

## Minimum Proof of Compliance Examples

**1.1.1 - Oath of Office:** Copy of a signed Oath of Office; picture of swearing in ceremony

**1.1.2 - Code of Ethics:** Copy of a signed LE Code of Ethics; can be obtained from DPSST if the agency does not do this in-house.

**1.1.3 - Public Safety Certifications:** Copy of employee record indicating certification dates; can be obtained from DPSST; it's helpful to cover agency rank as well.

**1.1.4 - Policy Manual:** Hard copy locations are observable. A screen shot of the computerized location can be used as a file proof.

**1.2.1 - Constitutional Requirements:** Copy of Miranda card; copy of rights advisement statement (preferably signed); arrest report that denotes rights advisement (only the relevant page of the report with appropriate sentences highlighted is sufficient).

**1.2.2 - Search & Seizure:** If possible, it's helpful to have proofs related to all search examples; copy of search warrant and/or search warrant affidavit; case reports denoting search examples, such as plain view, exigent circumstances, consent, pat-down (only relevant pages of report needed); copy of written consent form or signed consent.

**1.2.3 - Arrests:** Copies of arrest reports regarding a warrant and a non-warrant arrest.

**1.2.4 - Temporary Custody of Juveniles:** Case reports detailing custody of juveniles, to include copy of citation issued in lieu of custody (only relevant case report pages needed).

**1.2.5 - Bias-Based Policing:** Copies of training records; copies of relevant case reports. If no cases, a memorandum from the CEO or designee specifying no reported incidents for whatever required period of time.

**1.2.6 - Arrest/Detention of Foreign Nationals:** Copies of Consular notification documents and/or copies of any relevant case reports.

**1.3.1 - Use of Force:** Copies of case reports/use of force reports detailing use of force (only relevant pages of report needed). Note: Duplication of proofs throughout use of force section is okay.

**1.3.2 - Deadly Force:** Copies of case reports detailing use of deadly force; if no cases, memorandum from CEO specifying no such incidents for whatever required period of time.

**1.3.3 - Use of Firearms:** Copies of case reports detailing specific firearms discharge (only relevant pages of report needed); if no such cases, memorandum from the CEO or designee specifying no such incidents in identified standard areas for whatever required period of time.

**1.3.4 - Firearms Proficiency:** Training records that substantiate demonstrated proficiency; copies of firearms instructor certifications.

**1.3.5 - Firearms and Ammunition:** Copies of firearms inventory and/or assignment logs.

**1.3.6 - Less-Lethal Weapons and Control Devices:** Copies of training documentation on agency-allowed weapons/devices.

**1.3.7 - Use of Force Reporting and Review:** Copy of use of force report form, preferably one that documents an incident. Copy of annual review/analysis of all use of force incidents.

**1.3.8 - Officer Involved Shooting:** If have an incident, documentation such as case report, media releases, etc. that show compliance with all standard bullets; if no incidents, a memorandum from CEO or designee specifying this.

**1.4.1 - Mission:** Copy of mission statement.

**1.4.2 - Direction:** The preferred and permanent option is a copy of a Council Resolution that outlines the authority and responsibility of the COP, or a specific section in Ordinance related to the Police Chief's authority and responsibilities. Memorandum from city manager designating authority, coupled with job description is minimally acceptable.

**1.4.3 - Chain of Command:** Copy of any documentation related to assigning command authority, such as email or memorandum.

**1.4.4 - Supervisor Accountability:** Copy of job performance evaluation completed by a supervisor; copies of any documentation that may relate to supervisory accountability, such as a supervisor's performance evaluation by command, disciplinary documentation, etc.

**1.4.5 - Duty to Obey Lawful Orders:** Copy of any documentation related to issuance of orders, failure to obey orders, addressing conflicting, illegal or inconsistent orders.

**1.4.6 - Written Directives:** Copies of any documentation related to development, modification, review, implementation, or dissemination of written directives.

**1.5.1 - Recruitment and Selection:** Copies of any documentation related to application process, pre-employment testing, and selection.

**1.5.2 - Job Descriptions:** Copies of job descriptions for agency positions. Copy of documentation related to periodic review/update of job descriptions.

**1.5.3 - Evaluation of Employees:** Copy of evaluation document and/or completed employee evaluation.

**1.5.4 - Promotions, Transfers, and Special Assignments:** Copy of documentation related to promotion processes or processes related to selection for special assignment.

