be evaluated by their Supervisors regarding the quality of the ratings they give to the employees they supervise and rate. That section of the evaluation form was provided in the File Folder and highlighted. **Y N**

Or,

B. There is an *addendum* to the evaluation form for Raters to be evaluated by their supervisor regarding the quality of the ratings they gave to the employees they supervise and rate. The addendum was provided in the File Folder. **Y N**

Or,

C. Other Method (specify): _____

_____

_____

3. Raters are being rated by their Supervisors, and the ratings are documented. **Y N**

Indicate last name on the agency provided sample documentation of a "Rater" by their supervisor for the last rating period: _____

Agency: _____Assessor: _____ Date: _____

35.1.8	Personnel Early Warning System	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
A Personnel Early Warning System serves to review agency personnel's performance, which is both positive and potentially negative. Identification alone fails to address the issue(s) of identified personnel. Therefore, it is vital to develop action plans to ensure the identified personnel have access to resources to meet their job duties effectively. The early identification of employees that may require additional training or remedial action can increase agency accountability and offer employees a better opportunity to meet the agency's values and mission statement. An agency's system should be initiated when certain incidents or conduct reach predetermined levels. A review and evaluation of information related to the employee's performance and behavior should be conducted. Such information may include but not be limited to agency performance evaluations, citizen complaints, disciplinary actions, use of force incidents, internal affairs investigations, attendance records, commendations, citizen praise, and on-duty accidents and injuries to determine what level of intervention is required. **NOTE** - An agency may redact sensitive/confidential information on any provided documentation as warranted or required.				❑ Written Directive ❑ Materials provided to employees introducing the Program and its services (correspondence to employees, pamphlets, brochures, etc.). ❑ *Annual* Evaluation Report (of the System)

STANDARD / EVALUATION MEASURES:

The agency has a **Personnel Early Warning System** to identify agency employees who may require agency early intervention efforts. **Y N**

1. The "system" is **described** in a written directive. **Y N**

The system includes **WRITTEN PROCEDURES** for:

2. Initiating a review based on current patterns of collected material. **Y N**

3. Agency reporting requirements of conduct and behavior. **Y N**

4. Conducting an annual evaluation of the system and documenting it. **Y N**

A. The agency provided a copy of the last annual evaluation. **Y N**

5. The role and Responsibility of all supervisors. **Y N**

6. Remedial action is based on a review of early warning system thresholds. **Y N**

7. Definition of behaviors or activities which will be reviewed. **Y N**

Agency: _____Assessor: _____ Date: _____

41.1.1	Shift/Beat Assignment	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
This standard is to ensure that on-duty personnel are available to respond for police service or, at a minimum, includes provisions for concurrent jurisdictional coverage if the agency cannot provide 24-hour coverage.				❑ Written Directive ❑ Daily Roster / Patrol Shift Schedule ❑ MOU with agency(s) having concurrent jurisdiction.

STANDARD / EVALUATION MEASURES:

Provisions for Continuous Patrol Coverage

1. Personnel are available to respond to calls for service within the agency's jurisdiction 24/7. **Y N**

A. The agency has a written directive describing **HOW** continuous patrol coverage is provided. **Y N**

B. Per the written directive, continuous patrol coverage is provided through the following:

____ The directive **specifies shifts** covering 24 hours a day, 7 days a week **AND** is supported by a Daily Roster / Patrol Shift Schedule showing coverage 24/7

____ There is **an MOU** with another agency having concurrent jurisdiction

____ Other: _____

Agency: _____Assessor: _____ Date: _____

41.1.2	Shift Briefing	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
Shift briefings are also referred to as Roll Calls			❑ Written Directive	

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive addressing shift briefings (aka Roll Calls). **Y N**

2. The agency describes in its written directive the method(s) it is using to brief officers on each shift. **Y N**

A. What **method** is the agency using to brief its officers (**HOW** is shift briefing being accomplished)?

_____

3. **OBSERVATION**: If you were able to attend a shift briefing during the on-site assessment, note date and shift below:

Date: _____

Shift: _____

41.1.3	Special Purpose Vehicles	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive Observation

Note to Accreditation Managers and Assessors	Proofs of Compliance
This standard applies to all vehicles (electric and liquid fuel powered), aircraft, watercraft, and bicycles, excluding marked and unmarked vehicles or cruisers.	❑ Written Directive(s) ❑ Specialized Operating Manuals ❑ Training certifications ❑ Training records ❑ Vehicle Inspection Sheets ❑ Equipment Lists / Checklists

State Standard/Evaluation Measures:

1. Types of Special Purpose Vehicles owned or used by the agency:

Type of Vehicle(s):	The agency **HAS or USES** the listed special purpose vehicle:	**Equipment:** Any equipment to be kept in or on the vehicle is listed in the directive.
SWAT Vehicle	**Y N/A – (Not Owned/Used)**	**Y N N/A**
Bomb Disposal Vehicle	**Y N/A – (Not Owned/Used)**	**Y N N/A**
Mobile Command Post	**Y N/A – (Not Owned/Used)**	**Y N N/A**
ATV / UTV	**Y N/A – (Not Owned/Used)**	**Y N N/A**
Snowmobile	**Y N/A – (Not Owned/Used)**	**Y N N/A**
Boats or PWC	**Y N/A – (Not Owned/Used)**	**Y N N/A**
Aircraft	**Y N/A – (Not Owned/Used)**	**Y N N/A**
Motorcycle	**Y N/A – (Not Owned/Used)**	**Y N N/A**
Bicycles ___ Pedal ____ Elec./Battery	**Y N/A – (Not Owned/Used)**	**Y N N/A**
Detainee Transport Vehicle*	**Y N/A – (Not Owned/Used)**	**Y N N/A**
Trailer	**Y N/A – (Not Owned/Used)**	**Y N N/A**
Other:	**Y N/A – (Not Owned/Used)**	**Y N N/A**
Other:	**Y N/A – (Not Owned/Used)**	**Y N N/A**

* **NOTE -** regarding detainee transport vehicles: This standard applies only if the vehicle's primary function is to transport detainees.

Agency: _____Assessor: _____ Date: _____

41.1.3 Special Purpose Vehicles (continued)

The total number of Special Purpose Vehicles owned or used by the agency for this standard is: _____

2. For **EACH type** of special purpose vehicle the agency owns or uses, the following is addressed in the written directive(s): **NOTE - If agency does not own and/or use any special purpose vehicle, leave table below blank.**

For **each (total number listed above) special purpose vehicle** owned and in use by the agency, the directive notes:

	A	B	C	D	E
List Vehicle (s) used:	Personnel who are authorized to use the vehicle	Under which conditions (when) the vehicle can be used	Limitations on usage (if any)	Qualifications and Training for Personnel	Designation of person or position responsible for the condition and maintenance of the vehicle.
	Y N	**Y N**	**Y N**	**Y N**	**Y N**
	Y N	**Y N**	**Y N**	**Y N**	**Y N**
	Y N	**Y N**	**Y N**	**Y N**	**Y N**
	Y N	**Y N**	**Y N**	**Y N**	**Y N**
	Y N	**Y N**	**Y N**	**Y N**	**Y N**
	Y N	**Y N**	**Y N**	**Y N**	**Y N**
	Y N	**Y N**	**Y N**	**Y N**	**Y N**
	Y N	**Y N**	**Y N**	**Y N**	**Y N**
	Y N	**Y N**	**Y N**	**Y N**	**Y N**
	Y N	**Y N**	**Y N**	**Y N**	**Y N**
	Y N	**Y N**	**Y N**	**Y N**	**Y N**
	Y N	**Y N**	**Y N**	**Y N**	**Y N**

41.1.4	Agency Owned or Controlled Animals	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Documentation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
This standard refers to any animals that the agency owns or controls the use of by employees. Animals may include Canines (Patrol, Narcotic, Explosive/Bomb, Arson, Therapy/Comfort), Mounted Patrol, etc. It may be waived if the agency does not own or control any animals.				❑ Written Directive(s) ❑ Specialized Operating Manuals ❑ Training certifications ❑ Training records ❑ Vehicle Inspection Sheets ❑ Equipment Lists / Checklists

STANDARD / EVALUATION MEASURES:

1. The agency uses agency-owned or controlled animals. **Y N**
2. If **NO**, the agency provided a WAIVER conditionally approved by MPAC Staff. **Y N**
3. If **yes**, the agency has a written directive that governs the use of agency-owned or controlled animals. **Y N**

If the agency OWNS or CONTROLS the following animals, complete this table:		
4.	**Police Canines** (K-9) if **yes**, check off the type below.	**Y N/A**
A.	Patrol	**Y N/A**
B.	Narcotic	**Y N/A**
C.	Explosive Detection	**Y N/A**
D.	Arson Investigation	**Y N/A**
E.	Comfort / Therapy	**Y N/A**
F.	Other K-9:	**Y N/A**
5.	**Mounted Patrol** (Equestrian)	**Y N/A**
6.	**Other:** (list type of animal)	**Y N/A**
	Other: (list type of animal)	**Y N/A**

Agency: _____Assessor: _____ Date: _____

41.1.4 Agency Owned or Controlled Animals (continued)

7. The directive includes the following provisions **for each agency-owned or controlled animal**:

A. The person/position who is authorized to use the animal. **Y N**

B. Limitations on usage, if any, are noted. **Y N N/A**

C. Under what conditions and for what purposes the animal may be used are listed. **Y N**

D. Qualifications and training required by personnel assigned to use/control the animal are listed. **Y N**

E. Any required training or qualifications are documented and provided to the assessor(s). **Y N**

F. Each animal's required care and maintenance, including 24-hour care, is listed. **Y N**

G. A listing of equipment required is provided. **Y N**

H. The provisions for the collection of deployment/use data, include defining a use of force**. Y N**

41.1.5	Unmanned Aircraft Systems (UAS)	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive Written Documentation

Note to Accreditation Managers and Assessors	Proofs of Compliance
Agency Owned Unmanned Aircraft Systems (UAS), commonly referred to as drones, require compliance with Federal Aviation Administration (FAA) regulations and guidelines.	❑ Written Directive ❑ Current Certificates, Permits required by the FAA ❑ Training Documentation of personnel deploying UAS ❑ Maintenance/Inspection Records ❑ Completed Audits

STANDARD / EVALUATION MEASURES:

1	Agency personnel authorized to use/deploy Unmanned Aircraft Systems (UAS) in the performance of official duties.	**Y N**

If NO, the agency provided a WAIVER conditionally approved by MPAC Staff. **Y N**

If YES, the standard applies to the agency and the following must be met.

WRITTEN DIRECTIVE.

2	The agency has a written directive governing use of Unmanned Aircraft Systems.	**Y N**
3	At a minimum, the **written directive** addresses:	
A	Authorized Uses	**Y N**
B	Prohibited Uses/Restrictions on Use	**Y N**
C	Deployment: Procedures, Authorizations, Supervision	**Y N**
D	Permits/Certificates Required by Federal Aviation Administration (i.e., FAA Part 107)	**Y N**
E	Qualifications and Training	**Y N**
F	Equipment Storage	**Y N**
G	Maintenance	**Y N**
H	Digital Media Preservation: Handling and Retention	**Y N**
I	Reporting Requirements, including crash reporting	**Y N**
J	Accident Notification and Investigation	**Y N**
K	Flight Audits to ensure compliance with regulations	**Y N**

Agency: _____Assessor: _____ Date: _____

41.1.5 Unmanned Aircraft Systems (UAS) (continued)

WRITTEN DOCUMENTATION.

4	The agency has the following written documentation governing use of Unmanned Aircraft Systems.	
A	Current Certificates, Permits required by the FAA	**Y N**
B	Training Documentation for personnel authorized to deploy UAS's	**Y N**
C	Equipment Maintenance/Inspection Records	**Y N**
D	Completed Audits.	**Y N**

Agency: _____Assessor: _____ Date: _____

41.2.1	Responding Procedures	CERTIFICATION	Revision Date: 03/31/2024	Written Directive

Note to Accreditation Managers and Assessors	Proofs of Compliance
The agency should classify calls for service as routine or emergency. These classifications should designate when emergency lights and siren should be used and when traffic laws should be observed. The directive should address high-speed driving conditions and restrictions when responding to emergency calls. **MGL Chapter 89: Section 7B. Operation of emergency vehicles, states:** "Section 7B. The driver of a vehicle of a fire, police or recognized protective department and the driver of an ambulance shall be subject to the provisions of any statute, rule, regulation, ordinance or by-law relating to the operation or parking of vehicles, except that a driver of fire apparatus while going to a fire or responding to an alarm, or the driver of a vehicle of a police or recognized protective department or the driver of an ambulance, in an emergency and while in performance of a public duty or while transporting a sick or injured person to a hospital or other destination where professional medical services are available, may drive such vehicle at a speed in excess of the applicable speed limit if he exercises caution and due regard under the circumstances for the safety of persons and property, and may drive such vehicle through an intersection of ways contrary to any traffic signs or signals regulating traffic at such intersection if he first brings such vehicle to a full stop and then proceeds with caution and due regard for the safety of persons and property, unless otherwise directed by a police officer regulating traffic at such intersection. The driver of any such approaching emergency vehicle shall comply with the provisions of section fourteen of chapter ninety when approaching a school bus which has stopped to allow passengers to alight or board from the same, and whose red lamps are flashing."	❑ Written Directive

State Standard/Evaluation Measures:

1. A written directive defines:

- **A.** Non-Emergency Calls. **Y N**
- **B.** Emergency Calls. **Y N**
- **C.** Prioritization of call types for response. **Y N**

2. The agency has written procedures **for responding** to:

- **A.** Non-Emergency calls for service. **Y N**
- **B.** Emergency calls for service. **Y N**

Agency: _____Assessor: _____ Date: _____

41.2.1 Responding Procedures (continued)

3. The written directive addresses **conditions**:

A. When traffic laws should be observed. **Y N**

B. High-speed driving conditions and restrictions. **Y N**

4. The written directive indicates **when emergency equipment is required** to be used, such as:

A. Emergency lights. **Y N**

B. Siren. **Y N**

41.2.2	Pursuit of Motor Vehicles	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Documentation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
This standard is **not limited to "high-speed" pursuits**. Regarding the Administrative Review, the intent of this standard is to have the review conducted by a supervisor who was not personally involved in the pursuit. Regarding the Annual Analysis: Some factors to consider when conducting the analysis: Increases or decreases in the number of pursuits; day of the week; time of day/shift; original offense; reason for terminating the pursuit; whether forcible stopping was used; whether injuries or property damage; whether emergency lights and siren were used; whether a supervisor took control of the pursuit; years on the job (supervisor and primary officer); average length and distance of the pursuit; whether the pursuit left the agency's jurisdiction or involved other agencies; and information on the subject, etc. The analysis should end with a conclusion: (1) identifying patterns or trends discovered, (2) confirming that the pursuit conformed to the agency protocols/restrictions, and (3) indicating whether training or policy revisions are needed.				❑ Written Directive ❑ Written Report of a pursuit within the past 12 months for initial certification (Arrest/Incident Report, M/V Pursuit Form, etc.) ❑ A documented review of the pursuit by a supervisor not personally involved in the pursuit (aka the administrative review) ❑ Annual Analysis of Pursuits. For initial certification: the most recent Analysis. For re-certification or re-accreditation, the analysis for each of the past three years.

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive governing the pursuit of motor vehicles. **Y N**

The agency's directive addresses:

2. Evaluating the circumstances for a pursuit (i.e., the deciding factors: whether to pursue or not). **Y N**

3. The initiating officer's responsibilities. **Y N**

4. Any secondary unit's responsibilities. **Y N**

5. Specifies roles/restrictions pertinent to the use of:

A. Marked vehicles. **Y N**

B. Unmarked vehicles. **Y N**

C. Motorcycles. **Y N N/A**

D. Personally owned vehicles. **Y N**

Agency: _____Assessor: _____ Date: _____

41.2.2 Pursuit of Motor Vehicles (continued)

6. Assigns the dispatcher's responsibilities. **Y N**

7. Describes the supervisor's responsibilities. **Y N**

8. Specifies when to terminate the pursuit. **Y N**

9. Specifying the authority to terminate pursuit **Y N**

NOTE – **inter-jurisdictional refers to multi-jurisdictional pursuits involving agency personnel from outside the agency's jurisdiction.**

10. Addresses **inter-jurisdictional** pursuits. **Y N**

NOTE – intra-jurisdictional refers to multi-jurisdictional pursuits involving agency personnel in the agency's jurisdiction. This would include pursuits initiated in the agency's jurisdiction by another agency (e.g., having concurrent jurisdiction) and any pursuits initiated outside the agency's jurisdiction and entering the agency's jurisdiction.

11. Addresses **intra-jurisdictional** pursuits. **Y N**

12. Requires a written **report** of the pursuit. **Y N**

13. Requires an **administrative review** of each pursuit (i.e., a review by a supervisor NOT PERSONALLY involved in the pursuit). **Y N**

14. Requires **an annual documented analysis** of all pursuit reports to include:

A. A review of policy **Y N**

B. A review of reporting procedures **Y N**

Initial Assessment

15. Were any agency personnel involved in or engaged in a motor vehicle pursuit during the last twelve months? **Y N**

16. If **No,** the person responsible for the Annual Analysis provided a written statement (memo to file) indicating that there were no pursuits in the last twelve months. **Y N**

If **Yes**, continue answering the following questions:

17. The pursuits were reported (i.e., documented on the form intended for that purpose, in an incident/offense report, arrest report, etc.) **Y N**

18. The agency provided documentation of an administrative review of a pursuit report within the past twelve months. **Y N**

A. If **Yes**, the administrative review was conducted by a supervisor NOT personally involved in the pursuit.

41.2.2 Pursuit of Motor Vehicles (continued)

19. The agency provided documentation of an annual analysis of a pursuits within the past twelve months.
Y N

A. If **Yes**, Fill in the date of the analysis provided: **___/____/20__**

Re-Assessment

Agency Pursuits		**Year 1**	**Year 2**	**Year 3**
Were any agency personnel involved in or engaged in a motor vehicle pursuit within the agency's three (3) year award period?		**Y N**	**Y N**	**Y N**
If, NO	The person responsible for the Annual Analysis provided a written statement (memo to file) indicating no pursuits in the reporting year to analyze.	**Y N**	**Y N**	**Y N**
If, Yes	Continue answering the following questions:			
Written Report of a Pursuit		**Year 1**	**Year 2**	**Year 3**
20. The pursuits were reported (i.e., documented).		**Y N**	**Y N**	**Y N**
21. Specify the documentation the agency provided to demonstrate compliance:		_____ The agency placed a copy of a pursuit report in the File Folder as an example. _____The agency indicated *where* all reports of pursuits are filed in the agency, and they were *observed*. File Location: _____	_____ The agency placed a copy of a pursuit report in the File Folder as an example. _____The agency indicated *where* all reports of pursuits are filed in the agency, and they were *observed*. File Location: _____	_____ The agency placed a copy of a pursuit report in the File Folder as an example. _____The agency indicated *where* all reports of pursuits are filed in the agency, and they were *observed*. File Location: _____

Agency: _____Assessor: _____ Date: _____

41.2.2 Pursuit of Motor Vehicles (continued)

Administrative Review of the Pursuit	**Year 1**	**Year 2**	**Year 3**
1. The agency provided documentation of one (1) administrative review of a pursuit report for each of the agency's three (3) year assessment period.	**Y N**	**Y N**	**Y N**
2. The administrative review was conducted by a supervisor NOT personally involved in the pursuit.	**Y N**	**Y N**	**Y N**

Annual Analysis of Pursuits	**Year 1**	**Year 2**	**Year 3**
3. The agency provided documentation of one (1) annual analysis for each of the agency's three (3) year assessment period.	**Y N N/A**	**Y N N/A**	**Y N N/A**
If **Yes**, Fill in the date of the analysis provided:	**___/____/20__**	**___/____/20__**	**___/____/20___**

41.2.3	Forcible Stopping/Roadblocks	CERTIFICATION	Revision Date: 03/31/2024	File Folder

Note to Accreditation Managers and Assessors	Proofs of Compliance
Forcible stopping includes; ramming/intentionally colliding with a vehicle, pursuit intervention technique (PIT), and/or pulling into the path of a vehicle. Roadblocks include the use of a vehicle or object to block the path of another vehicle.	❑ Written Directive ❑ Training Records/Certificates ❑ Written report(s) on use of roadblocks or forcible stopping ❑ A documented Administrative Review: a review of the use of forcible stopping/roadblocks by a supervisor not personally involved in the pursuit

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive addressing **forcible stopping**. **Y N**

A. Per the written directive, forcible stopping is authorized. **Y N**

B. If forcible stopping is authorized, the directive indicates what techniques are authorized. **Y N N/A**

2. The agency has a written directive addressing **roadblocks**. **Y N**

A. Per the written directive, roadblocks are authorized. **Y N**

3. The agency has a written directive addressing **tire deflation devices or (stop sticks/road spikes)**. **Y N**

A. Per the written directive, tire deflation devices or road spikes are authorized. **Y N**

4. The agency's written directive:		**Forcible Stopping**	**Roadblocks**	**Tired Deflation Devices (Stop Stick/Road Spikes)**
A	Describes circumstances warranting their use.	**Y N ___Not Authorized**	**Y N ___Not Authorized**	**Y N ___Not Authorized**
B	Specifies procedures for implementation.	**Y N**	**Y N**	**Y N**
C	Requires training in their use.	**Y N**	**Y N**	**Y N**
Documentation of training was provided		**Y N**	**Y N**	**Y N**
E	Defines supervisory responsibilities.	**Y N**	**Y N**	**Y N**
F	Requires a written report when used.	**Y N**	**Y N**	**Y N**
G	Requires an administrative review of each incident.	**Y N**	**Y N**	**Y N**

Agency: _____Assessor: _____ Date: _____

41.2.3 Forcible Stopping / Roadblocks (continued)

Initial Assessment

5.	Forcible stopping, roadblocks, and/or tire deflation devices have been used in the past twelve months.	**Y N**
A	If **no**, confirmed in interview with: **Note their rank/name:**	
B	If **yes**, a written report was provided	**Y N**
C	An administrative review by a supervisor not personally involved in the call/incident was conducted and documented.	**Y N**

Re-Assessment

6.	Forcible stopping, roadblocks, and/or tire deflation devices have been used in the following year(s) during the agency's reassessment period.	**Year 1** **Y N**	**Year 2** **Y N**	**Year 3** **Y N**
A	If **no**, confirmed in interview with: **Note their rank/name:**			
B	If **yes**, a written report was provided	**Y N**	**Y N**	**Y N**
C	An administrative review by a supervisor not personally involved in the call/incident was conducted and documented.	**Y N**	**Y N**	**Y N**

Agency: _____Assessor: _____ Date: _____

41.2.4	Notification Procedures	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Agency procedures should address notification by first responder units of such agencies or persons as are appropriate to the situation. This could include, but would not necessarily be limited to, notification of police supervisory personnel, emergency medical services, fire service, the medical examiner/coroner, street/highway department personnel, public utilities personnel, and the news media. The intent of this standard is to ensure that all appropriate persons and agencies, internal or external, are notified in emergency situations. Typically, this notification process begins with the first responder in the field assessing the situation and advising the communications center of any specific persons or agencies that should be notified of the emergency and often, requested to respond to the emergency. This standard may be addressed by a single directive or by a combination of directives.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive identifying the first responding unit's role in initiating and/or making notifications to appropriate persons or agencies in emergency situations. **Y N**

2. The directive establishes procedures for making these notifications by the first responding unit. **Y N**

Agency: _____Assessor: _____ Date: _____

41.2.5	Missing Persons	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
NOTE - This **standard applies to adult missing persons**, 41.2.6 applies to missing children **At Risk Persons**: Any person who is physically or mentally challenged and who poses a risk to themselves or others, e.g., mental disorders, suicidal, Alzheimer's patients, or diabetics **Critically Missing**: A reported missing person who is missing, and foul play may be a factor; or any at risk person				❑ Written Directive ❑ A computer printout listing missing persons reported to the agency within the past 12 months.

State Standard/Evaluation Measures:

1. The agency has a written directive establishing procedures for documenting (reporting) ADULT missing persons. **Y N**

2. The agency's written directive also establishes procedures for investigating ADULT missing persons. **Y N**

3. The agency's written directive includes:		
A	Procedures for gathering initial description and information.	**Y N**
B	Procedures for disseminating the collected information.	**Y N**
C	Procedures for entering the information in the appropriate criminal justice information system (CJIS and NCIC).	**Y N**
C	Procedures for removing the information in the appropriate criminal justice information system (CJIS and NCIC).	**Y N**
D	Procedures for following-up with and contacting the reporting persons.	**Y N**
E	Procedures for conducting a follow-up investigation and search.	**Y N**
F	Special considerations for critically missing or at-risk persons. (Refer to Note Box)	**Y N**
G	The criteria for activation of an alert system for notification to the public.	**Y N**

Agency: _____Assessor: _____ Date: _____

41.2.5 Missing Persons (continued)

Initial Assessment

The agency provided a computer printout listing missing persons reported to the agency within the past twelve months:

4.	Randomly select **one (1) missing person incident** from the list *and verify* compliance with each of the agency's written directives requirements.		
List Incident or Case Number:			
A	A *description* of the missing person was obtained.		**Y N**
B	*Information* on the missing person was obtained.		**Y N**
C	Collected information was disseminated.		**Y N**
D	The information was *entered* into CJIS and NCIC.		**Y N**
E	The information was *removed* from CJIS and NCIC.		**Y N**
If **No,** Explain:			
F	Did agency personnel have any follow-up contact with reporting persons?		**Y N**
If **No,** Explain:			
G	The agency conducted a *follow-up investigation* of the incident.		**Y N**
H	The agency conducted a *search* for the missing person.		**Y N**
If **No,** Explain:			
I	If the missing person was *critically missing*, special procedures were followed.		**Y N N/A**
J	If the missing person was considered *at-risk*, special considerations were given.		**Y N N/A**

Agency: _____Assessor: _____ Date: _____

41.2.5 Missing Persons (continued)

Re-Assessment

The agency provided a computer printout listing missing persons reported to the agency within the agency's three (3) year award period in the standard File Folder:

5. Randomly select **one (1) missing person incident for each year** from the list *and verify* compliance with each of the agency's written directives requirements.		**Year 1**	**Year 2**	**Year 3**
List Incident or Case Number:				
A	A *description* of the missing person was obtained.	**Y N**	**Y N**	**Y N**
B	*Information* on the missing person was obtained.	**Y N**	**Y N**	**Y N**
C	Collected information was disseminated.	**Y N**	**Y N**	**Y N**
D	The information was *entered* into CJIS and NCIC.	**Y N**	**Y N**	**Y N**
E	The information was *removed* from CJIS and NCIC.	**Y N**	**Y N**	**Y N**
If **No,** Explain:				
F	Did agency personnel have any follow-up contact with reporting persons?	**Y N**	**Y N**	**Y N**
If **No,** Explain:				
G	The agency conducted a *follow-up investigation* of the incident.	**Y N**	**Y N**	**Y N**
H	The agency conducted a *search* for the missing person.	**Y N**	**Y N**	**Y N**
If **No,** Explain:				
I	If the missing person was *critically missing*, special procedures were followed.	**Y N N/A**	**Y N N/A**	**Y N N/A**
J	If the missing person was considered *at-risk*, special considerations were given.	**Y N N/A**	**Y N N/A**	**Y N N/A**

Agency: _____Assessor: _____ Date: _____

41.2.6	Missing Children	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
NOTE - This standard applies to missing children, 41.2.5 applies to missing adults. **Abandonment of Infant Under The Age of Ten**: See MGL Chapter 119: Section 39. (linked here) **Placement of a Newborn into Foster Care**: See MGL Chapter 119: Section 39 ½ (linked here)				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive for handling each of the following:

- **A.** Missing Children **Y N**
- **B.** Runaway Children **Y N**
- **C.** Abandonments (Ch.119: Sec.39) **Y N**
- **D.** Abductions (including parental) **Y N**
- **E.** Other missing status (i.e., at risk, critically missing, etc.) **Y N**

2. The written directive contains the following:

- **A.** A policy statement concerning missing or unidentified children. **Y N**
- **B.** The criteria for supervisory notification (i.e., *when* supervisors should be notified). **Y N**
- **C.** The information that is *required* for immediate notification of appropriate inter- and intra-agency coordination. **Y N**
- **D.** The criteria for activating an alert Systems or other public notification, i.e., Amber Alert. **Y N**
- **E.** The responsibilities of each of the following:
  - **I.** Call Takers **Y N**
  - **II.** First Responders **Y N**
  - **III.** Supervisors **Y N**
  - **IV.** Investigators **Y N**
- **F.** follow-up responsibilities. **Y N**

3. The agency has a written directive on the state's **Safe Haven Law** (MGL Ch. 119: Sec. 39 ½ *Placement of a newborn into foster care*). **Y N**

Agency: _____Assessor: _____ Date: _____

41.2.7	Mental Health Issues	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive Observation

Note to Accreditation Managers and Assessors	Proofs of Compliance
Regarding *initial/entry-level* and *refresher* training for non-sworn personnel: this standard applies to all non-sworn personnel who deal directly with the public such as dispatchers, records personnel, detention attendants, parking enforcement personnel, etc. **NOTE** - In the event of any new or updated policy language, the agency must train affected personnel on the updated information upon its implementation.	❑ Written Directive ❑ List of available community Mental Health Resources including contact information. ❑ *Documented* training for entry-level *sworn* personnel. ❑ *Documented* training for entry-level *non-sworn* personnel. ❑ Documented refresher training for *sworn* personnel at least every two (2) years. ❑ Documented refresher training for *non-sworn* personnel at least every two (2) years.

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive regarding the interaction of agency personnel with persons suspected of suffering from mental health issues. **Y N**

WRITTEN DIRECTIVE:

2. The agency's written directive specifically includes:

A. Guidelines for the recognition of persons suffering from mental health issues. **Y N**

B. Procedures for accessing available community mental health resources. **Y N**

C. Specific guidelines for agency personnel to follow in dealing with persons they suspect are suffering from mental health issues during contacts. **Y N**

D. Specific guidelines for sworn officers to follow in dealing with persons they suspect are suffering from mental health issues during interviews and interrogations. **Y N**

E. Requiring initial/entry-level training for both sworn and non-sworn personnel. **Y N**

F. Requiring refresher training at least every two (2) years (biennially). **Y N**

WRITTEN DOCUMENTATION:

3. The agency provided documentation for:

A. Initial/Entry-level training for sworn personnel. **Y N**

B. Initial/Entry-level training for non-sworn personnel. **Y N**

C. Refresher training within the last two (2) years for sworn personnel. **Y N**

D. Refresher training within the last two (2) years for non-sworn personnel. **Y N**

Agency: _____Assessor: _____ Date: _____

41.3.1	Patrol Vehicles, Lights, Sirens	CERTIFICATION	Revision Date: 03/31/2024	Tour
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
This standard requires observation of agency vehicles used in routine or general patrol.			□ *Operational* emergency lights and siren (random sampling of vehicles)	

STANDARD / EVALUATION MEASURES:

Vehicle		**Operational?**	
Type of Vehicle	**The Vehicle "ID Number" Checked**	**Emergency Lights**	**Siren**
1. ***MARKED*** Vehicles used in Routine or General Patrol Service		**Y N**	**Y N**
2. ***UNMARKED*** Vehicles used in Routine or General Patrol Service	**____Not Used for Patrol Duties**	**Y N N/A**	**Y N N/A**

Agency: _____Assessor: _____ Date: _____

41.3.2	Equipment Specification/Replenishment	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Observation

Note to Accreditation Managers and Assessors	Proofs of Compliance
The amount and type of equipment carried in patrol vehicles depends on the mission of the agency and its patrol officers. Items such as a first-aid kit, equipment for protection against transmission of blood-borne pathogens, blankets, flares, reflective cones, tape measure, accident and criminal investigation equipment and reports, fire extinguisher, and other equipment are often needed by a patrol officer to handle emergencies and preliminary investigations effectively. The agency may determine its needs. However, the equipment decided upon should be specified by kind and amount, be uniformly available in all vehicles, and available for use. Check-off lists or inspection forms can aid officers and supervisors with ensuring that vehicles are properly stocked, as well as proving compliance with this standard.	□ Written Directive listing equipment to be included in every patrol vehicle □ A *system* to replenish supplies □ Vehicle Checklists and Inspection Forms

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive specifying the equipment to be included in every patrol vehicle. **Y N**

2. The agency's written directive also establishes a system to replenish supplies. **Y N**

A. Per the written directive, **WHAT** is the agency's system?_____

_____

3. Select one (1) vehicle and **compare** the equipment and supply list in the agency's written directive **to** the equipment and supplies found in the vehicle selected.

4. Specify which vehicle was selected: _____

5. The written directive is consistent with agency practice. **Y N**

Agency: _____Assessor: _____ Date: _____

41.3.3	Occupant Safety Restraints	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Use of occupant safety restraints include seat belts and child safety seats as required by law.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive requiring the use of occupant safety restraint devices in its vehicles. **Y N**

2. The written directive addresses **sworn personnel.** **Y N**

3. The written directive addresses **civilian personnel**. **Y N**

4. The written directive addresses **detainees.** **Y N**

5. The written directive addresses **non-custodial passengers**. **Y N**

6. The agency has an exception(s) to the requirement of the use of occupant safety restraints**. Y N**

If Yes:

A. The exception are noted in the agency's written directive**. Y N**

B. List the exceptions here: _____

_____

Agency: _____Assessor: _____ Date: _____

41.3.4	Authorized Personal Equipment	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
The agency should determine the specifications and authorize all personal equipment and apparel not issued by the agency, used/worn by uniformed personnel to ensure uniformity and prevent the use of unauthorized or substandard items. The intent of this standard is twofold. First, to ensure uniformity among agency personnel concerning personal equipment and apparel. Secondly, to prevent personnel from using or wearing unauthorized or substandard items. To accomplish this, the agency must identify/describe in writing the equipment (e.g., holster, handcuffs, etc.) and apparel (e.g., parts of the uniform such as shoes, reflective vests, etc.) to be worn. **Personal refers to that which is worn or carried on the person. It does not mean personally owned.** The standard also focuses on the equipment and apparel that is NOT ISSUED BY THE AGENCY, but that is authorized for use or wearing. Related Standards: **17.5.2** How agency-owned property is issued and reissued (equipment and apparel). **22.2.5** How agency personnel are provided the equipment and apparel (clothing allowance vs. agency-issued). **26.1.1** Standards (policies) relative to the equipment and apparel (i.e., uniform appearance guidelines, care and maintenance of equipment, etc.).				□ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive indicating that only equipment and attire/apparel authorized by the agency may be carried or worn. **Y N**

2. The written directive provides the specifications for authorized uniform items/pieces not issued by the agency to personnel. **Y N**

3. The written directive provides the specifications for authorized equipment not issued to personnel by the agency. **Y N**

Agency: _____Assessor: _____ Date: _____

41.3.5	Protective Vests	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
This standard **requires an agency to make a protective vest available to all sworn personnel**, regardless of assignment or position, for compliance with this standard, as well as standard *41.3.6 Protective Vests, Pre-Planned, High Risk, Situations*. Availability does not preclude an agency from placing exterior armor (adjustable fit/one size fits all) in each of its cars for use by the vehicle operator(s). The **agency must establish when wearing a protective vest is required (mandated)**. They also need to **provide guidance on the accessibility of a vest when wearing it is not required**. When **addressing the accessibility of a protective vest**, **agencies should consider** the likelihood of a response to an immediate incident involving an armed person, including but not limited to a crime in progress, a known call or service with a firearm involved/shots fired, and/or an active threat response. The standard does not require the "wearing" of the vest by all sworn personnel but requires the agency to identify when and where a protective vest must be worn. Possible reasons for not wearing protective vests include but are not necessarily limited to, extreme temperature/weather conditions, the regular assignment of personnel to non-patrol duties, administrative positions, etc. Vests should be replaced per the manufacturer's guidance on expiration or replacement requirements.				□ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency makes protective vests available to all sworn personnel (both full-time and part-time). **Y N**

2. The agency's written directive outlines and identifies when wearing a protective vest is required. **Y N**

3. The agency's written directive provides specific guidance on the accessibility of protective vests for times when wearing them is not required. **Y N**

Agency: _____Assessor: _____ Date: _____

41.3.6	Protective Vests/Pre-planned, High-Risk Situations	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
While the previous standard addresses the accessibility of vests, this standard (41.3.6) **requires the WEARING of a vest in all pre-planned, high-risk situations** as defined by the agency. The intent of the standard is to require that personnel involved in the execution of high-risk tactical duties are required to wear agency-provided protective vests whenever discharging those responsibilities, regardless of exceptions that may have been delineated under agency guidelines meeting standard 41.3.5. Examples of high-risk tactical situations include but are not necessarily limited to planned warrant execution, drug raids, etc.				❑ Written Directive

State Standard/Evaluation Measures:

1. The agency has a written directive defining pre-planned, high-risk situations. **Y N**

2. The agency has a written directive requiring the wearing of protective vests in pre-planned, high-risk situations. **Y N**

Agency: _____Assessor: _____ Date: _____

41.3.7	Mobile Data Access	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Reference Material: Criminal History Systems Board's (CHSB) Policy on the use of any device with access to the Criminal Justice Information System (CJIS).				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has computerized mobile data access capabilities or other similar technology such as:

A. Portable Laptops: **Y N**

B. Mobile Data Terminals (MDT): **Y N**

C. Tablets: **Y N**

D. Cellular Phone: **Y N**

E. Other: _____ **Y N**

2. If **No** to **Question 1, A-E**, the agency has a Waiver conditionally signed by MPAC Staff. **Y N**

3. If **Yes** to **Question 1, A-E,**

A. The agency has a written directive establishing procedures for their use. **Y N**

B. The directive addresses the unauthorized introduction of software programs or other files. **Y N**

C. The directive addresses the manipulation or alteration of current software running on agency-owned mobile, desktop, or handheld computers. **Y N**

Agency: _____Assessor: _____ Date: _____

41.3.8	In-Car and/or Body-Worn Cameras	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
MPAC provides the below standard requirements for agencies participating in our program that use in-car and/or body-worn cameras. They are implemented with a consideration of best practices and essential considerations for any agency choosing to use in-car and/or body-worn camera systems. Pursuant to Section 104 of Chapter 253 of the Acts and Resolves of 2020, A Law Enforcement Body Camera Task Force was established that was responsible for proposing regulations and establishing a uniform code for the procurement and use of body-worn cameras by law enforcement to promote consistency throughout the Commonwealth, should law enforcement choose to use body cameras. The Task Force concluded its work as of August 1st, 2022, and the final report can be found on the Task Force homepage (linked here) for agencies who wish to follow the Task Force's full recommendations.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency employs the use of in-car cameras. **Y N**

2. The agency employs the use of body-worn cameras. **Y N**

3. If **No, for both questions 1 and 2,** the agency has a signed waiver conditionally approved by MPAC Staff. **Y N**

4. If **Yes, for either questions 1 or 2**, *the agency has a written directive establishing guidelines for each of the following:*

A. A policy statement regarding the use of in-car and/or body-worn cameras. **Y N**

B. Agency requirements and protocols for an officer to access or view any recording of an incident involving the officer before the officer makes a statement/report about an incident. **Y N**

C. Requirements or protocols for the use and review of captured footage or data. **Y N**

D. The process by which in-car and/or body-worn camera footage will be released as a public record. **Y N**

E. Camera equipment maintenance and inspection procedures. **Y N**

F. Training requirements for users and supervisors. **Y N**

G. Data storage and retention requirements **Y N**

H. Data security requirements. **Y N**

I. Procedures for securing storage locations in which recordings are kept. **Y N N/A**

J. Language for contracts with third-party vendors for data storage provides that the recordings obtained from agency in-car and/or body-worn camera systems are the property of the law enforcement agency, are not owned by the vendor, and cannot be used by the vendor for any purpose inconsistent with the policies and procedures of the law enforcement agency. **Y N N/A**

Agency: _____Assessor: _____ Date: _____

41.3.9	License Plate Readers	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive Written Documentation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
This standard requires written guidelines for the use of License Plate Readers (LPR's) and establishes the responsibilities of the LPR Operator.				❑ Written Directive ❑ Documentation of Operator Training

STANDARD / EVALUATION MEASURES:

1. The agency utilizes License Plate Readers (LPRs). **Y N**

If **No**, the agency provided a WAIVER conditionally approved by MPAC Staff. **Y N**

If **Yes**, the standard applies to the agency and the following info in the below table must be met.

2.	The agency has a written directive governing the use of License Plate Readers.	**Y N**
3.	The written directive addresses:	
A	Guidelines for use	**Y N**
B	Operator responsibilities	**Y N**
C	Operator training	**Y N**
D	Data entries	**Y N**
E	Data storage and security	**Y N**
F	Access to data	**Y N**
G	Data retention	**Y N**
4	Agency provided documentation demonstrating LPR Operators received required training. Name(s) sampled:	**Y N**

Agency: _____Assessor: _____ Date: _____

41.4.0	Bias-Free Policing	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Documentation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Per Section 1 of MGL Part I, Title II, Chapter 6E: **Bias-Free Policing is**: " ''Bias-free policing'', policing decisions made by and conduct of law enforcement officers that shall not consider a person's race, ethnicity, sex, gender identity, sexual orientation, religion, mental or physical disability, immigration status or socioeconomic or professional level. This definition shall include policing decisions made by or conduct of law enforcement officers that: (1) are based on a law enforcement purpose or reason which is non-discriminatory, or which justifies different treatment; or (2) consider a person's race, ethnicity, sex, gender identity, sexual orientation, religion, mental or physical disability, immigration status or socioeconomic or professional level because such factors are an element of a crime." (linked here) **MPAC's State Accreditation Program:** • Requires that agencies also include any non-sworn enforcement personnel, i.e., parking enforcement officers, code enforcement positions, etc., within written directives and any required training for bias-free policing. • Prohibits ALL bias-based policing and is not limited to traffic contacts, field contacts, asset seizure, or forfeiture efforts. The **annual administrative review** should encompass *traffic contacts, field contacts, asset seizure, and forfeiture efforts*. The purpose of the annual administrative review of agency practices and citizen concerns is to reveal patterns or trends that might indicate a need for training, policy modification, and/or corrective measures (like the intent of 1.1.14 Analysis of Use of Force Reports and 41.2.2 Question 14, Analysis of Vehicular Pursuits).				□ Written Directive □ Documentation of training (training notices, attendance records) □ Documentation showing that *legal aspects* were covered in the training program (lesson plans, training handouts) □ Documentation of Annual Reviews □ Documentation showing implementation of corrective measures, if applicable.

State Standard/Evaluation Measures:

1. The agency has a written statement requiring bias-free policing. **Y N**

2. The written directive *requires that*:

A. Law Enforcement Officers and non-sworn enforcement personnel receive initial training in bias-free policing. **Y N**

B. Law Enforcement Officers and non-sworn enforcement personnel receive annual training in bias-free policing. **Y N**

C. Legal aspects are to be covered in training. **Y N**

D. An annual administrative review of agency practices. **Y N**

E. The annual administrative review includes a review of any reported citizen concerns. **Y N**

F. That corrective measures be taken when bias-based policing occurs. **Y N**

Agency: _____Assessor: _____ Date: _____

41.4.0 Bias-Free Policing (continued)

3. The agency's directive prohibits the practice of racial profiling, **or by definition**, the differential treatment by a law enforcement officer based on actual or perceived race, color, ethnicity, national origin, immigration or citizenship status, religion, gender, gender identity, or sexual orientation in conducting a law enforcement action, whether intentional or evidenced by statistically significant data showing disparate treatment. **Y N**

Initial Training on Legal Aspects for New Police Officers.

- If Initial Training was **received in the recruit academy**: Agencies don't have to confirm that "legal aspects" were specifically covered in training.
- If the Initial Training was **NOT received in the recruit academy** (e.g., it was provided during an FTO program): Documentation of the Initial Training must confirm that *"legal aspects" were covered in training.*
- Examples: Lesson Plans, Training Materials/Handouts, PowerPoint Slides/Notes, Syllabus/Course Outlines, etc. A documented review of the agency's policy, highlighting legal aspects/ramifications in the policy, would also be acceptable proofs of compliance.

NOTE: The agency must also account for the initial training of newly hired non-sworn enforcement personnel.

Initial Assessment

4. There were full-time, part-time police officers or non-sworn enforcement personnel hired within the past twelve (12) months or since the directive's effective date. **Y N**

A. If **No**, confirmed in an interview with: _____

5. If **Yes**, from the examples of personnel provided, the training covered legal aspects (fill in the below table):

Name & Title of Personnel Hired **(Sampled)**		**Training Received**	**Method of Training Documentation/Legal Aspects**	**Legal Aspects**
New Full-time PO		**Y N**		**Y N**
New Part-time PO		**Y N** **__ No Position**		**Y N** **__ No Position**
New Non-Sworn Enforcement Personnel		**Y N** **__ No Position**		**Y N** **__ No Position**

41.4.0 Bias-Free Policing (continued)

Re-Assessment Indicate below whether any enforcement personnel had been hired during the three (3) year assessment period and, if so, whether initial training in bias-based policing issues had been received.

6. Full-time, part-time police officers or non-sworn enforcement personnel were hired during the three (3) year assessment period or since the directive's effective date. **Y N**

A. If **No**, confirmed in an interview with: _____

7. If **Yes**, from the examples of personnel provided, the training covered legal aspects (fill in the below table):

Name and Title of New Employee Hired **(example)**		**Training Received**	**Method of Training Documentation/Legal Aspects**	**Legal Aspects**
Year 1:				
Full-time PO		**Y N**		**Y N**
Part-time PO		**Y N** **__ No Position**		**Y N** **__ No Position**
Non-sworn Enforcement Personnel		**Y N** **__ No Position**		**Y N** **__ No Position**
Year 2:				
Full-time PO		**Y N**		**Y N**
Part-time PO		**Y N** **__ No Position**		**Y N** **__ No Position**
Non-sworn Enforcement Personnel		**Y N** **__ No Position**		**Y N** **__ No Position**
Year 3:				
Full-time PO		**Y N**		**Y N**
Part-time PO		**Y N** **__ No Position**		**Y N** **__ No Position**
Non-sworn Enforcement Personnel		**Y N** **__ No Position**		**Y N** **__ No Position**

Agency: _____Assessor: _____ Date: _____

41.4.0 Bias-Free Policing (continued)

Re-Assessment

8. Indicate below whether annual re-training in bias-based policing issues had been received for enforcement personnel using the same employee in each category for all three (3) years of the assessment period.

Name and Title of Veteran Employee **(example)**		**Training Received**	**Method of Training Documentation/Legal Aspects**	**Legal Aspects**
Year 1:				
Full-time PO		**Y N**		**Y N**
Part-time PO		**Y N** **__ No Position**		**Y N** **__ No Position**
Non-sworn Enforcement Personnel		**Y N** **__ No Position**		**Y N** **__ No Position**
Year 2:				
Full-time PO		**Y N**		**Y N**
Part-time PO		**Y N** **__ No Position**		**Y N** **__ No Position**
Non-sworn Enforcement Personnel		**Y N** **__ No Position**		**Y N** **__ No Position**
Year 3:				
Full-time PO		**Y N**		**Y N**
Part-time PO		**Y N** **__ No Position**		**Y N** **__ No Position**
Non-sworn Enforcement Personnel		**Y N** **__ No Position**		**Y N** **__ No Position**

41.4.0 Bias-Free Policing (continued)

Initial Assessment

The agency provided a copy of annual reviews of the agency's bias-free policing practices completed within the past twelve months:

9. Documented Annual Review Provided:	**Y N**
Date of Review: **____/____/20___**	
The report reviewed data available to the agency, such as traffic stops, field contacts, and citizen complaints.	**Y N**
The agency highlighted in the document where citizen concerns were reviewed.	**Y N**
There were corrective measures identified from the annual review.	**Y N** ___Document stated *no citizen concerns were reported*
If yes, these measures were taken by the agency.	**Y N N/A**

Re-Certification / Re-Accreditation

The agency provided a copy of annual reviews of the agency's bias-free policing practices for their three (3) year award period:

10. Documented Annual Review Provided:	**Year 1** **Y N**	**Year 2** **Y N**	**Year 3** **Y N**
Date of Review:	**____/____/20___**	**____/____/20___**	**____/____/20___**
The report reviewed data available to the agency, such as traffic stops, field contacts, and citizen complaints.	**Y N**	**Y N**	**Y N**
The agency highlighted in the document where citizen concerns were reviewed	**Y N**	**Y N**	**Y N**
There were corrective measures identified from the annual review.	**Y N** __Document stated *no citizen concerns were reported*	**Y N** ___Document stated *no citizen concerns were reported*	**Y N** ___Document stated *no citizen concerns were reported*
If yes, these measures were taken by the agency.	**Y N N/A**	**Y N N/A**	**Y N N/A**

41.4.1	Search and Seizure	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
			□ Written Directive(s) □ Written Documentation of agency compliance for current award period.	

Standard/Evaluation Measures:

1. The agency has a written directive governing search and seizure without a warrant. **Y N**

2. The written directive specifically addresses the following situations:

A. Search by consent. **Y N**

B. Stop and frisk of an individual under circumstances where the officer has articulable reasons to fear for his/her safety. **Y N**

C. Search of a vehicle under a movable vehicle exception. **Y N**

D. Search at the scene of a crime. **Y N**

E. Search under exigent circumstances, as where the public safety is endangered. **Y N**

F. Conducting an inventory of seized vehicles or other property. **Y N**

G. Other search without a warrant exception situations authorized by state and federal constitutional provisions (abandoned property, open field doctrine, plain view, search incident to an arrest). **Y N**

Agency: _____Assessor: _____ Date: _____

41.4.2	Strip / Body Cavity Searches	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Strip search and body cavity search must be defined in the written directive. Considerations: Commonwealth v. Thomas (1999), Note [4]: A Strip search generally refers to an inspection of a naked individual, without any scrutiny of his body cavities. A visual body cavity search extends to a visual inspection of the anal and genital areas. Cookish v. Powell **1983** COMMONWEALTH vs. STEVEN PROPHETE (2005) 443 Mass. 548 that cites the need for probable cause for conducting a strip search. **Agencies must define strip and body cavity searches in their written directives, whether their use or practice is authorized. If the agency prohibits their personnel from conducting a strip search, then they must identify who/which agency could be called upon to assist when one is required.** Sample written directive/searches defined: **Strip Search** - Any search which requires the removal or re-arrangement of any clothing so as to expose or permit the visual observation of a person's buttocks, anus, genitalia or breast area. This generally refers to an inspection of a naked individual, without any scrutiny of his body cavities. **Body Cavity Search** – Any search involving not only a visual inspection of skin surfaces but that also includes the internal physical examination of body cavities including the anal and genital areas.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

STRIP SEARCHES

1. The agency authorizes the use of **strip searches**. **Y N**
2. If **No**, the agency has written directive defining a strip search and noting that strip searches **are not authorized** by agency personnel. **Y N**

   If **Yes**:
3. The agency has a written directive that defines and governs the protocols for a strip search. **Y N**
4. The directive establishes written procedures for strip searches. **Y N**
5. The directive establishes procedures for a strip search, to include**:**
   - **A.** Requires **probable cause** to conduct the search. **Y N**
   - **B.** Specifies the **authority for conducting** the strip search. **Y N**
   - **C. Provisions for privacy** (out of public view). **Y N**

Agency: _____Assessor: _____ Date: _____

41.4.2 Strip / Body Cavity Searches (continued)

D. P**rovisions for search by gender**. **Y N**

E. Provisions for search by gender identity/expression. **Y N**

F. Consideration for the age of the individual to be searched (e.g., juveniles)**. Y N**

G. Requires a **written report** be completed outlining all the circumstances of the strip search. **Y N**

BODY CAVITY SEARCHES

6. The agency authorizes the use of **body cavity searches**. **Y N**

7. If **No**, the agency has written directive defining a body cavity search and noting that body cavity searches **are not authorized** by agency personnel. **Y N**

If **Yes**:

8. The agency has a written directive that defines and governs the protocols for a body cavity search. **Y N**

9. The directive establishes procedures for a body cavity search to include:

A. Require **Probable Cause** to conduct the search. **Y N**

B. Requires that a **warrant to be obtained,** prior to conducting a body cavity search. **Y N**

C. Requires the search to be **conducted by a qualified medical professional**. **Y N**

D. Requires a **written report** be completed outlining all the circumstances of the body cavity search. **Y N**

41.4.3	Arrest with/without Warrant	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
The *nature of the offense* is likely to be among the criteria for fingerprinting and/or photographing.			❑ Written Directive(s) ❑ Written Documentation of agency compliance for current award period.	

Standard/Evaluation Measures:

1. The agency has written procedures for making an **arrest *with* a warrant**. **Y N**
2. The agency has written procedures for making an **arrest *without* a warrant**. **Y N**
3. The written directive:
   - **A.** Requires reports to be prepared. **Y N**
   - **B.** Indicates when/if arrestees are required to be fingerprinted. **Y N**
   - **C.** Indicates when/if arrestees are required to be photographed. **Y N**

Agency: _____Assessor: _____ Date: _____

41.4.4	Alternatives to Arrest	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
This standard (41.4.4) and the following standard (41.4.5) are similar in that both deal with police discretion, **but their *intent* is different**: • **41.4.4 applies to *arrest situations* only** (as indicated by the standard's title, *Alternatives to Arrest*) and • **41.4.5 deals with discretion *generally***.				❑ Written Directive(s) ❑ Documentation

Standard/Evaluation Measures:

1. The agency has a **written directive** identifying **WHAT alternatives** to arrest **may be used** (e.g. citations, summonses, informal resolutions, warnings, referrals, etc.). **Y N**

2. The agency's directive also indicates **WHEN** those alternatives may be used. **Y N**

3. The agency provided documentation showing an alternative to arrest was used during the agency's assessment period. **Y N**

Agency: _____Assessor: _____ Date: _____

41.4.5	Use of Discretion	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
Where previous standard 41.4.4 applies to discretion in arrest situations only, this standard (41.4.5) deals with discretion more generally; that is, the exercise of "individual" officer discretion in handling 209A's, OUI's, and various traffic-related offenses, etc. In these and other situations, it is important that agencies provide guidance on whether discretion is or isn't authorized. As indicated in the standard's commentary, the authority to use discretion as well as the limitations of officer discretion are often defined and controlled by a combination of written enforcement policies and training programs. Standards dealing with discretion include **44.2.1** (handling juvenile offenders), **61.1.2** (uniform traffic enforcement procedures), **61.1.3** (traffic violator procedures) and **61.1.5** (uniform traffic enforcement policies). To demonstrate compliance with standard 41.4.5, agencies must provide three different directives that address and/or limit the use of discretion as proof of compliance; any three chosen by the agency; they do not have to be the ones provided below.			❑ Written Directives addressing discretion; three (3) different situations in which discretion (whether authorized) is discussed. ❑ Written Documentation of agency compliance for current award period.	

Standard/Evaluation Measures:

1. The agency provided three (3) written directives governing the use of discretion by sworn personnel.
   Y N

2. Specify below the subject matter of the three (3) written directives that were provided:

___ 209A's ___ OUI's ___ Traffic Offenses ___ Other: _____

Agency: _____Assessor: _____ Date: _____

41.4.6	Agency's Role & Participation in Criminal Justice Diversion Programs	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Documentation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
This standard covers an agency's role or participation in any criminal justice/social service diversion program.			□ Written Directive □ Literature on Program □ Written Documentation of agency compliance for the current award period.	

Standard/Evaluation Measures:

1. The agency has a written directive identifying the agency's role and participation in any criminal justice or social service diversion programs. **Y N**

If NO, no further action is necessary. This standard is Optional; the agency *will not* receive credit for it.

If YES, all elements of this standard must be met if the agency wishes to receive credit for it.

2. The agency provided documentation of its current participation in any of these programs. **Y N**

Identify the name of the program(s) below:

Type of Program	Name of Program Agency is Actively Participating In	Documentation Provided
Detoxification		**Y N**
Mental Health		**Y N**
Substance Use		**Y N**
Juvenile Delinquency		**Y N**
Other(s):		**Y N**
		Y N

Agency: _____Assessor: _____ Date: _____

42.1.1	On-call Schedule	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Documentation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
In agencies in which investigators are not assigned to duty shifts throughout a 24-hour period or on weekends, the criminal investigation function should establish an on-call investigator duty roster, which is furnished to the communications center and the commander of the patrol force. Having one investigator with a cell phone/pager, as the only one always on call, does not meet the intent of this standard. A written directive establishing procedures for designating an alternate on-call investigator would be required.				❑ Daily Roster or ❑ On-call Schedule or ❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive noting that it has protocols for 24-hour coverage by its criminal investigation function. **Y N**

A. If **Yes,** identify **HOW** was 24-hour coverage demonstrated:

I. _____ Investigators are assigned on all shifts as demonstrated by a daily roster.

II. _____ An on-call schedule of investigators is maintained and was provided for review.

According to that schedule, Detective: _____is on-call today.

III. _____ Written Directive describing how 24-hour coverage of the agency's criminal investigation function will be ensured (**see Note Box**)

42.1.2	Case Screening System	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Observation

Note to Accreditation Managers and Assessors	Proofs of Compliance
The objective of case screening is to assign available personnel to those investigations that have the best chance of being resolved. The written directive should specify how such screening is to be conducted, by whom, and what criteria (solvability factors) should be used. Screening of preliminary investigative information should assist in the decision on whether a follow-up investigation should be made. Solvability factors: the written criteria used for continuing and/or suspending an investigative effort.	❑ Written Directive ❑ Observation of the agency's *case-screening system*

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive which details the case-screening system to decide whether to continue or suspend an investigative effort. **Y N**

2. The written directive identifies the solvability factors used by the agency. **Y N**

3. The agency provided access to files/system *or* documentation to confirm the case-screening system is operational**. Y N**

Agency: _____Assessor: _____ Date: _____

42.1.3	Case File Management	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive Observation

Note to Accreditation Managers and Assessors	Proofs of Compliance
A system for case status control should be established to specify information that should be recorded for each case, such as investigator assigned, date assigned, case number and report due date. Administrative designations such as open, suspended, and closed are also recommended for assisting internal case management and control. Case files should be maintained on all cases in which investigative activities are ongoing to provide an immediate information resource to investigators. The case files should contain a copy of preliminary investigative reports (all originals should be maintained in central records), records of statements, results of examinations of physical evidence, case status reports, and other reports and records needed for investigative purposes. These files should be consolidated into the central records system when the case is suspended or closed. **NOTE** - Synonyms for "purging" include clearing, removing, and eliminating. Relative to "records" (such as case files), purging may include (1) consolidating a case file into "Central Records" after the case is suspended or closed; (2) relocating a case file from an "active" file to an "inactive" filing location within the criminal investigative unit; (3) microfilming; and/or (4) destruction, in accordance with the state's Records Retention Schedule.	❑ Written Directive ❑ Observation of the agency's *case status control system*

STANDARD / EVALUATION MEASURES:

1. The agency has a system to manage criminal investigation case files. **Y N**

2. The "system" is described in a written directive. **Y N**

3.	The written directive:	
A	Describes *how* the status of an investigation is controlled (identify the investigator assigned, date of assignment, case number, report due date, etc.).	**Y N**
B	Establishes administrative designators for each case (e.g., open, suspended or closed).	**Y N**
C	Identifies the types of records to be maintained in each case file (e.g., preliminary investigative reports, records of statements, the results of any examinations of physical evidence, case status reports).	**Y N**
D	Discusses who has access to the case files (while under the control of the criminal investigation function).	**Y N**
E	Includes *procedures* for purging case files (i.e., storing inactive files).	**Y N**

4. The agency's case management system function is conducted through a software program. **Y N**

A. If Yes, this system was demonstrated by: (rank & name):_____

Agency: _____Assessor: _____ Date: _____

42.1.4	Accountability, Preliminary / Follow-up Investigation	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
To assign responsibility and to establish investigative continuity, a written directive should define which element of the agency is to accomplish the preliminary and/or follow-up investigation for various categories of incidents.			❑ Written Directive	

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive indicating **WHO** is responsible for conducting:

A. The preliminary investigation. **Y N**

Job Title: _____

B. The follow-up investigation. **Y N**

Job Title: _____

Agency: _____Assessor: _____ Date: _____

42.1.5	Criminal Intelligence	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
To ensure the integrity of agency records concerning intelligence information, do not provide copies of such records as proof of compliance in any Accreditation Standard File Folders. Instead, indicate on the On-site Assessment Compliance Log *where* the agency maintains these files.				❑ Written Directive ❑ Organizational Chart ❑ Documentation of Training ❑ Observation of records *securely stored*

STANDARD / EVALUATION MEASURES:

1. Does the agency have a written directive addressing its responsibilities relative to handling criminal intelligence information? **Y N**

2. This written directive addresses the processing and sharing of this intelligence with appropriate entities, including:

A. Affixing overall responsibility for the criminal intelligence function within the agency (choose one).

Y N

____It is assigned to an individual position. **Position**: _____

____It is assigned to an organizational component. **Component**: _____

B. Identifies the responsibilities of all agency personnel relative to criminal intelligence information. **Y N**

C. Outlines procedures for safeguarding criminal intelligence information (i.e., The directive restricts access to it, etc.) **Y N**

D. Requires criminal intelligence information to be securely stored. **Y N**

I. Hard Copy Records location:_____

Observed by the assessor and confirmed to be secured. **Y N**

Describe **HOW** hard copy records were physically secured:_____

II. Computerized Records are maintained. **Y N**

If Yes, all computerized records are secured and restricted. **Y N**

Describe **HOW** records were secured ____Password Protected ____Other:_____

Agency: _____Assessor: _____ Date: _____

42.1.5 Criminal Intelligence (continued)

E. There are written procedures for the sharing of information. **Y N**

F. Establishes a schedule for reviewing the information contained in the agency's records: **Y N**

I. The review is conducted at a minimum on an annual basis. **Y N**

Date of last review: _____

G. Procedures for purging out-of-date or incorrect information. **Y N**

I. The directive indicates **WHO** is responsible for purging the information (i.e., identify a position or job title). **Y N**

Specify what position or job title was named in the written directive:

_____

42.2.0	Compliance with Constitutional Requirements	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
This standard aims to ensure that *all* applicable *constitutional* requirements are met and requires *more than* a policy statement. It requires **procedural steps** (e.g., who, what, when, where, how) for complying with each applicable constitutional requirement. Linking Standards: 42.2.1 and 42.2.2 address interviews and interrogations in *preliminary* and *follow-up* investigations.				❑ Written Directive(s)

STANDARD / EVALUATION MEASURES:

1	The agency has written procedures assuring compliance with all applicable constitutional requirements.	**Y N**
2	At **a minimum**, written procedures address:	
A	Interviews	**Y N**
B	Field interviews (Terry Stops, etc.)	**Y N**
C	Interrogations	**Y N**
D	Access to counsel	**Y N**
E	Miranda	**Y N**
F	Confessions/Admissions	**Y N**
G	Audio Recording, where practicable	**Y N**
H	Video Recording, where practicable	**Y N**
I	Recording interviews and interrogations *when using interpreter services*, where practicable (Comm v. Glenis A. Adonsoto)	**Y N**
J	The Six-Hour/Safe Harbor Rule	**Y N**
K	Comm v. McNulty	**Y N**

42.2.1	Preliminary Investigation Steps	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
A properly conducted and documented preliminary investigation may be sufficient to bring the case to a satisfactory conclusion, thus limiting the need for a follow-up investigation. The investigation usually includes the following tasks: protecting the crime scene; determining whether an offense has been committed and, if so, the exact nature of the offense; determining the identity of the suspect or suspects and effecting an arrest if it can be accomplished either at the scene or through immediate pursuit; furnishing other field units with descriptions, method, and direction of flight, and other relevant information concerning wanted persons or vehicles; identification of all witnesses; determining what information is known by the victims and witnesses; arranging for the collection of evidence; determining in detail the exact circumstances of the offense; obtaining written statements from victims, witnesses, and if legally possible, from the suspect; and wholly and accurately recording all pertinent information on prescribed report forms.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive establishing the steps to be followed in conducting a preliminary investigation. **Y N**

2.	The agency's written directive includes:	
A.	Observing all conditions, events, and remarks.	**Y N**
B.	Locating and identifying witnesses.	**Y N**
C.	Maintaining and protecting the crime scene.	**Y N**
D.	Arranging for the collection of evidence.	**Y N**
E.	Interviewing the complainant.	**Y N**
F.	Interviewing witnesses.	**Y N**
G.	Interviewing or interrogating suspects.	**Y N**

Agency: _____Assessor: _____ Date: _____

42.2.2	Follow-up Investigation Steps	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Follow-up investigation procedures should be used only in the event they are found necessary. For example, every follow-up investigation may not include a search. The written directive should be intended as a guide.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive establishing the steps to be followed in conducting a follow-up investigation. **Y N**

A. **If NO**, no further action is necessary. This standard is Optional; the agency *will not* receive credit for it.

B. **If YES**, all elements of this standard must be met if the agency wishes to receive credit for it.

2. The written directive provides for the following:

A. Reviewing and analyzing all previous reports prepared in the preliminary phase. **Y N**

B. Reviewing and analyzing departmental records. **Y N**

C. Reviewing and analyzing the results from laboratory examinations. **Y N**

D. Conducting additional interviews and interrogations. **Y N**

E. Seeking further information (from uniformed officers, informants, etc.). **Y N**

F. Planning, organizing, and conducting searches. **Y N**

G. Collecting physical evidence. **Y N**

H. Identifying and apprehending suspects. **Y N**

I. Determining involvement of suspects in other crimes. **Y N**

J. Checking suspects' criminal histories. **Y N**

K. Preparing cases for court presentation. **Y N**

Agency: _____Assessor: _____ Date: _____

42.2.3	Investigative Checklists	ACCREDITATION Optional	Revision Date: 03/31/2024	Documentation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Using standardized investigative checklists can be invaluable to ensure that uniform steps are being taken and investigative procedures/practices are followed.				❑ Completed Checklists

STANDARD / EVALUATION MEASURES:

1. The agency has checklists to aid in criminal investigations. **Y N**

2. If **yes,** complete the table below:

3. Title of checklist(s):	**4. The agency demonstrates that the checklist is being used:**	**5. The agency provided a completed copy of the checklist in the file:**
	Y N	**Y N**
	Y N	**Y N**
	Y N	**Y N**
	Y N	**Y N**
	Y N	**Y N**
	Y N	**Y N**
	Y N	**Y N**
	Y N	**Y N**

Agency: _____Assessor: _____ Date: _____

42.2.4	Patrol Briefings / Information Exchange	ACCREDITATION Optional	Revision Date: 03/31/2024	File Folder
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
Communication and the exchange of information between patrol and criminal investigative personnel may improve operational efficiency and increase opportunities for the arrest and successful prosecution of criminals. It may be accomplished through periodic attendance of criminal investigators at shift briefings, scheduled meetings, video conferencing, or other methods established by the agency.			❑ Documentation of Investigators attending Shift Briefings (as established by the agency) ❑ Roll Call Sheet/Roster ❑ Detective's Daily Log	

STANDARD / EVALUATION MEASURES:

1. The agency has a process/system that provides for information sharing between detectives and patrol officers. **Y N**

A. Process/system was provided as proof. **Y N**

Agency: _____Assessor: _____ Date: _____

42.2.5	Investigative Task Forces	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
The directive may be a product of the task force or the participating agency. The criteria for using task forces should be specified in the directive. The kinds of offenses for which they should be used and the procedures for control and evaluation should be outlined. Officer safety is a top priority with multi-jurisdictional task forces. Intelligence information should be available to all personnel within those task force agencies and deconflicted upon their entry.			❑ Written Directive ❑ Agreements or Memorandum of Understandings (MOU) ❑ Report(s) evaluating the results of the task force and determining its need for continued operation.	

STANDARD / EVALUATION MEASURES:

1. The agency currently participates in a formal, long-term, multi-jurisdictional or multi-agency Investigative Task Force. **Y N**

A. If **Yes**, Name of the Task Force(s): _____

If NO, no further action is necessary. This standard is Optional, and the agency *will not* receive credit for it.

2. There is a written directive governing the Task Force's activities. **Y N**

3. The written directive:

A. Identifies the **purpose** of the task force. **Y N**

B. Defines the **supervision** of the task force. **Y N**

C. Defines the **authority** of the task force. **Y N**

D. Defines the **responsibilities** of the task force. **Y N**

E. Incorporates or addresses any **written agreements** pertaining to the task force. **Y N N/A (No written agreements)**

F. Requires the results of the **task force to be evaluated**. **Y N**

I. An evaluation of the task force determines if there is a need to continue the task force. **Y N**

II. There is written documentation of the evaluation of the task force. **Y N**

Date of the last Documentation/Report: _____

Agency: _____Assessor: _____ Date: _____

42.2.5 Investigative Task Forces (continued)

G. Identifies the **staffing requirements** of the task force. **Y N**

H. Identifies the **equipment** required for the task force. **Y N**

I. Identifies the **resource requirements** for the task force. **Y N**

J. Identifies **officer safety information, including deconfliction procedures,** for the task force. **Y N**

K. Identifies **procedures** for task force participants. **Y N**

42.2.6	Polygraph Examinations	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
Agencies should obtain a copy of the examiner's certificate/qualifications and place it in the file.			❑ Written Directive ❑ Copy of Examiner's Certificate	

STANDARD / EVALUATION MEASURES:

1. Technical aids are used for the detection of deception in criminal investigations by agency personnel. **Y N**

If **No,** no further action is necessary. This standard is Optional, and the agency will not receive credit for it.

If **Yes:**

A. The agency has a written directive governing the use of technical aids for the detection of deception in criminal investigations by agency personnel. **Y N**

B. The agency requires the Examiners to be certified/qualified to conduct such exams. **Y N**

C. The written directive requires a copy of the Examiner's Certificate to be included in the Case File. **Y N**

Initial Accreditation

2. The agency has used an Examiner *within the past twelve months.*	**Y N**
If **yes**, a copy of the Examiner's Certificate was included in the case file.	**Y N**

Re-Accreditation

3. The agency has used an Examiner *within the agency's three (3) year assessment period:*	**Year 1** **Y N**	**Year 2** **Y N**	**Year 3** **Y N**
If **yes**, a copy of the Examiner's Certificate was included in the case file.	**Y N**	**Y N**	**Y N**

Agency: _____Assessor: _____ Date: _____

42.2.7	Confidential Informants	CERTIFICATION	Revision Date: 02/12/2025	Written Directive Observation/Interview
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
This standard applies to "Confidential" Informants (CI). A confidential informant is often defined as someone who provides information to an investigator on a continuing or regular basis, often for monetary or other lawful consideration, and wishes their identity to remain confidential. This does not include "concerned citizens" who provide information on an informal or casual basis. Due to the confidential and sensitive nature of informant information, **do not include anything but redacted or blank forms** in this Accreditation Standard File Folder. Redacted or blank forms and an interview with the position responsible for the "master informant file" will satisfy this standard.				❑ Written Directive. ❑ Observation of *blank* Forms used. ❑ Observation of Master File *secured*. ❑ Interview with position responsible for maintaining the Master File.

STANDARD / EVALUATION MEASURES:

1. The agency authorizes the use of Confidential Informants. **Y N**

a. If **no**, the agency has a written directive which defines and prohibits the use of Confidential Informants. **Y N**

b. If **yes,** the agency has written procedures to be followed when using a Confidential Informant (CI). **Y N**

2. The written directive requires the inclusion of informants in a Master File. **Y N**

3. By personal observation, a **Master File** is set up for CI's. **Y N**

4. **WHERE** is the Master File located in the agency? _____

5. Indicates **WHO** is responsible for maintaining the individual files on Confidential Informants (Master and Investigator's "working" file):

A. Master File: **Y N**

I. WHO: _____

B. Investigator's File: **Y N N/A (Not used)**

I. WHO: _____

6. The person who is responsible for the Master File was interviewed. **Y N**

Agency: _____Assessor: _____ Date: _____

42.2.7 Confidential Informants (continued)

7. The written directive discusses the content of each informant file, including:

A. Biographical & background information: **Y N**

B. Criminal history record, if any: **Y N**

C. Code name or number of each informant: **Y N**

8. The agency provided (in the Accreditation Standard File Folder) redacted or blank copies of all forms used to record this information. **Y N**

9. The written directive addresses: the physical security of the Master File. **Y N**
and the physical security of the Investigator's File. **Y N N/A (Not used)**

10. Per the directive, describe **HOW** the files are to be physically secured:

A. Master File: _____

B. Investigator's File: _____

11. Access is restricted to both files. **Y N**

A. HOW restricted: _____

12. By personal observation, files were found *physically* secured:

A. Master File: **Y N**

B. Investigator's File: **Y N N/A (Not used)**

13. The written directive addresses other methods to protect informants' identity, including their safety. **Y N**

14. The agency pays informants. **Y N**

A. If **Yes,** a written directive specifies the criteria for paying informants. **Y N**

15. A written directive discusses **precautions to be taken** with informants, **generally**. **Y N**

16. The agency authorizes the use of juvenile informants. **Y N**

A. If **Yes**, a written directive discusses **special precautions to be taken with juvenile** informants. **Y N**

42.2.8	Identity Crimes	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Documentation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
Identity Crimes involve the wrongful use of another person's identifying information, such as credit card, social security, or driver's license numbers to commit financial or other crimes.			❑ Written Directive ❑ Specialized Report Forms, if used ❑ *Availability* of Educational/instructional information provided to victims and the general public on preventing *Identity Crimes* (e.g., pamphlets, press releases, agency website postings, etc.)	

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive on Identity Crime. **Y N**

2. The directive includes procedures for:

A. Taking Identity Crime Reports. **Y N**

B. Using specialized report forms. **Y N _____N/A** (Specialized Report Forms are not used)

C. Providing information and assistance to victims of identity crime. **Y N**
(i.e., information designed to help them re-establish their identity and credit)

D. Coordinating investigations with other agencies. **Y N**

E. Providing information to the public on the prevention of identity crime. **Y N**

I. **HOW** did the agency demonstrate that it is providing this information to the public? Check all that apply: (√ - check one)

____ Pamphlets ____ Press Releases ____ Agency Website ____ Other: _____

Agency: _____Assessor: _____ Date: _____

42.2.9	Cold Cases	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Over time, the circumstances of victims, witnesses, suspects, and other persons associated with an unsolved crime may change and present new opportunities for investigators to solve the case. Similarly, the development of new technologies such as DNA analysis, may help investigators identify unknown offenders, even years after the crime occurred. Law enforcement agencies should have a procedure by which unsolved/cold cases are reviewed for new information or the application of new technology that may be successful in solving the cases. This is particularly important with serious crimes against persons				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has written procedures for investigating Cold Case Files. **Y N**

If NO, no further action is necessary. This standard is Optional, the agency *will not* receive credit for it.

If YES, all elements of this standard must be met if the agency wishes to receive credit for it.

2. The written directive:

A. Defines what a "cold case" is. **Y N**

B. Establishes criteria for determining whether a cold case will be activated. **Y N**

C. Requires the agency to keep records of its investigative actions and activities. **Y N**

Agency: _____Assessor: _____ Date: _____

42.2.10	Designated Rooms for Interviews and Interrogations	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Observation

Note to Accreditation Managers and Assessors	Proofs of Compliance
For this standard, designated rooms would include polygraph rooms, voice stress analyzer rooms, and other rooms where it is likely that an interview could turn into an interrogation and arrest of a person. The intent of this standard is to establish safe conditions for the various situations that law enforcement officers may encounter when conducting interviews or interrogations at law enforcement facilities. Occasionally, however, serious conditions unexpectedly develop such as an apparently cooperative suspect becoming combative. The agency should provide clear direction for the use of the interview room to ensure safety and the admissibility of any statements made therein.	❑ Written Directive identifying *specific room(s)* for conducting interviews and interrogations. ❑ Observation of Room(s) used to conduct interviews and/or interrogations

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive that specifies which rooms/locations have been designated for interviews and interrogations. **Y N**

A. Directive Title: _____

B. List the specific rooms used for interviews and interrogations:

_____

_____

2. The agency has procedures for the use of interview and interrogation rooms. **Y N**

A. The procedures apply to both uniformed and non-uniformed personnel. **Y N**

3. The procedures address all of the following areas:

A. Weapons control. **Y N**

B. Security concerns. **Y N**

C. Speak to the number of personnel allowed in the interview room. **Y N**

D. Means/methods for summoning assistance, if needed. **Y N**

Means/methods to be used: _____Portable Radio _____In-house Phone _____Other: _____

E. List equipment or items to be kept in the interview room or area. **Y N**

F. Access to restrooms, water, or comfort breaks. **Y N**

G. The use of audio/video recording devices **Y N**

Agency: _____Assessor: _____ Date: _____

42.2.11	Line Ups	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
The intent of this standard is to establish reliable identification testimony by a witness. This standard needs to be evaluated in terms of the following factors that have been found to be relevant in identification testimony, namely: 1) the witness' opportunity to view the criminal during the crime, 2) the length of time between the crime and subsequent identification, 3) the level of certainty demonstrated by the witness at the identification, 4) the accuracy of the witness's prior description of the suspect, and 5) the witness's degree of attention during the crime. In addition, the confidence level of the witness should be evaluated in terms of the witness' statement, conduct, or other relevant observations. Unless extenuating circumstances dictate otherwise, the officer providing instructions to the witness(es) of either a physical lineup or photo lineup and recording their identification or non-identification should be unfamiliar with the case and unaware of the identity of the suspect. When an agency does independently conduct physical lineups or when they conduct one in conjunction with the Office of the District Attorney, they shall follow the same standards and procedures as photo arrays.				❑ Written Directive ❑ Photo Array Instruction Form ❑ Line-up Instruction Form ❑ Voice Identification Line-up Instruction Form

STANDARD / EVALUATION MEASURES:

1. The agency has written procedures for using **photographic lineups** in eyewitness identification. **Y N**

2. The agency has written procedures for using **physical lineups** in eyewitness identification. **Y N**

3. The procedures specifically include the following:		**PHOTOGRAPHIC Line-Up**	**PHYSICAL Line-Up**
A	composition of lineup	**Y N**	**Y N**
B	using video and/or audio recording	**Y N**	**Y N**
C	situations where more than one eyewitness is available	**Y N**	**Y N**
D	instructing witnesses before viewing the lineup	**Y N**	**Y N**
E	identifying the level of confidence expressed by the witness	**Y N**	**Y N**
F	prohibiting feedback by the administrator	**Y N**	**Y N**
G	documenting the lineup and the results	**Y N**	**Y N**

Agency: _____Assessor: _____ Date: _____

42.2.12	Show Ups	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
The intent of this standard is to establish reliable identification testimony by a witness. It should be noted that a show-up carries with it a dangerous degree of improper suggestiveness and should not be used absent compelling reasons for not using a physical or photographic line-up. This standard needs to be evaluated in terms of the following factors that have been found to be relevant in identification testimony, namely: 1) the witness' opportunity to view the criminal during the crime, 2) the length of time between the crime and subsequent identification, 3) the level of certainty demonstrated by the witness at the identification, 4) the accuracy of the witness's prior description of the suspect, and 5) the witness's degree of attention during the crime. In addition, the confidence level of the witness should be evaluated in terms of the witness' statement, conduct, or other relevant observations.				❑ Written Directive ❑ Instruction Card for Show-up Identification Attempt

STANDARD / EVALUATION MEASURES:

1. The agency has written procedures for using show-ups in eyewitness identification. **Y N**

2. The procedures specifically include the following:

A. Compelling reasons under which a show-up may occur **Y N**

B. Manner of transportation to the show-up **Y N**

C. Situations where more than one eyewitness is available **Y N**

D. Instructing witnesses before viewing show-up **Y N**

E. Identifying the level of confidence expressed by the witness **Y N**

F. Prohibiting feedback by the administrator **Y N**

G. Documenting show-up and the results **Y N**

Agency: _____Assessor: _____ Date: _____

42.2.13	Facial Recognition Technology	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
SECTION 26 of the MGL of the "JEALE" ACT of 2020 requires specific definitions, guidance, restrictions, authorization for use, and documentation for the use of facial recognition technology (FRT). Under the law and without restriction under the provisions relating to FRT, an agency may: (i) Acquire and possess personal electronic devices, such as a cell phone or tablet, that utilize facial recognition technology **for the sole purpose of user authentication**. (ii) Acquire, possess, and use automated video or image redaction software; **provided, that such software does not have the capability of performing facial recognition or other remote biometric recognition.** (iii) Receive evidence related to the investigation of a crime derived from a biometric surveillance system; **provided, that the use of a biometric surveillance system was not knowingly solicited by or obtained with the assistance of a public agency or any public official** in violation of section 26. Link to Police Reform Law Language Here **NOTE** – the MCOPA developed a model policy and sample affidavit for agencies who use or perform searches using facial recognition technology as a guideline to aid agencies in developing their written directive(s).				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency uses facial recognition technology to perform searches to identify persons. **Y N**

2. If **No**, the agency has a conditional waiver signed by MPAC Staff. **Y N**

3. If **Yes**, the agency's written directives address that:

A. When performing or requesting a facial recognition search using facial recognition technology, the agency shall only do so through a written request submitted to the registrar of motor vehicles, the department of state police, or the Federal Bureau of Investigation. **Y N**

Agency: _____Assessor: _____ Date: _____

42.2.13 Facial Recognition Technology (continued)

B. The agency may perform such a facial recognition search for the following purposes:

I. To execute an order issued by a court or justice authorized to issue warrants in criminal cases based upon specific and articulable facts and reasonable inferences therefrom that provide reasonable grounds to believe that the information sought would be relevant and material to an ongoing criminal investigation or to mitigate a substantial risk of harm to any individual or group of people; or **Y N**

II. Without an order to identify a deceased person or if the law enforcement agency reasonably believes that an emergency involving a substantial risk of harm to any individual or group of people requires the performance of a facial recognition search without delay. Any emergency request shall be narrowly tailored to address the emergency and shall document the factual basis for believing that an emergency requires the performance of a facial recognition search without delay. **Y N**

C. The agency shall document each facial recognition search performed and shall provide such documentation quarterly to EOPSS. Such documentation shall include:

I. A copy of any written request made for a facial recognition search; **Y N**

II. The date and time of the request; **Y N**

III. The number of matches returned, if any; **Y N**

IV. The database searched; **Y N**

V. The name and position of the requesting individual and employing law enforcement agency; **Y N**

VI. The reason for the request, including, but is not limited to, any underlying suspected crime; **Y N**

VII. The entity to which the request was submitted; **Y N**

VIII. Data detailing the individual characteristics included in the facial recognition request. **Y N**

43.1.1	Complaint Management	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Observation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
The agency should establish procedures ensuring that each complaint received is recorded and investigated to the fullest extent possible. The directive should include a listing of complaint forms used, information needed, and preliminary actions to be taken. The agency should establish procedures for conducting preliminary and follow-up investigations of vice, drug, and organized crime offenses. Every complaint received should be recorded and entered in a complaint filing system with provision for purging after a specified period of time. It is recognized that some agencies may not have functional responsibility for the investigation of vice, drug, or organized crime activities. Notwithstanding, the agency should have procedures for meeting the standard, even if only in the normal course of the agency's reporting mechanism				❑ Location of active records ensuring that they are *securely* filed. ❑ Separation of active records and reports from Central Records (i.e., active records and reports are not included in the agency's central records system)

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive for investigating, the following:

A. Vice Complaints. **Y N**

B. Drug Complaints. **Y N**

C. Organized Crime Complaints. **Y N**

2. The directive:

A. Indicates **HOW** these types of complaints are to be processed. **Y N**

B. Requires the agency to maintain records of all complaints received. **Y N**

C. Requires the agency to maintain records of information conveyed to outside agencies. **Y N**

D. Requires the agency to maintain records of information received from outside agencies. **Y N**

E. Establishes procedures for advising the agency's CEO of vice, drug, and OC activities. **Y N**

a. Describe **HOW** the CEO is to be advised: _____

Agency: _____Assessor: _____ Date: _____

43.1.2	Records, Storage and Security	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Observation

Note to Accreditation Managers and Assessors	Proofs of Compliance
This standard applies to hard copy and computerized records and reports. This standard focuses on **ACTIVE** records and reports.	❑ Location of active records ensuring that they are *securely* filed. ❑ Separation of active records and reports from Central Records (i.e., active records and reports are not included in the agency's central records system)

STANDARD / EVALUATION MEASURES:

BY OBSERVATION:

1. The records and reports of **ACTIVE** vice, drug and organized crime investigations are:

A. Securely filed. **Y N**

I. Specify **HOW** they are secured: _____

B. Maintained separately from Central Records. **Y N**

I. Specify **WHERE** they are filed**:** _____

Agency: _____Assessor: _____ Date: _____

43.1.3	Equipment, Authorization and Control	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
The intent of the standard is to establish a system of controls, policies, and procedures that should prevent unauthorized use and loss of often expensive and sophisticated surveillance equipment.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. Does the agency possess surveillance and undercover equipment? **Y N**

2. If **No**, the agency has access to surveillance and undercover equipment through another agency. **Y N**

A. If **Yes**, Agency: _____

3. **If NO to questions 1 and 2**, no further action is necessary. This standard is Optional, the agency *will not* receive credit for it.