**1.5.5 - Conditions of Work:** Copy of any documentation related to bulleted categories, such as outside employment request.

**1.5.6 - Personnel Files:** Due to security nature of such files, this could be observable. Some examples would be copies of requests to view a personnel file.

**1.5.7 - Health & Safety:** Training documentation on PPE, blood-borne pathogen exposure/control, or accident prevention; copies of accident and/or exposure reporting forms or redacted completed forms.

**1.5.8 - Workplace Harassment:** Training documentation. Redacted copy of any complaint filed. Memorandum from CEO or designee regarding no such incidents reported within required period.

**1.5.9 - Department Computer Use and Electronic Mail:** Copies of any documentation related to system inspections and/or reviews, system security, internet use issues, etc.

**1.5.10 - Employee Commendations:** Copies of commendation letters or awards.

**1.5.11 - Reserve Officers:** Training documentation; copies of signed Oath of Office; appointment process documentation.

**1.5.12 - Police Cadets:** Documentation related to selection, training, assignment, or performance evaluation.

**1.5.13 - Volunteers:** Documentation on selection process, training, assignment or scheduling.

**1.6.1 - Cash Funds/Accounts:** Copies of cash ledgers, receipts, cash transactions, or cash fund audit/review reports.

**1.6.2 - Audits:** Copies of the Executive Summary of city financial audit report.

**1.6.3 - Inventory Controls:** Copies of inventory control records.

**1.7.1 - Personnel Complaint Procedure:** Copies of documents used for recording and/or investigating complaints; redacted copy of completed complaint and disposition. Copy of annual analysis of complaints.

**1.7.2 - Disciplinary Policy:** Copies of forms used in disciplinary process and/or redacted copy of discipline administered.

**1.7.3 - Grievance Procedure:** Redacted copy of filed grievance. Memorandum from CEO regarding no grievances filed within required period.

**1.8.1 - Training Policy:** Copy of training plan or schedule. Copies of training documentation.

**1.8.2 - Field Training Evaluation Program:** Copies of associated training and/or evaluation documentation, DPSST FTEP manual table of contents, FTEP completion record.

**1.9.1 - News Media Relations:** Copies of news releases.

**1.9.2 - Citizen Ride-Along:** Copies of application form and/or waiver.

**1.10.1 - Crime and Traffic Analysis:** Copies of analysis work.

**1.10.2 - Uniform Crime Reports:** Copy of submitted UCR report.

**2.1.1 - Vehicle Response to Emergency & Non-Emergency Calls:** Copy of police report that details a police response, such as activation of lights and/or siren.

**2.1.2 - Vehicle Pursuit Driving:** Copy of police report that details vehicle pursuit; copy of annual analysis of vehicle pursuits.

**2.1.3 - Citation & Release Policy:** Copy of a case/citation involving arrest, cite and release.

**2.1.4 - Hazardous Materials:** Copy of case and/or dispatch record involving hazardous materials incident; training documentation.

**2.1.5 - Police Service Dogs:** Documentation related to training, certification, and deployment of police service dogs.

**2.1.6 - Special Response Unit:** Documentation related to selection, training, or incident response; copy of post-incident report.

**2.1.7 - Prisoner Transports:** Copy of police report detailing a prisoner transport. Documentation on prisoner escape while in transport. If no escapes, a memorandum from the CEO specifying no prisoner escapes during the required period.

**2.1.8 – Recording Police Activities:** Copy of a police report documenting an event where this occurred.

**2.2.1 - Domestic Violence:** Copy of police report on DV incident; victim DV handouts.

**2.2.2 - Elder Abuse** Copy of police report on elder abuse incident.

**2.2.3 - Child Abuse Reporting:** Copy of police report on child abuse incident; copy of DHS referral.

**2.2.4 - Missing Persons:** Copy of police report on missing person; copy of data entry on missing person.

**2.2.5 - Mental Illness:** Copy of police report on mental illness incident. Copy of CAD report dispatch/disposition.

**2.2.6 - Hate Crimes:** Copy of police report involving reported hate crime. If no reported incidents, memorandum from the CEO or designee specifying no such incidents.

**2.2.7 - Confidential Informants:** Copies of forms used for collection of informant information and identification.

**2.2.8 - Body Armor:** This is usually observable, but photograph of officer in body armor can also be used; copy of inventory list for issued body armor.