4. **If YES to question 1 or 2**, all elements of this standard must be met if the agency wishes to receive credit for it.

5. The agency has a written directive establishing a system for:

A. Authorizing the equipment. **Y N**
(**NOTE** - The agency must *authorize* the use of the equipment even if it is borrowed from another agency)

B. Distributing the equipment. **Y N**
(**NOTE** - The system should include procedures for obtaining the equipment such as signing it out and returning it)

C. Using the equipment. **Y N**
(**NOTE** - For example, only using equipment for legitimate police purposes as authorized, etc.)

43.1.4	Covert Operations	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Interview
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
The procedures can be contained in a single directive, a manual, or in a series of directives. They can be as simple as a Checklist or more detailed depending upon the extent of the plans. Agencies conducting their own operations, or assisting other agencies who are conducting similar operations should, at a minimum, take into consideration provisions for familiarizing officers with the objectives and details of the operation, the neighborhood, or target area; determining operational procedures for observation, arrests surveillance, documentation and/or video/audio recording, high risk entries; supplying officers with expense funds; establishing means of routine and emergency communication; providing relief, backup, security, and perimeter protection for officers; supplying officers with false identity, disguises, and necessary credentials; obtaining authorization for the raid and use of force; designating a single person as a supervisor and coordinator; making contacts with suspects; searching for and seizing evidence and/or contraband; obtaining coordination and assistance from others both inside and outside of the agency; and agency report requirements.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1.	Does the agency have written procedures that include any of the following for conducting or participating in:	Surveillance	Undercover Operations	Decoy Operations
A.	Authorization to Conduct the Activity	Y N	Y N	Y N
B.	Supervision	Y N	Y N	Y N
C.	Safety Procedures	Y N	Y N	Y N
D.	Reporting Requirements Upon Completion of the Operation, if any:	Y N N/A	Y N N/A	Y N N/A

Confirmed in Interview with: _____

2. If the agency **does not conduct or participate in any of the above** listed operations, then:

A. The agency has written procedures for contacting another agency (or regional task force) to request the operation when needed. **Y N**

B. Identify the Agency or Task Force**:** _____

Agency: _____Assessor: _____ Date: _____

44.1.1	Juvenile Operations Policy	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
The intent of this standard is to establish agency accountability for the juvenile function in writing. The agency should make a firm commitment to develop and perpetuate programs that are designed to prevent and control juvenile delinquency, while emphasizing that participation or support in the juvenile operations function is shared by all relevant components and personnel. Proving compliance with this standard may be accomplished through a series of documents or a single, all-inclusive directive.				❑ Written Directive ❑ Document showing *Juvenile Operations* as a function of the agency

STANDARD / EVALUATION MEASURES:

1. The agency has a juvenile operations function. **Y N**

2. The agency **DESCRIBES** its juvenile operations function in a written directive. **Y N**

A. Responsibility for the juvenile function has been designated. **Y N**

B. Agency programs/activities have been identified. **Y N**

Agency: _____Assessor: _____ Date: _____

44.2.1	Handling Offenders	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
The written directive should address your agency's role in any Juvenile Diversion Programs through the District Attorney's Office.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive requiring that personnel dealing with juvenile offenders use the least coercive among reasonable legal alternatives. **Y N**

2. The agency's written directive includes provisions for the following:

A. Release to a parent, legal guardian, or another responsible adult, with no further action. **Y N**

B. Criteria (i.e., factors to consider) and procedures for issuing written citations or summonses to juvenile offenders in lieu of taking them into custody. **Y N**

C. Referral to juvenile court. **Y N**

D. Referral to another agency or service for potential diversion alternatives. **Y N**

Agency: _____Assessor: _____ Date: _____

44.2.2	Procedures for Custody	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
DCF – Division of Children and Families: The agency's written directive indicating how status offenders will be monitored should include a specific responsible party (i.e., the arresting officer, Officer in Charge, or their designee).				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has written procedures for taking a juvenile into custody. **Y N**

2. The procedures include:

A. Provisions for determining whether the juvenile is alleged to have engaged in non-criminal misbehavior (i.e., include procedures for dealing with status offenses: curfew violations, truancy). **Y N**

B. Provisions for determining whether the juvenile is alleged to have been harmed or to be in danger of harm (51A's – Neglect or Abuse, 111B's – protective custody, 94C's – drug violations). **Y N**

C. Provisions for ensuring that the constitutional rights of juveniles are protected. **Y N**

D. Provisions for bringing juveniles to a processing or detention facility (a DCF authorized facility) or the agency's juvenile component without delay (unless a juvenile needs emergency medical treatment). **Y N**

E. Provisions for notifying parents or guardians of juveniles. **Y N**

3. The written directive indicates **HOW** Status Offenders will be monitored (i.e., **LOCATION AND BY WHOM**). **Y N**

A. The location is protected from public visibility. **Y N**

B. The juvenile does not have access to CJIS or confidential information. **Y N**

Location: _____

C. The directive specifies who will be responsible for monitoring the juvenile. **Y N**

Position: _____

Agency: _____Assessor: _____ Date: _____

44.2.3	Custodial Interrogation and Non-Custodial Interviews	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
In developing a written directive for this standard, the agency should be aware that the voluntariness of the juvenile's confession will generally be the issue. In determining whether a confession is voluntary, the courts look to the totality of the circumstances which includes a review of the following factors related to the juvenile defendant: • age, intelligence, educational background, • mental capacity, including whether the defendant was nervous and physical condition, • prior experience in the criminal system, • whether the defendant is suffering from any injury or pain at the time the statement is given, • the duration of the questioning, • time of day, • whether the defendant is tired and is desirous of sleep, • length of confinement, • whether Miranda or police caution warnings were given, when, and whether he understood them, • whether the room size was of sufficient size and supplied with appropriate furniture, • whether defendant was cuffed or threatened, • whether defendant was refused the use of bathroom, food, or drink, • whether there was a promise of leniency, • whether the juvenile understood the interrogation process, • whether a youth officer is present during the interview, • whether the parents were notified, • whether the juvenile asked for a parent to be present, and • whether the police prevented a concerned adult from speaking with the juvenile, which is a significant factor, and familiarity with English or the official language.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has written procedures governing the:

A. Custodial Interrogation of Juveniles. **Y N**

B. Non-Custodial interviews of Juveniles. **Y N**

Agency: _____Assessor: _____ Date: _____

44.2.4	School Resource Officer Program	CERTIFICATION	Revision Date: 03/31/2024	**Written Directive** Written Documentation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Mandated Memorandum of Understanding (MOU) required for a School Resource Officer(s) (SRO) Program: MGL Reference: Ch.71 § 37P as amended by MGL Chapter 6E of Section 109, Chapter 253 of the Acts of 2020 defines School Resource Officers (SROs) and statutory guidance on their use by agencies. (linked here) **POST Certification of School Resource Officer(s) (SRO)** Agency School Resource Officers (SRO)will be certified per the provisions of 555 CMR 10.00: SPECIALIZED CERTIFICATION FOR SCHOOL RESOURCE OFFICERS. (linked here) **NOTE –** POST SRO Certification is **an additional certification** beyond the standard officer certification				❑ Written Directive ❑ Job Description for School Resource Officer (S.R.O.) ❑ Activity Reports or other documents demonstrating SRO's activities ❑ S.R.O.'s Training Records; 40-hour S.R.O. Training Certificates ❑ M.O.U.'s between School and Police Department ❑ Documented reviews of the SRO Program, per the MOU

STANDARD / EVALUATION MEASURES:

1. The Agency employs School Resource Officers (SROs) who are assigned within its municipality's school district. **Y N**

2. If **No,** there is a conditional waiver signed by MPAC Staff. **Y N**

WRITTEN DIRECTIVE:

3. **If YES to Question 1**, the standard applies to the agency, and all the standard statements below must be reviewed.

   The Agency's written directive addresses the following:

   A. The SRO's Uniform Standards. **Y N**

   B. Specialized Training required for the SRO position. **Y N**

   C. Duties and responsibilities of the SRO. **Y N**

   D. Selection Procedures for the SRO position. **Y N**

   E. Documented Reviews of the SRO Program, if required per their directive or any MOU. **Y N N/A**

   F. The Agency has a Job Description for the SRO Position. **Y N**

Agency: _____Assessor: _____ Date: _____

44.2.4 School Resource Officer Program (continued)

WRITTEN DOCUMENTATION.

4. Documentation was provided for the agency's SRO program confirming:

- **A.** Agency personnel are currently serving as School Resource Officers (SROs). **Y N**
- **B.** As required by statute, a written Memorandum of Understanding between the Agency and the School System was provided. **Y N**
- **C.** A documented review of the SRO Program was provided if required by their directive or any MOU. **Y N N/A – (not required by a directive or the language in the MOU)**
- **D.** SRO Training Records/Course Certificates documenting that all agency SROs have received at least 40 hours of specialized training for the position. **Y N**
- **E.** Confirmation of POST Commission SRO Certification **(NOTE - this is a separate certification from the standard police officer certification)** for all agency SROs. **Y N**

44.2.5	Community Youth Programs	ACCREDITATION Optional	Revision Date: 03/31/2024	Documentation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
This standard applies to an agency participation in community youth programs.			❑ Documents indicating that the agency ***organized*** a youth program in its community, OR ❑ Documents demonstrating that the agency is currently ***participating*** in a community youth program.	

STANDARD / EVALUATION MEASURES:

Initial Assessment

1. Within the past 12 months, has the agency participated in (and/or organized) any community youth programs? **Y N**

A. If **Yes**, the agency provided **DOCUMENTATION** of its participation in the program(s). **Y N**

B. Identify which type of youth programs the agency is participating in (and/or organizing):

Program	**Organizes/Participates In**	
Teen Dances		
Youth Sports		
Youth Camps		
Police Athletic League		
Other:		

Re-Assessment

2. During this assessment cycle, has the agency participated in (and/or organized) any community youth programs? **Y N**

A. If **Yes**, the agency provided **DOCUMENTATION** of its participation in the program(s). **Y N**

B. Identify which type of youth programs the agency is participating in (and/or organizing):

Agency: _____Assessor: _____ Date: _____

44.2.5 Community Youth Programs (continued)

Re-Assessment

Program	**Year 1** Organizes/Participates In **Y N**	**Year 2** Organizes/Participates In **Y N**	**Year 3** Organizes/Participates In **Y N**
Teen Dances			
Youth Sports			
Youth Camps			
Police Athletic League			
Other:			

45.1.1	Community-Oriented Policing	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Documentation

Note to Accreditation Managers and Assessors	Proofs of Compliance
The phrase "crime prevention function" used in this standard does not infer that the agency must have a full or part-time Crime Prevention Officer (or Crime Analyst) to meet the standard. Instead, the intent of the standard is to establish accountability for performing crime prevention activities to one or more positions in the agency. For example, regarding analyzing data by crime type and geographic area, absent a Crime Analyst, the function may be performed by anyone in the agency who recognizes a problem area because of reviewing incident reports and/or calls for service. To ensure that the required activities of the standard are *institutionalized* in the agency, agencies must have a written directive or other document addressing the standard. To receive credit for this optional standard, agencies must have compliance documentation for Questions 1-4, 7, and 8 and all bullets in **one** of the following: Questions 4, 5, or 6. Regarding the documented evaluation report, the evaluation is expected to be a "study" of the data resulting in a conclusion or finding. Printouts of "raw" data only do not qualify as the evaluation.	❑ Written Directive ❑ Organizational Chart – showing Crime Prevention as a function of the agency ❑ Job Description – for the position responsible for the crime prevention function. ❑ Analytical Reports (analyzing crimes by type and location) ❑ Documents indicating what the community's perceptions or misperceptions are. ❑ Documents showing a direct relationship between the analytical reports and where agency's crime prevention programs were established. ❑ Evaluation Report(s) – reports evaluating the effectiveness of the agency's crime prevention efforts/programs (at least once every two years).

STANDARD / EVALUATION MEASURES

1. The agency has a written directive governing the development of community-oriented policing strategies.

Y N

2. The agency has a written directive establishing **crime prevention as a function** of the agency. **Y N**

A. Identify which document:

_____ Written Directive _____ Organizational Chart

_____ Job Description _____ Other: _____

Agency: _____Assessor: _____ Date: _____

45.1.1 Crime Prevention Activities (continued)

3. The agency has a written directive that **establishes accountability** for the agency's crime prevention function.
Y N

A. Identify which document:

_____Written Directive _____Organizational Chart

_____Job Description _____Other: _____

B. Identify which position: _____

4. The agency provided at least one (1) document demonstrating that it **analyzes crime data by crime type**.

Y N

A. The analysis identified a problem in the agency's jurisdiction (a crime problem or problem location).
Y N

B. If **yes,** the agency provided documentation demonstrating that it had implemented a program to address the problem. **Y N**

C. Identifies **the program: _____**

5. The agency provided at least one (1) document demonstrating that it **analyzes crime data by geographic area**.

Y N

A. The analysis identified a problem in the agency's jurisdiction (a crime problem or problem location).
Y N

B. If **yes,** the agency provided documentation demonstrating that it had implemented a program to address the problem. **Y N**

C. Identifies **the program: _____**

6. The agency provided at least one (1) document demonstrating that it **analyzes community concerns**. **Y N**

A. The analysis identified a problem in the agency's jurisdiction (a crime problem or problem location).
Y N

B. If **yes**, the agency provided documentation demonstrating that it had implemented a program to address the problem. **Y N**

C. Identifies **the program: _____**

45.1.1 Crime Prevention Activities (continued)

7. The written directive requires an evaluation of Crime Prevention Programs to be conducted at least once every two years. **Y N**

A. The agency provided a copy of its evaluation of Crime Prevention Programs. **Y N**

B. The evaluation was completed within the last two years. **Y N**

8. The written directive identifies who is responsible for conducting the evaluations of the Crime Prevention Program. **Y N**

A. Identify the position responsible: _____

45.1.2	Organizing Community Groups	ACCREDITATION Optional	Revision Date: 03/31/2024	Documentation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
For an agency to receive credit for this optional standard, it must comply with standard 45.1.1.			❑ Organization of community groups TARGETED for crime prevention activity (based on the analytical reports done in 45.1.1) ❑ Documentation of any agency interaction with community groups (meeting attendance records, etc.).	

STANDARD / EVALUATION MEASURES:

1. Has any **analytical work (done for standard 45.1.1)** warranted the creation of a community group in a residential or business area? **Y N**

If **YES:**

A. The agency helped organize a crime prevention group in the targeted area. **Y N**

I. Specify what documentation the agency provided as proof**:** _____

_____

B. The agency provided documentation demonstrating that it maintains a liaison with this crime prevention group. **Y N**

C. The agency provided documentation demonstrating that it maintains liaison with **OTHER** interested community groups. **Y N**

I. Identify **which groups: _____**

_____

45.1.3	Prevention Input	ACCREDITATION Optional	Revision Date: 03/31/2024	Documentation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
			❑ Correspondence from the agency providing crime prevention input ❑ Documentation of agency attendance at meetings (pre-construction, community, governmental, etc.)	

STANDARD / EVALUATION MEASURES:

1. The agency provided written documentation demonstrating that it had provided crime prevention input into the development and/or revision of **at least one (1) of the following: Y N**

Area of Input:		**Describe the Written Documentation Provided as Proof**
Zoning policies.	**Y N**	
Building codes.	**Y N**	
Fire codes.	**Y N**	
Residential or commercial building permits.	**Y N**	
New construction or renovation projects (lighting, traffic, parking, environmental design).	**Y N**	

2. **If NO to all of the above**, no further action is necessary. This standard is Optional; the agency *will not* receive credit for it.

Agency: _____Assessor: _____ Date: _____

45.2.1	Activities Community Input	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Documentation

Note to Accreditation Managers and Assessors	Proofs of Compliance
The intent of this standard is to establish agency/personal accountability for the community relation-type activities that the agency performs; addressing at a minimum, the activities specifically mentioned in the standard. This standard is similar but different than 45.1.1. The purpose of 45.1.1 is reactive in nature, to address a known problem. The purpose of establishing liaison with community groups for 45.2.1 is more *general* in nature.	❑ Written Directive establishing and describing the agency's community relation function. ❑ Documentation of the agency's attendance at community meetings. ❑ Documentation of agency's initiative to establish a new community group (a neighborhood watch group, etc.) ❑ Correspondence from a representative of the agency who attended a community meeting reporting back to the agency on the meeting (conveying information about the meeting; what was discussed). ❑ Documentation of any problem or community policing-oriented strategies initiated by the agency.

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive establishing and describing the agency's community relation function.
Y N

2. Specify in which document(s) the agency provided that establish/demonstrates its **community involvement function**:

_____

3. The agency is committed to:			Identify how the agency demonstrated this:
A	Identifying current community concerns	**Y N**	
B	Conveying information transmitted from citizens' organizations *back to* the agency (for action/follow-up response, etc.).	**Y N**	
C	Developing problem oriented or community policing strategies, if needed.	**Y N**	

Agency: _____Assessor: _____ Date: _____

45.2.2	Citizens Survey	ACCREDITATION Optional	Revision Date: 03/31/2024	Documentation

Note to Accreditation Managers and Assessors	Proofs of Compliance
	❑ Copy of a Blank Citizen Survey ❑ The survey highlighting that all questions are addressed in the survey. ❑ Completed Surveys (completed within the past two (2) years) ❑ Written Summary Report to the CEO tabulating the results of the Citizen Survey.

STANDARD / EVALUATION MEASURES:

1. The agency provided a copy of its citizens' survey. **Y N**

2. The agency highlighted the survey cross-referencing the standard's bullets. **Y N**

3. The questions in the survey are designed to solicit the attitudes and opinions of citizens with respect to:

A. Overall agency performance. **Y N**

B. Overall competence of agency employees. **Y N**

C. Citizens' perception of officers' attitudes and behavior. **Y N**

D. Community concern over safety and security within the agency's service area. **Y N**

E. Citizens' recommendations and suggestions for improvements. **Y N**

4. The survey is scheduled to be conducted at least every two (2) years. **Y N**

5. The survey has been disseminated. **Y N**

6. The survey results to include a written summary are provided to the agency's chief executive officer. **Y N**

A. If **Yes**, specify when the survey was *last disseminated*: _____

B. If **No**, specify when the survey is *scheduled* to be disseminated: _____

Agency: _____Assessor: _____ Date: _____

46.1.1	Position Responsible for Planning	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Documentation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
The position referred to in this standard (46.1.1) is **the position that is responsible for writing and maintaining the agency's All-Hazard Plan**. The following standard in this chapter (46.1.2) requires all agencies to have an All-Hazard Plan. As noted in 46.1.2, the Plan may be an agency-written directive dovetailing other directives and plans detailing responses to specific critical incidents. At least annually, the position must conduct a review of the agency's all-hazard plan annually for accuracy and up-to-date information.				❑ An All-Hazard Plan ❑ Written Directives referred to in the All-Hazard Plan ❑ Compliance Log: Indicate where the Plan and corresponding directives are *accessible* to personnel and where they can be *observed* by the Assessors. ❑ Documentation of completed annual reviews

STANDARD / EVALUATION MEASURES:

WRITTEN DIRECTIVE:

1. The agency has a written directive (or job description) indicating **WHO (the position)** that is responsible for planning the agency's responses to critical incidents. **Y N**

2. The agency's written directive identifies that the position responsible for planning the agency's responses to critical incidents conducts and documents an annual review of the agency's all-hazard plan for accuracy and up-to-date information. **Y N**

WRITTEN DOCUMENTATION:

3. The agency provided documentation that the person in the position responsible for planning the agency's responses to critical incidents has completed an annual review of the agency's All-Hazard Plan during the past twelve months for an initial assessment or during each of their three (3) year re-assessment period.

Year 1: Y N

Year 2: Y N N/A – (Initial Assessment)

Year 3: Y N N/A – (Initial Assessment)

Agency: _____Assessor: _____ Date: _____

46.1.2	All-Hazard Plan	CERTIFICATION	Revision Date: 03/31/2024	Observation File Review / Interview
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
An All-Hazard Plan refers to an Emergency Operation Plan (EOP) and is a written plan containing general objectives reflecting the overall strategy for responding to and managing critical incidents. The plan defines the scope of preparedness and incident management activity required of the agency and is flexible enough for use in all emergencies. Elements of the plan should include specifics such as checking generators, checking fuel levels in vehicles, confirming with shelters, calling personnel in, monitoring conditions at the police station, testing radios, testing the backup radio system, etc. The Plan should also clarify the following: *All functions without an appointed Section Chief are the responsibility of an Incident Commander.*				❑ An All-Hazard Plan ❑ Written Directives referred to in the All-Hazard Plan ❑ Compliance Log: Indicate where the Plan and corresponding directives are *accessible* to personnel and where they can be *observed* by the Assessors.

STANDARD / EVALUATION MEASURES:

1. The agency has a written "**All-Hazard" Plan** for responding to critical incidents. **Y N**

NOTE -The All-Hazard Plan may be a written directive in the agency's Policy and Procedures Manual, ***dovetailing* other directives** and plans detailing responses to specific critical incidents.

2. The Plan addresses and/or dovetails to other written directives or plans addressing ***each*** of the following:

A. Natural and man-made disasters. **Y N**

B. Pandemics. **Y N**

C. Mass arrests. **Y N**

D. Civil disturbances. **Y N**

E. Bomb threats. **Y N**

F. Other unusual incidents. **Y N**

G. Acts of terrorism. **Y N**

H. Hostage/barricaded person situations. **Y N**

I. Any Comprehensive Emergency Management Plan (CEMP) Applicable to the Agency
Y N N/A – (a CEMP is not required for the agency)

3. The All-Hazard Plan requires that **Incident Command System (ICS) protocols** be followed. **Y N**

Agency: _____Assessor: _____ Date: _____

46.1.3	Command Function	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Interview
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
The concepts outlined in the Incident Command System (ICS) provide the necessary tools to manage an incident of considerable size and extended operational periods. It is recognized that not all incidents rise to the level where the entire ICS requires activation. The concepts of this standards allow an agency to manage smaller scale incidents while maintaining command and control consistent with ICS. Unified command, which typically includes law enforcement, fire services, EMS, and other required public safety agencies, has proven to be a key element in providing a coordinated effort to ensure consistency and avoid duplication of effort. Personnel from the various agencies involved (public utilities, public works, fire, EMS, police, public transportation, PIO's, etc.) should have a representative involved in the unified command.				❑ Written Directive ❑ After Action Report(s) if function has been activated.

STANDARD / EVALUATION MEASURES:

1. The agency highlights **WHERE** in its all-hazard plan each of the following elements of the command function are addressed:

A. Activating the incident command system. **Y N**

B. Establishing a command post. **Y N**

C. Initiating the notification and mobilization of additional agency personnel. **Y N**

D. Obtaining support from other agencies. **Y N**

E. Establishing a staging area, if necessary. **Y N**

F. Providing public information and maintaining media relations. **Y N**

G. Maintaining the safety of all affected personnel. **Y N**

H. Establishing a unified command, if necessary. **Y N**

I. Preparing a documented after-action report. **Y N**

Agency: _____Assessor: _____ Date: _____

46.1.4	Operations Function	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Interview
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
The operations function is responsible for the management of all tactical operations directly related to the primary mission.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency highlights **WHERE** in its all-hazard plan each of the following elements of the operations function are addressed:

A. Establishing perimeters. **Y N**

B. Conducting evacuations. **Y N**

C. Maintaining command post and scene security. **Y N**

D. Providing for detainee transportation, processing, and confinement. **Y N**

E. Directing and controlling traffic. **Y N**

F. Conducting post-incident investigation. **Y N**

Agency: _____Assessor: _____ Date: _____

46.1.5	Planning Function	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Interview

Note to Accreditation Managers and Assessors	Proofs of Compliance
The planning function is vital to the success of the critical incident plan. Preparation of a documented incident action plan is one of the first responsibilities of the planning function. This function is also responsible for collecting and evaluating information about the incident, the status of resources, and anticipated equipment and manpower needs. The planning function is typically tasked with assembling information on current and alternative strategies, identifying needs for special resources, providing periodic predictions on incident potential, and preparing recommendations for release of resources. The written directive must indicate ***when*** the Incident Action Plan will be prepared (i.e., it should indicate ***what will trigger*** the plan). A *verbal* action plan should be prepared for all incidents. A written action plan should be prepared for all large-scale incidents that (1) are multi-jurisdictional; (2) are multi-disciplinary (police, fire, DPH, etc.) and/or (3) span multi-operational periods (i.e., 8 hours / 12 hours).	❑ Written Directive ❑ Incident Action Plan(s)

STANDARD / EVALUATION MEASURES:

1. The agency highlights **WHERE** in its All-Hazard Plan each of the following elements of the planning function are addressed:

A. Preparing a documented incident action plan. **Y N**

B. Gathering and disseminating information and intelligence. **Y N**

C. Planning post-incident demobilization. **Y N**

2. The directive indicates **WHEN** the incident action plan will be prepared (i.e., what will trigger the plan). **Y N**

Agency: _____Assessor: _____ Date: _____

46.1.6	Logistics Function	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Interview
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
The logistics function provides manpower, facilities, services, and materials in support of the critical incident.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency highlights **WHERE** in its All-Hazard Plan each of the following elements of the logistics function are addressed:

A. Communications **Y N**

B. Transportation **Y N**

C. Medical support **Y N**

I. It includes medical support for responders (emergency response personnel) **Y N**

D. Supplies **Y N**

E. Specialized team and equipment needs **Y N**

Agency: _____Assessor: _____ Date: _____

46.1.7	Finance/Administration Function	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Interview
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
The finance and administrative function is responsible for all financial and cost analysis aspects of the critical incident.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency highlights **WHERE** in its All-Hazard Plan each of the following elements of the finance/administration function are addressed:

A. recording personnel time **Y N**

B. procuring additional resources **Y N**

C. recording expenses **Y N**

D. documenting injuries and liability issues **Y N**

E. preparing appropriate reimbursement documents, if applicable **Y N**

Agency: _____Assessor: _____ Date: _____

46.1.8	Activities: Quarterly Inspections of Equipment	CERTIFICATION	Revision Date: 03/31/2024	Observation Interview

Note to Accreditation Managers and Assessors	Proofs of Compliance
Particular attention should be given to items that have a shelf life.	❑ Quarterly Inspection Reports for the previous 12 months for initial certification and each year during the agency's three-year award period for reassessments. ❑ Notation on the On-site Assessment Compliance Log indicating *where* these inspection reports are filed in the agency.

STANDARD / EVALUATION MEASURES:

1. The agency **HAS** equipment specifically set aside (i.e., stored) for its critical incident plan. **Y N**

2. If **NO**, the agency provided a WAIVER conditionally approved by MPAC Staff. **Y N**

If **Yes:**

Initial Assessment

3.	Within the past twelve months:	
A.	The equipment has been INSPECTED for operational readiness.	**Y N**
B.	The person who conducted the inspection documented the inspection.	**Y N**
C.	Specify WHERE the inspection reports are filed in the agency (by whom/in which office)	**Y N**
D.	By observation of the inspection report file, inspection reports were available for each of the four (4) calendar quarters.	**Y N**

Re-Assessment

4.	Within the agency's three (3) year award period:	**Year 1** **Y N**	**Year 2** **Y N**	**Year 3** **Y N**
A.	The equipment has been INSPECTED for operational readiness.	**Y N**	**Y N**	**Y N**
B.	The person who conducted the inspection documented it.	**Y N**	**Y N**	**Y N**
C.	Specify WHERE the inspection reports are filed in the agency (by whom/in which office)			
D.	By observation of the inspection report file, inspection reports were available for each of the four (4) calendar quarters.	**Y N**	**Y N**	**Y N**

Agency: _____Assessor: _____ Date: _____

46.1.9	Annual Training on All Hazard Plan	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Documentation

Note to Accreditation Managers and Assessors	Proofs of Compliance
While addressing this training in writing, agencies should ensure that their Training Officers are responsible for collecting all NIMS certificates (NIMS-700, ICS-200, etc.) from agency personnel following their attendance in those training programs. This will ensure that if there is ever an audit to prove NIMS compliance that all essential training information is in one place and readily available for inspection (i.e., in the Department's training files -- not with their employees).	❑ Written Directive ❑ Documentation of annual refresher training on the agency's Plan. ❑ Training Certificates, if issued ❑ Documentation of meetings to review and discuss After Action Reports. ❑ Notices to personnel re: training to be conducted

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive requiring **annual training** on the agency's "All-Hazard" plan. **Y N**

2. The written directive includes training on the agency's Incident Command System (ICS). **Y N**

3. The directive requires all affected personnel to receive the training. **Y N**

4. The directive identifies **WHO** the affected personnel are. **Y N**

Initial Assessment

5. Within the past twelve months, the **TRAINING** was provided. **Y N**

6. The training was documented. **Y N**

- **A.** Nature of training: _____
- **B.** Date of training: _____
- **C.** Specify who received the training ID affected personnel: _____

Re-Assessment

7. The training was documented for **Year 1: Y N**

- **A.** Nature of training: _____
- **B.** Date of training: _____
- **C.** Specify who received the training ID affected personnel: _____

Agency: _____Assessor: _____ Date: _____

46.1.9 Annual Training on All Hazard Plan (continued)

8. The training was documented for **Year 2: Y N**

- **A.** Nature of training: _____
- **B.** Date of training: _____
- **C.** Specify who received the training ID affected personnel: _____

9. The training was documented for **Year 3: Y N**

- **A.** Nature of training: _____
- **B.** Date of training: _____
- **C.** Specify who received the training ID affected personnel: _____

46.1.10	Active Threat Response	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Documentation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
An "active threat" can be defined as an incident that is a dynamic, quickly evolving situation involving an individual (or individuals) using deadly physical force, such as firearms, bladed weapons, or a vehicle. In addition, an active threat incident typically involves an individual (or individuals) presenting an immediate threat or imminent danger to people by displaying a weapon, having made threats, and/or showing intent to cause harm or perform violence. Situations involving active threats are serious and can occur in any environment. This may include educational campuses, malls, businesses, special events, and the general workplace, including physical or virtual threats. The agency and other public safety agencies and response resources should develop specific plans and actions for responding to these situations. Training must be provided, at least on a biennial basis, and may be incorporated into the annual All-Hazard training requirement. There are **two types of training** and associated deadlines for conducting them for this standard: 1. Annual training on the agency's active threat response(s) directive. 2. A Biennial (at least every two years) of actual practical or scenario-based training				❑ Written Directive ❑ Annual Review Documentation ❑ Training Documentation

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive addressing its response plan to active threat (or shooter)/hostile events. **Y N**

2. The written directive addresses:

A. Response to threats when lives are in imminent danger. **Y N**

B. Public notifications for awareness and safety; **Y N**

Type of alert? _____social media _____Code Red _____Reverse 911

_____An emergency text alert system _____other: _____

C. Notification of additional public safety departments and other resources. **Y N**

D. Public sheltering and containment of the incident **Y N**

E. A documented after-action report is completed for any active threat response**. Y N**

F. A documented annual review **of both** the agency's policy and any after-action report(s) from the past twelve months, to identify training needs. **Y N**

G. Identifies that **annual TRAINING** on the agency's active threat response(s) **directive** is required. **Y N**

H. Identifies that **biennial actual practical or scenario-based TRAINING** will be conducted for agency personnel, responsible for active threat responses. **Y N**

Agency: _____Assessor: _____ Date: _____

46.1.10 Active Threat Response (continued)

Initial Assessment

1. A documented **annual review** of written directive/policy and after-action reports was in the file. **Y N**

Date of Review:_____

2. Within the past twelve months, **ANNUAL TRAINING** on **the agency's active threat response(s) written directive** was provided.
Y N

3. During the past twelve months, **actual practical or scenario-based BIENNIAL TRAINING** on active threat response(s) was conducted and documentation provided. **Y N**

A. Nature of training: _____

B. Date of training: _____

C. Specify who received the training; identify the affected personnel: _____

Re-Assessment

4. A documented **annual review** of written directive/policy and after-action reports was in the file for each year of the three-year award period. **Y N**

Year 1, Date of Review:_____

Year 2, Date of Review:_____

Year 3, Date of Review:_____

5. **ANNUAL TRAINING** on **the agency's active threat response(s) written directive** was provided for each year of the three-year re-assessment period

Year 1: Y N

Year 2: Y N

Year 3: Y N

6. During the agency's current award period, **actual practical or scenario-based BIENNIAL TRAINING** on active threat response(s) was conducted and documentation provided.

For Year 1:

The **actual practical or scenario-based BIENNIAL TRAINING** was documented. **Y N N/A – (Not Conducted)**

Nature of training: _____

Date of training: _____

Specify who received the training; identify the affected personnel: _____

Agency: _____Assessor: _____ Date: _____

46.1.10 Active Threat Response (continued)

For Year 2:

The **actual practical or scenario-based <u>BIENNIAL TRAINING</u>** was documented. **Y N N/A – (Not Conducted)**

Nature of training: _____

Date of training: _____

Specify who received the training; identify the affected personnel: _____

For Year 3:

The **actual practical or scenario-based <u>BIENNIAL TRAINING</u>** was documented. **Y N N/A – (Not Conducted)**

Nature of training: _____

Date of training: _____

Specify who received the training; identify the affected personnel: _____

46.1.11	Personnel Identification in Civil Disturbances or Riots	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
In responding to situations when protective gear is deployed, each agency member should be assigned an individual number or code marked on helmets and/or other exterior gear used for such purposes. This allows for the appropriate review of associated videos and creates accountability for organization members.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive governing the system for personnel identification during the response to civil disturbances or riots. **Y N**

2. **If NO**, no further action is necessary. This standard is Optional; the agency *will not* receive credit for it.

3. **If YES**, Question 1 of this standard must be met if the agency wishes to receive credit for it.

A. Note the agency's identification system. _____

Agency: _____Assessor: _____ Date: _____

46.1.12	Crowd Control Response and Training	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Documentation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Per subsection (e) of MGL Part I, Title II, Chapter 6E of Section 14: "When a police department has advance knowledge of a planned mass demonstration, it shall attempt in good faith to communicate with organizers of the event to discuss logistical plans, strategies to avoid conflict, and potential communication needs between police and event participants. The department shall make plans to avoid and de-escalate potential conflicts and designate an officer in charge of de-escalation planning and communication about the plans within the department. A law enforcement officer shall not discharge or order the discharge of tear gas or any other chemical weapon, discharge or order the discharge of rubber pellets from a propulsion device or release or order the release of a dog to control or influence a person's behavior unless: i. de-escalation tactics have been attempted and failed or are not feasible based on the totality of the circumstances; and ii. the measures used are necessary to prevent imminent harm and the foreseeable harm inflicted by tear gas or other chemical weapon, rubber pellets or dog is proportionate to the threat of imminent harm. If a law enforcement officer utilizes or orders the use of tear gas or any other chemical weapon, rubber pellets or a dog against a crowd, the law enforcement officer's appointing agency shall file a report with the POST commission detailing all measures that were taken in advance of the event to reduce the probability of disorder and all de-escalation tactics and other measures that were taken at the time of the event to de-escalate tensions and avoid the necessity of using the tear gas or other chemical weapon, rubber pellets or dog. The commission shall review the report and may make any additional investigation. After such review and investigation, the commission shall, if applicable, make a finding as to whether the pre-event and contemporaneous de-escalation tactics were adequate and whether the use of or order to use such tear gas or other chemical weapon, rubber pellets or dog was justified." Training should cover response to crowd control situations and the provisions of MGL noted above. Initial training for new hires and retraining is conducted at least once every two years.				❑ Written Directive ❑ Biennial Training documentation

STANDARD / EVALUATION MEASURES:

WRITTEN DIRECTIVE:

1. The agency has written procedures for planned mass demonstrations. **Y N**

Agency: _____Assessor: _____ Date: _____

46.1.12 Crowd Control Response and Training (continued)

These procedures include provisions to:

2. Attempt in good faith to communicate with event organizers to discuss logistical plans, strategies to avoid conflict, and potential communication needs between police and event participants. **Y N**

3. Notes consideration of methods to avoid and de-escalate potential conflicts. **Y N**

4. Designate a position to be assigned officer in charge of de-escalation planning and communication about the plans within the department. **Y N**

5. The agency's written directive indicates a law enforcement officer shall not discharge or order the discharge of tear gas or any other chemical weapon, discharge or order the discharge of rubber pellets from a propulsion device, or release or order the release of a dog to control or influence a person's behavior unless: (i) de-escalation tactics have been attempted and failed or are not feasible based on the totality of the circumstances; and (ii) the measures used are necessary to prevent imminent harm and the foreseeable harm inflicted by the tear gas or other chemical weapon, rubber pellets or dog is proportionate to the threat of imminent harm. **Y N**

6. The agency's written directive indicates if a law enforcement officer utilizes or orders the use of tear gas or any other chemical weapon, rubber pellets, or a dog against a crowd, the law enforcement officer's appointing agency shall file a report with the POST Commission detailing all measures that were taken in advance of the event to reduce the probability of disorder and all de-escalation tactics and other measures that were taken at the time of the event to de-escalate tensions and avoid the necessity of using the tear gas or other chemical weapon, rubber pellets or dog. **Y N**

7. The agency has a written directive governing the training of officers regarding their response to crowd control situations. **Y N**

A. The agency states in its written directive that each sworn employee must receive such training upon hiring. **Y N**

B. The agency states in its written directive that each sworn employee must receive refresher training at least every two years (biennially). **Y N**

WRITTEN DOCUMENTATION:

8. The agency provided documentation of initial training for sworn personnel during the agency's assessment period.

Year 1: Y N N/A – (No Sworn Personnel Hired)

Year 2: Y N N/A – (No Sworn Personnel Hired or an Initial Assessment)

Year 3: Y N N/A – (No Sworn Personnel Hired or an Initial Assessment)

Agency: _____Assessor: _____ Date: _____

46.1.12 Crowd Control Response and Training (continued)

9. The agency provided documentation of refresher training completed at least every two years (biennially) for sworn personnel during the agency's assessment period.

Year 1: Y N N/A – (Not Conducted)

Year 2: Y N N/A – (Not Conducted or an Initial Assessment)

Year 3: Y N N/A – (Not Conducted or an Initial Assessment)

46.1.13	Continuity of Operation Plan (COOP)	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
COOP/COG planning is an effort to assure that the capability exists to continue essential agency functions throughout any potential emergency. The primary objectives of this plan are to ensure the continuous performance of a department or agency's essential functions/operations during an emergency, protect essential facilities/equipment/vital records/and other assets, reduce or mitigate disruptions to operation, assess and minimize damage and losses, facilitate decision-making during an emergency, achieve a timely and orderly recovery from an emergency, and resumption of full service to the community.				❑ Written Directive ❑ The Agency's COOP Plan

STANDARD / EVALUATION MEASURES:

1. The agency has a planning function that addresses their participation in a Continuity of Operations Plan (COOP)/Continuity Government Plan (COG). **Y N**

A. A copy of the COOP/COG Plan was Provided. **Y N**

B. Note the most recent version/approval date of the plan: _____

46.1.14	Biennial Training	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Documentation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
The Incident Command System (ICS) permits a clear point of control and can be expanded or contracted with ease to escalating or diminishing situations. The Federal Emergency Management Agency (FEMA)'s ICS information is comprehensive, available on the Internet, and widely used. An agency may choose a different model but must ensure that it accomplishes the intent of ICS and that any system used is readily adaptable to systems other agencies may use in important areas, e.g., terminology, modular organization, integrated communications, and unity of command. The ICS will not be effective if training is not provided or if it is not used. While the ordinary law enforcement mission is often handled with few personnel, there are situations that quickly escalate into major incidents. It is important to work with other agencies that use this system, so when crises arise, all personnel are familiar with the ICS structure and can function effectively within it. Compatibility between agency ICSs is imperative if ICS is to work effectively. This standard does not require the use of ICS with minor instances handled solely by the agency. Tabletop exercises are an economical way to test the operational capabilities of an agency, while ensuring that key personnel are well versed in the agency's All Hazards Plan. Full scale operational exercises may be used to further assess the agency capabilities but are not required.				❑ Written Directive ❑ Training rosters and lesson plans

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive governing the training of the All-Hazards Plan and the Incident Command System to assess the agency's capabilities. **Y N**
2. The agency's written directive mandates that this training is conducted at least biennially. **Y N**
3. Within the last two years, the agency conducted one or both of the following trainings:
   - **A.** Tabletop. **Y N**
   - **B.** Full-scale exercise. **Y N**
4. Date and method of last training:
   - **A. Date(s):** _____
   - **B. Method:** _____Tabletop _____ Full-scale exercise
5. A documented after-action report of any training conducted was provided by the agency. **Y N**

Agency: _____Assessor: _____ Date: _____

46.2.1	Tactical Team Procedures	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
This standard applies **to all agencies, including those with no personnel assigned to agency-controlled tactical operations teams** such as **Special Weapons and Tactics (SWAT)**. If an agency does not have its own tactical team, it may use another agency/department's tactical team or one established in a Law Enforcement Council (LEC) where the agency is a member.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. There is a written directive or established written procedures for special operations/tactical team activities. **Y N**

2. The agency's written directive or established written procedures:

A. Address the responsibilities that agency personnel are to assume until [tactical team] assistance arrives. **Y N**

B. Requires authorization for the deployment of tactical teams. (i.e., the procedures address calling out of an internal **or** requesting external tactical team(s)). **Y N**

C. Identify which teams (the agency's team, another agency's team, an LEC, etc.) are to be used by the agency. **Y N**

D. Indicate who (**the position**) is responsible for making the call to activate the team. **Y N**

E. Address the coordination and cooperation between tactical teams and other operational components of the agency. **Y N**

F. Designates a tactical team command structure and identifies decision-making authority. **Y N N/A – (The tactical team is not under the control of the agency, i.e., another agency's team or LEC is used)**

G. Address the deployment of tactical teams (to supplement other operational components of the agency). **Y N**

Agency: _____Assessor: _____ Date: _____

46.2.2	Tactical Team Selection	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
This standard applies to agency personnel who are assigned to tactical teams such as a Special Weapons and Tactics (SWAT) Team.			❑ Written Directive ❑ Documentation of the most recent selection process highlighting the criteria that the agency used in making its selection of tactical officers.	

STANDARD / EVALUATION MEASURES:

1. The agency has a tactical team. **Y N**

2. The agency participates on a tactical team (such as a regional tactical team). **Y N**

If **YES,** to either of the above questions:

1. The qualifications (i.e., the **CRITERIA**) for selecting Tactical Officers are in writing. **Y N**

2. Identify when the last selection process for a Tactical Officer was held.

A. Date: _____

3. Regarding the last selection process held (for Tactical Officer), the agency provided **DOCUMENTATION** of the selection process showing that it used the above CRITERIA in the decision-making process. **Y N**

Agency: _____Assessor: _____ Date: _____

46.2.3	Tactical Team Equipment	CERTIFICATION	Revision Date: 03/31/2024	Observation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
			❑ Written list of specialized equipment provided and/or issued to tactical personnel (written directive, equipment checklists, etc.)	

STANDARD / EVALUATION MEASURES:

1. The agency has a tactical team. **Y N**

2. The agency participates on a tactical team (such as a regional tactical team). **Y N**

3. If **No to both questions 1 and 2**, there is a conditional waiver signed by MPAC Staff. **Y N**

If **YES** to **either question, 1 or 2**:

4. The Officers are provided specialized equipment. **Y N**

5. The agency provided a written list of the specialized equipment. **Y N**

6. If **Yes,** Identify some of the equipment items from the agency's list: _____

_____

Agency: _____Assessor: _____ Date: _____

46.2.4	Crisis Negotiator Selection	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
			❑ Written Directive ❑ Job Description for Crisis Negotiator ❑ Documentation of most recent selection process highlighting the criteria that the agency used in making its selection of Crisis Negotiator.	

STANDARD / EVALUATION MEASURES:

1. The agency has Crisis Negotiators. **Y N**

A. The qualifications (i.e., the **CRITERIA**) for selecting Crisis Negotiators are in writing. **Y N**

B. Identify when the last selection process for a Crisis Negotiator took place.

Date: _____

C. Regarding the last selection process for Crisis Negotiator: The agency demonstrated that it filled the position through a **documented selection process** using the criteria it had established. **Y N**

46.2.5	Search and Rescue	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Search and Rescue is a coordinated effort to locate individuals missing in a wilderness area, in large bodies of water, or elsewhere. Search and rescue missions usually involve the use of aircraft, boats, or other special purpose vehicles and specialized personnel such as scuba divers, mountain climbers, or spelunkers [cavers].				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. Does the agency perform search and rescue missions (see above definition for Search and Rescue)? **Y N**

If NO, no further action is necessary. This standard is Optional; the agency *will not* receive credit for it.

If YES, all elements of this standard must be met if the agency wishes to receive credit for it.

A. The agency has a written directive defining the scope of its activities (**WHAT** it will do). **Y N**

B. The agency's directive establishes procedures for its activities (**HOW** it will be done). **Y N**

C. Has the agency performed any search and rescue missions within the past 12 months for initial accreditation or within the past three years for re-accreditation? **Y N**

I. If **yes,** specify below.

_____

_____

46.2.6	VIP Security Plan	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
			❑ Template for preparing a VIP security plan ❑ Actual written security plan prepared for a visiting VIP	

STANDARD / EVALUATION MEASURES:

1. The agency has a written plan for handling the security of visiting VIP's (a template or guideline for developing an actual plan). **Y N**

2. There have been VIPs in the agency's jurisdiction within the past twelve months (for an initial assessment) or the previous three years (for a re-accreditation assessment). **Y N**

If yes, specify the name of the VIP(s) and the approximate time frame when in the agency's jurisdiction:

A. VIP: _____

TIME FRAME: _____

B. VIP: _____

TIME FRAME: _____

3. Identify for which VIP(s) the agency developed a security plan: _____

_____

4. Specify **WHERE** the *prepared* VIP security plans are filed in the agency.

ID File Location: _____

Agency: _____Assessor: _____ Date: _____

46.2.7	Special Events Plan	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
The intent of this standard is two-fold: first, to develop an *outline* that agency personnel can use to prepare a special events plan (identifying specific items to be addressed/considered); and second, to develop actual plans for specific special events. **Special events** include parades, holiday celebrations (such as July 4th Fireworks, National Night Out, and First Night), entertainment /sporting events, etc.				❑ Plan setting forth requirements to be addressed in plans for specific, special events ❑ Plans prepared for specific special events

STANDARD / EVALUATION MEASURES:

1. The agency has a written plan (guidelines) for handling special events (i.e., an overall plan requiring specific "advance" planning to be done for special events taking place within the agency's jurisdiction). **Y N**

2. The agency includes the following in its written plan(s):

A. Designation of a single person or position as supervisor and coordinator of the event. **Y N**

B. Traffic direction and crowd control (vehicular and pedestrian); alternate traffic routes; temporary traffic controls; emergency vehicle access. **Y N**

C. Parking accommodations, parking restrictions, public transportation**. Y N**

D. Coordination inside the agency; relief of personnel assigned; coordination outside the agency; the news media. **Y N**

E. Logistical requirements; use of special operations personnel; after-action reporting. **Y N**

3. Have any special events (parades, July 4th or First Night celebrations, etc.) taken place within the past 12 months (Initial Accreditation) or during the agency's three-year assessment period (Re-Accreditation)? **Y N**

A. If **yes,** identify the event(s): _____

B. The agency developed specific plans for each event. **Y N**

C. The agency's plan(s) for the special event appeared to follow the guidelines of the agency's template for preparing a special events plan. **Y N**

D. The agency identified on the On-site Assessment Compliance Log WHERE special event plans are maintained in the agency. **Y N**

E. By observation, the plans were filed in the location specified. **Y N**

I. Location: _____

Agency: _____Assessor: _____ Date: _____

46.2.8	Deconfliction Process	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**

Agencies shall establish a deconfliction process, and a written directive governing deconfliction protocols is necessary for compliance with this standard.

Event deconfliction processes are used by public safety to identify law enforcement events occurring near each other, thereby promoting safety and effectiveness. This is particularly important for agencies in concurrent or contiguous jurisdictions that are involved in high-risk activities such as undercover operations, surveillance, execution of search warrants, or fugitive apprehension.

The Event deconfliction process receives information from agencies and then provides notifications when qualifying activities occur in close proximity.

Event deconfliction enhances officer safety, reduces risk and liability, safeguards the community, promotes case integrity, enhances criminal investigations, and encourages the effective use of critical resources. Any participation should be with a recognized system that maximizes data collection and information sharing while controlling information access.

NOTE: In the Commonwealth, two agencies provide deconfliction services at no cost for agencies:

- The New England High-Intensity Drug Trafficking Areas (NEHIDTA) Investigative Support Center's Watch Center. (Linked Here)
- The New England State Police Information Network (NESPIN) Regional Information Sharing Systems (RISS) RISSafe Program. (Linked Here)

❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency participates in a deconfliction process with another entity (such as NEHIDTA Investigative Support Center Watch Center or NESPIN RISSafe), and a written directive provides guidance regarding its use**. Y N**

2. The deconfliction process, as outlined in the agency's written directive, includes:

A. Identifying qualifying events or investigations when deconfliction should be utilized **Y N**

B. A deconfliction system's contact information and procedures for filing a deconfliction inquiry **Y N**

C. Authorized agency users and administrators of the deconfliction system **Y N**

D. Information authorized for release by the agency to the deconfliction system's point of contact, and **Y N**

E. Requirements for internal security and the limited distribution of deconfliction information. **Y N**

Agency: _____Assessor: _____ Date: _____

46.3.1	Liaison for Exchange of Terrorism Information	CERTIFICATION	Revision Date: 03/31/2024	Interview Documentation

Note to Accreditation Managers and Assessors	Proofs of Compliance
The exchange of terrorism information should encourage and identify methods for reporting suspicious activity that may be related to terrorism. This may be accomplished through individuals and community organizations, both public and private	❑ Interview: agency's liaison (primary contact) with the State's Fusion Center or other agency. ❑ Written Documentation: documentation of liaison activities with other agencies (meetings attended on terrorism, etc.)

STANDARD / EVALUATION MEASURES:

1. The agency maintains liaison with other organizations to exchange information about terrorism. **Y N**

Proof of Compliance.

Interview		
2	The agency has designated the agency's primary contact with the state's Fusion Center or any other organization for the exchange of information relating to terrorism.	**Y N**
A	The agency identified that *person* or *position* on the *On-site Assessment Compliance Log*.	**Y N**
B	The name of the person or title of the position is:	
C	The individual was available during the assessment to meet with the Assessor.	**Y N**

Documentation		
3	The agency **provided information** that would indicate to the Assessor that it maintains liaison with other organizations to exchange information relating to terrorism.	**Y N**
What was the nature of the documentation?		

Agency: _____Assessor: _____ Date: _____

46.3.2	Reporting and Relaying Terrorism Information	CERTIFICATION	Revision Date: 03/31/2024	Written Directive

Note to Accreditation Managers and Assessors	Proofs of Compliance
Massachusetts's Fusion Center: Phone: 978-451-3700 Fax: (978) 451-3707 Email: fusion@pol.state.ma.us	❑ Written Directive ❑ Accessibility of phone number for the state's Fusion Center

STANDARD / EVALUATION MEASURES:

1. Are there written **PROCEDURES** for reporting and relaying terrorism-related intelligence/information to the proper task force or agency? **Y N**

2. The agency has the telephone number for the state's Fusion Center readily available. **Y N**

a. Specify **WHERE** the number was available: _____

_____

46.3.3	Terrorism Awareness Information	ACCREDITATION Optional	Revision Date: 03/31/2024	File Folder
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
			❑ Terrorism awareness information provided to the public (pamphlets, brochures, news releases, website postings, etc.)	

STANDARD / EVALUATION MEASURES:

1. The agency provided terrorism awareness information within its service area. **Y N**

2. The agency provided at least one document that it has made available to the public to increase its awareness of terrorism. **Y N**

A. Identify **WHAT** the document was and **HOW** it was made available to the public:

I. _____ Pamphlet/Flyer: _____

II. _____Brochure: _____

III. _____News Release: _____

IV. _____Web site Posting: _____

V. _____Other: _____

Agency: _____Assessor: _____ Date: _____

46.3.4	Hazardous Materials	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Documentation

Note to Accreditation Managers and Assessors	Proofs of Compliance
The purpose of this standard is to provide responding law enforcement officers with the basic knowledge to recognize a hazardous situation and immediately implement basic procedures to have authorities with the technical ability to assess the situation. Also, law enforcement personnel must understand basic self-protection measures for themselves and others while protecting the incident scene and controlling the area to prevent unauthorized or unknowing persons from entering a possible contamination zone. This standard does not apply to training received in the recruit academy. The intent of this standard is to ensure that officers receive agency-specific training relative to handling events involving hazardous materials (i.e., the *agency's* policies and procedures, the availability of protective gear, etc.) Training options to consider: FTO programs for new officers; Roll Call Training for veteran officers. Agencies may also want to incorporate this training in their annual training on the All-Hazard Plan (46.1.9).	Documentation of training: ❑ Training Records: FTO Training Schedules for new officers; Roll Call Training for veteran officers. ❑ Instructor material, Handouts to Attendees ❑ Attendance records, Certificates for outside training

STANDARD / EVALUATION MEASURES:

Initial Accreditation

1. The agency provided **AWARENESS LEVEL** training for events involving hazardous materials to all sworn officers. **Y N**

2. The training was documented. **Y N**

A. How was the training provided: _____

B. Date of training: _____

Re-Accreditation Initial Training

1. There were officers hired within the agency's three (3) year assessment period.	**Year 1** **Y N**	**Year 2** **Y N**	**Year 3** **Y N**

2. If **yes**, the agency provided documentation indicating that the new officer(s) had received **AWARENESS LEVEL** training for events involving hazardous materials. **Y N**

Agency: _____Assessor: _____ Date: _____

46.3.4 Hazardous Materials (continued)

Re-Accreditation Refresher Training

3. The agency has demonstrated that they have completed ***annual*** training on Hazardous Materials with all sworn personnel during their three (3) year assessment period.

Year 1 **Y N**	**Year 2** **Y N**	**Year 3** **Y N**
Name:	**Name:**	**Name:**
Nature of Training:	**Nature of Training:**	**Nature of Training:**
Date of Training:	**Date of Training:**	**Date of Training:**

52.1.1	Complaint Investigation	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
This standard deals with two types of complaints: 1. complaints against the agency as a whole, such as allegations of agency misconduct and complaints about the agency's response to community needs, and 2. complaints in which specific individuals are the subject of the complaint (i.e., their performance or actions). Anonymous complaints against an agency or any of its employees should be investigated to the extent possible based on what information is received.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive requiring all **complaints against the agency** to be investigated. **Y N**

2. The agency has a written directive requiring all **complaints against agency employees** to be investigated. **Y N**

3. The agency's written directive requires all **anonymous complaints to be investigated**, to the extent that is possible. **Y N**

Agency: _____Assessor: _____ Date: _____

52.1.2	Records, Maintenance and Security	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Observation

Note to Accreditation Managers and Assessors	Proofs of Compliance
Question 2 is addressed in MGL c.4 § 7(26)(c). (linked here) In accordance with Police Reform Law Requirements, the agency must allow access to the POST Commission's Division of Police Standards to audit all records related to complaints, investigations and investigative reports, and personnel records pursuant to the rules and regulations to be promulgated by the POST. (Linked Here)	❑ Written Directive ❑ File of completed Complaint Forms and/or Complaint Letters ❑ Complaint Log (recording complaints as they are received) ❑ Observation: *where* records are *securely* stored

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive requiring the records of all complaints against the agency to be maintained. **Y N**

2. The agency's written directive **prohibits the withholding of officers' disciplinary records** related to a misconduct investigation as a public records exemption. **Y N**

3. The agency has a written directive requiring the records of all complaints against [individual] employees to be maintained. **Y N**

4. The written directive requires the agency to protect the confidentiality of these records by maintaining them in a secure area. **Y N**

5. Specify **WHERE** these records are maintained: _____

6. The records are in a secure area. **Y N**

   A. **HOW** are they secured? _____

7. The agency's written directive allows access to the POST Commission's Division of Police Standards to audit all records related to complaints, investigations and investigative reports, and personnel records pursuant to the rules and regulations to be promulgated by the POST. **Y N**

Agency: _____Assessor: _____ Date: _____

52.1.3	CEO, Direct Accessibility	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Personnel assigned to the Internal Affairs (IA) function should have the authority to report directly to the agency's CEO for all IA-related matters.				❑ Written Directive ❑ Organizational Chart

STANDARD / EVALUATION MEASURES:

1. Identify **WHICH POSITION** is responsible for the internal affairs function: _____

2. While performing the IA function, that position has the authority to report directly to the agency's CEO. **Y N**

3. Identify in which written directive is that authority given: _____

_____

4. The IA function is listed on the agency's **Organizational Chart**. **Y N**

A. If yes, the function is directly under the agency's CEO. **Y N**

Agency: _____Assessor: _____ Date: _____

52.1.4	Complaint or Commendation Procedures	CERTIFICATION	Revision Date: 03/31/2024	File Folder
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
			❑ Screen print of agency's website ❑ Pamphlets, Brochures ❑ Instructions on Complaint Form	

STANDARD / EVALUATION MEASURES:

1. The agency makes procedures available to the public to be followed in:

A. Registering a complaint against the agency. **Y N**

B. Registering a complaint against an employee. **Y N**

C. Commending the agency. **Y N**

D. Commending an employee. **Y N**

2. Identify **HOW** written procedures are made available to the public:

_____Website _____Pamphlet/Brochure _____Instructions are on an Agency Complaint Form

_____Other (**specify**): _____

Agency: _____Assessor: _____ Date: _____

52.2.1	Investigation Responsibility	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Categories of complaints to be referred to the **internal affairs** function may include allegations of corruption, brutality, misuse of force, breach of civil rights and criminal misconduct. Criteria for assignment of the investigation of the complaint to **line supervisors** may include, for example, alleged rudeness on the part of the officer, tardiness, or insubordination.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. A written directive indicates which types of complaints may be **investigated by line supervisors**. **Y N**

2. A written directive indicates which types of complaints require an **investigation by Internal Affairs**. **Y N**

Agency: _____Assessor: _____ Date: _____

52.2.2	CEO, Notification	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
The directive should specify the nature of those complaints that should be brought immediately to the attention of the agency's chief executive officer and those that can be delayed to a later time. The CEO should be notified of any complaint against an officer received by the agency within two business days to ensure that compliance with the POST Division of Standards requirements for investigating and reporting of the complaint.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive discussing **HOW** the CEO is to be notified of complaints against the agency. **Y N**

2. The agency has a written directive discussing **HOW** the CEO is to be notified of a complaint against an employee. **Y N**

3. The directive indicates **WHO** is responsible for making the notification to the CEO. **Y N**

4. The directive indicates **WHEN** the CEO is to be notified. i.e., does it discuss which types of complaints should be brought to the CEO's immediate attention vs. those that can wait. **Y N**

A. At a minimum the agency CEO is notified within two business days for all complaints against any officer**.** **Y N**

5. The directive indicates **HOW** the CEO is to be notified (method of communication: written or verbal). **Y N**

Agency: _____Assessor: _____ Date: _____

52.2.3	Investigation Time Limits	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Per Section 1 of MGL Chapter 6E of Section 10, (h) of the "JEALE" ACT of 2020: "An appointing agency shall complete an internal affairs investigation into officer misconduct and issue **a final disposition within one year of receiving a complaint or notice from the commission of the complaint being filed**. The commission may, upon a showing of good cause, extend the time to complete the investigation." (linked here)				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive setting the time limit(s) for **completing** an Internal Affairs investigation within one year. **Y N**

2. The written directive discusses provisions for extensions, as authorized and approved by the POST Commission. **Y N**

Agency: _____Assessor: _____ Date: _____

52.2.4	Informing Complainant	CERTIFICATION	Revision Date: 03/31/2024	Observation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
Due to the confidentiality of this information, it is NOT necessary to provide copies of the required letters in the accreditation standard's file folder. However, redacted letters may be provided, or the assessor can verify compliance in practice while reviewing this standard with the position assigned the agency's Internal Affairs function.			❑ Redacted Letters written to a complainant(s) within the past 12 months ❑ Documentation of verbal communication/conversation with the complainant (i.e., recording the date and time of phone calls, etc.)	

STANDARD / EVALUATION MEASURES:

1. The agency has documentation indicating that it keeps complainants informed of the status of their complaints. **Y N**

2. By review of redacted documentation **or,**

through an Interview with the IA Officer (**identify name here**):_____

A. The agency sends correspondence to complainants **acknowledging receipt** of their complaint. **Y N**

B. The correspondence or other document **confirms that the agency is going to process** the complaint. **Y N**

C. It is the agency's practice to send complainants **periodic status reports**. **Y N**

D. It is the agency's practice to notify the complainant of the **results of the investigation** upon conclusion. **Y N**

Agency: _____Assessor: _____ Date: _____

52.2.5	Statement of Allegations/Rights	CERTIFICATION	Revision Date: 03/31/2024	Observation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
Agencies must ensure that all employees receive due process during any Internal Affairs Investigation and that all associated legal rulings (i.e., Garrity v. New Jersey, NLRB v. J. Weingarten Inc., Carney v. City of Springfield, etc.) are adhered to during any investigation.			❑ Written Directive ❑ Written Statement issued to an employee containing ALL the required information	

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive that requires agency employees be notified that they are the subject of an Internal Affairs Investigation. **Y N**

2. The written directive requires that notification be made in writing. **Y N**

3. The written directive requires the notification to contain the following information:

A. The allegation(s) against them. **Y N**

B. The employee's rights relative to the investigation (Miranda Warning, Garrity Rights, Carney Rights, Rights to Appeal, etc.). **Y N**

C. The employee's responsibilities relative to the investigation (providing reports, statements, etc.). **Y N**

Initial Assessment

4. Within the past 12 months, agency employees were notified that they were the subject of an Internal Affairs Investigation. **Y N**

A. If **Yes,** When the employee was notified, the **employee was given a written statement containing the following** information:

I. The allegation(s) against them. **Y N**

II. The employee's rights relative to the investigation (Miranda Warning, Garrity Rights, Carney Rights, Rights to Appeal, etc.). **Y N**

III. The employee's responsibilities relative to the investigation (providing reports, statements, etc.). **Y N**

Agency: _____Assessor: _____ Date: _____

52.2.5 Statement of Allegation/Rights (continued)

Re-Assessment

5. During the agency three (3) year award period agency employees were notified that they were the subject of an Internal Affairs Investigation? **Y N**

A. If **Yes,** When the employee was notified, the **employee was given a written statement containing the following** information:

I. The allegation(s) against them. **Y N**

II. The employee's rights relative to the investigation (Miranda Warning, Garrity Rights, Carney Rights, Rights to Appeal, etc.). **Y N**

III. The employee's responsibilities relative to the investigation (providing reports, statements, etc.). **Y N**

52.2.6	Submission to Tests, Procedures	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. Relative to internal affairs investigations, the agency has a written directive indicating **WHEN** an employee may be required to:

A. Submit to a Medical or laboratory examinations. **Y N**

B. Submit to having photographs taken. **Y N**

C. Participate in a line-up. **Y N**

D. Submit financial disclosure statements. **Y N**

E. Submit to audio or video recordings. **Y N**

F. Submit to testing through instruments for the detection of deception. **Y N**

52.2.7	Relieved from Duty	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
This standard applies to **all agency personnel**, both sworn and non-sworn. The written directive should be supported by other documents establishing the powers and authority of the office of the chief executive. The relief from duty may be a temporary administrative action pertaining to an employee's physical or psychological fitness for duty or an action pending disposition of an internal affairs investigation. The authority to relieve an employee from duty should extend to supervisory levels. Sample circumstances may include reporting for duty in an unfit condition; insubordination; leaving assigned duty location or refusal to perform assigned duties; criminal offense committed while on or off duty; improper use of the agency's property; falsifying a statement or record; abusing, destroying, damaging, stealing or defacing property, tools or equipment of the agency or that of others.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive indicating **WHEN** an employee may be relieved from duty. **Y N**

The written directive addresses:

A. Relieving **SWORN** personnel from duty. **Y N**

B. Relieving **NON-SWORN** personnel from duty. **Y N**

2. The directive clarifies the authority and/or role of supervisors (i.e., first line supervisor to CEO) in relieving an employee from duty. **Y N**

Agency: _____Assessor: _____ Date: _____

52.2.8	Conclusion of Fact	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
Conclusion of fact refers to the investigating supervisor's concluding statement(s) based on his/her analysis of the evidence.			❑ Written Directive ❑ Observation of Records for conclusion of fact noted.	

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive requiring a conclusion of fact for each investigation into alleged misconduct. **Y N**

2. For each allegation of misconduct, the agency's records include a conclusion of fact. **Y N**

3. Assessor reviewed (1) example. **Y N N/A**

IA Record # / Date of Investigation: _____

Agency: _____Assessor: _____ Date: _____

52.2.9	Submission of Records to POST	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**

Per M.G.L. c. 6E, § Chapter 253 of the Acts of 2020; Law Enforcement Agencies ("LEAs) are required to submit summaries of disciplinary records of officers to the POST Commission's Division of Standards.

NOTE – **The standard's statement(s) on submission of records to the POST Commission is referring to reports that Law Enforcement Agencies (LEA) are required to submit information to POST within two (2) business days of receipt of a credible complaint or incident alleging misconduct of an officer(s).**

Standard 26.1.8 deals with the initial submission of all discipline records before 12/31/2021.

After Dec. 31, 2021, Submission of disciplinary records and complaints received by an agency to the POST Commission's Division of Standards:

Reportable complaints and incidents categories that must be reported to POST C, include:

- Complaints alleging bias based on race, ethnicity, sex, gender identity, sexual orientation, age, religion, mental or physical disability, immigration status, or socioeconomic or professional level;
- Complaints regarding use of force including excessive, prohibited, or deadly force;
- Actions that resulted in serious bodily injury or death including officer-involved shootings;
- Unprofessionalism or misconduct including policy or procedure violations or conformance to laws, conduct unbecoming, untruthfulness and prohibited conduct.
- All complaints and incidents relating to the first three categories are reportable to POST without exception

The agency shall within two (2) business days of their receipt of a complaint alleging the misconduct of an officer from a member of the public, from personnel at the agency, or from any other source, for all complaints that are of the type described in 555 CMR 1.00/1.01(1)(a) transmit a description of the written complaint and a copy of any written complaint to the division of standards, and provide the following information, if known, in a form to be prescribed by the commission.

❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive requiring all complaints are reviewed within two business days and submitted to the POST Commission's Division of Standards when they rise to the level of a type of violation as set forth by the POST. **Y N**

Agency: _____Assessor: _____ Date: _____

52.2.9 Submission of Records to POST (continued)

2. The agency's written directive:

A. Addresses the referral of complaints (**within the agency**) related to violations of minor matters under the agency's informal resolution policy that fully complies with the minimum requirements for such policies as set out by the POST Commission. **Y N**

I. The agency's directive requires complaints of minor violations available to the commission upon request or under any policy the commission may establish. **Y N**

B. Requires the submission of all complaints that are not minor in nature **to the POST's Division of Standards**. **Y N**

C. Requires that upon completion of an internal investigation, the head of the agency shall immediately transmit an investigation report signed by the investigator to the POST Division of Standards. **Y N**

D. Requires that upon determining the final disposition of a complaint and final discipline to be imposed by the agency, if any, the head of the agency shall immediately transmit that information to the POST Division of Standards. **Y N**

E. Requires that if an officer resigns prior to the conclusion of an internal investigation by the agency or prior to the imposition of agency discipline, the head of the agency shall immediately transmit a report to the POST Division of Standards. **Y N**

53.1.1	Line Inspection Procedures	Accreditation Optional	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Line inspections should be an ongoing activity to ensure that employees are acting in concert with agency requirements in such areas as personal appearance, use and maintenance of equipment, and adherence to agency directives and orders. Line inspection is also concerned with the status and conditions of physical facilities within a given organizational component. Line inspections should be a primary responsibility of supervisors and managers at every level of the agency and should provide a mechanism for achieving accountability within the agency.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive requiring line inspections to be conducted within the agency. **Y N**

If NO, no further action is necessary. This standard is Optional**;** the agency *will not* receive credit for it.

If YES, all elements of this standard, including all organizational components, must be met if the agency wishes to receive credit for it

2. The written directive:

A. Requires line inspections to be conducted in each organizational component (i.e., in addition to roll-call inspections)? **Y N**

B. Describes the supervisor's responsibilities in conducting line inspections**. Y N**

C. Indicates how frequently line inspections should be conducted. **Y N** (**Note Frequency**) _____

D. Describes the supervisor's responsibilities in **conducting** line inspections. **Y N**

E. Describes the supervisor's responsibilities in **correcting conditions** (deficiencies) discovered by the inspection. **Y N**

F. Indicates which line inspections **require written documentation**. **Y N**

G. Establishes follow-up procedures to **ensure corrective action** has been taken. **Y N**

3. Line inspections are being conducted according to the agency's schedule in its written directive. **Y N**

4. The agency provided a sampling of line inspection reports demonstrating that supervisors inspect their respective units. **Y N**

Agency: _____Assessor: _____ Date: _____

53.1.1 Line Inspection Procedures (continued)

5. WHICH organizational components were inspected (and the inspection documented)?

Organizational Components:

A. ____Patrol ____ The agency does not have a Patrol Division

B. ____Detectives ____ The agency does not have a Detective Division

C. ____Records ____ The agency does not have a Records Division

D. ____Training ____ The agency does not have a Training Division

E. ____Communications ____ The agency does not have a Communications Division

F. ____Other: _____

G. ____ The agency does not have any divisions not mentioned above.

53.2.1	Staff Inspection Procedures	Accreditation Optional	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
The role of staff inspections is to promote an objective review of agency administrative and operational activities, facilities, property, equipment, and personnel outside the normal supervisory and/or line inspections.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive requiring staff inspections. **Y N**
2. Includes provisions for identifying the person(s) conducting the staff inspection. **Y N**
3. Establishes procedures to be used in conducting staff inspections (i.e., indicate HOW the inspection will be conducted). **Y N**
4. Requires a written report by the person conducting the staff inspection: **Y N**
5. Identifies the noting of deficiencies **Y N**
6. Identifies making recommendations for improvement and/or correction **Y N**
7. Identifies positive aspects of the area being inspected **Y N**
8. Requires a follow-up written report (from the inspected unit) discussing the deficiencies that could not be corrected immediately. **Y N**
9. Requires each organizational component to be inspected at least every three (3) years. **Y N**

Initial Accreditation

10. The agency has conducted staff inspections since the effective date of its written directive/within the past twelve months. **Y N**

    If **Yes,**

    HOW MANY organizational components were inspected_____

    WHICH organizational components were inspected?_____

    WHERE are Staff Inspection Reports filed in the agency_____

Agency: _____Assessor: _____ Date: _____

53.2.1 Staff Inspection Procedures (continued)

Re-Accreditation

11. Within the agency's three (3) year award, a staff inspection was conducted of each organizational component, and a report was submitted. **Y N**

A. The agency provided the Staff Inspection Report(s) for all organizational components. **Y N**

B. The reports included:

Patrol **Y N N/A** (The organizational component does not exist within the agency)

Detectives **Y N N/A** (The organizational component does not exist within the agency)

Records **Y N N/A** (The organizational component does not exist within the agency)

Training **Y N N/A** (The organizational component does not exist within the agency)

Communications **Y N N/A** (The organizational component does not exist within the agency)

Other(s) _____

54.1.1	PIO Function	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
The agency is responsible for designating person(s) responsible for the coordination and release of information relating to victims, witnesses, suspects, and confidential investigations and operations. Additionally, written procedures must exist when other agencies are involved in a mutual effort.				❑ Written Directive ❑ Job Description for Public Information Officer

STANDARD / EVALUATION MEASURES:

1. A written directive indicates **WHO** is responsible for the agency's public information function. **Y N**

A. Identify Position: _____

2. A written directive indicates that the public information function is responsible for coordinating and authorizing the release of information about:

A. Victims **Y N**

B. Witnesses **Y N**

C. Suspects/Defendants **Y N**

D. Confidential Investigations and Operations **Y N**

3. The agency has written procedures for releasing information when other public service agencies are involved in a mutual effort (e.g., mutual efforts involving the Fire Department, another Police Agency, the Medical Examiner's Office, the District Attorney's Office, etc.). **Y N**

Agency: _____Assessor: _____ Date: _____

54.1.2	Social Media	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
With the use of social media rapidly growing, the agency has written procedures for the use of agency social media accounts by personnel, as well as an employee's personal social media account(s).				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive governing the use of social media by agency personnel. **Y N**

If NO, no further action is necessary. This standard is Optional**;** the agency *will not* receive credit for it.

If YES, all elements of this standard must be met if the agency wishes to receive credit for it.

2. The written directive addresses:

A. Agency social media account(s). **Y N**

B. Employee's personal social media account(s) as it relates to their job position/agency. **Y N**

Agency: _____Assessor: _____ Date: _____

54.1.3	News Media Access	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers an Assessors				**Proofs of Compliance**
Media access guidelines should be communicated to the media so they can cooperate while still being able to perform their jobs. Media presence can sometimes impede an investigation or operation, and/or may present a danger to the members of the media. Written procedures control media access in such instances.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive controlling media access at locations where such access could interfere with law enforcement operations. **Y N**

The written directive:

2. Defines under what circumstances the media may be restricted from access to a crime or incident scene or location. **Y N**

3. Identifies establishing a media staging area for locations where and when warranted. **Y N**

4. Identifies what position(s) will be the primary point of contact for the media at locations in the field. **Y N**

5. Defines when a press release will be released. **Y N**

6. Identifies who is authorized to complete and release a press release. **Y N**

Agency: _____Assessor: _____ Date: _____

54.1.4	Public Information Officer Training	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Documentation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
The Public Information Officer position requires proper training to be an effective liaison between the agency and the media. A written directive requires proper training of the basic guidelines, skills and knowledge needed to capably perform the duties of a Law Enforcement Public Information Officer.			❑ Written directive addressing required training/training requirement ❑ Documentation of training ❑ Training Certificate ❑ Job description of Public Information Officer or Written Directive describing position	

STANDARD / EVALUATION MEASURES:

1. The agency has designated an employee as a Public Information Officer. **Y N**

2. If **No**, there is a conditional waiver signed by the MPAC Staff. **Y N**

3. If **Yes**, the agency requires personnel assigned as the Public Information Officer to receive training for the position. **Y N**

A. Documentation of training was provided by the agency. **Y N**

Specify proof provided: _____

Agency: _____Assessor: _____ Date: _____

55.1.1	Summary of Rights	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
The state's victim bill-of-rights legislation may serve as the "written directive" if it has been disseminated to affected employees (as other written directives would be).			❑ Written Directive ❑ Written Directive *Read Receipts* (only if the agency used the Commonwealth's Bill of Rights as the written directive)	

STANDARD / EVALUATION MEASURES:

1. A written directive describes the type of assistance extended to victims and witnesses. **Y N**

2. Identify which one of the following the agency provided as its written directive:

I. _____ A written directive *developed* by the agency

II. _____ The commonwealth's Bill-of-Rights (MGL Chapter 258B)

3. If the agency **used the Commonwealth's Victim Bill-of-Rights** as its written directive:

A. The agency provided documentation demonstrating that a copy of the Commonwealth's Bill-of-Rights had been disseminated to all affected personnel (i.e., to positions interacting with victims and witnesses). **Y N**

B. The documentation acknowledged the employee's receipt of the state's Bill-of-Rights. **Y N**

55.1.2	Policy/Procedure Development	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
It is understood that the provision of victim/witness services is often shared between the police department and the District Attorney's Office. Therefore, in addressing Bullet A, agencies should identify THEIR role as well as the role of the DA's office in delivering services to Victims and Witnesses.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. A written directive describes the agency's role in providing victim/witness assistance. **Y N**

A. The written directive specifies which victim/witness services are to be provided by agency personnel. **Y N**

B. The written directive discusses the confidentiality of victims and witnesses -- including their role in case development (to the extent consistent with applicable law). **Y N**

Agency: _____Assessor: _____ Date: _____

55.2.1	Initial Assistance	ACCREDITATION Optional	Revision Date: 03/31/2024	Observation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
			OBSERVATION of: ❑ List of V/W services – services that the *police department will provide directly.* ❑ List of V/W services – services offered in the agency's jurisdiction *offered by other organizations* (name of the organization and contact information, etc.)	

STANDARD / EVALUATION MEASURES:

1. The agency makes the following victim/witness assistance information available 24 hours a day from a single point of contact. **Y N**

2. **If No**, no further action is necessary. This standard is Optional, and the agency *will not* receive credit for it.

3. If **Yes**, the agency:

A. Provides a list of these services directly provided by the police department (e.g., through the department's Domestic Violence Advocate). **Y N**

B. Provides a list of these services provided by other organizations (e.g., through the DA's Office, Women's Resource Center, Battered Shelters, Rape Crisis Hotline, etc.). **Y N**

C. Identifies **WHO** is the single point of contact in the agency for providing this information. **Y N**

D. By observation, they (the single point of contact) **HAD** this information to relay to the V/W. **Y N**

55.2.2	Assistance, Threats	CERTIFICATION	Revision Date: 03/31/2024	Observation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
Some examples of victim/witness assistance may include protective custody or modified protective custody. Discretion and assistance may depend on each agency to ensure safety and adequate communication with victim/witness.			❑ Written Directive, Documentation or Interview	

STANDARD / EVALUATION MEASURES:

1. The agency demonstrated that it provides appropriate assistance to Victims and Witnesses:

A. Who have been threatened. **Y N**

B. Who in the judgment of the agency, expresses specific, credible reasons for fearing intimidation or further victimization. **Y N**

2. Identify which method did the agency used to demonstrate compliance with this standard (Identify at least one method):

I. _____ Written directive (a policy statement)

a. Specify Directive: _____

II. _____ Written documentation

a. Describe Documentation: _____

III. _____ Interview

a. Person interviewed (other than the Accreditation Manager): _____

IV. _____ Other

a. Specify: _____

3. Specify which type of assistance was extended to victims/witnesses: _____

_____

Agency: _____Assessor: _____ Date: _____

55.2.3	Assistance, Preliminary Investigation	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive defining the services to be rendered to victim/witness (V/W) during the preliminary investigation. **Y N**

2. Per the written directive (and as it applies to the investigation), the V/W Services include:

A. Giving information verbally or in writing (pamphlets, business cards, etc.) to the V/W about applicable services (i.e., who to call – the District Court's V/W Office). **Y N**

B. Advising the V/W about what to do if the suspect (companions or family) threatens or intimidates. **Y N**

C. Informing the V/W about the case number, if known, and subsequent steps in the processing of the case. **Y N**

D. Providing a telephone number that the V/W may call to report additional information about the case. **Y N**

E. Providing a telephone number to receive information about the status of the case (i.e. open, suspended, closed, etc.). **Y N**

55.2.4	Assistance, Follow-Up Investigation	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive describing victim/witness (V/W) assistance/services to be rendered, during the follow-up investigation, if any. **Y N**

2. For V/W services to be provided, the written directive specifically discusses who is responsible for**:**

A. Re-contacting the V/W to determine whether needs are being met (when impact of crime is unusually severe). **Y N**

B. Explaining the procedures involved in prosecuting the case. **Y N**

C. Explaining the V/W's role in the prosecution of the case. **Y N**

D. Scheduling line-ups, interviews, or court appearances. **Y N**

E. Providing transportation to court proceedings, if feasible. **Y N N/A**

F. Promptly returning any V/W property taken as evidence, when authorized. **Y N**

Agency: _____Assessor: _____ Date: _____

55.2.5	Assistance, Suspect Arrest	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Among the services that agencies should consider providing is notification of the victim/witness of the arrest, the charges and the arrestee's custody status and changes thereto. The Massachusetts Victim's Bill of Rights (VBOR) sets specific requirements for victim, witness, and/or family members rights that agencies must follow, to include: • The Right to be Informed about Victim Rights and Services in the Criminal Justice System • The Right to Receive Specific Information about the Criminal Case Involving the Victim • The Right to be Notified of an Offender's Release or Status While in Custody • The Right to Other Protections in the Criminal Justice System Link to VBOR Website Link to MGL establishing VBOR				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive defining victim/witness assistance services to be rendered upon arrest and during post-arrest processing of the suspect. **Y N**

Agency: _____Assessor: _____ Date: _____

55.2.6	Next-of-Kin Notification	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive establishing procedures for notifying the next-of-kin of:

A. Deceased Persons. **Y N**

B. Seriously Injured Persons. **Y N**

C. Seriously Ill Persons. **Y N**

D. At the request of another law enforcement agency (i.e., receipt of an AM through NCIC). **Y N**

61.1.1	Selective Enforcement Activities	ACCREDITATION Optional	Revision Date: 03/31/2024	File Folder

Note to Accreditation Managers and Assessors	Proofs of Compliance
To demonstrate compliance with this standard, written documentation must "back up" the agency's written directive; one (1) sample. Documentation should identify the problem and the agency's response to it, addressing each of the standard's specific requirements (as they apply). The review of the location, time, and violation factors in vehicle collision should be based upon a numerically significant sample. It is also essential to analyze fluctuations caused by seasonal variations that result in increases in traffic volume and/or collision. In rural or suburban areas, basing these studies on an annual collision experience may be necessary to provide a sufficient database. However, a more frequent reporting cycle should be considered as traffic densities, and collision rates increase. Supervisors responsible for traffic enforcement activities should be provided with copies of the **analysis report**.	❑ Written Directive ❑ Documented review of traffic collision/crash data ❑ Documented review of traffic enforcement activities ❑ Documented comparison of collision/crash data and enforcement activities ❑ Written directive identifying selective enforcement techniques and procedures for implementing them ❑ Documentation: Deployment of traffic enforcement personnel based on review of data ❑ Documented annual review of selective traffic enforcement activities

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive governing selective traffic enforcement activities. **Y N**
If NO, no further action is necessary. This standard is Optional.

If YES, all elements of this standard must be met if the agency wishes to receive credit for it.