**2.2.9 - Occupant Safety Restraints:** This is usually observable, but photograph of employee wearing safety restraints can be used.

**2.2.10 - Field Reporting and Management:** Copies of report forms used.

**2.2.11 - Victim Rights Notification:** Copies of victim rights material used as handouts.

**2.3.1 - Disaster Plan:** Training documentation/verification on plan; periodic plan update verification.

**2.3.2 - Bombs and Explosive Material:** Copy of police report on bomb threat or explosive material incident.

**2.3.3 - Aircraft Accidents:** Copy of police report dealing with aircraft accident.

**2.4.1 Traffic Enforcement:** Copy of written warning, if used; copy of issued citation; copy of arrest report involving a traffic incident.

**2.4.2 - Traffic Crash Investigation:** Copies of police reports on specified traffic crash types.

**2.4.3 - Reflectorized Vests:** This is usually an inspection item; photographs of employees in vests at associated incidents from either news media or police sources.

**2.5.1 - Patrol Vehicle:** This is usually observable, but photographs of specified emergency equipment can be used.

**2.5.2 - Vehicle Equipment:** Copy of inventory checklist list used, if any.

**2.5.3 - Vehicle Inspections:** Copy of vehicle inspection sheet or log, if used; depending on timing, this can also be observed.

**2.5.4 – Use of Audio/Video Recorders:** Copy of police report where audio/video recordings were taken.

**3.1.1 - Communications Operations:** Copy of agreement with communications agency providing such services; this is also usually observable.

**3.1.2 - Recording and Playback:** Photographs of recording system; copy of recording request; this is also usually verified with tour of the communications agency.

**3.1.3 - Emergency Power;** Copy of testing and maintenance log; photographs of generator unit; this is also usually verified with tour of the communications agency.

**3.1.4 - Emergency Medical Dispatch:** Photographs of EMD system used; this is also usually verified with tour of the communications agency.

**3.1.5 - Security:** Photographs of any security measures in place; this is also usually verified with tour of the communications agency.

**3.1.6 - Telecommunications Code of Ethics:** Copy of signed Telecommunications Code of Ethics.

**3.2.1 - Public Records:** Copies of any records related functions; this area is usually inspected.

**3.2.2 - Computerized Criminal History Information:** Copy of LEDS certification; copies of documentation related to security of, access to, review of such information.

**3.3.1 - Scene Processing Availability:** Training documentation; copy of IGA's with other agencies for such services; this is one standard that does not necessarily require a proof.

**3.3.2 - Collection and Preservation of Evidence:** Documentation related to collection, storage, preservation, and security of evidence.

**3.3.3 - Evidence / Property Transfer:** Copy of evidence/property transfer log and/or documentation.

**3.3.4 - Administration and Operations:** Copy of report form used to submit property and evidence to the evidence room; much of this standard is verified through inspection of the property and evidence function.

**3.3.5 - Bio-Hazard Materials:** Photographs of appropriately labeled bio-hazard material, this is usually verified through inspection.

**3.3.6 - Secure Storage:** This is usually verified through inspection; photographs of security measures can be used.

**3.3.7 - After Hours Storage:** This is usually verified through inspection/observation; photographs of temporary storage lockers can be used.

**3.3.8 - Authorized Access:** Copy of access sign-in and out log.

**3.3.9 - Property Records System:** Copies of associated records and/or reports.

**3.3.10 - Property and Evidence Audits:** Copies of required inspections, inventories, and audits for the required time period.

**4.1.1 - Temporary Holding Facility:** Copy of state DOC inspection report.

**4.1.2 - Temporary Juvenile Detention:** Copy of juvenile custody log; copy of juvenile custody report.

**4.2.1 - Administration and Organizational Structure:** Documentation related to supervision and monitoring of prisoners in a lockup facility; copy of state DOC inspection report.

**4.2.2 - Operational Procedures:** Documentation related to overall operations of a lockup facility.

**4.3.1 - Custody Searches:** Copy of report documenting a custody search.

**4.3.2 - Emergency Response:** Copies of required inspection reports; training documentation; parts of standard are usually verified through inspection.

**4.3.3 - Alcohol and Controlled Substances:** Copy of report on care of prisoner(s) under influence of alcohol and/or controlled substances.

**4.3.4 - Prisoner Transports:** Copy of report documentation of prisoner transport; copy of report documenting a prisoner escape and if no escapes, a memorandum from the CEO or designee specifying no escapes during required time period.