2. The directive addresses **PROCEDURES** for the following activities(e.g., at a minimum, the directive indicates **WHO** is responsible for performing the activities and **HOW** frequently):

A. Compiling and reviewing traffic collision/crash data. **Y N**

B. Compiling and reviewing traffic enforcement activities data. **Y N**

C. Comparison of the collision/crash data and traffic enforcement activities data. **Y N**

D. Implementing selective enforcement techniques and procedures (radar, speed trailers, unmarked cars). **Y N**

E. Deploying of personnel assigned to traffic enforcement activities. **Y N**

F. Conducting a documented annual review of selective traffic enforcement activities. **Y N**

Agency: _____Assessor: _____ Date: _____

61.1.1 Selective Enforcement Activities (continued)

3. The agency is documenting its annual review. **Y N**

Initial Accreditation

4. The agency provided written documentation (**only <u>one sample</u> is required)** for the past twelve months, demonstrating that it has performed selective enforcement activities. **Y N**

Re-Accreditation

5. The agency provided written documentation (**only <u>one sample</u> is required for each year**) demonstrating that it has performed selective enforcement activities during each year of their three (3) year assessment period.

Year 1	Year 2	Year 3
Proof: **Y N**	Proof: **Y N**	Proof: **Y N**

61.1.2	Uniform Enforcement Procedures	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
The directive should establish guidelines to ensure that enforcement actions are commensurate with applicable laws and consider the degree and severity of the violation committed. When appropriate, warnings, written or verbal, or other non-punitive enforcement actions may be substituted for arrests or citations. Agencies should **prohibit practices requiring** officers to issue a predetermined number of citations, arrests, or summonses, or to initiate investigative contacts with citizens for reasons not directly related to improving public safety.			❑ Written Directive	

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive establishing uniform procedures for taking enforcement action incidental to traffic law violations, to include:

A. Physical arrest **Y N**

B. Issuing a Citation **Y N**

C. Warnings (if used) **Y N N/A**

If **Yes:**

I. Note **type of warnings** issued: _____ verbal _____ written

II. Note if a **record of warnings** is maintained **(WHERE)** _____

III. Documented in: CAD/IMC_____

IV. Other: _____

Agency: _____Assessor: _____ Date: _____

61.1.3	Violator Procedures	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Special requirements for traffic violations may be required for juveniles, military personnel, diplomats/consular officials, or legislators. STATE LEGISLATORS: The Massachusetts Constitution (Part 2, Chap. 1, Sec. 3, Article 10) stipulates that state legislators, while attending, going to, or returning from a session of their respective houses shall be exempt from physical arrest. However, citations may be issued as appropriate.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive establishing **PROCEDURES** for handling traffic law violations committed by:

- **A.** Nonresidents of the agency's service area **Y N**
- **B.** Juveniles **Y N**
- **C.** State Legislators **Y N**
- **D.** Foreign Diplomats/Consular Officials **Y N**
- **E.** Active-Duty Military Personnel **Y N**

61.1.4	Informing the Violator	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
The intent of this standard is to require officers to verbally explain the rights and requirements imposed on motorists upon arrest or issuance of a citation for a traffic violation. An informational pamphlet explaining the motorist's rights and responsibilities issued with the citation can *augment* [but not substitute for] the information provided *verbally* by officers.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive requiring officers (at the time a motorist is charged with a violation) to provide information relative to the specific charge. **Y N**

2. The information to be provided **MUST** include:

A. Optional or mandatory nature of court appearance by the motorist. **Y N**

B. Notice of whether the motorist is allowed to enter a plea and/or pay the fine by mail or at a traffic violations bureau. **Y N**

C. Other information that must be provided to the motorist prior to release. **Y N**

61.1.5	Uniform Enforcement Policies	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Limitations on any enforcement activities by local police (per MGL) should be addressed.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive establishing uniform enforcement policies for **EACH** of the following traffic law violations:

A. Non-Moving Violations **Y N**

B. Equipment/Safety Violations **Y N**

C. Moving Violations **Y N**

D. Multiple Violations **Y N**

E. Public carrier/commercial vehicle violations **Y N**

F. Violations resulting in traffic collisions/crash **Y N**

G. Pedestrian violations **Y N**

H. Bicycle violations **Y N**

I. Operation of a vehicle after driving privileges have been suspended **or** revoked **Y N**

J. Operation of a vehicle by a driver under the influence of alcohol/drugs **Y N**

K. Reckless/Aggressive Driving Violations **Y N**

L. Newly enacted laws, ordinances, and/or regulations **Y N**

Agency: _____Assessor: _____ Date: _____

61.1.6	Enforcement Practices	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
A roadside safety check is a temporary operation in which law enforcement or other authorized personnel stop some or all traffic to inspect individual vehicles or their contents or to interview drivers.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency conducts roadside safety checks. **Y N**

If NO, no further action is necessary. This standard is Optional**;** the agency *will not* receive credit for it.

If YES, all elements of this standard must be met if the agency wishes to receive credit for it.

A. The agency has a written directive governing the use of roadside safety checks. **Y N**

61.1.7	Stopping/Approaching	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive establishing **PROCEDURES** for stopping motorists, to include:

A. Unknown Risk Stops **Y N**

B. High Risk Stops **Y N**

61.1.8	Officer-Violator Relations	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Procedures should minimize conflict between the officer and the violator and facilitate a professional interaction. While previous standard 61.1.7 deals with the physical stopping of a motor vehicle, this standard 61.1.8 deals with the officer's **interaction or conversation** with the vehicle's operator (and passengers).				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has written **PROCEDURES** for officers to follow in their contacts with traffic violators. **Y N**

Agency: _____Assessor: _____ Date: _____

61.1.9	Speed Measuring Devices	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
				❑ Written Directive ❑ Maintenance Records ❑ Calibration Records ❑ Operator's Training Records ❑ Operator's Certificates

STANDARD / EVALUATION MEASURES:

1. The agency utilizes speed measuring devices. **Y N**

2. **If NO,** the agency provided a conditional waiver signed by MPAC Staff. **Y N**

3. If **YES**, the agency has a written directive governing the use of speed measuring devices. **Y N**

4. The **directive addresses**:

- **A.** Equipment Specifications **Y N**
- **B.** Operation Procedures **Y N**
- **C.** Proper Care and Upkeep **Y N**
- **D.** Maintenance and Calibration Records **Y N**
- **E.** Operator training and/or Certification **Y N**

5. The agency provided **documentation** of the following:

- **A.** Maintenance Records **Y N**
- **B.** Calibration Records **Y N**
- **C.** Operator Training and/or Certification **Y N**

Agency: _____Assessor: _____ Date: _____

61.1.10	Alcohol/Drug Impaired Traffic Offenders	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Documentation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
The primary objective of an alcohol enforcement program should be to reduce alcohol and/or drug related traffic offenses by fielding units that are specially trained and equipped to apprehend and process alcohol or drug impaired drivers. Special emphasis should be placed on enforcement of laws related to driving while intoxicated and other statutes restricting drinking and driving. Training should be provided to develop officer skills in detecting those persons who are under the influence of alcohol or drugs. The agency should consider using the following countermeasures in various combinations in their selective alcohol enforcement program: • selective assignment of personnel at the time when, and to the locations where analyses have shown that a significant number of violations and/or collision involving impaired drivers have occurred, • selective surveillance of roadways on which there have been an unusual incidence of drinking-driving collisions to ascertain the characteristic violation profile of the problem drinker who drives, • selected alcohol related collision investigations and analyses of findings; selective roadway checks for deterrence purposes, and • selective enforcement of drinking driving laws through concentration on existing laws and the expeditious processing of violators.				❑ Written Directive ❑ Documentation of programs implemented for alcohol and drug impaired traffic offenders

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive establishing its programs against alcohol and drug impaired traffic offenders. **Y N**

2. The agency provided documentation indicating that the program is operational (i.e., implemented within the past twelve months). **Y N**

3. The written directive notes the nature of the agency's program and WHEN it was last implemented was:

A. Nature of Program: _____

B. Last Implemented on: _____

Agency: _____Assessor: _____ Date: _____

61.1.11	DUI Procedures	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
This standard addresses "drugs" *as well as* "alcoholic beverages". Procedures should address the methods to be employed for proper administration of preliminary and evidentiary breath tests, safe transportation of impaired arrestees, procurement of blood and urine testing where governing statutes give the arrestee a choice of these tests in addition or as an alternative to a breath test, incarceration, or release to a responsible third party, and disposition of the arrestee's vehicle. In 2005, the Commonwealth of Massachusetts passed new legislation known as "Melanie's Law" increasing the penalties for operating a motor vehicle Under the Influence (OUI) of Alcohol or Controlled Substances. https://malegislature.gov/Laws/SessionLaws/Acts/2005/Chapter122 Regarding handling persons suspected of driving under the influence of *drugs*, procedures may include contacting and utilizing the services of Drug Recognition Experts (DRE's).				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has written directive with procedures for handling persons charged with operating/driving while under the influence of:

A. Alcohol **Y N**

B. Drugs **Y N**

2. The agency's written directive incorporates the requirements of Melanie's Law for charging DUI offenders, that when an operator fails to submit to a chemical test or analysis of his breath or blood, the agency will impound the vehicle being driven by the operator and arrange for the vehicle to be impounded for a period of 12 hours after the operator's refusal. **Y N**

Agency: _____Assessor: _____ Date: _____

61.1.12	License Re-examination Referrals	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Per MGL Part 1, Title XIV, Chapter 90, Section 22(a): "The registrar may suspend or revoke without a hearing any certificate of registration or any license issued under this chapter whenever the holder thereof has committed a violation of the motor vehicle laws of a nature which would give the registrar reason to believe that continuing operation by such holder is and will be so seriously improper as to constitute an immediate threat to the public safety." MA RMV Immediate Threat Form Link				❑ Written Directive ❑ Immediate Threat Form

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive establishing PROCEDURES for the identification and referral of drivers recommended for reexamination by licensing authorities. **Y N**

2. The agency demonstrated the Registry of Motor Vehicles' Immediate Threat Form is accessible to officers via hard copy forms or through the website link above in the note box. **Y N**

Agency: _____Assessor: _____ Date: _____

61.1.13	Parking Enforcement	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
			❑ Written Directive	

STANDARD / EVALUATION MEASURES:

1. Parking enforcement is a function of the agency. **Y N**

If NO, no further action is necessary. This standard is Optional.

If YES, all elements of this standard must be met if the agency wishes to receive credit for it.

2. The agency has a written directive governing parking enforcement activity. **Y N**

Agency: _____Assessor: _____ Date: _____

61.2.1	Reporting and Investigation	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
The intent of this standard is to specify in a written directive which crashes require a "report" and which require a preliminary investigation. Crashes are defined as a vehicular collision with other vehicles and/or with other object(s).				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive describing the following aspects regarding crashes:

A. Initial Investigations **Y N**

B. Crash Reporting Requirements **Y N**

C. Follow-up Investigations **Y N**

Agency: _____Assessor: _____ Date: _____

61.2.2	Crash Scene Responses	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
			❑ Written Directive	

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive that specifies collision/crash scene responsibilities for responding sworn personnel, including procedures for the following:

A. Duties/Responsibilities of the first arriving officer on scene. **Y N**

B. Determining who is in charge at the scene; **Y N**

C. Identifying and dealing with injured persons; **Y N**

D. Identifying and dealing with fire hazards; **Y N**

E. Collecting information; **Y N**

F. Protecting the collision/crash scene; **Y N**

G. Damage to public vehicles or property. **Y N**

H. Hazardous materials. **Y N**

I. Disturbances between involved operators. **Y N**

J. Major traffic congestion resulting because of the collision. **Y N**

K. Controlling property belonging to collision/crash victims, and **Y N**

L. Damage to vehicles to the extent towing is required. **Y N**

61.3.1	High Visibility / Retroreflective Vests or Clothing	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Federal Highway Administration mandates high-visibility safety apparel meeting ISEA Standards for All Workers in Highway Rights-of-Way, or within work zones. The regulations state: "All workers, including emergency responders, within the right-of-way who are exposed to traffic (vehicles using the highway for purposes of travel) or to work vehicles and construction equipment within the [Temporary Traffic Control] zone shall wear high-visibility safety apparel that meets the Performance Class 2 or 3 requirements of the ANSI/ISEA 107-2004 publication entitled 'American National Standard for High-Visibility Safety Apparel and Headwear' Emergency and incident responders and law enforcement personnel within the [Temporary Traffic Control] zone may wear high-visibility safety apparel that meets the performance requirements of the ANSI/ISEA 207-2006 publication entitled 'American National Standard for High-Visibility Public Safety Vests' (see Section 1A.11) or equivalent revisions, and labeled as ANSI 207-2006, in lieu of ANSI/ISEA 107-2004 apparel…" **ANSI/ISEA 207-2006 requires vests/clothing have fluorescent background material of at least 450 in.² and minimum area of required retroreflective material of at least 201 in.².**				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive requiring high visibility retroreflective vests or clothing to be worn whenever an employee is directing or controlling traffic. **Y N**

2. The written directive applies to any position in the agency whose duties and responsibilities include directing or controlling traffic (i.e., the policy applies to part-time and non-sworn personnel, if applicable). **Y N**

3. Any high visibility retroreflective vests or clothing used by agency personnel meets or exceeds ANSI/ISEA 207-2006 Requirements. (observed on garment label, noted on specs of a purchase orders, etc.) **Y N**

Agency: _____Assessor: _____ Date: _____

61.3.2	Directions / Control Procedures	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
			❑ Written Directive	

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive specifying procedures for traffic direction and control. **Y N**

2. The written directive includes:

A. Procedures applicable at the scenes of traffic collision/crash. **Y N**

B. Procedures applicable during times of traffic congestion or non-crash conditions. **Y N**

C. Procedures applicable at the scenes of critical incidents. **Y N**

D. Procedures applicable during periods of adverse road and weather conditions. **Y N**

E. Circumstances warranting manual operation of traffic control devices. **Y N**

F. The use of temporary traffic control devices. **Y N**

61.3.3	Escorts	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
The directive should specify the circumstances, both routine and emergency, under which escort services should be provided; the procedures for processing routine or emergency requests for escort; and the identification of agency personnel authorized to approve such requests. The directive should include escorting public officials, dignitaries, emergency vehicles, funerals, oversized vehicles, and hazardous or unusual cargo. Escorting civilian vehicles during emergencies is hazardous, and the practice should be avoided whenever possible. In medical emergencies, an injured or ill person (patient) should be transported by a rescue or ambulance whenever possible. If escorts are authorized for medical emergencies by the agency, the directive should establish guidelines to ensure the safety of the patient, the officer, and all other highway users. **If law enforcement escort services or escorts of civilian vehicles in medical emergencies are not allowed, a written directive must state so.**				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency allows law enforcement escort services (for non-emergencies – i.e., funerals, parades, dignitaries, emergency vehicles, oversized vehicles, etc.). **Y N**

   A. If **Yes,** the agency has a written directive detailing the procedures for escort services to include what escorts are permitted and how they are to be conducted. **Y N**

   B. If **No**, the written directive states that law enforcement escort services are prohibited. **Y N**

2. The agency allows escorts of civilian vehicles in medical emergencies. **Y N**

   A. If **Yes,** the agency has a written directive detailing the procedures for escorting civilian vehicles in medical emergencies. **Y N**

   B. If **No**, the written directive states that escorting civilian vehicles in medical emergencies is prohibited. **Y N**

Agency: _____Assessor: _____ Date: _____

61.3.4	School Crossing Guards	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive Documentation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
This standard only applies if the agency uses School-Crossing Guards, and they are **under the direct control and supervision of the Police Department** vs. the municipality or School Department.			❑ Written Directive ❑ Job Description for *School Crossing Guard* ❑ An *annual* [documented] *review* of the locations requiring School Crossing Guards.	

STANDARD / EVALUATION MEASURES:

1. The agency utilizes school-crossing guards that are under direct control and supervision of the agency. **Y N**

2. If **No**, there is a conditional waiver signed by MPAC Staff. **Y N**

3. If **Yes, a written directive:**

A. Identifies the authority and responsibilities School-Crossing Guards. **Y N**

B. Establishes the selection criteria for hiring School-Crossing Guards. **Y N**

C. Specifies the uniforms/apparel and equipment worn by the School-Crossing Guards. **Y N**

D. Establishes the criteria for selecting the locations requiring School-Crossing Guards. **Y N**

E. Specifies what training is required for School-Crossing Guards. **Y N**

F. Requires an annual review of crossing locations to determine which of those locations require a School-Crossing Guard. **Y N**

I. The directive identifies what position (**WHO)** is responsible for conducting the annual review. **Y N**

List Position: _____

Initial Accreditation

4. The agency provided a copy of its most recent annual review of crossing locations completed within the past twelve months.

A. Based on the documented review provided, the agency identified locations requiring School-Crossing Guards. **Y N**

Agency: _____Assessor: _____ Date: _____

61.3.4 School Crossing Guards (continued)

Re-Accreditation

5. The agency provided a copy of its most recent annual review of crossing locations during the three (3) year assessment period. **Y N**

A. Based on the documented review provided, the agency identified locations requiring School-Crossing Guards. **Y N**

Year 1	Year 2	Year 3
Proof: **Y N N/A**	Proof: **Y N N/A**	Proof: **Y N N/A**

61.4.1	Motorist Assistance	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
The directive should set forth policies that describe the role of the agency in providing information and directions, assisting stranded or disabled motorists, providing, or obtaining fuel, changing tires, making minor repairs, etc. Motorists encountering mechanical or other difficulties necessitating assistance or towing generally must rely upon the officer to obtain needed services. The directives should establish procedures for obtaining services or other assistance in an equitable manner that satisfies the needs of the public, the law enforcement agency, and the providers of such services. The agency has a responsibility to provide a communications link to obtain needed services for motorists and to provide protection for motorists stranded or disabled in hazardous locations or environments. The written directive should provide basic guidelines to ensure that help arrives in a timely fashion and that motorists are directed or transported to a place of safety. The directive should describe the role of officers in providing first aid, obtaining medical assistance, fighting fires, obtaining fire service assistance, and transporting civilians. Agency personnel should have clear guidelines to ensure that fire suppression and emergency medical transport services are provided in a timely manner.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive governing the provision of motorist assistance**. Y N**

2. The directive specifically addresses the agency's role/officer's role in providing:

A. General assistance (e.g., lockouts). **Y N**

B. Mechanical assistance and towing service. **Y N**

C. Protection to stranded persons. **Y N**

D. Use of agency vehicles to physically push or remove a vehicle on a roadway, *if authorized*. **Y N N/A**

E. Emergency assistance. **Y N**

Agency: _____Assessor: _____ Date: _____

61.4.2	Hazardous Roadway Conditions	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Roadway and roadside hazards are contributing factors in many traffic collisions. In order to mitigate these factors, the directive should specify procedures for reporting and correcting hazardous conditions such as including debris in the roadway; or defects in the roadway, or on the roadside and any itself; lack of or defects in, highway safety features, e.g., impact attenuation devices, reflectors; lack of, improper, visually obstructed, or down or damaged mechanical traffic control devices and/or traffic control and informational signs; lack of or defective roadway lighting systems; and other roadside hazards, including vehicles parked or abandoned on or near the roadway.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has written PROCEDURES for taking action to correct hazardous roadway conditions. **Y N**

Agency: _____Assessor: _____ Date: _____

61.4.3	Towing	**ACCREDITATION** Mandatory	Revision Date: 03/31/2024	**Written Directive** Observation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
			❑ Written Directive ❑ Records of Towed Vehicles	

STANDARD / EVALUATION MEASURES:

1. The agency has written PROCEDURES for:

A. The handling of abandoned vehicles. **Y N**

B. The removal and towing of vehicles from public property. **Y N**

C. The removal and towing of vehicles from private property. **Y N**

D. Conducting and documenting an inventory of any towed vehicles. **Y N**

E. Maintaining records of all vehicles removed, stored, or towed at the direction of an officer. **Y N**

BY OBSERVATION:

2. The agency provided documentation demonstrating that it is "**recording**" information on the vehicles it removes, stores, or tows. **Y N**

A. Specify **HOW** the agency is documenting the towing of vehicles:

I. ___ Log entry ___ Computer entry ___ Other: _____

Agency: _____Assessor: _____ Date: _____

61.4.4	Traffic Safety Materials	ACCREDITATION Optional	Revision Date: 03/31/2024	Observation Tour
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
			❑ Traffic safety materials (pamphlets, etc.) available in the lobby of the police facility ❑ Materials available on the agency's website (observation of the website or a screen printout)	

STANDARD / EVALUATION MEASURES:

1. The agency provided a sampling of the traffic safety educational materials that it makes available to the public. **Y N**

If NO, no further action is necessary. This standard is Optional**;** the agency *will not* receive credit for it.

If YES, all elements of this standard must be met if the agency wishes to receive credit for it.

2. Specify **HOW** the materials are available to the public:

A. _____ They are available in the lobby of the police facility.

B. _____ They are available on the agency's website (or *through* the agency's website via hyperlink)

C. _____ Other: _____

Agency: _____Assessor: _____ Date: _____

70.1.1	Pre-Transport Detainee Searches	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Transporting personnel are legally responsible for the safety and custody of the detainee being transported. It must be assumed that the detainee may have had an opportunity to obtain contraband or a weapon prior to the time he or she is accepted for transport. It should never be assumed that someone else has searched the detainee. Detainees should be searched each time they come into the custody of transporting personnel, including transport to and from court appearances.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive requiring the transporting officer to search the detainee before being transported. **Y N**

Agency: _____Assessor: _____ Date: _____

70.1.2	Searching Transport Vehicles	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
The intent of this standard is to ensure that any vehicle used to transport a detainee is free of weapons and contraband before and after the detainee comes in contact with the vehicle. An examination/search before beginning each shift will ensure the vehicle has not been tampered with since last used, is free of weapons and contraband, is mechanically safe, is free of damage or defect, and is properly equipped for use. Each time a detainee is to be transported, the vehicle should be examined/searched again prior to transport to ensure that no weapons or contraband are present. Some latitude may be allowed where an officer has been in constant control of the vehicle following the pre-shift examination and the introduction of the detainee to the vehicle; however, most vehicles will not have been under constant observation and officers should not assume that no opportunity has existed for the introduction of weapons, contraband, or other items. Once a detainee has been removed from the vehicle, a thorough examination/search should be conducted as soon as practical prior to assuming patrol duties, but, in all cases, before the vehicle is reused for transport. This will not only ensure that the detainee has left nothing in the vehicle, but if items are found, it link them in a timely manner to a specific detainee.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive requiring all vehicles used to transport detainees to be examined/searched (i.e., those used to transport detainees). **Y N**

According to the agency's written directive:

A. An examination/search is required to be conducted at the **BEGINNING** of each shift. **Y N**

B. The directive requires another examination/search of the transport vehicle **PRIOR TO** transporting a detainee. **Y N**

C. The directive requires another examination/search of the transport vehicle **AFTER** a detainee is transported. **Y N**

Agency: _____Assessor: _____ Date: _____

70.1.3	Procedures, Transporting by Vehicle	CERTFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
For safety reasons, the detainee should be under control at all times. Opportunities for escape or attack on transporting personnel should be reduced as much as possible. The detainee should be made as comfortable as reasonably possible, given the length of the trip being made, and should be secured to the maximum degree with appropriate restraining devices.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. Does the agency allow detainees to be transported in vehicles without a safety barrier? **Y N**

A. If **No**, the agency has a written directive stating that. **Y N**

B. If **Yes**, the agency has a written directive requiring transporting officers to be seated in specific locations within the vehicle, depending upon the number of detainees to be transported and the number of escort officers used. **Y N**

Agency: _____Assessor: _____ Date: _____

70.1.4	Interruption of Transport	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
For Necessary Stops*:** Refers to the following circumstances during long distance transports (e.g., transporting extradited detainees, etc.): stopping for fuel and meals or allowing detainees an opportunity to use toilet facilities. ***To Render Emergency Assistance: If transports are allowed to be interrupted, simply stating "to render emergency assistance" does not meet the full intent of the standard; *specific circumstances* must be cited (e.g., m/v crash with person injury, etc.). Agencies may also want to require supervisory approval.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive indicating **WHEN** an officer may interrupt a detainee transport, **for necessary stops**. **Y N N/A (not authorized)**

If **Yes**, specify the conditions are allowed for necessary stops:

_____

_____

2. The agency has a written directive indicating **WHEN** an officer may interrupt a detainee transport, **to render emergency assistance. Y N N/A (not authorized)**

If **Yes**, specify the conditions are allowed to render emergency assistance:

_____

_____

Agency: _____Assessor: _____ Date: _____

70.1.5	Detainee Communication	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Safety aspects of the transport function require that the detainee's right to communicate with attorneys and others will not normally be exercised during the period that the detainee is being transported.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive indicating whether a detainee may communicate with others while being transported. **Y N**

2. The directive allows detainees to communicate with others. **Y N**

A. If **Yes**, the directive prescribes the circumstances under which the detainee may communicate with others. **Y N**

Agency: _____Assessor: _____ Date: _____

70.1.6	Procedures, Transport Destination	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Documentation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
This standard refers to all detainee transports to the first facility that the detainee is transported to *from the point of arrest* (which for most agencies would be the *agency's* facility) as well as *from one facility to another* (i.e., to *another* agency's facility for holding, to court, or a medical facility, etc.).				❑ Written Directive ❑ The document that is used to confirm transfers of custody.

STANDARD / EVALUATION MEASURES:

1. A written directive advises transporting officers of any required procedures or actions upon arrival at their initial or first transport destination **from the point of arrest**. **Y N**

2. A written directive advises transporting officers of required procedures or actions when transporting detainees **from one facility to another. Y N**

The written directive:

A. Requires the transporting officers to **secure their firearms** for safekeeping. **Y N**

B. Indicates WHEN to **remove the restraints** from the detainee. **Y N**

C. Requires the transporting officers to **deliver required documentation** to receiving personnel. **Y N**

D. Requires the transporting officers to advise receiving personnel of any: potential **medical risks**. **Y N**

E. Requires the transporting officers to advise receiving personnel of any: potential **security risks**. **Y N**

F. Requires the transporting officers to advise receiving personnel of any: potential **suicide risks**. **Y N**

G. Indicates **HOW** the transfer of custody is to be documented in the agency's records. **Y N**

I. Specify **HOW** the transfer of custody is to be documented (**check one below**):

_____ Transfer of custody was mentioned in the Officer's report

_____ A CAD entry was used to document the transfer of custody

_____If Other, specify: _____

Agency: _____Assessor: _____ Date: _____

70.1.7	Procedures, Escape	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive prescribing the actions that transporting officers must take following an escape of a detainee while being transported. **Y N**

2. The written directive:

A. Indicates **WHO** is to be notified (specific persons/positions). **Y N**

B. Requires **WRITTEN REPORTS** to be prepared. **Y N**

C. Indicates **WHAT OTHER ACTIONS** must be taken. **Y N**

Agency: _____Assessor: _____ Date: _____

70.2.1	Detainee Restraint Requirements	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive indicating **WHICH** restraining devices are authorized for use during detainee transports. **Y N**

2. The agency's written directive describes **HOW** these devices are to be used or applied (method of application). **Y N**

3. The agency notes any **EXCEPTIONS** for the use of restraining devices in the written directive.

Y N N/A (no exceptions allowed**)**

70.3.1	Sick, Injured, or Disabled Detainees	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
As indicated in the standard's commentary, this standard covers multiple variables: (1) transporting the detainee to a medical facility from point of arrest vs. from the booking/holding facility, and (2) dealing with various detainees: sick, injured, or disabled detainees. If a detainee becomes sick or is injured incidental to arrest, the arresting officer should seek medical attention at that time, if possible. If the detainee is not provided care in a medical facility or is not transported to a medical facility initially but is taken to the booking destination, the directive should define the actions to be taken at that time for providing medical attention to the detainee. Physically and mentally disabled detainees present conditions for their transport that dictate special care and attention. For example, the type of vehicle used would be a consideration when transporting non-ambulatory detainees or those requiring wheelchairs, crutches, or prosthetic appliances.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has **written procedures** for **transporting**, the following:

A. **SICK** detainees. **Y N**

B. **INJURED** detainees. **Y N**

C. **DISABLED** detainees (physically and mentally). **Y N**

2. The agency's written directive addresses:

A. Transporting the detainee to a medical facility **from point of arrest**. **Y N**

B. Transporting the detainee to a medical facility **from the booking or holding facility**. **Y N**

3. The written directive discusses methods of transportation (e.g., ambulance, etc.). **Y N**

Agency: _____Assessor: _____ Date: _____

70.3.2	Hospital Security and Control	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Detainees who are taken for immediate treatment should be closely monitored. Opportunities for escape, suicide, and assault on hospital personnel or the transporting officer should be guarded against and will be more prevalent if the detainee is unrestrained and/or out of sight. If restraints should be removed for treatment, caution should be exercised while the detainee is unfettered. Only under unusual circumstances will the detainee be allowed out of the transporting officer's sight. **If the detainee is admitted to the hospital**, the agency may need to provide additional security. Some measures to consider are the type and period of treatment, degree of risk, isolation, 24-hour coverage, continued use of restraints, meals & utensils, monitoring all personal contacts with the detainee, etc. Visitors should be prohibited, including telephone contact with the detainee. Officers assigned to guard the detainee should be cautioned not to become lax while performing their duty. Long tedious hours, with little activity, easily lead to complacency and carelessness. Officers should also avoid fraternizing with the detainee at any time. Any unusual occurrence should be recorded. Frequent rotation of guards and close supervision by superiors is recommended. **When released from treatment**, the detainee's condition should be carefully recorded. All instructions for future treatment and medication should be obtained in writing and signed by the attending physician. Before moving, the detainee should be searched and restrained.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. There are written procedures addressing the security and control of detainees transported to a medical care facility. **Y N**

2. The procedures address security and control of detainees in instances:

A. During Examination and/or Treatment. **Y N**

B. When a detainee is admitted to a medical facility **Y N**

3. Regarding ***Admissions*****:** At a minimum, the agency's policy addresses the following considerations:

A. Use of Restraints **Y N**

B. Monitoring the Detainee **Y N**

C. Monitoring all Personal Contacts with the Detainee **Y N**

D. Visitors (If allowed, searching/logging them in) **Y N N/A (Visitors are not allowed)**

E. Attorney Visits **Y N**

F. Use of Telephone **Y N**

G. Use of Utensils for Meals **Y N**

Agency: _____Assessor: _____ Date: _____

70.4.1	Vehicle Safety Barriers	CERTIFICATION	Revision Date: 03/31/2024	Tour
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
			❑ Observation of Transport Vehicles	

STANDARD / EVALUATION MEASURES:

1. Regarding vehicles used primarily for transporting detainees, the driver is separated from the detainee by a safety barrier. **Y N**

2. Vehicle observed on the Tour (Vehicle Number): _____

Agency: _____Assessor: _____ Date: _____

70.4.2	Rear Compartment Modifications	CERTIFICATION	Revision Date: 03/31/2024	Tour
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
			❑ Observation of Transport Vehicle	

STANDARD / EVALUATION MEASURES:

1. **BY OBSERVATION**, the rear compartments of the agency's transport vehicles have been modified to minimize opportunities for exit without the aid of the transporting officer. **Y N**

2. Indicate **HOW**:

   A. **Rear Windows**

   ____Window handles have been removed

   ____Power to window switches has been deactivated; mechanisms have been disabled

   ____Grates cover windows

   ____Written directive requires the Transporting Officer to ensure that the window lock is activated in the rear compartment.

   B. Rear Doors

   ____Door handles have been removed/disabled.

   ____Power to the child proof locking mechanism has been deactivated; mechanism has been disabled.

   ____Written directive requires the Transporting Officer to ensure that the child safety lock is engaged.

Agency: _____Assessor: _____ Date: _____

70.5.1	Detainee ID and Documentation	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Documentation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
			❑ Written Directive ❑ Bullet B: One (1) complete set of the paperwork, as identified in the written directive that should accompany the detainee being transported ❑ The document that is used to advise the receiving agency of the detainee's escape or suicidal potential, etc.	

STANDARD / EVALUATION MEASURES:

WRITTEN DIRECTIVE:

1. The agency has a written directive addressing detainee transports from one facility to another (e.g., to a court or another agency's facility. **Y N**

2. At a minimum, the directive:

A. Identifies the methods to positively ID the detainee(s) to be transported. **Y N**

I. Identify what methods are to be used: (check one)

_____Booking Photo _____Other: _____

B. Identifies which documentation should accompany the detainee being transported between facilities (i.e., SPECIFIC reports, forms, and records by their titles must be named in the directive). **Y N**

C. Requires the following information about the detainee to be RECORDED:

I. Detainee's **Escape** potential (flight risk). **Y N**

II. Detainee's **Suicide** potential. **Y N**

III. **Security** issues. **Y N**

IV. Requires ALL of the above information to be included in the documentation that accompanies the detainee being transported. **Y N**

WRITTEN DOCUMENTATION:

3. The agency provided a copy of one completed set of paperwork that accompanied a detainee that was transported within the past twelve months for an initial assessment, or for each year during their re-assessment period.

Year 1: Y N

Year 2: Y N N/A – (Initial Assessment)

Year 3: Y N N/A – (Initial Assessment)

Agency: _____Assessor: _____ Date: _____

Chapter 71 Applicability Questionaire

Chapter 71 applies to **booking rooms and booking areas**, only when the agency has no holding facility.

Chapter 71 **does NOT apply to Interview Rooms**. (Standard 42.2.10 addresses Interview Rooms)

Chapter 71 **does NOT apply to Holding Facilities** (i.e., booking areas and holding cells which are subject to Department of Public Health standards 105 CMR 470.000)

To determine the applicability of Chapter 71, answer all questions below.

STANDARD / EVALUATION MEASURES:

1. The agency has a holding facility. **Yes No**

2. **If Yes, all detainees are booked and processed within this holding facility only. Y N**

3. If **Yes**, this chapter is not applicable and there is a conditional waiver signed by MPAC Staff? **Y N**

4. **If No,** the agency has another location which handles booking/processing of detainees, i.e. precinct or satellite office. **Y N**

5. If **Yes**, refer to the Commission's Bulletin on Standards for Agencies that only have a Booking Facility for further direction. Per this bulletin, **all standards in Chapter 71** as well as **select standards in Chapter 72** (dealing with the booking process) **must be addressed**.

6. Did the agency provide a Waiver (conditionally approved by MPAC Staff) for the standards in Chapter 72 that do not apply? **Y N**

A. If Yes, the agency's written directive was attached to the Waiver indicating where detainees are to be transported after booking for holding. **Y N**

B. If **No**, are detainees transported directly to another agency's facility upon arrest for booking and holding? **Y N**

If **Yes,** Chapter 71 may be waived with documentation that the agency has a written directive indicating where detainees are to be transported for booking and holding upon arrest.

If **No,** Explain: _____

Agency: _____Assessor: _____ Date: _____

71.1.1	Authorized Rooms and Areas	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive identifying rooms or areas that may be used for detainee processing, testing and/or temporary detention. **Y N**

2. The agency **specifically lists** the room(s) or area(s) that may be used for detainee processing, testing and/or temporary detention in its written directive:

_____

_____

Agency: _____Assessor: _____ Date: _____

71.2.1	Training User Personnel	CERTIFICATION	Revision Date: 03/31/2024	Documentation

Note to Accreditation Managers and Assessors	Proofs of Compliance
The proofs of compliance should include lesson plans, training rosters and participant signoffs.	❑ Documentation of training (content of training, date of training, and names of attendees)

STANDARD / EVALUATION MEASURES:

1. It is the agency's policy to provide initial training on the use of the temporary detention rooms/areas. **Y N**

2. The agency identified which positions are required to attend the training. **Y N**

A. **Positions:** _____

3. Specify **HOW** is the initial training provided (i.e., method of training):

_____ FTO Program _____ Other: _____

4. It is the agency's policy to provide **in-service training** at least once **every three years** on the use of the temporary detention rooms/areas to the positions identified in Question #2. **Y N**

5. There is a system or schedule in place to ensure that **in-service training** on Temporary Detention occurs **every three years**. **Y N**

A. List the System: _____

6. Specify **HOW** is the **in-service** training provided (i.e., method of training): _____

7. The agency documents the training it provides. **Y N**

A. Documentation provided: _____

B. The agency's training documentation includes:

I. Date of the Training **Y N**

II. Attendees **Y N**

III. Content of training **Y N**

Agency: _____Assessor: _____ Date: _____

71.2.1 Training User Personnel (continued)

Initial Certification

8. The agency provided initial training on the use of the temporary detention rooms/areas to the positions listed in Question #2. **Y N**

The training was documented. **Y N**

A. How was the training provided: _____

B. Date of training: _____

Re-Assessments/Refresher Training

9. Were any officers hired within the agency's three (3) year award period?	**Year 1: _____** **Y N**	**Year 2: _____** **Y N**	**Year 3: _____** **Y N**
If **yes**, identify name:			
10. The agency provided documentation indicating that the new officer(s) had received Temporary Detention rooms/areas training	**Y N**	**Y N**	**Y N**
11. Were any non-sworn personnel hired within the agency's three (3) year award period	**Y N** ___ N/A non-sworn is not responsible for temporary detention duties	**Y N** ___ N/A non-sworn is not responsible for temporary detention duties	**Y N** ___ N/A non-sworn is not responsible for temporary detention duties
If **yes,** identify name:			
12. The agency provided documentation indicating that the new hire (s) had received Temporary Detention rooms/areas training	**Y N**	**Y N**	**Y N**

Agency: _____Assessor: _____ Date: _____

71.3.1	Procedures, Use and Supervision	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
			❑ Written Directive ❑ Forms used to document the detention (and the requirements of the standard) ❑ Observation of any fixed objects used to restrain detainees.	

STANDARD / EVALUATION MEASURES:

1. The agency has written procedures for the following:

A. Documenting the REASON for the temporary detention. **Y N**

A. Documenting the DATE and TIME in and out of the facility. **Y N**

B. Documenting MEALS, if provided during the detention. **Y N**

C. Supervision and accountability for processing. **Y N**

I. Specify **WHO** the directive identifies is responsible: _____

D. Supervision and accountability for searches, to include strip and body cavity searches. **Y N**

I. Specify **WHO** the directive identifies is responsible: _____

E. Supervision and accountability for detention of individuals within the facility. **Y N**

I. Specify **WHO** the directive identifies is responsible: _____

F. Securing and monitoring unattended detainees within locked spaces, if authorized. **Y N N/A**

I. If **N/A**, the agency has a policy statement indicating detainees will not be left unattended. **Y N**

G. Temporary restraint of detainees by securing them to fixed objects, if any. **Y N**

H. The separation of adult detainees by gender by sight and sound. **Y N**

I. The separation of juveniles from adults by sight and sound. **Y N**

Agency: _____Assessor: _____ Date: _____

71.3.2	Securing to Immovable Objects	CERTIFICATION	Revision Date: 03/31/2024	Observation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
			❑ Observation of the immovable object	

STANDARD / EVALUATION MEASURES:

1. Detainees may be secured to an immovable object. **Y N**

A. If **yes**, the object is designed and intended to be used as a restraining device. **Y N**

Agency: _____Assessor: _____ Date: _____

71.3.3	Procedures, Security	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Question #2, Bullet B: PORTABLE RADIOS may be used to comply with Bullet B (panic or duress alarms) if the radios are cited in a written directive as the means to summons assistance and Officers are required to have their radios with them when entering the temporary detention room.				❑ Written Directive ❑ Weapon lockers ❑ Panic alarms, if any ❑ Documentation of detainee observation (face-to-face)

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive addressing security concerns for its temporary detention room(s). **Y N**

2. The written directive:

A. Requires firearms to be secured before entering the room(s). **Y N**

I. Weapon lockers are available to secure firearms. **Y N**

B. Requires panic or duress alarms or portable radios (i.e., the directive indicates **HOW** to summon emergency assistance). **Y N** (see above Note Box re: using Portable Radios)

C. Addresses authorized access to the room/detainee if any (i.e., while the room is being used for temporary detention, access is restricted to others). **Y N**

D. Addresses **escape prevention**. **Y N**

E. Requires **face-to-face *visual* observation** of secured detainees **at least every thirty (30) minutes**.

Y N ___N/A (Policy doesn't allow detainees to be left unattended)

I. Agency provided documentation of face-to-face observations (every 30 minutes) for the last detainee in custody. **Y N**

F. Addresses the use of **audio and/or video devices**, if any, to monitor secured detainees between the 30-minute face-to-face visual observations. **Y N ___N/A** (No A/V Equipment)

G. Requires constant supervision of detainees **NOT** contained in a secured temporary detention area. **Y N**

71.4.1	Physical Conditions	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
The access to items listed are not required to be in the room but must be provided in a timely manner.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive establishing any **minimum physical conditions** for any rooms to be used for temporary detention. **Y N**

2. At a minimum, the written directive ensures access to:

A. Water **Y N**

B. Restrooms **Y N**

Agency: _____Assessor: _____ Date: _____

71.4.2	Fire Prevention / Suppression	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Documentation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
				Written directive addressing: ❑ Fire prevention ❑ Fire evacuation ❑ Fire suppression

STANDARD / EVALUATION MEASURES:

1. The agency has a written plan addressing the following areas for temporary detention rooms/areas:

A. Fire prevention **Y N**

B. Fire evacuation **Y N**

C. Fire suppression **Y N**

2. The agency conducts annual training on the written plan. **Y N**

A. The agency provided documentation of the annual training conducted within the past twelve months for an initial assessment, or for each year during their reassessment period.

Year 1: Y N

Year 2: Y N N/A – (Initial Assessment)

Year 3: Y N N/A – (Initial Assessment)

71.4.3	Inspections	CERTIFICATION	Revision Date: 03/31/2024	File Folder
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Rooms/areas that are utilized for temporary detention should receive regularly scheduled inspections for cleanliness and to determine if any unsafe conditions are developing. The administrative review should ensure that agency policies and procedures governing temporary detention are being followed and that the original intent for authorization and use of the facility continues to be adequate for the agency's needs. The administrative review can also disclose more adequate arrangements for detention, such as the availability of a newly built central holding facility or jail that was not previously available or considered by the agency.				❑ Written Directive ❑ Documentation of Inspections ❑ Documentation of annual "Administrative Review"

STANDARD / EVALUATION MEASURES:

INSPECTIONS

1. The agency has a written directive requiring its temporary detention rooms/areas to be inspected. **Y N**

2. The directive specifies the frequency of the inspections. **Y N**

A. Note the **Frequency** in which they are done: _____

3. The agency has documentation of inspections conducted. **Y N**

A. Dates of Inspections **(proofs shown)**: _____

4. Inspections are being conducted per the agency's written directive. **Y N**

ADMINISTRATIVE REVIEWS

5. A written directive requires an annual administrative review of the agency's temporary detention areas. **Y N**

6. The directive requires the administrative review to be conducted at least once every year. **Y N**

7. The directive requires the administrative review to include a review of the agency's procedures governing the temporary detention room/area(s). **Y N**

8. The directive indicates who is responsible for conducting these reviews. **Y N**

A. Specify **WHO:** _____

Initial Assessment

9. The agency provided a copy of its administrative review conducted within the past year. **Y N**

A. Date of Review: _____

Agency: _____Assessor: _____ Date: _____

71.4.3 Inspections (continued)

Re-Assessment

The agency provided a copy of its administrative review for each year of the three (3) year assessment period.

Year 1 Y N	Year 2 Y N	Year 3 Y N
Date of Review: _____	**Date of Review: _____**	**Date of Review: _____**

Chapter 72 Applicability Questionaire

1. Are detainees transported to the **AGENCY's holding facility for booking and holding**? **Y N**

A. If **Yes, All standards in Chapter 72 apply** (unless N/A by function individually). **Proceed to Standard 72.1.1**

B. If **No,** Are detainees transported to the **AGENCY's facility for booking and then to another agency's facility for holding**? **Y N**

C. **If Yes,** See the Commission's Bulletin entitled "*Standards for Agencies that only have a Booking Facility*" on MPAC Network in the Toolbox (**note**- the document will open/download on the bottom of your screen) for further direction. Per this bulletin, **all standards in Chapter 71** (Processing and Temporary Detention) **must be met** as well as certain standards in Chapter 72 (Holding Facility) dealing with the booking process.

2. Are detainees transported directly to **another agency's facility** upon arrest **for BOTH booking and holding**? **Y N**

A. If **Yes, e**xcept for Standard 72.7.1 (Procedure, Detainee Rights), all standards in Chapter 72 may be waived.

B. To waive Chapter 72, The agency has a conditional waiver signed by MPAC Staff and documentation that the agency has a written directive indicating where detainees are to be transported for booking and holding upon arrest? **Y N**

If **No**, Explain: _____

For Agency Reference: the 105 CMR 470.000 the Massachusetts Department of Health Regulations covering the Maintenance and Construction of Lockup Facilities can be found at the below link:

https://www.mass.gov/files/documents/2017/09/11/105cmr470.pdf

Agency: _____Assessor: _____ Date: _____

72.1.1	Training User Personnel	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Documentation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**

The "nature" of the training that is provided to individual employees (type and level) should be "appropriate" and "consistent" with each employee's role, assignment, and responsibilities in the holding facility.

That said, not all agency personnel will be required to receive this training. The spirit of this standard is to (1) identify WHO must receive the training and (2) specify WHAT training must be received. This standard applies to **MATRONS**.

For New Officers: FTO Programs are good methods for delivering *initial* training on the agency's holding facility to new officers. To demonstrate compliance using FTO documentation, agencies must ensure that the training topics mentioned in the standard are identifiable in the FTO training schedule (i.e., policies and procedures governing the agency's holding facility, fire suppression equipment, and other equipment).

In-service training '(refresher) shall be provided for law enforcement officers having previous basic recruit training. Shift commanders shall complete such training within one year of this act, and all other officers shall complete such training within three years of this act. Completion of a refresher seminar in suicide prevention shall be a condition of promotion for all law enforcement officers affected by the provisions of this act."

For all personnel upon appointment and newly promoted sworn personnel: The nature and level of training to be provided is an agency decision. Per the commentary of the standard, the job-related training should take place either prior to the promotion or within the first year following the promotion.

Training can be formal or on-the-job. Either way, it needs to be documented.

Regarding the promotion of sworn personnel, **agencies must demonstrate compliance with MGL Chapter 40, Section 36C (Police: Training in Suicide Detection, Intervention, and Prevention),** which states, "Completion of a refresher seminar in suicide prevention shall be a condition of promotion for all police officers affected by the provisions of this act."

This training is **also required upon the appointment of all law enforcement officers**, as defined in section 1 of chapter 6E of MGL.

The training required by MGL Ch 40, Sec 36C is offered online through MPTC (see link here) or may be satisfied by any program/training that is approved by the Massachusetts Department of Public Health and the standard they have established for all suicide prevention training.

- ❑ Written Directive
- ❑ Training Records for *initial* training
- ❑ FTO Training Schedules
- ❑ New Employee Checklists
- ❑ Training Records for *in-service* training (at least once every three years)
- ❑ Training Schedules/Outlines, Lesson Plans

Agency: _____Assessor: _____ Date: _____

72.1.1 Training User Personnel (continued)

STANDARD / EVALUATION MEASURES:

Initial Training

1. A written directive requires specified positions in the agency to receive initial training on the holding facility. **Y N**

2. The directive identifies **WHO** is to receive the training (i.e., specific positions such as Matrons, new officers, newly promoted, etc. are listed). **Y N**

3. List all the positions the agency identified here: _____

_____

4. For each position that the agency identified, the directive indicates **WHAT** training the position must receive. **Y N**

5. **Per the standard for** each position listed in the agency's written directive**, the training must cover:**

6. **Policies** governing the holding facility which apply to the position. **Y N**

7. How to use the facility's **fire suppression equipment** (extinguishers, etc.). **Y N**

8. How to use **other specific equipment** in the facility (breathalyzers, cameras, cell check recorders, restraint devices, electronic booking systems, etc.). **Y N**

Initial Assessment

9. Were any agency employees (police officers, matrons, etc.) hired or newly assigned to holding facility duties during the past twelve (12) months?

If **Yes:**

A. specify which type(s) of employees**: Sworn_____ Non-Sworn_____**

B. The agency provided documentation indicating that the employee(s) received job-related training per the standard and as required by the agency's written directive.

Name of sworn employee: _____

Name of non-sworn employee: _____

72.1.1 Training User Personnel (continued)

If **No:**

C. _____Check here to indicate no employees *affected by this standard* had been hired or recently reassigned to holding facility duties.

Confirmed in **Interview** with: _____

Re-Assessment

10. Were any agency employees (police officers, matrons, etc.) hired or newly assigned to holding facility duties during the agency's three-year award period?

If **Yes:**

A. specify which type(s) of employees**: Sworn_____ Non-Sworn_____**

B. The agency provided documentation indicating that the employee(s) received job-related training per the standard and as required by the agency's written directive.

Name of sworn employee: _____

Name of non-sworn employee: _____

If **No:**

C. _____Check here to indicate no employees *affected by this standard* had been hired or recently reassigned to holding facility duties.

Confirmed in **Interview** with: _____

Re-Training – In Service at least once every three years

For all positions (sworn and non-sworn personnel) that are required to receive initial training, the agency's written directive:

11. Requires retraining to be provided at least once every three (3) years. **Y N**

12. The agency provided documentation of in-service training. **Y N**

Note Examples Below:

One (1) Sworn Position: _____

One (1) Non-sworn Position: _____

Agency: _____Assessor: _____ Date: _____

72.1.1 Training User Personnel (continued)

Training Upon Promotion or Appointment **Sworn Personnel Only**

13. (Per MGL Chapter 40, Section 36C Police: Training in Suicide Detection, Intervention, and Prevention **see note box**) The agency's written directive requires all law enforcement officers, as defined in Ch 6E, sec. 1, **and** newly promoted officer(s), to complete a refresher seminar in the detection, intervention, and prevention of suicide. **Y N**

14. If **Yes**, and there were sworn employees appointed or promoted during the past twelve months for initial certification or within the agency's three (3) year assessment period for recertification/reaccreditation. (e.g., sergeant, lieutenant, captain, deputy chief, chief, etc.) **Y N**

A. If **yes**, specify which rank(s)_____

B. The agency provided documentation showing that the appointed and completed initial training in suicide prevention or promoted officer(s) had completed a refresher training or seminar in suicide prevention. **Y N**

C. _____ Check here if **No** sworn officer(s) were appointed or promoted within the specified time period.

D. Confirmed in interview with: _____

72.1.2	Access, Nonessential Persons	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Non-essential Persons refer to custodians, maintenance personnel, agency personnel, the public (who may be inside the facility), etc. This standard does not refer to persons who want to "visit" a detainee (attorneys, relatives, etc.). *Visitors* of a detainee are addressed in 72.8.5.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive governing access of non-essential persons to the holding facility (i.e., persons **other than VISITORS** of a detainee). **Y N**

Agency: _____Assessor: _____ Date: _____

72.2.1	Minimum Conditions	CERTIFICATION	Revision Date: 03/31/2024	Documentation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
This standard does not require a written directive, but it does require written documentation from the Massachusetts Department of Public Health (MDPH) of recent inspections conducted. Agencies must provide a copy of the Inspection/correspondence (noted below) from the MDPH indicating that its holding facility has been inspected and is approved for occupancy. Compliance with the remaining requirements of the standard will be verified by Observation.				❑ Most recent Inspection Report(s) from the Massachusetts Department of Public Health indicating that the agency's holding facility has been inspected. ❑ Follow-up Correspondence between the agency and DPH re: corrective action

STANDARD / EVALUATION MEASURES:

1. The agency complies with Massachusetts Department of Public *Health 105 C.M.R. 470.000 Maintenance and Construction of Lock-up Facilities* through annual inspections as required. **Y N**

Initial Assessment

2. The agency provided a copy of an INSPECTION report and related correspondence from the Massachusetts Department of Public Health indicating that its holding facility has been inspected during the past twelve months. **Y N**

A. The date of the inspection was: **_____/_____/___20_____**

B. The documentation confirmed that any deficiencies noted in the inspection have been addressed. **Y N**

Re-Assessment

3. The agency provided a copy of INSPECTION reports and related correspondence from the Massachusetts Department of Public Health indicating that its holding facility has been inspected each year during their three (3) year assessment period. Y N

A. The date of the inspection for Year 1 was: **_____/_____/___20_____**

The date of the inspection for Year 2 was: **_____/_____/___20_____**

The date of the inspection for Year 3 was: **_____/_____/___20_____**

B. The documentation confirmed that any deficiencies that were noted in the inspections for each year have been addressed. **Y N**

Agency: _____Assessor: _____ Date: _____

72.2.1 Minimum Conditions (continued)

BY **OBSERVATION**:

4. Detainees have **ACCESS** to:
   - **A.** A Toilet **Y N**
   - **B.** Drinking Water **Y N**
   - **C.** Wash Basin or Shower **Y N**
   - **D.** A Bed (or Bench) **Y N**
   - **E.** Bedding (fire retardant blankets) **Y N**

72.3.1	Fire, Heat, Smoke Detection Systems & Inspections	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Documentation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
IMPORTANT: In Massachusetts, the requirements for fire *detection* systems and fire *suppression* equipment are identified in the Massachusetts State Building Code, 780 CMR Ninth Edition, Chapter 7: Fire and Smoke Protection Features. Related Standard: 72.1.1 requires a written directive addressing training on fire suppression and equipment provided for use in the holding facility. Refer to the MPAC Holding Facility Fire Detection and Suppression Report.				❑ Written Directive ❑ The Commission's *Holding Facility's Fire Detection and Suppression Report* completed by an authorized official knowledgeable of the state's Building Code. ❑ Inspection Reports

THIS STANDARDS REQUIRES:

- That the holding facility's fire detection/alarm system, **if required**, is in accordance with 780 CMR the Massachusetts State Building Code.
- The fire detection/alarm system **is inspected and/or tested at intervals as specified** in 780 CMR the Massachusetts State Building Code (Appendix A).
- The fire suppression **equipment** in the holding facility **is in accordance** with 780 CMR the Massachusetts State Building Code.
- The fire **suppression equipment is inspected and/or tested at intervals** as specified in 780 CMR the Massachusetts State Building Code (Appendix A).
- To ensure that the agency has **written policies and procedures** governing fire prevention practices in the holding facility.

STANDARD / EVALUATION MEASURES:

Three (3) documents are required to comply with this standard:

1. *To establish what equipment is required to be in the agency's Holding Facility <u>and</u> whether it must be inspected or tested (by Code):*

A. The agency provided a completed copy of the Commission's Holding Facility Fire Detection and Suppression Report signed by an appropriate authority (e.g., a local fire official). **Y N**

B. It was signed by an appropriate authority. **Y N**

Agency: _____Assessor: _____ Date: _____

72.3.1 Fire, Heat, Smoke Detection Systems, and Inspections (continued)

2. *To determine whether the equipment in the holding facility was inspected and/or tested:*

A. The agency provided completed inspection reports and documentation of the testing of equipment as indicated in the schedule on the Commission's form (may be conducted by any combination of the following: agency personnel, private contractors, fire department officials, etc.). **Y N**

3. *To identify who in the department, if anyone, is responsible for any of the activities referenced in this standard (e.g., inspecting equipment and how frequently, etc.):*

A. An agency-specific written directive describing the agency's role in the holding facility as it relates to fire prevention, detection, and suppression. **Y N**

B. **By observation,** the fire extinguishers in the holding facility have tags affixed indicating when the last inspection was completed. **Y N**

72.3.2	Posted Evacuation Plan	CERTIFICATION	Revision Date: 03/31/2024	Tour
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Department of Public Health 105 CMR 1977, 470.440, Evacuation Plan: "Each lockup should have a written evacuation plan which specifies the route of evacuation, and subsequent disposition and housing of detainees."				❑ Posted Evacuation Plan ❑ Emergency Exit Signage

STANDARD / EVALUATION MEASURES:

1. There is an **Emergency Evacuation Plan posted** in the holding facility. **Y N**

A. The "route of evacuation" is designated. **Y N**

B. There is signage in the facility directing route of evacuation (e.g., exit signs over doors, directional arrows, etc.). **Y N**

C. The plan directs persons to hazard-free areas. **Y N**

D. Per the plan or per department policy, specify **WHERE** detainees are to be taken once outside the holding facility. **Y N**

I. Location(s) as specified in plan or policy: _____

Agency: _____Assessor: _____ Date: _____

72.4.1	Securing Firearms	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors				Proofs of Compliance
				❑ Written Directive ❑ Observation of firearm lockers

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive specifying that **firearms WILL BE secured BEFORE entering** the holding facility. **Y N**

2. There are EXCEPTIONS or CONDITIONS permitted in emergencies. **Y N**

A. If yes, the agency IDENTIFIED any conditions or emergency situations in its written directive. **Y N** (Such as medical, fire, or Officer in Trouble)

3. BY OBSERVATION: The agency provides secure storage/lockers in proximity to the holding facility for the temporary storage of firearms. **Y N**

A. If **Yes,** specify **WHERE** weapon lockers are located: _____

_____

Agency: _____Assessor: _____ Date: _____

72.4.2	Entering Occupied Cells	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
To ensure that detainees held in cells do not have an opportunity to take keys from an employee and escape, it is preferable that employees not enter a cell alone, unless they are being monitored by visual or audio surveillance devices and/or have a distress alarm in their possession. The term *"conditions"* refers to WHEN. *Conditions* used in this standard may be interpreted to mean the reasons WHY an employee may enter an occupied cell, such as: ❑ To provide emergency medical care; or ❑ To extract a detainee The standard may also be interpreted to mean *when accompanied by another officer*.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive citing the CONDITIONS under which an employee may enter an occupied cell. **Y N**

Agency: _____Assessor: _____ Date: _____

72.4.3	Cell Door Key Control	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
This standard only refers to "cell" door keys. *Key Control as it relates to detainees in the Holding Facility* ***refers to cell door keys being located out of reach of detainees***. **It does not mean they are required to be in locked storage that would impede access when needed in an emergency.** *Key Control,* as it relates to agency personnel, refers to accountability for cell door keys, ensuring they are readily available when needed, particularly in emergencies.				❑ Written Directive ❑ Observation of Keys

STANDARD / EVALUATION MEASURES:

MANUAL KEYS

1. The agency has a written directive governing the control and use of manual cell door keys. **Y N**

2. The directive specifies the location/position that maintains control of these keys. **Y N**

   A. The cell door keys are located: _____

3. **By observation**, the agency demonstrated the control of cell door keys and that they were ***out of reach*** to detainees. **Y N**

4. The agency has spare cell door keys. **Y N**

   Location of Spare Keys**: _____**

ELECTRONIC KEY SYSTEM

5. The agency has an electronic key system to access cells and/or areas within their holding facility. **Y N**

   A. If **Yes**, a written directive governs control and use of the electronic key system. **Y N**

Agency: _____Assessor: _____ Date: _____

72.4.4	Facility Door Security	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Holding facility doors refer to doors such as cell block entry/exit doors, sally-port doors, etc.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive indicating which specific doors in the holding facility must be secured and when (i.e., doors to the holding facility and within the holding facility). **Y N**

2. The directive indicates which of those doors are to be secured and when. **Y N**

3. **BY OBSERVATION:** The doors were secured in accordance with the agency's directive. **Y N**

Agency: _____Assessor: _____ Date: _____

72.4.5	Security Checks	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive requiring a security check:

A. Prior to each use of an unoccupied cell. **Y N**

B. Immediately after each use of a cell. **Y N**

2. The written directive requires the check to include a search for weapons and contraband. **Y N**

3. The written directive indicates **WHO** is responsible for conducting these inspections. **Y N**

Agency: _____Assessor: _____ Date: _____

72.4.6	Security Inspections	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Documentation

Note to Accreditation Managers and Assessors	Proofs of Compliance
Security Inspections should be conducted by sworn personnel versus relying on a non-sworn position (i.e., building maintenance, custodian, etc.) to handle the task unless the civilian position's duties specifically include holding facility supervision, e.g., jailer, matron, etc.	❑ Written Directive ❑ A security Inspection Report of the Holding Facility

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive requiring a documented security inspection of the holding facility. **Y N**

- **A.** The security inspection is required to be conducted **at least weekly**. **Y N**
- **B.** One of the purposes of the inspection is to search for weapons and contraband. **Y N**
- **C.** The agency provided a copy of one (1) completed inspection report. **Y N**

  Specify WHO is responsible for conducting the inspection: _____
- **D.** The agency indicated on the On-site Assessment Compliance LOG WHERE these inspection reports are maintained in the agency. **Y N**

72.4.7	Tools and Culinary Equipment	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Agency personnel should inspect the holding facility after maintenance or construction personnel have left to ensure none of their tools have been left behind.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive governing (controlling) the following items in its holding facility:

   A. TOOLS (i.e., used by maintenance and construction personnel). **Y N**

   B. CULINARY EQUIPMENT (eating utensils). **Y N**

72.4.8	Alerting Control Point	CERTIFICATION	Revision Date: 03/31/2024	Tour
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
An audio communication system may be enhanced by using video equipment to supplement personal supervision by staff. Detainees also can use the system to advise staff of emergency needs (see standard 72.8.2). This standard and the following standard 72.4.9 *appear* similar in nature but differ. This Standard 72.4.8 refers to a system that the "detainee" is able to use, such as audio devices required by 105 CMR, 470.408 (*Cells to Have Audio Devices*). The "alert" system required in Standard 72.4.9 is for "officers" to use in emergencies.				❑ Test of audio and/or video system

STANDARD / EVALUATION MEASURES:

1. **BY OBSERVATION**, the agency has **a "system" for detainees** to use to alert a designated control point in the event of an emergency. **Y N**

   A. Specify the system(s):

   _____ **Audio Y N**

   I. If **No**, per 105 CMR, one cell within each cell block is within the audible range of the duty desk without electronic assistance. **Y N**

   If **Yes:**

   I. The audio system was tested. **Y N**

   II. The audio system was operational. **Y N**

   B. _____**Video Y N**

   If **Yes:**

   I. The video system was tested. **Y N**

   II. The video system was operational. **Y N**

   C. _____**Other Y N** Specify System: _____

   If **Yes:**

   I. The "other" system was tested. **Y N**

   II. The "other" system was operational. **Y N**

Agency: _____Assessor: _____ Date: _____

72.4.8 Alerting Control Point (continued)

2. A written directive requires the system(s) to be ON when detainees are in the holding facility. **Y N**

3. The written directive has provisions for assigning personnel to monitor detainees in the event of the audio system being inoperative or non-operational. **Y N**

72.4.9	Duress Alarms	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Tour

Note to Accreditation Managers and Assessors	Proofs of Compliance
This standard applies to employees (to include matrons and civilian dispatchers, if applicable). Officers' portable radios that are equipped with duress/panic functions may be use for compliance of this standard.	❑ Alert or duress alarm system (employee equipment) ❑ Wall mounted panic buttons ❑ Audio system in holding facility ❑ Written directive requiring officers to be equipped with their portable radio when in holding facility

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive identifying the system for employees to use to alert in the event of an emergency. **Y N**

2. The agency identifies the system as equipment to be carried on the employee. **Y N**

A. If **yes,** the written directive requires that employees be equipped with their portable radio when in the holding facility. **Y N**

3. The agency identifies the system as equipment located within the holding facility. **Y N**

A. If **yes**, the written directive requires documented testing of the Duress Alarm System be conducted at least on a monthly basis. **Y N**

B. If yes, the agency provided copies of documentation verifying scheduled testing has been completed. **Y N**

4. BY OBSERVATION:

A. _____ **Equipment** carried on or by the employee (portable radio, alert button on portable radio, etc.). **Y N**

B. _____ **Duress (Panic) Alarm System** installed in the facility, linked to a designated point (usually the Communications Center) be monitored at all times whenever the holding facility is occupied by a detainee. **Y N**

C. _____ **Other (describe)**: _____

Agency: _____Assessor: _____ Date: _____

72.4.10	Procedures, Escape	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
This standard addresses escapes from the holding facility. While standard 70.1.7 addresses escapes of a detainee while being transported.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive prescribing the procedures to be followed in the event of an escape from the holding facility. **Y N**

The written directive:

A. Indicates **WHO** is to be notified (specific persons/positions). **Y N**

B. Requires **WRITTEN REPORTS** to be prepared. **Y N**

C. Indicates **WHAT OTHER ACTIONS** must be taken. **Y N**

Agency: _____Assessor: _____ Date: _____

72.4.11	Report, Threats to Facility	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive requiring **all incidents that threaten the facility or any person therein** to be documented in a report. **Y N**

Initial Assessment

2. There has been a threat to the facility or any person within the past 12 months? **Y N**

A. If yes, the agency provided a copy of a documented report. **Y N**

Re-Assessment

3. There has been a threat to the facility or any person during the agency's three-year assessment period? **Y N**

A. If yes, the agency provided a copy of a documented report, for each year there was a threat. **Y N**

72.5.1	Detainee Searches	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Question 1, Bullet A does not require two searches; it requires one search in conjunction with the booking process prior to placing the detainee in any cell. This standard applies to all property taken from the detainee: PERSONAL and CONFISCATED. Option for securing key to detainee's property locker: lock box in booking area / OIC has key (keys can't be out in the open hanging on the wall).				❑ Written Directive ❑ Arrest Forms/Booking Sheets ❑ Property Labels

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive that requires procedures for:

A. An inventory search to be conducted of the detainee in conjunction with the booking process, prior to placing the detainee in any cell. **Y N**

B. An itemized (documented) inventory of property taken from the detainee **(of both personal and confiscated property)**. **Y N**

C. The detainee's property to be placed in a **secure/locked** storage area (cabinet, locker, etc.). **Y N**

D. The detainee's property to be returned to the detainee upon release. **Y N**

2. The agency is documenting the required actions of this standard by the following document(s): (e.g., booking sheet, etc.)

A. Search of Detainee is specified on what form or document: _____

_____

B. An Itemized inventory of Property is specified on what form or document: _____

_____

C. Detainee's acknowledgment of returned property is specified on what form or document: _____

_____

Agency: _____Assessor: _____ Date: _____

72.5.1 Detainee Searches (continued)

BY OBSERVATION, specify HOW the detainee's property is secured (padlock, key lock): _____

_____

3. Specify HOW "**access**" to the property is restricted to other personnel (who/how many have access? Is there chain of custody?) Where are keys located? Is access to the keys restricted to certain personnel?

_____

4. The agency has provisions for securely storing large items that do not fit in the space provided. **Y N**

Specify Location: _____

72.5.2	Intake Forms	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Documentation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Intake information should enhance the ability of the facility staff to promote conditions that contribute positively to the health and security of the detainee, to the safety of others, to the security of property, and to the positive identification of the detainee. The purpose of the screening is to determine whether medical attention is required or special attention to the detainee should be considered. Detainee screening should consider the special needs of women. The information obtained may be recorded on a separate form designed for this purpose or recorded with other information obtained during the booking process. In addition, a record should be kept of all treatment and medication administered to a detainee, including circumstances or events necessitating such treatment.				❑ Written Directive ❑ Booking Sheet or other document used (one sample)

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive requiring an intake form (e.g., a booking or arrest sheet) to be completed for every person booked into the holding facility. **Y N**

2. The agency has a written directive requiring detainee "receiving screening" information to be obtained and recorded when detainees are admitted to the holding facility. **Y N**

3. The directive requires this information to be obtained and recorded before the detainee is transferred to another facility. **Y N**

Documentation

4. The agency's documentation contains:

A. Arrest information. **Y N**

B. An inventory of the detainee's property. **Y N**

C. Disposition of the property. **Y N**

D. Documentation of the medications taken by the detainee. **Y N**

E. An evaluation of the detainee's behavior, including state of consciousness and mental status. **Y N**

F. Documentation of any trauma markings, bruises, lesions, jaundice, ease of movement and other signs of injury/illness. **Y N**

G. Proof that the detainee was asked if they required medical assistance. **Y N**

Agency: _____Assessor: _____ Date: _____

72.5.2 Intake Forms (continued)

5. What document(s) is the agency using to record the information required in this standard? _____

_____

6. The agency provided a copy of the document(s), blank or completed (may be redacted), in the standard's file folder. **Y N**

72.5.3	Sight and Sound Separation	CERTIFICATION	Revision Date: 03/31/2024	Tour
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
The intent of this standard is to ensure the segregation of three detainee types. Juveniles should not be processed in the presence of adult violators and should be held in areas away from adult detainees. Females should be separated from areas where males are detained. Agencies should consider the proper management of individuals where gender identity/expression requires specific consideration during processing and/or detention Sound, for the purpose of this standard, is defined as normal/loud conversation and does not include deliberate yelling or screaming. Yelling and screaming should be controlled by persons supervising detainees.				❑ Observation of holding areas/cells

STANDARD / EVALUATION MEASURES:

BY OBSERVATION:

1. When/if males, females and/or juveniles are required to be detained in the holding facility at the same time, the agency can separate their holding areas (cells) by sight and sound (conversational sound):

A. Males (adult) **Y N**

B. Females (adult) **Y N**

C. Juveniles **Y N**

Agency: _____Assessor: _____ Date: _____

72.5.4	Segregation	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
The holding facility is not normally equipped to provide treatment to persons under the influence of drugs or alcohol. Such persons should be detained in other facilities, when available. When these facilities are not available, special consideration should be given to ensuring that the potential for detainees to injure themselves or others is minimized. Such detainees should remain under close observation by facility staff. To address this standard, it may be helpful to consider the following questions as they pertain to each of the detainees identified below: Will they be "processed" differently in your department, in any way (given a breathalyzer, will Drug Recognition Experts be contacted, etc.)? Are there any special "booking" procedures that apply to them? Is increased monitoring required? Is added restraint necessary? Is it your policy to relocate them to another facility?				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive addressing **a method of handling** detainees who are:

- **A.** Under the influence of alcohol **Y N**
- **B.** Under the Influence of drugs **Y N**
- **C.** Violent **Y N**
- **D.** Self-destructive **Y N**
- **E.** Suicidal **Y N**
- **F.** Exhibiting signs of mental health issues/illness **Y N**

2. The agency has a written directive addressing **a method of detaining/segregating** detainees who are:

- **A.** Under the influence of alcohol **Y N**
- **B.** Under the Influence of drugs **Y N**
- **C.** Violent **Y N**
- **D.** Self-destructive **Y N**
- **E.** Suicidal **Y N**
- **F.** Exhibiting signs of mental health issues/illness **Y N**

Agency: _____Assessor: _____ Date: _____

72.5.5	Procedure, Outside Detainees	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
If unknown, the person presenting the detainee for detention should be required to produce appropriate identification and his or her legal authority to make the commitment. Phone calls may be necessary to verify the identity of the presenting party.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency receives detainees **from outside agencies**. **Y N**

A. The written procedures *require* positive identification to be made of the person presenting the detainee for detention. **Y N**

B. Agency has a method for positive identification to be verified. **Y N**

C. Agency has procedures for transfer or release of the detainee. **Y N**

Specify **METHOD(s)** cited in agency's procedures: _____

_____

_____

Agency: _____Assessor: _____ Date: _____

72.5.6	Procedure, Exceeding Capacity	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
The directive should address such matters as provision for extra personnel, additional physical facilities, and booking and detention procedures. The directive should also address memorandums of understanding (MOU) or other agreements necessary to house detainees with other agencies/facilities.				❑ Written Directive ❑ Observation of designated area if within the facility or agency property ❑ Agreements with other agencies

STANDARD / EVALUATION MEASURES:

SPACE ARRANGEMENTS

1. There is a written directive indicating what space will be used when the holding facility has reached maximum capacity (due to multiple arrests or a group arrest). **Y N**

2. If **Yes**, specify the **specific space**, in or outside the agency that the written directive cites: _____

_____

PROCEDURES TO FOLLOW

3. A written directive establishes procedures to be followed for the specific space identified. **Y N**

If **Yes**:

A. Located on agency property **Y N** List location: _____

B. Located at another municipal location (outside of agency property) **Y N** List location: _____

C: Located at another department/agency. **Y N** List location: _____

4. Regarding any space (cited in the directive) **under the control of the agency**, written procedures:

A. Address weapons control (i.e., prohibit firearms in the space). **Y N**

B. Address security concerns (e.g., inspecting/preparing the area for use). **Y N**

C. Address access to restrooms and water. **Y N**

D. Address supervision and accountability of detainees. **Y N**

5. The agency allows unattended detainees to be secured in locked spaces. **Y N**

A. If **Yes**, the written directive requires face-to-face visual observation of unattended detainees at least every thirty minutes. **Y N**

B. If **No,** a written directive prohibits detainees from being left unattended. **Y N**

6. Detainees may be restrained to fixed/immovable objects. **Y N**

A. If **Yes,** by observation, the object is designed and intended to be used as a restraining device. **Y N**

7. The written directive discusses how males, females, and juveniles will be separated. **Y N**

Agency: _____Assessor: _____ Date: _____

72.5.7	Identification, Released Detainees	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				Proofs of Compliance
				❑ Written Directive

STANDARD / EVALUATION MEASURES:

When a detainee is unknown to the releasing officer:

1. A written directive requires positive identification of the detainee to be made before releasing the detainee.
Y N

2. Per the agency's directive, specify **WHAT** agency's method(s) is used for confirming the detainee's ID:

_____ Photo ID Comparison

_____ Prior Arrest Booking Photo Comparison

_____ Fingerprint Identification

_____ Other: _____

Agency: _____Assessor: _____ Date: _____

72.6.1	Procedure, Medical Assistance	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Documentation

Note to Accreditation Managers and Assessors	Proofs of Compliance
This standard intends to ensure that staff recognize, take immediate action on, and report all detainee medical emergencies. Reviews must be conducted upon a change or revision to written directive(s) associated with standard 72.5.2 bullets (F) & (G), or standard 72.6.4, or every three years if no directive updates have occurred. For this standard, a **licensed healthcare provider** means an individual ***licensed*** under the provisions of MGL Part I, Title XVI, Chapter 112, including registered nurses, licensed practical nurses, physicians, or physician assistants.	❑ Written Directive ❑ Document from a licensed medical professional indicating they have reviewed the agency's written directive addressing standards (noted below) and commented on whether any changes to the agency's policies and procedures in the written directive should be made.

STANDARD / EVALUATION MEASURES:

WRITTEN DIRECTIVE:

1. The agency has a written directive establishing policies and procedures to be followed when a detainee needs medical assistance. **Y N**

2. The written directive requires a **licensed healthcare provider** to review the agency's written directives regarding the following standards:

A. 72.5.2 (*bullets F & G***)** Intake **Y N**

B. 72.6.4 Dispensing Medication **Y N**

WRITTEN DOCUMENTATION:

3. The agency provided documentation that they forwarded a copy of that written directive to a licensed healthcare provider. **Y N**

4. If **yes, the agency provided a written response** from the licensed health care provider. **Y N**

A. The agency put a copy of the licensed healthcare provider's written response in the File Folder. **Y N**

B. The licensed healthcare provider recommended changes to the agency's written directive.

I. If **No,** the licensed health care provider approved the directive as written**. Y N**

II. If **Yes,** the agency provided documentation that it changed/updated the directive. **Y N**

Agency: _____Assessor: _____ Date: _____

72.6.2	First Aid Kit	CERTIFICATION	Revision Date: 03/31/2024	Observation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
View one sample of an inspection report to see the method and also identify where document is filed.			❑ Document showing weekly inspection of first-aid kit in holding facility	

STANDARD / EVALUATION MEASURES:

1. **BY OBSERVATION**: A First Aid Kit is available in the holding facility. **Y N**
2. The agency provided **documentation of a weekly inspection** of the First Aid Kit. **Y N**
3. The On-site Assessment Compliance Log indicated where inspection reports are filed. **Y N**
4. The agency has a system to replenish the First Aid Kit. **Y N**
   A. **Describe system used:** _____

Agency: _____Assessor: _____ Date: _____

72.6.3	Posted Access to Medical Service	ACCREDITATION Optional	Revision Date: 03/31/2024	Tour
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
It is important that detainees know that emergency health care services are available to them. The procedures for requesting emergency health care should be posted in conspicuous places in English and in any other languages that may be prevalent in the area. Access procedures should be explained orally to detainees unable to read. Signs should be permanently mounted and legible.				❑ Signage in the holding facility

STANDARD / EVALUATION MEASURES:

1. The agency's procedures for gaining access to medical services are <u>posted</u> in the holding facility for detainees to see. **Y N**

A. The signs are conspicuous and legible. **Y N**

B. The signs are in languages prevalent in the agency's service area. **Y N**

Specify language(s) other than English _____

C. The procedures for gaining access to medical services are posted in those languages. **Y N**

BY OBSERVATION:

D. Specify the location of the procedures posted in the holding facility: _____

_____

Agency: _____Assessor: _____ Date: _____

72.6.4	Dispensing Medication	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Documentation

Note to Accreditation Managers and Assessors	Proofs of Compliance
Procedures should be in place to verify detainee medication as well as the dosage limits and requirements.	❑ Written Directive ❑ Forms, reports, or records used to document medication provided to detainees.

STANDARD / EVALUATION MEASURES:

PRESCRIPTION MEDICATION (belonging to detainees)

1. There is a written directive on **HOW** to manage **prescription medication (belonging to a detainee)** in the holding facility. **Y N**

2. The written directive controls the DISSEMINATION/DISTRIBUTION of a detainee's prescription medication within the holding facility. **Y N**

3. The written directive **authorizes** agency personnel to DISSEMINATE/DISTRIBUTE **prescription medications** within the holding facility. **Y N**

If **Yes:**

A. The directive requires any authorized dissemination/distribution of **prescription medications** given to detainees to be DOCUMENTED. **Y N**

B. Describe **HOW this is documented:** _____

If **No:**

C. The written directive notes that **agency personnel are not authorized** to DISSEMINATE/DISTRIBUTE **prescription** medications within the holding facility. **Y N**

I. If **Yes, (not authorized to disseminate/distribute)** what other provisions are noted for dispensing/distributing a detainee's medication(s): _____

_____

Agency: _____Assessor: _____ Date: _____

72.6.4 Dispensing Medication (continued)

OVER-THE-COUNTER MEDICATION

4. There is a written directive on **HOW** to manage **over-the-counter medications** in the holding facility. **Y N**

5. The written directive controls the DISSEMINATION/DISTRIBUTION of over-the-counter medications to a detainee within the holding facility. **Y N**

6. The written directive **authorizes agency personnel** to DISSEMINATE/DISTRIBUTE **over-the-counter medications** within the holding facility. **Y N**

If **Yes:**

A. The directive requires any authorized dissemination/distribution of over-the-counter medication given to detainees to be DOCUMENTED. **Y N**

B. Describe **HOW this is documented:** _____

If **No:**

C. The written directive notes **agency personnel are not authorized** to DISSEMINATE/DISTRIBUTE **over-the-counter** medications within the holding facility, and this is noted in the written directive. **Y N**

72.7.1	Procedures, Detainee Rights	CERTIFICATION	Revision Date: 09/15/2022	Written Directive Observation
Note to Accreditation Managers and Assessors				Proofs of Compliance
				❑ Written Directive ❑ Signage or Audible Signal for monitored or recorded phone conversations ❑ Documents used to record the provision of meals

STANDARD / EVALUATION MEASURES:

1. The agency's written PROCEDURES ensure the following detainees' rights:

A. A timely court appearance. **Y N**

B. An opportunity to make bail. **Y N**

C. Confidential access to attorneys. **Y N**

I. The directive indicates WHERE/HOW the attorney visit will take place. **Y N**

D. Access to a telephone. **Y N**

I. To be alerted to monitored or recorded telephone conversations. **Y N**

E. To have three (3) meals during each 24-hour period (during regular mealtimes). **Y N**

2. Are the detainee's telephone conversations monitored or recorded? **Y N**

If **Yes,** by observation**:**

A. There is signage (in languages prevalent to the agency's service area) and/or an audible signal on the phone line. **Y N**

Agency: _____Assessor: _____ Date: _____

72.7.2	Consular Notifications	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
This standard requires more than a policy statement indicating that the agency will comply with all consular notification and access requirements. It requires the agency to spell out its procedure(s) for doing so (who, what, when, where, how). Guidance on consular notification and access requirements is available in the U.S. State Department's publication *Consular Notification and Access* go to Link Here **For free instructional material**, go to Link Here **For a model policy** that can be downloaded from the State Department's website, go to Link Here				❑ Written Directive ❑ A report for documenting a Consular Notification (if there were any occurrences during award period)

State Standard/Evaluation Measures:

1. The agency has a written directive requiring consular notifications for foreign nationals that are arrested or detained. **Y N**
   - **A.** The written directive defines foreign national. **Y N**
   - **B.** The written directive defines what constitutes detention, to include arrest. **Y N**
   - **C.** The agency has written procedures for assuring compliance with all notification requirements. **Y N**
   - **D.** The agency has written procedures for assuring compliance with all access requirements **(addressing time, place, and manner). Y N**
   - **E.** The agency's written directive specifically addresses:
     - **I.** Informing arrested or detained foreign nationals of their entitlement to have their consulate notified of the detention. **Y N**
     - **II.** Notifying the consulate without delay, if the arrested or detained foreign national requests such notification. **Y N**
     - **III.** Allowing consular officials to communicate with and have reasonable access to the arrested/detained foreign national. **Y N**
     - **IV.** Complying with treaties mandating that consular officials be notified of an arrest or detention of one of their nationals regardless of the detainee's wishes (Mandatory Notification Countries). **Y N**
2. For reference purposes, the agency has a copy of the U.S. State Department's publication: ***Consular Notification and Access***. **Y N**

Agency: _____Assessor: _____ Date: _____

72.7.2 Consular Notifications (continued)

Initial Accreditation

3. For agency compliance with written documentation (proofs) check applicable answer and note what proof was provided from the past twelve months (e.g., police report number, admin report, etc.)

Y N N/A - (no foreign national arrest/detentions)

Re-Accreditation

4. For agency compliance with written documentation (proofs) check applicable answer and note what proof was provided from the agency's three-year assessment period (e.g., police report number, admin report, etc.)

Year 1	Year 2	Year 3
Proof: **Y N** **N/A - (no foreign national arrest/detentions)**	Proof: **Y N** **N/A - (no foreign national arrest/detentions)**).	Proof: **Y N** **N/A - (no foreign national arrest/detentions)**

72.8.1	24 Hour Monitoring	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors				Proofs of Compliance
Video equipment may be used to "supplement" observation but may not be used in place of any direct physical checks as outlined in the standards questions. 105 CMR 470.409 (Security Devices)				❑ Written Directive ❑ Documentation of direct physical checks of detainees

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive requiring 24-hour monitoring of detainees by agency staff. **Y N**

2. A documented **face-to-face count** of the detainee population is conducted **at least once every shift**. **Y N**

3. If the agency **has audio/video** monitoring capability of detainees, the monitoring procedures include a documented:

A. **Visual check of audio/video** (CCTV Equipment) occurring **at least every thirty minutes** by agency personnel (i.e., a direct physical check), **Y N**

B. ***AND*** an **hourly face-to-face check**. **Y N**

4. If the agency **does not have audio/video** monitoring capability of detainees, the monitoring procedures include a documented:

A. **Face-to-face observation** of detainees by agency staff **at least every thirty minutes** by agency staff (i.e., a direct physical check). **Y N**

5. The agency provided written documentation of a detainee's direct physical checks (based on questions 3 or 4). **Y N**

Describe documentation provided**:** _____

Agency: _____Assessor: _____ Date: _____

72.8.2	Audio/Visual Surveillance	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Electronic surveillance devices should be used primarily at critical locations of movement in the facility. They should not be used in such a way that they violate the personal privacy of detainees. Exceptions may be made, and they should be noted in the directive.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. Audio and/or visual electronic surveillance equipment is used in the holding facility. **Y N**

If NO, no further action is necessary. This standard is Optional**;** the agency *will not* receive credit for it.

If YES, all elements of this standard must be met if the agency wishes to receive credit for it.

A. A written directive specifies that the equipment will be controlled to reduce any unnecessary invasion of a detainee's personal privacy. **Y N**

Agency: _____Assessor: _____ Date: _____

72.8.3	Supervision, Opposite Gender	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
It is extremely difficult for staff to supervise detainees of the opposite gender; agency staff should be carefully advised of procedures to be followed and, if possible, have all contact monitored by another employee in these instances. Particular attention should be paid to those situations involving members of the lesbian, gay, bisexual, transgender, non-binary, queer/questioning community. The intent of this standard is to protect both the officer and the detainee during contact in the holding cell. If entering a cell holding a detainee of the opposite gender, video recording of the contact may be acceptable if no other option (personnel) is available.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has written procedures for supervising detainees of a gender opposite that of the supervising staff member. **Y N**

Agency: _____Assessor: _____ Date: _____

72.8.4	Receiving Personal Items	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
This standard does not refer to U.S. mail or packages. In addressing this standard, agencies may want to decide on whether the following items may be delivered to detainees: notes, food, prescription medications, eyeglasses, reading material, clean clothes for court, cash for bail, etc. All items received should be carefully inspected for weapons, contraband, or threats to the security of the holding facility.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. Are detainees allowed to receive any items while being detained in the agency's holding facility? **Y N**

If **No,** (Items **are NOT authorized**)

A. The agency's written directive indicates that items may not be received by detainees. **Y N**

If **Yes**, (Items **are authorized**)

B. The agency has a written directive **listing the items that are authorized to be given to detainees**. **Y N**

C. The directive requires an inspection of the items. **Y N**

D. The directive lists items which are not authorized. **Y N**

E. The directive requires received items to be recorded in the detainee's property record. **Y N**

F. The directive establishes procedures for distribution (i.e., given to the detainee vs. stored with the detainee's other property). **Y N**

Agency: _____Assessor: _____ Date: _____

72.8.5	Visitors	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
VISITORS: Visitors shall be considered all persons other than an attorney or an interested adult in the case of a juvenile detainee. The **right to counsel** prohibits an agency from preventing detainees from accessing an attorney. An agency may identify steps for attorney access so long as they do not impede or obstruct any rights of the detainee. Attorney access should not be considered "visitation" of a detainee as established by this standard. An **Interested Adult** is an adult in a position where they are an advocate or have the best interest at heart for the juvenile. The adult shall be eighteen (18) years of age or older and preferably be a parent or legal guardian or an adult sibling, relative, or attorney. This standard is not to be confused with Standard 72.1.2, which addresses "non-essential persons" access to the holding facility. If visitors are allowed to meet with the detainee, the visitor's name, address, and relationship to the detainee will be recorded. Visitors coming into direct contact with a detainee will be searched (along with their belongings) before any visitation with a detainee. Visitors will be required to provide positive ID before being allowed access to a detainee.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive indicating whether detainees may have visitors (clergy, family members, friends, etc.). **Y N**

2. The agency permits visitors for detainees who are being held in their custody. **Y N**

A. If **Yes,** the written directive:

I. Establishes procedures for visiting detainees. **Y N**

II. Requires the visitor and belongings to be carried into the holding facility to be searched before entry. **Y N**

III. Requires the visitor's name to be recorded. **Y N**

IV. Indicates WHERE/HOW the visit is to take place. **Y N**

B. If **No**, the agency's written directive states that visitors for detainees are prohibited. **Y N**

Agency: _____Assessor: _____ Date: _____

74.1.1	Information, Recording	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Documentation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
Legal process covers restraining orders, summonses, and warrants. Typically, the written documentation for this standard will be a form or a computer screen printout.			❑ Departmental forms and/or computer screen printouts documenting return of service or attempted service of one restraining order, one summons and one warrant. Data fields in forms and computer printouts must be "lettered" corresponding with each "lettered" requirement of the standard.	

STANDARD / EVALUATION MEASURES:

1. The agency provided **written documentation** demonstrating that it records the following information as it relates to legal process (whether civil or criminal):

A. Date/time legal process was received in agency. **Y N**

B. Type of legal process, civil or criminal. **Y N**

C. Nature of document (e.g., summons, warrant, restraining order, warrant of apprehension, etc.). **Y N**

D. Source of document (court). **Y N**

E. Name of plaintiff/complainant or name of defendant/respondent. **Y N**

F. Officer assigned for service. **Y N**

G. Date of assignment of service. **Y N**

H. Court docket number. **Y N**

I. Date service due. **Y N**

74.1.2	Execution/Attempt Service, Recording	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Documentation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
Legal process covers restraining orders, summonses, and warrants. Agencies should have a written directive addressing this practice even though the standard as written does not require one. Typically, the written documentation for this standard will be a form or computer screen printout.			❑ Departmental forms and/or computer screen printouts documenting the execution or attempted service of one restraining order, one summons and one warrant. Data fields in forms and computer printouts must be "lettered" corresponding with each "lettered" requirement of the standard.	

STANDARD / EVALUATION MEASURES:

1. The agency maintains records on the execution or attempted service of legal process documents. **Y N**

2. The agency's records (forms and/or computer screen printouts) documents the required information:

- **A.** Date and time service was executed/attempted. **Y N**
- **B.** Name of officer(s) executing/attempting service. **Y N**
- **C.** Name of person on whom legal process was served/executed. **Y N**
- **D.** Method of service/reason for nonservice. **Y N**
- **E.** Address of service/attempt. **Y N**

74.1.3	Warrant/Wanted Person Procedures	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive Documentation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
The CJIS Training Manual should be readily available to users. CJIS Support: 617-660-4620 At a minimum, the written directive must require verification that the warrant is still active before making the arrest. Language such as the following should be included in the agency's written directive: *Any arrests made on a warrant must be backed up by documentation that some agency has that warrant in its possession, and that to the best of their knowledge it is still in effect or that the warrant is active in the Warrant Management System (WMS). No officer shall make an arrest on a warrant unless he/she confirms the present status of the warrant immediately before making the arrest* **CJIS - User Agreement Section 1.2, notes:** The department head of each user agency shall submit a new User Agreement to the CJIS Support Services (CSS) Unit bi-annually, or within 10 days upon the designation of a new CJIS representative, back-up representative, or appointment of a new agency head. Said User Agreement will be due on March 1st of the designated year to renew. The CSS Unit will send a message on or about January 31st bi-annually, and once a week thereafter, to all user agencies reminding them to renew their User Agreements.				❑ Written Directive ❑ Signed copy of *CJIS User Agreement* ❑ Completed *CJIS Policy and Procedure Audit Compliance Report* ❑ Mail Audit Compliance Questionnaire (from the CHSB) ❑ CJIS Training Manual

STANDARD / EVALUATION MEASURES:

1. The agency provided a copy of its most recently **signed** User Agreement with the Commonwealth's Criminal History Systems Board relative to the Criminal Justice Information System (CJIS). **Y N**
   - **A.** The agreement was executed within the last two years. **Y N**
   - **B.** The agreement is signed by the ***current*** CEO. **Y N**
2. The agency provided a copy of its most recently **completed CJIS Audit Questionnaire**. **Y N**
3. The agency provides a copy of the **CHSB's Audit Compliance Report**. **Y N**

   NOTE - this is a document that is sent back to the police department after a Field Representative of the CHSB's CJIS Support Services Unit reviews the CJIS Audit Questionnaire.
4. The agency provided an agency-specific written directive requiring the warrant to be verified before making the arrest. **Y N**
5. The CJIS Training Manual is accessible to Dispatchers and CJIS representatives. **Y N**

Agency: _____Assessor: _____ Date: _____

74.2.1	Procedure, Civil Service	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
				❑ Written Directive

State Standard/Evaluation Measures:

1. The agency has a written directive(s) governing the service of **CIVIL** process documents. **Y N**

2. The agency has the authority to serve:

A. 209A's **Y N**

B. Harassment Prevention Orders (MGL Chapter 258) **Y N**

C. Warrants of Apprehension **Y N**

D. Section 12's (123: 12A) mental health **Y N**

E. Other: _____

Agency: _____Assessor: _____ Date: _____

74.3.1	Procedure, Criminal Process	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Agencies must address the provisions of their policies relating to "no-knock" warrants as required in **Section 94 of MGL Chapter 6E of Section 30 of the "JEALE" ACT of 2020.** see link here A "no knock'" warrant is a search warrant that does not require a law enforcement officer to knock and announce their presence and purpose before forcibly entering a residence Imminent harm is defined as the risk of serious bodily, being an injury that results in: permanent disfigurement; protracted loss or impairment of a bodily function, limb, or organ; or a substantial risk of death to an officer or another identifiable individual				❑ Written Directive

State Standard/Evaluation Measures:

1. The agency has a written directive(s) governing the execution of a CRIMINAL process. **Y N**

2. The directive addresses the execution of:

A. Arrest Warrants **Y N**

B. Search warrants **Y N**

C. Summonses **Y N**

3. The agency's written directive addresses "no-knock" search warrants, including:

A. A "no knock" warrant will not be submitted for issuance by a judge unless the agency's affiant has met the following conditions:

I. Establishes probable cause that if the law enforcement officer announces their presence, their life or the lives of others will be endangered, and **Y N**

II. Includes an attestation that the law enforcement officer filing the affidavit has no reason to believe that minor children or adults over the age of 65 are in the home unless there is a credible risk of imminent harm to the minor or adult over the age of 65 in the home. **Y N**

B. Warns officers that they shall not dispense with the requirements of Bullet A except to prevent a credible risk of imminent harm (see note box). **Y N**

C. Notes that evidence seized or obtained during the execution of a warrant shall be inadmissible if a law enforcement officer violates this section. **Y N**

Agency: _____Assessor: _____ Date: _____

74.3.2	Arrest Warrants Require Sworn Service	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Interview
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
				❑ Interview

State Standard/Evaluation Measures:

1. Arrest warrants are executed by sworn officers only. **Y N**

Verified in an interview with: _____

Agency: _____Assessor: _____ Date: _____

81.1.1	Communications Function	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive Documentation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
The agency may rely on documents developed by the outside communications center in proving compliance with these standards.			❑ Written Agreements ❑ Authorizing Documents (MOU's)	

STANDARD / EVALUATION MEASURES:

1. The communications function is under the **direct control of the agency**. **Y N**

A. If **Yes**, the standard is not applicable and there is a **conditional waiver** signed by MPAC Staff. **Y N**

B. If **No**, the **supporting documentation provided** by the agency **includes:**

I. A written agreement or other authorizing document that governs the authority and responsibility of both the police agency and the communications entity. **Y N**

II. A written agreement or document requiring the communications entity to comply with all applicable accreditation standards governing the communications function on behalf of the agency. **Y N N/A** (both agencies are awarded through MPAC Program)

Comments: _____

_____

_____

81.1.2	Operations Meet FCC License Requirements	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Observation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
			❑ Current FCC or other applicable license(s)	

STANDARD / EVALUATION MEASURES:

1. The agency has a current FCC License. **Y N**

List the **expiration date** on the License: _____

Agency: _____Assessor: _____ Date: _____

81.2.1	24-Hour, Toll-Free Service	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Tour
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
				❑ Dispatchers' work schedule ❑ TDD or other system

STANDARD / EVALUATION MEASURES:

For **emergency calls** for service:

1. The agency provides 24-hour telephone access. **Y N**

List the telephone number: _____

2. The agency provides **TDD telephone access** or has an **equivalent system** to handle calls from deaf and hard of hearing persons. **Y N**

A. Specify the system used by the agency:

_____TDD Telephone Access _____Other System: _____

3. The calls for emergency service are toll-free. **Y N**

Agency: _____Assessor: _____ Date: _____

81.2.2	Continuous, Two-way Capability	CERTIFICATION	Revision Date: 03/31/2024	Tour
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Immediate communications capability provides a measure of safety and security to law enforcement officers and the public. The nature of an officer's assignment, such as undercover, might dictate an exception to this continuous communication requirement. The intent of this standard is to ensure that on-duty officers have the means for constant communication. In most situations, portable radios are required to enable officers on foot patrol and those away from their patrol vehicles to maintain communications with the dispatch center for exchanging information, requesting assistance, receiving orders or instructions, and responding to calls for service. **Agencies need to account for ALL on-duty officers, including part-time sworn officers.**				❑ A Radio Check to an Officer in the field ❑ List(s) of radio assignments

STANDARD / EVALUATION MEASURES:

1. The agency has continuous two-way communication capability between the communications center and ALL officers on duty. **Y N**

A. Radios are (select one from below):

_____Assigned and issued to individual officers (officer maintains custody)

_____Assigned to each officer at the beginning of the shift & returned at the end of the shift to the agency

Agency: _____Assessor: _____ Date: _____

81.2.3	Recording Information	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive Documentation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
The agency should establish a control system to ensure a comprehensive field-reporting program. This information should be recorded for all requests, including those received by telephone; letter; in person; self-initiated by officers; or reported to officers in the field. The control number should be affixed to a communication center control record and the call disposition or result noted thereon. The number may serve as the basis for filing and retrieving subsequent reports of the incident, but it is indispensable for auditing the communications and records systems. The procedures should encourage eliciting as much information as possible to enhance the safety of the officer and assist in anticipating conditions to be encountered at the scene. This is particularly important in certain categories of calls, and checklists may be provided to obtain additional information, e.g., for bomb threats, crimes in progress.				❑ Written Directive ❑ CAD entry highlighting the specific requirements of the standard ❑ Random sampling of a CAD entry

STANDARD / EVALUATION MEASURES:

1. The agency's written directive requires information reported to the agency be recorded on each request for service. **Y N**

2. The agency's written directive requires information on all self-initiated activity to be recorded. **Y N**

3. The written directive requires the following information to be collected:

A. Control number. **Y N**

B. Date of request. **Y N**

C. Time of request. **Y N**

D. Name and Address of the complainant, if possible. **Y N**

E. The type of incident reported. **Y N**

F. Location of the incident reported. **Y N**

G. Primary officers assigned. **Y N**

H. Back-up officers assigned. **Y N**

I. Time of dispatch. **Y N**

J. Time of officer arrival. **Y N**

K. Time of officer return to service. **Y N**

L. Disposition or status of reported incident. **Y N**

Agency: _____Assessor: _____ Date: _____

81.2.3 Recording Information (continued)

4. The agency provided a CAD Entry cross-referencing/highlighting all the above Bullets (A thru L) from Question 3 on the CAD entry. **Y N**

5. A Random Sampling of a CAD entry shows that the data fields were completed. **Y N**

A. Note the Incident Number checked: _____

B. The time of request/reported incident, time of dispatch, time of arrival, AND time of return to service were recorded and there were different times logged for each of these in the call. **Y N**

81.2.4	Radio Communications Procedures	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive governing communication between field personnel and the communications center. **Y N**

2. The written directive:

A. Identifies the circumstances requiring communications by field personnel (i.e. indicate WHEN officers are to call into dispatch such as M/V stops). **Y N**

B. Requires the status of field personnel when OUT OF SERVICE to be recorded. **Y N**

C. Discusses what method(s) will be used to identify personnel in the field during [radio] communications (i.e., call-signs). **Y N**

D. Discusses communication with interacting agencies (given that most agencies have access to multi-jurisdictional frequencies). **Y N**

E. Establishes any guidelines (criteria) for determining how many field personnel should typically be assigned to respond to an incident. **Y N**

F. Indicates WHEN the presence of a patrol supervisor is required to be at the scene for the purpose of assuming command. **Y N**

G. Addresses procedures for responding to emergency requests for assistance (or activated emergency alarms) from field personnel. **Y N**

81.2.5	Access to Resources	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
Communications personnel have immediate access to necessary department and emergency services resources to perform their job functions.			❑ Written Directive (for Bullet F) Observation of: ❑ Duty Roster of all Personnel ❑ Phone number for all agency personnel ❑ Map(s) of agency's service area ❑ Officer status indicators (CAD system) ❑ Phone numbers for emergency services ❑ Tactical Dispatching Plans (protocols linked to CAD entries, Dispatch Manuals tabbed/how to handle specific incidents.	

STANDARD / EVALUATION MEASURES:

1. Communications personnel has immediate access to:

A. Maps detailing the agency's entire service area. **Y N**

B. A Duty Roster of all agency personnel. **Y N**

C. A telephone number of every agency member. **Y N**

D. The name/ID and contact information of an on-duty Officer-In-Charge (OIC). **Y N**

E. On-Duty officer status indicators (on-call, court, training, out of service, etc.). **Y N**

F. Written procedures and telephone numbers for procuring emergency and necessary external services to the agency. **Y N**

G. Emergency and Tactical dispatching plans (concise/readily available instructions for dispatchers to follow in specific incidents; like EMD protocols). **Y N**

List what the agency is using for its Plans: _____

Agency: _____Assessor: _____ Date: _____

81.2.6	Calls for Information or Services	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive describing the procedures that communications personnel are to follow in **responding to calls for information or services**. **Y N**

2. The written procedures include:

A. judging the characteristics of the call to determine whether an **emergency** or **non-emergency** response is required. **Y N**

B. informing the caller of the agency's response (i.e., telling the caller whether the law enforcement agency will respond directly and/or whether the call will be referred to another agency to handle). **Y N**

81.2.8	Recording and Playback	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
At a minimum, the agency must have the capability to record, retain, and playback all emergency phone lines (i.e., 911) and radio conversations between communications/dispatch and field personnel. **References**: Retention of 911 Recordings (MGL Chapter 6A, Section 18G); Retention of 911 Call Detail Records (MGL Chapter 6A, Sections 18A-18F)				❑ Written Directive ❑ Observation of *stored* recordings

STANDARD / EVALUATION MEASURES:

RECORDING OF EMERGENCY LINE(S) TELEPHONE CALLS

1. The agency has a public safety answering point that possesses E-911 service. **Y N**

A. If **No,** does the agency possess and/or publish another phone number for emergency calls for service? **Y N**

List the Emergency Phone Number(s): _____

Regarding Emergency Phone Numbers/Lines:

2. Calls on emergency phone lines are recorded. **Y N**

A. All Telecommunicators have access to immediate playback capability for recorded emergency telephone calls. **Y N**

B. During the Agency Tour, the Telecommunicator was able to play back the last recorded emergency phone call. **Y N**

3. During the demonstrated playback, all other emergency phone lines are still being recorded. **Y N**

___Demonstrated ___Confirmed in an interview with: _____

Agency: _____Assessor: _____ Date: _____

81.2.8 Recording and Playback (continued)

RETENTION OF RECORDINGS OF EMERGENCY LINE TELEPHONE CALLS

4. The agency has E-911 service.

If **Yes**, the agency has a written directive requiring:

A. Requiring the recordings of E-911 calls to be retained for a period of not less than one year provided no litigation is pending. **Y N**

B. Requiring E-911 Call Detail Records to be retained for a period of not less than three years. **Y N**

If **No**, the agency:

C. Has a written directive indicating how long the recordings of its emergency phone lines must be retained?

Y N

- ☐ The recordings be retained for a period of not less than one year. Y N

  List the retention time period: _____

STORAGE OF RECORDINGS OF EMERGENCY LINE TELEPHONE CALLS

5. The agency has a written directive indicating WHERE the recordings (of emergency phone lines) are to be securely STORED. **Y N**

A. Per the written directive, the recordings are securely stored at/in (WHERE)._____

_____

B. By observation: The recordings are stored in accordance with the agency's directive. **Y N**

C. By observation: The recordings are securely stored. **Y N**

D. They are secured by:_____

E. Access to the stored recordings is limited to specifically identified personnel. **Y N**

81.2.8 Recording and Playback (continued)

REVIEW OF RECORDINGS OF EMERGENCY LINE TELEPHONE CALLS

6. There are written PROCEDURES for reviewing an emergency call recording. **Y N**

The procedures for reviewing a copy of a recording:

A. Indicate for what purposes (**criteria**) the emergency call recordings may be reviewed (such as for training, investigation, court, internal affairs, etc.). **Y N**

***Note**: the criteria must provide some guidance; it **must** be more specific than "for any legitimate law enforcement purpose"*

B. Indicates WHO to go to, to review a recording. **Y N**

C. Note whether any prior approvals to review the recording are required. **Y N**

7. If the agency uses a Form to request/obtain a copy of a recording for review in its procedure, that form is referenced in the written directive. **Y N N/A No Form Used**

RECORDINGS OF RADIO TRANSMISSIONS BETWEEN DISPATCH & FIELD PERSONNEL

8. Radio transmissions between Dispatch and field personnel are recorded. **Y N**

A. All Telecommunicators have access to immediate playback capability for recorded radio transmissions. **Y N**

B. During the Agency Tour, the Telecommunicator was able to play back the last recorded radio transmission. **Y N**

During demonstrated playback, other radio transmissions are still being recorded. **Y N**

___Demonstrated ___Confirmed in an interview with: _____

_____

RETENTION OF RADIO TRANSMISSIONS

9. If the agency is a municipal police agency, the agency has a written directive requiring the radio recordings to be retained for a period of not less than one year provided no litigation is pending. **Y N**

Agency: _____Assessor: _____ Date: _____

81.2.8 Recording and Playback (continued)

10. If the agency is NOT a municipal police agency, the agency has a written directive indicating the radio recordings must be retained at a minimum for a period of not less than one year. **Y N**

A. How long must they be retained? _____

STORAGE OF RADIO TRANSMISSIONS

11. The agency has a written directive indicating WHERE the recordings (of radio transmissions) are to be securely STORED. **Y N**

Per the written directive:

A. Per the written directive, the recordings to be securely stored at/in (WHERE) _____

_____

B. By observation, the recordings are stored in accordance with the agency's directive. **Y N**

C. By observation, the recordings are securely stored. **Y N**

D. They are secured by _____

E. Access to the stored recordings is limited to specifically identified personnel. **Y N**

REVIEW OF RADIO TRANSMISSIONS

12. There are written PROCEDURES for reviewing a radio recording. **Y N**

The procedures for obtaining a copy of a radio recording:

A. Indicate for what purposes (**criteria**) the recordings may be reviewed (such as for training, investigation, court, internal affairs, etc.). **Y N**

***Note**: the criteria must provide some guidance; it **must** be more specific than "for any legitimate law enforcement purpose"*

B. Indicates WHO to go to, to review a recording. **Y N**

C. Note whether any prior approvals to review the recording are required. **Y N**

13. If the agency uses a Form to request/obtain a copy of a radio recording to for review in its procedure, that form is referenced in the written directive. **Y N N/A – (No Form Used)**

81.2.9	Local/State/Federal CJIS	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Tour
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
			❑ Observation of CJIS, LEAPS and/or NCIC Access	

STANDARD / EVALUATION MEASURES:

1. The agency has direct or indirect access to local, state (CJIS, LEAPS) and/or federal (NCIC) criminal justice information systems. **Y N**

2. Identify which CJI Systems are being used by the agency and whether direct or indirect access:

A. CJIS **Y N** _____ Direct Access _____ Indirect Access

B. LEAPS **Y N** _____ Direct Access _____ Indirect Access

C. NCIC **Y N** _____ Direct Access _____ Indirect Access

D. Other:_____ _____ Direct Access _____ Indirect Access

Agency: _____Assessor: _____ Date: _____

81.2.10	Use of Cellular Phones	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
This standard applies to all cellular phones authorized to be carried and used by agency personnel during the performance of their duties – whether issued by the agency or personally owned. Criteria and Procedures: The written directive should indicate when it is or is not appropriate to be used.				❑ Written Directive(s)

STANDARD / EVALUATION MEASURES:

1. The agency issues cell phones to specific agency employees. **Y N**

A. If **Yes**, there are written procedures and criteria governing the use of agency-issued cell phones. **Y N**

2. Agency employees are authorized to use a personally owned cell phone while working. **Y N**

A. If **No**, the written directive indicates that. **Y N**

B. If **Yes**, there are written procedures and criteria governing the use of personally owned cell phones while on duty for work related functions. **Y N**

Agency: _____Assessor: _____ Date: _____

81.2.11	Emergency Messages	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Delivering emergency messages is a legitimate law enforcement function. However, guidelines should be established to define the types of messages to be accepted and delivered.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive on accepting and delivering emergency messages. **Y N**

2. The written directive defines the types of messages that will be accepted and delivered (criteria). **Y N**

3. What are some of the types of messages that it will accept and deliver? _____

_____

Agency: _____Assessor: _____ Date: _____

81.2.12	Misdirected Emergency Calls	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Per 560 CMR 2.00 – Appendix A, "No caller shall be procedurally required to speak with more than two call takers --- the primary PSAP call taker and the remote agency call taker. Local procedures shall be developed to advise a calling party that the call is about to be transferred and to remain on the line."				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has written PROCEDURES for the prompt handling and appropriate routing of misdirected emergency calls. **Y N**

Agency: _____Assessor: _____ Date: _____

81.2.13	Security Alarms	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Agencies may not monitor alarms, but they may respond to them. For state accreditation, procedures must be provided for *any* security alarms that agency personnel monitor, not just private alarms.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

Monitoring Alarms

1. The agency MONITORS security alarms. **Y N**

A. If **Yes,** the agency has written procedures for MONITORING those alarms. **Y N**

Responding to Alarms

2. The agency RESPONDS to security alarms (bank alarms, residential alarms, etc.). **Y N**

A. If **Yes,** the agency has written procedures for RESPONDING to those alarms. **Y N**

81.2.14	First Aid Over Phone	ACCREDITATION Optional	Revision Date: 03/31/2024	Observation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
If the agency authorizes first-aid/medical instructions over the telephone or radio, employees must be trained and follow emergency medical guidelines and materials.				❑ EMD Training Certificates ❑ Access to approved EMD guidelines/materials

STANDARD / EVALUATION MEASURES:

1. Does the agency allow any of its employees to provide medical instructions over the telephone or radio? **Y N**

A. If **Yes**, specific employees/positions are identified that are authorized to provide medical instruction over the telephone or radio. **Y N**

B. If **Yes,** identify those positions: _____

C. The identified employees/positions meet requirements to be certified in Emergency Medical Dispatching. **Y N**

D. Employees must follow approved emergency medical guidelines or materials. **Y N**

By Observation:

2. Randomly select a name from the agency's employee roster and request a copy of the employee's EMD Certificate.

A. Name of the employee selected: _____

B. The employee's certification is current. **Y N**

Agency: _____Assessor: _____ Date: _____

81.3.1	Communications Center Security	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Observation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
The capability to maintain communications in all emergency situations dictates that security measures be implemented to protect communications personnel, facilities, and equipment. Protective measures may include locating the center and equipment in areas providing maximum security, installing bullet resistant glass in areas of public access, and restricting access to the communications center. Providing security for equipment may be done with a combination of security cameras, fences, or other measures based on the needs of the agency, location of the equipment, and operational considerations.				❑ Tour of the communications center ❑ Observation of communications equipment outside the communications center ❑ Photos

STANDARD / EVALUATION MEASURES:

1. Security measures for the communications center are in place to:			**Comments: Identify Security Measures Used**
A	Limit access to the communications center to authorized personnel. **(Keypads, locked doors, signage, etc.)**	**Y N**	
B	Protect equipment. **(Equipment in closets or in separate rooms, etc.)**	**Y N**	
C	Provide for back-up resources. **(Back-up equipment, portable radio for Dispatcher, etc.)**	**Y N**	
D	Provide security for transmission lines, antennas, and power sources. **(Fences, security cameras, etc.)**	**Y N**	**Confirmed in an interview with:**

81.3.2	Alternate Power Source (Generator)	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Observation/Documentation

Note to Accreditation Managers and Assessors	Proofs of Compliance
The agency has an alternate source of electrical power that is sufficient to ensure the continued operation of emergency communication equipment in the event of the failure of the primary power source. This standard requires: 1. A documented **inspection and test of the alternate power source is completed at least monthly or in conformance with manufacturer recommendations**, AND 2. **That the generator is tested under full load OR successfully operated under full load during an actual power loss at least once a year**. Power outages and the performance of the generator are events that communications personnel should be required to make a written record of (for example, in the dispatch log, through a CAD Entry, etc.) to provide the necessary documentation for this standard.	❑ Observation of the backup power source (i.e., the generator) ❑ Written Directive ❑ Source Documents, if applicable, such as pages from the Manufacturer's Operating Manual (relative to inspections and tests of the generator) ❑ Notation(s) in the Accreditation Manager's accreditation maintenance system showing inspections and tests are being monitored for ongoing compliance. ❑ Documentation of inspections and tests conducted ❑ Documented evaluation of the generator (conducted at least once every three years). ❑ Documented observation of a self-testing generator's performance

STANDARD / EVALUATION MEASURES:

1. The agency has an alternate power source/generator sufficient to ensure the continued operation of the agency's emergency communication equipment in the event of a power failure. **Y N**

2. A written directive requires:

A. The generator is to be inspected and tested at least monthly or in accordance with the manufacturer's recommendations. **Y N**

B. A documented evaluation of the generator, at least once every three years, confirms the generator is in good working condition and is sufficient to meet the agency's current needs. **Y N**

3. The generator's location was observed. **Y N** Note Location: _____

4. The agency provided documentation demonstrating that the required inspections and tests are being conducted, either monthly or in conformance with manufacturer recommendations. **Y N**

5. The agency has a generator that conducts a **self-test** on a regularly scheduled basis. **Y N**

If **Yes**,

A. A schedule of when the self-test is conducted is identified. **Y N**

❑ List when the tests are conducted: _____

Agency: _____Assessor: _____ Date: _____

Alternate Power Source (Generator) (continued)

B. The frequency of generator self-tests is noted**. Y N**

- ❑ List frequency: _____

C. By Observation: The self-testing generator's performance is being documented. **Y N**

Initial Assessment **By Observation & Written Documentation**

6. On at least one occurrence annually, the generator is tested under "full load" either through scheduled testing or in an actual documented power loss that occurred with successful generator restoration of power during the loss of commercial (outside) power. **Y N**

The Documentation Provided:

_____ A Scheduled "Full Load" Test, or

_____ Documentation of an actual power loss and successful full load operation by the generator in that instance.

Re-Assessment **By Observation & Written Documentation**

7. On at least one occurrence annually, the generator is tested under "full load" either through scheduled testing or in an actual documented power loss that occurred with successful generator restoration of power during the loss. **Y N**

The Documentation Provided for each year of the agency's three-year award period of a:

Year 1

_____ A Scheduled "Full Load" Test, or

_____ Documentation of an actual power loss and successful full load operation by the generator in that instance.

Year 2

_____ A Scheduled "Full Load" Test, or

_____ Documentation of an actual power loss and successful full load operation by the generator in that instance.

Year 3

_____ A Scheduled "Full Load" Test, or

_____ Documentation of an actual power loss and successful full load operation by the generator in that instance.

8. The agency provided **documentation** demonstrating that the required **triennial evaluation** of the generator has been conducted. **Y N**

81.3.3	Telephone System	ACCREDITATION Optional	Revision Date: 03/31/2024	Tour
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
				❑ Agency's Telephone System

STANDARD / EVALUATION MEASURES:

1. The agency's telephone system is designed to separate emergency from non-emergency calls. **Y N**

A. Business Number: _____

B. Emergency Number: _____

81.3.4	Mobile/Portable Radios	ACCREDITATION Optional	Revision Date: 03/31/2024	Tour
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
This communications capability among law enforcement and other public service agencies, such as other police departments, fire departments, ambulance services, public utilities, etc., is necessary to provide proper coordination and deployment of forces in times of emergencies. The capability may range from simple car-to-car arrangements to interagency and statewide networks.			❑ Agency's Radio System	

STANDARD / EVALUATION MEASURES:

1. The agency has multi-channel mobile and/or portable radio equipment capable of two-way operation on a joint public safety frequency (**such as** BAPERN, NEMLEC, WMLEC, etc.). **Y N**

If NO, no further action is necessary. This standard is Optional.

If YES, all elements of this standard must be met if the agency wishes to receive credit for it.

A. Specify the joint public safety frequency's system(s) name: _____

_____

Agency: _____Assessor: _____ Date: _____

ACCREDITATION STANDARDS MANUAL

CHAPTER 82: Central Records

Accreditation Standards and Assessment Checklists – **6th Edition**

NOTE: The standards in chapter 82 are principally concerned with the administration, field-reporting, and central records activities and do not address the secondary records activities attendant to functions or components within the agency which are addressed in other chapters.

82.1.1	Privacy and Security	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
The agency should determine the physical security requirements for the facility and decide who is authorized to access agency files. Facility and file security ensure the integrity of the system and the information it contains. In some agencies the accessibility of records during evening and early morning hours becomes problematic. In these instances, specific persons working or available through call-in should be given authority to physically access central records information or have access through computer technology, when available. For purposes of demonstrating compliance with this standard, **agencies must demonstrate 24-hour accessibility to the following "central" records**: Incident Reports, Arrest Reports and Master Name File. At a minimum, access to court/prosecution records and sexual assault records **must be restricted**.				❑ Written Directive ❑ 24-hour accessibility to Incident Reports, Arrest Reports and Master Name file. ❑ Limited accessibility to Court/Prosecution and Sexual Assault Records ❑ Restricted access to Central Records (hard copies)

STANDARD / EVALUATION MEASURES:

1. There is a written directive establishing privacy and security precautions for the agency's central records. **Y N**

2. The agency's written directive specifically addresses:

- **A.** The physical security of central records. **Y N**
- **B.** HOW access to agency files in central records will be controlled (limited to certain personnel/positions). **Y N**
- **C.** HOW agency files in central records will be accessible to operations personnel after hours. **Y N**
- **D.** The CRITERIA for releasing agency records (Under what circumstances may the records be released). **Y N**
- **E.** The PROCEDURES for releasing agency records to other police departments, the public, etc. (What is the procedure? HOW is the request for a record PROCESSED within the agency). **Y N**

BY OBSERVATION:

3. Physical location of agency's central records: _____

4. The records are physically secured (e.g., in locked file cabinets or in a locked room, etc.). **Y N**

5. Specify security measures (Describe HOW records are secure): _____

Agency: _____Assessor: _____ Date: _____

82.1.1 Privacy and Security (continued)

6. In practice, access to central records is controlled (i.e., is access limited to certain individuals/positions).
Y N

7. HOW is access limited: _____

_____

82.1.2	Juvenile Records	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Options for *distinguishing* juvenile records from adult records include but are not limited to: color-coded file folders, self-inking JUVENILE stamps, computer records marked JUVENILE, restricting records to certain personnel via password, and/or physically separating their filing location. Distinction must be demonstrated for both computerized and hard-copy files.				❑ Written Directive ❑ Observation of Juvenile Records (hard copy and electronic) to see how records are distinguishable from adult records.

STANDARD / EVALUATION MEASURES:

WRITTEN DIRECTIVE:

1. The agency identifies its method(s) for the "**distinguishing**" of juvenile records from adult records in a written directive. **Y N**

2. **By Observation,** the records are distinguishable according to agency policy.

A. Hard Copies: **Y N N/A – (No hard copies are maintained)**

B. Electronic Records: **Y N N/A – (No electronic records are maintained)**

3. Regarding **FINGERPRINTS**: The agency indicates in a written directive whether fingerprints from a juvenile will be collected. **Y N**

4. Regarding **PHOTOGRAPHS**: The agency indicates in a written directive whether photographs of a juvenile will be collected. **Y N**

5. If other forms of identification for juveniles are collected, they are also addressed in a written directive. **Y N N/A**

6. A written directive requires juvenile records to be physically secured and stored separately from all other files/records. **Y N**

7. The directive indicates **HOW** the records are to be physically secured (i.e., provide specific guidelines for ensuring their physical security). **Y N**

A. Per the written directive, confirm juvenile records are secured:

I. Hard Copies: **Y N N/A (No hard copies are maintained)**

II. Electronic Records are password protected: **Y N N/A (No electronic records are maintained)**

Agency: _____Assessor: _____ Date: _____

82.1.2 Juvenile Records (continued)

BY OBSERVATION:

8. The juvenile records are physically secured (e.g., in locked file cabinets, in a locked room, with labeling or an access level electronically, etc.) **Y N**

9. The agency's written directive and file location(s) **control access to juvenile records**. **Y N**

10. The agency's written directive **addresses juvenile record dissemination and/or release**. **Y N**

11. The agency has a written directive governing **either the maintaining or other disposition** of juvenile records **after reaching adulthood**. **Y N**

12. The agency has written guidelines for expunging a juvenile record when ordered by the court. **Y N**

82.1.3	Records Retention Schedule	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Documentation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
The schedule for retaining records should be consistent with legal requirements **Municipal Agencies** should have (or demonstrate access to) a copy of the *"Massachusetts Municipal Records Retention Manual"* (linked here) **State Agencies** should have (or demonstrate access to) a copy of the *"Massachusetts Statewide Records Retention Manual"* (linked here)				❑ Record retention schedule(s)

STANDARD / EVALUATION MEASURES:

1. The agency follows a Records Retention Schedule. **Y N**

2. The agency put a copy of its Records Retention Schedule(s) in the Standards File Folder. **Y N**

3. **If the agency is a municipal police department**, it has (or demonstrated access to) a copy of the *Massachusetts Municipal Records Retention Manual.* **Y N**

A. If **Yes**, select:

_____ Agency had a hard copy of the *Massachusetts Municipal Records Retention Manual*

_____ Agency demonstrated that it had access to the *Massachusetts Municipal Records Retention Manual* via online access (i.e., through a hyperlink)

B. Specify who demonstrated access: _____

4. **If the agency is a state agency *or* a police department under state authority**, it has (or demonstrated access to) a copy of the *Massachusetts Statewide Records Retention Manual.* **Y N**

A. If **Yes**, select:

_____ Agency had a hard copy of the *Massachusetts Statewide Records Retention Manual*

_____ Agency demonstrated that it had access to the *Massachusetts Statewide Records Retention Manual* via online access (i.e., through a hyperlink)

B. Specify who demonstrated access: _____

82.1.4	UCR / NIBRS	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
Procedures should indicate who the reviewing supervisor is; who is responsible for correcting critical errors; who is responsible for sending the monthly report to the State Police; and who is responsible for correcting errors found by the State Police.			❑ Written Directive ❑ Job Description for the position responsible for NIBRS/UCR function Document(s) confirming the agency's NIBRS/UCR reports had been submitted to the State Police, including but not limited to: ❑ Correspondence from the State Police acknowledging receipt of the agency's report(s) ❑ Publications in which the agency's NIBRS/UCR statistics were included.	

STANDARD / EVALUATION MEASURES:

Relative to the NIBRS or UCR Program:

1. The agency has written PROCEDURES for **collecting** crime data. **Y N**
2. The agency has written PROCEDURES for **submitting** its crime data. **Y N**
3. The directive identifies a position within the agency that is responsible for the NIBRS/UCR function. **Y N**

   Identify the POSITION: _____
4. **By observation**, the agency demonstrated that it is participating in the NIBRS or UCR Program. **Y N**

   Specify DOCUMENTATION that was provided: _____

Agency: _____Assessor: _____ Date: _____

82.1.5	Electronic Data Storage	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Documentation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
This standard applies to any agency data that is stored on a server **controlled by a private contractor**.			❑ Written Agreement(s) between the Agency and a Private Contractor [Service Provider]	

STANDARD / EVALUATION MEASURES:

1. The agency has electronic data stored on a server that is controlled by a private contractor. **Y N**

If **No**, no Waiver is needed from the Agency. This standard is Optional.

If **Yes**, all elements of this standard must be met if the agency wishes to receive credit for it.

2. Written Agreements with Private Contractors [storing agency data on their server] were provided. (**list:**)

Contractor: _____ Data Type: _____

Contractor: _____ Data Type: _____

Contractor: _____ Data Type: _____

3. **At a minimum**, the written agreement(s) address the following:

A. Ownership of Data **Y N**

B. The physical location of the data storage area, as well as security protocols for it. **Y N**

C. Protocols to ensure unauthorized access to agency data, to include data sharing. **Y N**

D. Procedures governing scheduled back-ups; specifying when and how done. **Y N**

E. Procedures addressing lost data, irregularities, and data recovery as well as any required reporting of them. **Y N**

F. Data Retention **Y N**

G. Protocols upon termination of the agreement **Y N**

Note the DOCUMENTATION that was provided: _____

Agency: _____Assessor: _____ Date: _____

82.1.6	Annual Audit, Computer Backup and Storage	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive Documentation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
One way to demonstrate compliance with this standard is to generate a printout of all active accounts on the agency's computer system and then compare it to a current roster of agency employees. This will determine whether inactive accounts have been deleted from the agency's computer system, and more importantly, will determine whether *inactive* employees still have *access* to it. Written documentation indicating that this review has taken place includes but is not limited to the following: a security log that indicates the date and time of the review (and by whom), or a system security log printout signed/initialed by the reviewer and kept on file. To comply with this standard, agencies must demonstrate that it is conducted *at least annually*. Automated systems for verifying passwords and access security may be used to satisfy the requirement of this standard.				❑ Written Directive (describing the agency's process) ❑ Documented Audits of Computer Passwords (performed at least annually) ❑ Automated systems for verifying passwords.

STANDARD / EVALUATION MEASURES:

1. There is a written process for maintaining security of the agency's central records computer systems. **Y N**

2. The written process includes backing-up computer data (computer files/tapes, etc.). **Y N**

3. The written process specifies who is responsible for backing-up the files and how frequently. **Y N**

4. The written process indicates where computer media, tapes, disks, or drives are to be securely stored (on or off-site). **Y N**

5. **BY OBSERVATION,** back-up data is securely stored (locked safe, cabinet, room, etc.). **Y N**

a. Location/method stored: _____

6. The agency provided a copy of its audit of passwords. **Y N**

Initial Accreditation

7. An audit was conducted within the past twelve months. **Y N Date of Audit**: _____

Re-Certification / Re-Accreditation

8. For agency compliance with written documentation (proofs) check applicable answer and note the info for an audit that was provided from each year of the agency's three-year assessment period.

Year 1	Year 2	Year 3
Proof: **Y N N/A** **Date of Audit:** _____	Proof: **Y N N/A** **Date of Audit:** _____	Proof: **Y N N/A** **Date of Audit:** _____

Agency: _____Assessor: _____ Date: _____

82.1.7	Computerized Security Protocol	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Paragraph two in the commentary of standard 82.3.5 identifies some of the **types of records that this standard refers to**: Fingerprint cards Criminal history transcripts Digital photographs Arrest reports				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency's "criminal history" records are computerized (Refer to Note Box). **Y N**

A. If **No**, the agency provided a conditional waiver signed by MPAC Staff. **Y N**

If **Yes:**

B. There are written security protocols for ACCESSING criminal history records. **Y N**

C. There are written security protocols for RELEASING criminal history records. **Y N**

Agency: _____Assessor: _____ Date: _____

82.2.1	Field Reporting System	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive Documentation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
This directive may be in the form of a field-reporting manual that describes and illustrates the information to be included on report forms. The document should be all-inclusive and serve as the complete user's guide, as well as a resource guide in all field-reporting situations. Samples of the forms should be included, with clear instructions for filling out and submitting the field reports. If the agency is using a computerized system, the guide should address procedures for use. Field reports include offense reports, supplemental reports, crash reports, arrest reports, property reports, prosecution reports, complaint control reports, incident reports.				❑ Written directive or a sampling of written directives in which specific forms are required to be completed and instructions for their use and processing are provided. ❑ A electronic location/manual containing a collection of the agency's forms along with instructions for their use.

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive describing its field-reporting system. **Y N**

2. Identify the system(s) below:

_____ The agency has a Manual of its forms. Each form is accompanied by instructions for completing and processing the form.
_____ Instructions for completing and processing various *field reports* are addressed in various agency written directives.
_____ Other (specify): _____

3. The agency provided its Forms Manual, a single directive, or a sampling of written directives (addressing a minimum of 4 field reports). **Y N**

The material addresses:

A. WHEN certain reports must be written. **Y N**

B. WHEN specific FORMS are to be used for the report. **Y N**

C. WHAT specific information must be included in reports (those that are narrative in nature). **Y N**

D. PROCESSING the report. (i.e., document the routing process or is the report to be forwarded through the chain of command, to a specific organizational component, to an outside agency, etc.). **Y N**

E. COMPLETING and SUBMITTING the report (to whom initially). **Y N**

F. SUPERVISORY REVIEW of the reports. **Y N**

Agency: _____Assessor: _____ Date: _____

82.2.2	Reporting Requirements	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
The purpose of this standard is to require a comprehensive reporting system. The standard can be addressed in a single written directive or by a combination of directives. Bullet B (citizen complaints) does not refer to "internal affairs" complaints. It refers to any call for service (police response or action) that is not crime related.				❑ Written Directive (policy statement)

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive requiring the following to be reported (documented in writing):

- **A.** Citizen reports of crimes. **Y N**
- **B.** Citizen complaints. **Y N** (calls for service that are not crime-related; NOT IA complaints)
- **C.** incidents resulting in an employee being dispatched or assigned. **Y N**
- **D.** criminal and noncriminal cases initiated by law enforcement employees. **Y N**
- **E.** incidents involving:
  - **I.** Arrests. **Y N**
  - **II.** Citations. **Y N**
  - **III.** Summonses (i.e., complaint applications). **Y N**

82.2.3	Case Numbering System	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
				❑ Written Directive ❑ Observation of case numbering system

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive establishing a case-numbering system that assigns a unique number to every case. **Y N**

2. **BY OBSERVATION**, the agency assigns a unique number to every case. **Y N**

Agency: _____Assessor: _____ Date: _____

82.2.4	Report Distribution	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
The written directive should specify which types of reports should be routed to the various specialized functions or organizational components for follow-up, and those to be distributed outside the agency.				❑ A single Written Directive listing reports and records and indicating where they are to be routed to (in or outside the agency). ❑ A sampling of written directives, each citing a specific report or record and indicating where it is to be routed to (in or outside the agency)

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive establishing procedures for the distribution of reports and records. **Y N**

2. Specify which method the agency provided:

A. _____ A single Written Directive listing reports and records and indicating where they are to be routed to (in or outside the agency).

B. _____ A sampling of written directives, each citing a specific report or record and indicating where it is to be routed to (in or outside the agency)

Agency: _____Assessor: _____ Date: _____

82.2.5	Reports by Phone, Mail, or Internet	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
The intent of this standard is to improve the use of patrol time. Some crime calls do not require the dispatch of a patrol officer and can be effectively handled by receiving information in an alternative manner. Consideration should be given to developing a list of call types that can be dealt with in an alternative manner. Example of a type of report/log entry: Crash Report				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. In lieu of dispatching an officer to the caller/scene, the agency accepts an Incident Report or log entry by any of the following means:
   - **A.** Report by Telephone **Y N**
   - **B.** Report by U.S. Mail **Y N**
   - **C.** Report by Internet (software program or email) **Y N**
2. **If yes to any of the above means**, there is a written directive specifying the criteria for accepting the Incident Report or log entry (e.g., appropriate types of calls). **Y N**
3. **If No to any of the above means,** there is a written directive advising personnel of that policy. **Y N**

Agency: _____Assessor: _____ Date: _____

82.3.1	Master Name Index	ACCREDITATION Optional	Revision Date: 03/31/2024	Observation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
				❑ Observation of the agency's alphabetical master name file.

STANDARD / EVALUATION MEASURES:

1. **By observation:** the agency demonstrated that it maintains an alphabetical master name index. **Y N**

   If NO, no further action is necessary. This standard is Optional**;** the agency *will not* receive credit for it.
   If YES, all elements of this standard must be met if the agency wishes to receive credit for it.

2. Select the type of System:

   A. _____ Manual system

   B. _____ Automated system

Agency: _____Assessor: _____ Date: _____

82.3.2	Index File	ACCREDITATION Optional	Revision Date: 03/31/2024	Observation
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
The intent of this standard is to "categorize" agency activity into at least those categories specified in the standard and identified below.			❑ Observation/demonstration of the agency's records management system	

STANDARD / EVALUATION MEASURES:

1. **By observation,** the agency demonstrated that it maintains its records in at least the following categories:
   - **A.** Service calls by type. **Y N**
   - **B.** Crimes by type. **Y N**
   - **C.** Service calls by location. **Y N**
   - **D.** Crimes by location. **Y N**
   - **E.** Stolen/Recovered property. **Y N**
   - **F.** Found property. **Y N**
   - **G.** Evidentiary property. **Y N**

82.3.3	Traffic Citation Maintenance	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Regarding Question 4, Bullet C: Secure areas typically include locked boxes and one-way mail slots. **For those agencies not using locked boxes or one-way mail slots, etc.:** If the citation is electronically recorded in the agency's records system by the issuing Officer before the citation is turned in and placed in an unrestricted location, the electronic recording of the citation may be used to satisfy "the storing of citations in a secure area."				❑ Written Directive ❑ Observation of location where *completed* citations are kept ❑ Audit Sheet

STANDARD / EVALUATION MEASURES:

1. The agency has written procedures for maintaining records of traffic citations, whether they use printed citation books, e-citations, or a combination of both. **Y N**

2. The agency uses hard copy citation books. **Y N (if no, proceed to question 3)**

If **yes:**

A. The procedures address how citation books will be issued to officers. **Y N**

B. The procedures require an accounting of completed citations (e.g., the audit sheet). **Y N**

3. The agency uses electronic or automated citations for the issuance of traffic violations. **Y N**

If **Yes:**

A. The procedures address how citation numbers will be issued to officers using the e-citations. **Y N**

B. The procedures require an accounting of completed citations (e.g., the audit sheet). **Y N**

4. The procedures require the agency to store citations (whether printed or electronic) in a secure area **after they have been issued** (Refer to the Note Box). **Y N**

A. **Per the written directive**, the LOCATIONS of the completed citations to be stored are:

Temporary Filing Location: _____

Permanent Filing Location: _____

B. **BY OBSERVATION, LOCATIONS** of the completed citations kept:

Temporary Filing Location: _____

Permanent Filing Location: _____

C. They are secure. **Y N**

Method in which they are secured: _____

Agency: _____Assessor: _____ Date: _____

82.3.4	Operational Component Records	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
It is not the intent of this standard to require dual record keeping so long as data is readily available to personnel in the agency. The central records function may decentralize some of its record-keeping responsibility. **The directive should specify the types of records and the retention schedule for records maintained in operational units**. For example, criminal investigators should maintain case files on active cases being investigated, to be transferred to the records center when inactivated. Similarly, traffic records may be maintained by patrol or a specialized traffic component. Intelligence, vice, drug, and organized crime control units may be permitted to maintain records independently for additional security and control.				❑ Written Directive(s) discussing the specific records to be maintained in operational units

STANDARD / EVALUATION MEASURES:

1. There is a written directive (or directives) identifying the records to be maintained in each operational component. **Y N**

82.3.5	ID Number and Criminal History	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Observation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
An identification number is a person-oriented number and is assigned to a specific person. Once a person has been assigned an identification number, all subsequent arrests and information concerning that person should be referenced to his or her identification number. Each person who has been arrested should have only one identification number, although the individual may have been arrested on several different occasions and thus have different case and arrest numbers relating to them. The system should include a procedure ensuring that identification numbers are not duplicated or skipped. The criminal history file is often referred to as an identification file and should include the following documents: fingerprint card, criminal history transcripts (state and federal), photograph (if available), and copy of arrest report. The file may be sequenced by identification number. The criminal history transcripts may be excluded from agency files if they are immediately accessible through state or federal information systems. It is not necessary to have all the documents in one file so long as cross-references point to the location of each document.				❑ Document showing use of the Offender Based Tracking Numbering (OBTN) system

STANDARD / EVALUATION MEASURES:

BY OBSERVATION:

1. The agency assigns an identification number to each person custodially arrested. **Y N**

2. The agency is using the Offender Based Tracking Numbering system (OBTN). **Y N**

3. The agency maintains a criminal history file on each person custodially arrested. **Y N**

Agency: _____Assessor: _____ Date: _____

83.1.1	24 Hour Availability	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
If qualified personnel are not on duty when needed, agencies may demonstrate compliance by having skilled personnel "on call" or by showing that prior arrangements have been made to acquire such personnel from another agency.			❑ Schedule showing 24-hour coverage ❑ On-call list for *Agency* Personnel ❑ Contact List to notify qualified personnel from *outside* agency. ❑ Written Directive indicating WHO to call.	

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive noting that it has protocols that trained/certified personnel are available on a 24-hour basis to **process crime scenes**. **Y N**

2. The agency has a written directive noting that it has protocols that trained/certified personnel are available on a 24-hour basis to **process traffic collisions** (Accident Reconstruction). **Y N**

3. Identify the nature of the documentation provided by the agency:

A. _____ **Schedule** showing 24-hour coverage

B. _____ **On-call List** to reach *Agency* Personnel

C. _____ **Contact List** to notify qualified personnel from OUTSIDE AGENCY was provided.

I. Identify the OUTSIDE Agency: _____

Agency: _____Assessor: _____ Date: _____

83.2.1	Guidelines and Procedures	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
The following are brief distinctions among each function: Collecting, Processing, and Preserving: **COLLECTING:** The directive should provide guidelines for the *preferred methods* of collecting, marking/labeling, and packaging/storing a variety of evidentiary items. **PROCESSING:** The agency should develop general guidelines for its approach to crime scene processing. For example, the first rule may be to secure and protect the crime scene. Agency policy should dictate whether the processing is conducted by field personnel or specialists. Processing procedures should determine the progression of tasks, such as a photograph, sketch (by hand or through software), fingerprint, mark, and collect. **PRESERVING:** Methods used are those that should preserve the condition of evidence in the process of collection, prevent the introduction of foreign materials to it, and ensure as complete a sample as possible and practical. For physical evidence to be accepted by the court at the time of trial, it is essential that the chain of evidence be maintained.				❑ Written Directive ❑ The *document* used to record the transfer of custody ❑ Training documentation for agency personnel collecting evidence ❑ Training Certificate(s) for agency personnel collecting DNA evidence

STANDARD / EVALUATION MEASURES:

1. The agency has written guidelines and procedures for:

- **A.** Collecting Evidence. **Y N**
- **B.** Processing Evidence. **Y N**
- **C.** Preserving Evidence. **Y N**
- **D.** Storing Evidence. **Y N**
- **E.** Transporting Evidence. **Y N**
- **F.** Submitting of Evidence to accredited laboratories. **Y N**
- **G.** Transferring Custody of Physical Evidence. **Y N**

2. The agency has a written directive that requires the transfer of custody (chain of custody) of physical evidence to be documented. **Y N**

Agency: _____Assessor: _____ Date: _____

83.2.1 Guidelines and Procedures (continued)

3. The agency has a written directive that **requires** training for persons collecting evidence. **Y N**

4. The AGENCY has the capability to collect and preserve DNA Evidence. **Y N**

5. The agency has a written directive on guidance for handling DNA Evidence that includes:

A. First responder responsibilities. **Y N**

B. First responder precautions. **Y N**

C. Procedures for the collection of DNA evidence. **Y N**

D. Storage of DNA evidence. **Y N**

E. Transportation of DNA evidence. **Y N**

F. DNA evidence collection training requirements for persons collecting evidence. **Y N**

G. Procedures for the submission of DNA evidence to accredited laboratories. **Y N**

Lab(s) Used: _____

83.2.2	Photography and Video Tapes	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Photographs and/or videotapes of crimes scenes and evidence are critically important as evidence. Preferably, they should be taken by personnel trained in photography and video procedures. The directive should specify the information to be recorded when photographs and videotapes are taken, as well as the procedure for their storage, to be qualified in the future as competent evidence. Procedures should be consistent with applicable statutory and case law. Information recorded may include type of camera, make, model, film, lens, settings, lighting, date, time, location, who took the picture, etc.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

Pursuant to the collection and preservation of evidence:

1. The agency uses **DIGITAL and/or PRINT** (conventional) **CAMERA(S)** to photograph and record evidence. **Y N**

A. If yes, there are written procedures for use of digital and/or print (conventional) cameras. **Y N**

B. The directive specifies the information to be documented/recorded when used. **Y N**

2. The agency uses **IMAGING and/or VIDEO Equipment** to record evidence. **Y N**

A. If yes, there are written procedures for use of imaging and/or video equipment. **Y N**

B. The directive specifies the information to be documented/recorded when used. **Y N**

3. The agency uses **AUDIO Equipment** to record evidence. **Y N**

A. If yes, there are written procedures for use of audio equipment. **Y N**

B. The directive specifies the information to be documented/recorded when used. **Y N**

4. The agency authorizes the use of **PERSONALLY OWNED EQUIPMENT or DEVICES** to record evidence. (i.e., cellphones, IPADs, tablets, cameras, etc.). **Y N**

A. If yes, there are written procedures for use of personally owned equipment or devices. **Y N**

B. The directive specifies the information to be documented/recorded when used. **Y N**

5. The agency is documenting the information that is required to be recorded (see note box) by the following method(s):

_____via Computer Software _____Narrative in Report

_____Photo/Video Log _____ Other: _____

Agency: _____Assessor: _____ Date: _____

83.2.3	Fingerprints	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. Pursuant to the collection and preservation of evidence, the agency has written procedures for each of the following:

A. PROCESSING Fingerprints (securing the print, taking a photo of the print). **Y N**

B. DEVELOPING Fingerprints (dusting and fuming, preparing the object to lift the print)**. Y N**

C. LIFTING Fingerprints (collection). **Y N**

D. LABELING Fingerprints. **Y N**

83.2.4	Equipment and Supplies	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Observation Interview
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
In some jurisdictions where crime scene processors are required to go from one crime scene to another without the opportunity to return to a central point to replenish equipment and supplies, a specially built and equipped vehicle should be used, e.g., one having a portable power generator, ladder, and lights. Patrol personnel and investigators who are appropriately trained may carry equipment in their vehicles for scene processing. It is important, however, that those who process the scene are equipped with the necessary equipment to allow effective and timely processing of the scene.			❑ Observation of agency equipment and supplies. ❑ Interview with agency personnel who perform the tasks. ❑ If outside personnel are utilized, a written directive indicating which agency/phone number(s) to call.	

STANDARD / EVALUATION MEASURES:

1. For processing crime scenes, the agency demonstrates that it HAS or HAS ACCESS TO personnel, equipment, and supplies for:

A. The recovery of latent fingerprints. **Y N**

Who: _____

What: _____

B. Photography and/or videography. **Y N**

Who: _____

What: _____

C. Sketching the scene (by hand or software/digital imaging). Y N

Who: _____

What: _____

D. Collecting and preserving physical evidence. **Y N**

Who: _____

What:_____

Agency: _____Assessor: _____ Date: _____

83.2.5	Procedure, Seizure of Electronic Equipment	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Devices capable of storing data are extremely sensitive to electrostatic discharge. Improper handling may cause damage to the device rendering it useless. Methods of collection and transportation of all types of storage media, powered or not, should be established. Simply powering a data storage device on or off can overwrite significant amounts of data causing the integrity of the potential evidence to be lost. All extraction and analysis of data stored on a device seized as evidence should be performed by persons that have received training in data forensics and are familiar with the proper legal precedent for seizure of such evidence.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has written PROCEDURES for the seizure of **electronic equipment**. (i.e., computers, lap-tops, cellphones, tablets, gaming systems etc.) **Y N**

2. The agency's directive addresses **other devices** capable of **storing data in an electronic format** (CD/DVDs, diskettes, external drives, USB drives, etc.). **Y N**

Agency: _____Assessor: _____ Date: _____

83.2.6	Report Preparation	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
The intent of this standard is not only to have a written directive that requires a report to be prepared, but also to have the written directive provide some guidance on the type of information that should be included in the report. An accurate record of events that transpire at the scene in connection with the investigation is required at the time of trial. The directive may require such elements as the following to be included in the report: date and time of arrival at the scene; location of the crime; name of the victims, if known; name of suspect, if known; action taken at the scene, including the number of photographs taken, and whether measurements were made (yes or no); list of physical evidence recovered; and case file reference number. Other information that should be included when a crime scene processor is involved is the date and time a request for service was received, the name of the investigating officer, the disposition of any physical, photographic, video or audio evidence the physical evidence and exposed negatives, and crime scene measurement information.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive governing the preparation of a report by the person who processes a **crime scene**. **Y N**

2. The agency has a written directive governing the preparation of a report by the person who processes a **traffic collision scene**. **Y N**

3. The directive indicates **WHAT** information should be included in the report. **Y N**

Agency: _____Assessor: _____ Date: _____

83.3.1	Collecting from Known Source	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
A significant degree of the value of laboratory examinations concerns the identification of substances and comparison of these with materials from known sources. This is true especially in the case of the study of hairs, fibers, fabrics, paint, glass, wood, soil, and tool marks. The location from which samples from a known source are taken is critical where fractures have occurred, such as in the case of glass, wood, paint, and metal.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive **requiring** that materials and substances be collected from a known source, whenever available, for submission to the lab for comparison with physical evidence collected.
Y N

83.3.2	Evidence, Laboratory Submission	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
The written directive should specify procedures for submission of perishable evidence to the forensic laboratory, such as fresh blood, blood-stained objects, other physiological stains and tissue, and biological materials. Large and bulky items, firearms, drugs, and other items should be prepared in a uniform manner that is consistent with the requirements of the receiving laboratory. The responsibility for requesting laboratory examinations and preparing and transmitting the evidence to the laboratory should be defined. Guidelines for the types and preparation of transmittal documents should be described. Chain of custody should be carefully maintained.				❑ Written Directive ❑ Observation of Receipts from Lab maintaining chain of evidence

STANDARD / EVALUATION MEASURES:

1. The agency has written procedures for submitting evidence to a forensic laboratory. **Y N**

2. The procedures in the directive:

A. Identify the person/position responsible for submitting the evidence. **Y N**

B. Discuss methods for packaging and transmitting evidence to the lab. **Y N**

C. Identify the documentation to accompany evidence when transmitted. **Y N**

D. Require receipts to ensure maintenance of chain of evidence. **Y N**

E. Require lab results to be submitted in writing. **Y N**

Agency: _____Assessor: _____ Date: _____

84.1.1	Evidence/Property Control System	CERTIFICATION	Revision Date: 03/31/2024	Written Directive
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
This standard applies to all evidentiary, found, impounded, abandoned, recovered, and seized property items in the agency's control and custody. It is not the intent of this standard to require separate policies for each category of property being held by an agency. Doing that would be an agency decision.				❑ Written Directive

STANDARD / EVALUATION MEASURES:

1. The agency has written procedures requiring property to **be logged into agency records** before personnel end their shift/assignment or under exceptional circumstances defined by policy. **Y N**

A. The directive allows for any exceptions to this procedure. **Y N**

B. If **yes**, the agency identified any exceptional circumstance(s) in the directive and provided the procedure for handling. **Y N**

2. The agency has written procedures requiring property to be placed under the control of the property, and evidence control function (**entered into an approved storage location**) before personnel end their shift/assignment or under exceptional circumstances as defined by policy. **Y N**

A. The directive allows for any exceptions to this procedure. **Y N**

B. If **yes**, the agency identified any exceptional circumstance(s) in the directive and provided the procedure for handling. **Y N**

3. The agency has written procedures requiring a **written report** to be prepared regarding the property. **Y N**

A. The report must **detail the circumstances** by which the property came into the agency's possession. **Y N**

B. The report must **describe each item of property** obtained. **Y N**

4. There are written guidelines for **packaging** property prior to storage. (i.e., specify the type of container). **Y N**

5. There are written guidelines for **labeling** property prior to storage. (i.e., what, where, and how). **Y N**

6. The written directive indicates **WHERE the initial seizing personnel** are to securely store all property coming into the agency's custody/control (initial or **temporary storage location**). **Y N**

Agency: _____Assessor: _____ Date: _____

84.1.1 Evidence/Property Control System (continued)

7. The written directive indicates **WHERE the Property Custodian** is to securely store all property coming into the agency's custody/control. (**from temporary to a permanent storage location(s**). **Y N**

8. The written directive establishes **extra security measures** for handling exceptional, valuable, or sensitive property items. **Y N**

NOTE: Extra security measures are needed for **firearms, drugs, currency/money, explosives and jewelry/precious metals**. Extra security measures include but are not limited to safes, lockers, cabinets, gun racks with security chains and/or bars, separate closets, etc.

9. According to the agency's written directive, HOW or WHERE are the following items to be secured for added security for **INITIAL/TEMPORARY STORAGE**:

A. Cash/Jewelry: _____

B. Firearms/weapons: _____

C. Drugs: _____

D. Blood and other Body Fluids: Locked Refrigerator? **Y N** _____

E. Vehicles (e.g., impounded; *especially* before/while being processed): _____

F. Bicycles: _____

G. Provisions for Large/Bulky/Oversized Items: _____

H. The agency's written directive indicates that lost and found property is to be securely stored in:

_____

10. According to the agency's written directive, HOW or WHERE are the following items to be secured for added security for **PERMANENT STORAGE:**

A. Cash/Jewelry: _____

B. Firearms/weapons: _____

C. Drugs: _____

D. Blood and other Body Fluids: Refrigerator? **Y N** _____

E. Vehicles (e.g., impounded; *especially* before/while being processed): _____

F. Bicycles: _____

G. Provisions for Large/Bulky/Oversized Items: _____

H. The agency's written directive indicates that lost and found property is to be securely stored in:

_____

Agency: _____Assessor: _____ Date: _____

84.1.1 Evidence/Property Control System (continued)

11. The agency has written procedures requiring an effort to **identify and notify the owner** or custodian of the property in the agency's custody. **Y N**

12. The agency has written procedures for the **TEMPORARY transfer** of property items from the control of the "property and evidence function" (e.g., to Court or a Lab, etc.). **Y N**

13. The agency has written procedures for the **FINAL** release of property items from the control of the "property and evidence function" (i.e., to the Owner or for Destruction). **Y N**

84.1.2	Storage and Security	CERTIFICATION	Revision Date: 03/31/2024	Tour
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Standard 84.1.1 requires agencies to designate in writing WHERE certain property items are to be securely stored (i.e., the specific location must be identified). Standard 84.1.2 is an observation standard where agencies must demonstrate that they are abiding by their written directive, and all evidentiary property is stored within their designated, secure locations with limited access to agency personnel.				❑ Observation of all property storage area(s)

STANDARD / EVALUATION MEASURES:

1. **By observation**, the following items are stored according to that written directive. In other words, the written directive reflects agency practice:

Type of Property:		**ACTUAL** Storage Location	**Directive Reflects Agency Practice**	**Comments**
A	Cash / Jewelry		**Y N**	
B	Firearms / Weapons		**Y N**	
C	Drugs		**Y N**	
D	Blood and other Body Fluids		**Y N**	
E	Vehicles (e.g. impounded)	Before/While being processed:	**Y N**	
F	Bicycles		**Y N**	If access to area is NOT restricted, are bikes chained together? **Y N** **N/A Access Restricted**
G	Large/Bulky/Over-sized Items		**Y N**	
H	Lost and Found Items		**Y N**	
I	All *Other* Property (general)		**Y N**	

2. **ACCESS** to all the above storage areas is **LIMITED** to certain authorized personnel. **Y N**
3. **HOW MANY** have access? _____
4. Identify **WHO** has access by name or position: _____

Agency: _____Assessor: _____ Date: _____

84.1.3	Temporary Security	CERTIFICATION	Revision Date: 03/31/2024	Tour
Note to Accreditation Managers and Assessors			**Proofs of Compliance**	
Provisions should be made for securing items of property when the property room is closed. Several methods can be followed to achieve this objective, such as installation and use of one-way drop boxes, lockers, and specially designed containers.			❑ Observation of temporary storage facilities (securable storage lockers, etc.)	

STANDARD / EVALUATION MEASURES:

BY OBSERVATION:

1. Secure facilities are available for storing property during periods when the property room is closed (i.e., in-custody and evidentiary property). **Y N**

Location of facilities: _____

Briefly describe facilities: _____

_____

_____

_____

_____

Agency: _____Assessor: _____ Date: _____

84.1.4	Controlled Substances, Weapons and Explosives for Training/Investigative Purposes	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Observation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Some agencies may choose to utilize seized or forfeited controlled substances, weapons, or explosives for investigative or training purposes. It is critical that the agency establish safeguards to maintain security and integrity of these items. The agency should establish guidelines for the periodic accounting of any item utilized in this manner.				❑ Written Directive ❑ Observation of property and property records

STANDARD / EVALUATION MEASURES

1. The agency uses the following for investigative or training purposes:

A. Controlled Substances **Y N**

B. Weapons **Y N**

C. Explosives **Y N**

2. If **No to all of the above**, there is a conditional waiver signed by MPAC Staff. **Y N**

3. If **Yes** to any of the above, they are under the control of the Property and Evidence Function**. Y N**

A. If **Yes**:

I. There are **written procedures** ensuring their security and accountability. **Y N**

II. They are **secured** *per the directive.* **Y N**

III. They are **accounted for** in the agency's records. **Y N**

B. If **No**, explain how their security and accountability is accounted for: _____

_____

Agency: _____Assessor: _____ Date: _____

84.1.5	Records, Status of Property	CERTIFICATION	Revision Date: 03/31/2024	Observation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
For the overall efficiency of the property room function, a record-keeping system that accurately reflects the status of all property held by the agency shall be maintained. At a minimum, this system should record the following: the location of the property; the date and time the property was received or released; the type of property; amounts; all chain of custody transfers; and final disposition.				❑ Observation of property records

STANDARD / EVALUATION MEASURES:

1. **By observation and sampling**, Complete the Table below conducting one (1) random sample for <u>each</u> item listed.

Item		Case & Property Number	The Agency's records accurately reflect the status of the property.
A	Drug		**Y N**
B	Weapon		**Y N**
C	Cash or Jewelry		**Y N**
D	Found Property		**Y N**
E	Other (*a "general" or non-high risk/extra security property item*)		**Y N**

2. Regarding the property items sampled above, the agency's records accurately reflect the status of the property held. **Y N**

Agency: _____Assessor: _____ Date: _____

84.1.6	Inspections and Reports	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Documentation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
For purposes of complying with this multi-faceted standard, the definitions provided on the following pages for each inspection, inventory, and audit will be used to assess compliance: **SEMI-ANNUAL**; **AUDIT** (newly assigned/transferred property custodians or evidence officers); **ANNUAL AUDIT**; and **UNANNOUNCED INSPECTIONS** **SEMI-ANNUAL INSPECTIONS** are scheduled and conducted at least twice per year. **AUDITS** are conducted when there is a change in an agency's primary property custodian/evidence officer. **ANNUAL AUDITS** are scheduled and conducted at least once a year. **UNANNOUNCED INSPECTIONS** are conducted as directed by the agency's chief executive officer at least once a year. Agencies may consider the use of personnel outside of the agency to conduct the audits and inspections for semi-annual inspections, annual audits, and unannounced inspections. For example, the CEO could select personnel from an adjoining city or town or employees who work for the agency's municipality, such as city auditors, etc. Any persons utilized outside of agency personnel should be appropriately vetted, and the results of their audit/inspection are documented and provided to the chief executive officer. **SELF ASSESSMENT AGENCIES** Upon establishing a written directive for property and evidence control for an agency in self-assessment that has never had an audit with a complete inventory of all evidence/property items previously done, then one must be conducted, and a property custodian/evidence officer must be appointed by the agency's chief executive officer. **"High Risk"** items include firearms, drugs, currency/money, explosives and jewelry/precious metals these items require extra security measures and accounting for by the agency. **NOTE** – all inspections and audits noted above must be completed independently of one another. **They can not be completed in conjunction** or combination with each other.				▪ **Written Directive** affixing responsibility for conducting the required inspections, inventories, and audits. ▪ **Previous semi-annual inspection reports**. ▪ **Annual audit(s)**. ▪ **Audit Reports**, <u>if</u> primary Property Custodian changed ▪ **Unannounced (annual) Inspection Report.**

STANDARD / EVALUATION MEASURES:

SEMI-ANNUAL INSPECTIONS

SEMI-ANNUAL INSPECTION: (*conducted by the person responsible for the property and evidence control function, their immediate supervisor, or a designee of the chief executive officer.*)

An examination of the agency's property storage areas to determine that the areas are being maintained in a clean and orderly fashion; that agency directives concerning the property management system are being followed (proper handling, storage, record-keeping, etc.); that the property and evidence are being protected from damage or deterioration; and that property having no other evidentiary value is being disposed of promptly.

Agency: _____Assessor: _____ Date: _____

84.1.6 Inspections and Reports (continued)

1. A written directive requires **semi-annual inspections** of the property control function to determine adherence to procedures. **Y N**
2. The directive indicates WHO is responsible for conducting them. **Y N**

   A. Position: _____

3. The directive indicates WHO is responsible for maintaining the file of the inspection reports. **Y N**

   A. Position: _____

4. The agency indicates on the compliance Log WHERE these inspection reports are filed. **Y N**

   A. Location: _____

5. The agency demonstrates that it is conducting **semi-annual inspections** of its property storage areas (at least every six months). **Y N**
6. The agency placed copies of all semi-annual inspection reports completed for the current assessment period in the File Folder. **Y N**

   A. Dates of Reports:_____

AUDITS

AUDIT (*conducted whenever the **primary** property and evidence custodian is assigned to or transferred from the position and is conducted jointly by the newly designated property and evidence custodian and a designee of the CEO to ensure that records are correct and properly annotated.*)

During the joint audit associated with evidence custodian transfers, a sampling (as noted in the table on page 5 of this checklist) of the total amount of "**high-risk" (e.g., money, precious metals, jewelry, firearms, and drugs) property and evidence items** under the agency's care must be reviewed concerning documentation and accountability. A random sampling of all property/evidence items should be included in the audit. The number of selected items for the sampling of all items should be a number that should be sufficient to ensure the integrity of the system and accountability of property. The person assuming custody of the property and evidence should ensure that records are current and properly annotated. All discrepancies should be recorded before the assumption of property and evidence accountability by the newly appointed custodian

This part of the standard refers to changes in the **PRIMARY Property Custodian, not to changes in any of the BACK-UP Custodians**

NOTE - If an error rate of more than 5 percent is discovered when conducting the audit, a complete inventory of the high-risk property must be performed. However, agencies should consider a complete inventory when other factors suggest it is necessary.

7. There is a written directive requiring an **audit** of evidence items/property whenever there is a change in the primary Property Custodian. **Y N**

84.1.6 Inspections and Reports (continued)

8. The agency designated a NEW primary Property Custodian within the past 12 months for initial certification/accelerated accreditation or within the agency's three-year award period for re-certification/re-accreditation. **Y N**

A. If *yes*: An **audit** was conducted jointly by the newly designated Property Custodian, transferred custodian, and a designee of the CEO. **Y N**

I. The agency placed a copy of the audit report in the File Folder. **Y N date of report_____**

9. The agency indicates on the Compliance Log WHERE their audit reports are filed. **Y N**

A. Location: _____

ANNUAL AUDITS

ANNUAL AUDIT: (*is conducted by the chief executive officer or their designee. **NOTE** - Under no circumstances should that inspector be appointed by supervisory or command officers having the property function under their control.)*

The purpose of the annual audit is to ensure the continuity of property/evidence custody by inspecting property storage areas, a sampling (as noted in the table on page 5 of this checklist) of the total amount of "high risk" (e.g., money, precious metals, jewelry, firearms, and drugs) evidence/property, and conducting an inspection or random sampling of all other (or general) property/evidence items under the agency's care.

NOTE - If an error rate of more than 5 percent is discovered when conducting the audit, a complete inventory of the high-risk property must be performed. However, agencies should consider a complete inventory when other factors suggest it is necessary.

It is recognized that some agencies have hundreds or thousands of items of property and evidence in custody. Agencies are not expected to inspect all "general" evidence items during their annual audit but a sample of those items. The number of selected items for the sampling of all "general" items should be a number that should be sufficient to ensure the integrity of the system and accountability of property

10. There is a written directive requiring an annual **audit** of property and evidence. **Y N**

11. The agency conducted an ANNUAL AUDIT of its property and evidence within the past 12 months for initial certification/accelerated accreditation or within the agency's three-year award period for re-certification/re-accreditation. **Y N**

12. Annual audits were conducted **by a supervisor not routinely or directly connected** with the property control function. **Y N**

13. The agency provided a copy of the annual audit reports in the File Folder within the past 12 months for initial certification/accelerated accreditation or year 1 of the agency's three-year award period for re-certification/re-accreditation.

Year 1: Y N date of report: _____

14. The audit report reflected the minimum sample size of items noted on this standard checklist's last page. **Y N**

Agency: _____Assessor: _____ Date: _____

84.1.6 Inspections and Reports (continued)

15. The agency provided a copy of the annual audit reports in the File Folder for year 2 of the agency's three-year award period for re-certification/re-accreditation.

Year 2: Y N N/A date of report: _____

16. The audit reflected the minimum sample size of items noted on this standard checklist's last page. **Y N**

17. The agency provided a copy of the annual audit reports in the File Folder for year 3 of the agency's three-year award period for re-certification/re-accreditation.

Year 3: Y N N/A date of report: _____

18. The audit reflected the minimum sample size of items noted on this standard checklist's last page. **Y N**

19. The agency indicates on the Compliance Log WHERE the annual audit reports are filed in the agency. **Y N**

A. Location: _____

UNANNOUNCED INSPECTIONS

UNANNOUNCED INSPECTION: (*is conducted by the agency's chief executive officer or their designee)*

The unannounced inspection is not meant to be a time-consuming task. It can be as simple as the chief executive officer, or their designee, entering the property and evidence areas and inspecting for cleanliness, orderliness, and tracing a few pieces of property and evidence to assure they are in the proper place as stated in the agency's records. An unannounced inspection must be conducted at least once a year.

20. There is a written directive requiring an unannounced inspection of property and evidence. **Y N**

21. An UNANNOUNCED INSPECTION of the agency's property and evidence storage areas was conducted. **Y N**

22. The inspection was initiated as directed by the agency's CEO. **Y N**

23. The position that conducted the inspection:

_____The CEO

_____CEO's Designee (name/position of designee):_____

24. The agency provided a copy of the inspection report(s) in the File Folder within the past 12 months for initial certification/accelerated accreditation or within the agency's three-year award period for re-certification/re-accreditation.

A. Year 1: _____ Y N

B. Year 2: _____ Y N N/A

C. Year 3: _____ Y N N/A

25. The agency indicated on the Compliance Log WHERE these reports are filed in the agency. **Y N**

A. Location: _____

TABLE FOR MINIMUM REQUIRED SAMPLE SIZE OF "HIGH RISK" ITEMS TO BE SELECTED

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

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

Agency: _____Assessor: _____ Date: _____

84.1.7	Final Disposition	ACCREDITATION Optional	Revision Date: 03/31/2024	Written Directive Documentation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
The agency has a written directive establishing procedures for the final disposition or destruction of found, recovered, and evidentiary property after all legal requirements have been satisfied.				❑ Written Directive ❑ Documentation of returned property

STANDARD / EVALUATION MEASURES:

1. The agency has a written directive for the final disposition or destruction of any FOUND PROPERTY**: Y N**

2. The agency has a written directive for the final disposition or destruction of any EVIDENTIARY PROPERTY**: Y N**

3. The written directive outlines procedures to include coordination and pre-approval of court prosecutors for the return of any property to victims or suspects in a criminal proceeding. **Y N**

Agency: _____Assessor: _____ Date: _____

84.1.8	Accounting, Disposition	ACCREDITATION Mandatory	Revision Date: 03/31/2024	Observation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
Agencies must account for the seizure and disposition of property acquired through civil process or forfeiture.				❑ Observation of property records

STANDARD / EVALUATION MEASURES:

1. The agency has acquired any property through civil process (vehicles, cash, equipment, real estate property, etc.). **Y N**

2. The agency has acquired any property through asset forfeiture proceedings (vehicles, cash, equipment, and real estate property). **Y N**

If **yes to 1 or 2 and by observation** of the agency's records:

A. The agency was able to demonstrate that it is the practice of the agency to account for all the property in its records. **Y N**

B. The agency was able to demonstrate that it is the practice of the agency to dispose of all the property pursuant to legal authority. **Y N**

Case Number(s): _____

Confirmed in an interview with: _____

Agency: _____Assessor: _____ Date: _____

84.1.9	Prescription Drug Disposal Program	CERTIFICATION	Revision Date: 03/31/2024	Written Directive Written Documentation
Note to Accreditation Managers and Assessors				**Proofs of Compliance**
The Prescription Drug Disposal Program provides a defined procedure for the intake, storage, and destruction of unused or expired medications. For the destruction of collected drug containers through a third-party vendor or company service, agencies must ensure that they adhere to all regulations and requirements as set forth by the USDOT and DEA. In these instances, the destruction procedures and any permit or regulation requirements must be detailed in the agency's written directive.				❑ Written Directive ❑ Observation of property records

STANDARD / EVALUATION MEASURES:

1. The agency has a Prescription Drug Disposal Program. **Y N**

2. If **No**, the agency has a waiver signed by MPAC Staff. **Y N**

3. If **Yes**, the agency has a written directive that addresses the following procedures:

Kiosk/Dropbox:

A. Is properly identified as a prescription drug disposal container. **Y N**

B. Is placed at the police station and is either secured or of such a design that it is not easily removed. **Y N**

C. Is monitored by video, or is observable by the desk officer/communications center **Y N**

D. A notice is attached to the kiosk/Dropbox, warning that no sharps/needles or liquids will be accepted in this container. **Y N**

E. The drug disposal container shall have a labeled or serialized inner liner to aid in the control and tracking of the contents received by the agency. **Y N**

Supervision of Kiosk/Drop Box:

F. A supervisor assigned to property & evidence oversees the program. **Y N**

G. Only supervisors/officers assigned to property & evidence have access to the kiosk/drop box. **Y N**

Emptying of the Kiosk/Drop Box:

H. The supervisor of the kiosk/drop box will regularly check the kiosk to ensure it does not overflow. **Y N**

I. Authorized supervisors/officers will remove contents when full. **Y N**

J. The contents should be placed in a container (plastic leak-proof bag inside a cardboard box) and immediately sealed with tape. **Y N**

Agency: _____Assessor: _____ Date: _____

84.1.9 Prescription Drug Disposal Program (continued)

K. The authorized supervisors/officers will sign their names over the seal of the container and the date it was sealed. **Y N**

L. The container shall be weighed if the agency is responsible for transporting the containers to a final point of destruction, and the weight recorded where it can be retrieved as a record. **Y N N/A**

M. A new empty labeled or serialized inner liner will be placed in the kiosk/drop box, and it will be locked to allow continued access by the public. **Y N**

N. A call entry is made in the daily log, and a property number is assigned as abandoned property. The box with collected items is placed in the evidence/property room. **Y N**

Destruction Procedures:

O. The container(s) containing the medications shall be removed from the in-house computer when they are to be destroyed. **Y N**

P. Authorized supervisors/officers will verify that the seal and signatures are intact and have not been tampered with by anyone. **Y N**

Q. Authorized supervisors/officers will transfer the designated container(s) to one of the following:

I. Transport in a designated container(s) to a DEA collection point or incinerator for a witnessed destruction where the container(s) are no longer visible. **Y N N/A**

- OR-

II. By transferring custody of sealed and labeled container(s) to a third-party vendor or company that is licensed and authorized to transport collected drugs for destruction to a designated facility for that purpose. **Y N N/A**

Record Keeping and Reporting:

R. The supervisor assigned to property & evidence shall maintain a retrievable record. **Y N**

Confirm a sample was viewed: **Y N**

S. The date the kiosk was emptied. **Y N**

T. The weight of the contents that were removed if the agency handles final destruction. **Y N N/A**

U. The property number assigned. **Y N**

V. The date of destruction or transfer for destruction. **Y N**

W. The manner and location of each destruction. **Y N**

X. The names and ranks of all personnel present for each destruction or when collected containers were transferred to a third-party vendor or company for destruction. **Y N**