

# THE IDAHO CHIEFS OF POLICE ASSOCIATION

## PROFESSIONAL STANDARDS FOR POLICE DEPARTMENTS



Third Edition, September 2011

REVISED 1992, 2002, 2011, 2014

## INTRODUCTION

Traditionally law enforcement has attempted to lift itself into the prestigious position called "Professionalism." We do this by frequently using the term, applying it to new programs and new technology. In many areas we have made attempts to standardize training on a statewide basis, entrance level requirements for police officers have been developed, but these efforts are largely driven by fiscal implications resulting from risk and liability.

Much has been done in the state of Idaho to improve and upgrade law enforcement to a level of responsibility beyond statutory requirements. The Idaho Chiefs of Police Association has recognized that there is a need to develop minimum standards. We must first be recognized as having levels of proficiency, or equally practice our trade with common, specific guidelines.

This document represents a collection of minimum requirements that we feel are necessary to enhance "professionalism" in Idaho law enforcement. Please note that they are not one hundred percent complete but represent those areas where controversy often arises, where the police are at risk or liable, where poorly written procedures can result in embarrassment and where the police image can suffer. We all recognize that if one department or officer comes under question the entire law enforcement community comes under fire.

The Professional Standards Committee of the Idaho Chiefs of Police Association recognizes that some of the standards mandated here may cause a financial hardship for some agencies. It is felt, however, that the overriding consideration should be the minimum standards necessary for professionalization of police work rather than the financial implications. The Association will offer advice and counsel to any chief who desires it and assistance in the implementation of these standards.

Chief James H. Benham (1992)  
Chief Edward L. Guthrie (2002)  
Chief R. David Moore (2011)

## **ACKNOWLEDGMENTS**

We wish to extend our appreciation to the Commission on Accreditation for Law Enforcement Agencies, Inc., the Colorado Chiefs of Police Association, the Washington Association of Sheriff's and Police Chiefs, Georgia P.O.S.T. and Georgia Department of Community Affairs Model Standards for Georgia Local Law Enforcement Agencies and the Model Policies of the International Association of Chiefs of Police.

PROFESSIONAL STANDARDS COMMITTEE 2014

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# Idaho Chiefs of Police Association



## Professional Standard Operating Procedures

October 1, 2014

## APPROVAL

The Standard Operating Procedures (SOP) have been recommended by the Idaho Chiefs of Police Association Professional Development and Standards Committee, and have been reviewed and approved by ICOPA members. The ICOPA Professional Standards **SOP** is approved for distribution and implementation effective October 1, 2014.

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Chief Michael F. Masterson, President ICOPA 2011

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Date

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Chief Kevin Fuhr, President ICOPA 2012

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Date

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Chief R. David Moore, Treasurer & Accreditation Manager

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Date

**Idaho Chiefs of Police Association (ICOPA) Professional Standards Program  
Standard Operating Procedure**

<b>Professional Standards (Accreditation) Program</b>
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<b>Effected Agency:</b> Law Enforcement Agencies in Idaho	<b>Effective Date:</b> October 1, 2014
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**PURPOSE**

To establish a professional standards program for any law enforcement agency in the State of Idaho which provides authority for administration of the accreditation process and the delegation of responsibilities to those involved.

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**DIRECTIVE**

The Professional Standards Committee of ICOPA shall adhere to these administrative guidelines while performing the duties of their positions when assessing agencies for accreditation of the ICOPA professional standards. The Professional Standards Committee is responsible for identifying and maintaining all standards in final form and if changes or updates are made, will submit changes to the ICOPA membership for final approval.

Due to the complex, changing, and continuous nature of the accreditation process, it is necessary to assign accountability, responsibility, and a system of review to ensure continued compliance with accreditation standards. Each agency is responsible for suggesting and maintaining policy and procedures that meet and/or exceed the mandatory requirements set forth by the Professional Standards Committee of ICOPA.

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**DEFINITIONS**

**Accreditation** – A certification process in which an agency meets a body of professional standards as demonstrated through formal inspection or audit by the authority granting the certification.

**Accreditation Cycle/Process** – The continuous process where compliance will be monitored at established time periods of at least once every three years. The formal on-site assessment occurs once when the agency seeking accreditation is assessed and then in three years when the agency is seeking re-accreditation.

**Accreditation Manager** – A Professional Standards Committee member assigned as an ICOPA assessor who is primarily responsible for the monitoring and management of the accreditation process.

**Applicable Standards** – Professional activities that must be accomplished within specified time periods in an acceptable manner to achieve or maintain accredited status. Applicability of

particular standards is determined by virtue of an agency's size and function. Applicable standards are divided into three categories:

**Mandatory Standards:** Those standards where compliance is required to achieve accredited status.

**Waiver of Standards:** Those standards where an agency applies for a waiver of an individual standard(s) because the function covered by a standard is not within the agencies area of responsibility. (Note: Waivers will not be granted for economic reasons or the agency's inability to fund or permit a required change.)

**Variance of Standards:** Those standards where an agency applies for a variance of an individual standard(s) that is a deviation of one (or more) portion(s) of a standard. Variances will be granted because one or more functions covered by a standard are not within the agencies area of responsibility.

**Bullets** - Many applicable standards have specific sub-sections (bullets) which require specific, individual proofs of compliance.

**ICOPA** - The Idaho Chiefs of Police Association is the state association accrediting body.

**On-site Assessment** – The formal inspection, by an Assessment Team trained as assessors by the accrediting body, of an agency seeking initial accreditation or re-accreditation to ensure compliance with applicable standards.

**Self-assessment** – A continuous process of agency self examination to determine compliance with applicable accreditation standards. This process results in the production of forms, audits, inspection reports, evaluations, and other forms of documentation that are used as proofs of compliance. Proofs of compliance completed by department members are assembled into files by the agency's accreditation manager for review by Assessment Team members (assessors) during on-site assessments.

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## PROCEDURE

### Accreditation Eligibility and Fees:

1. **Eligibility** – All law enforcement agencies in the State of Idaho are eligible for accreditation under these standards. The ICOPA Accreditation Committee will decide any question of eligibility.
2. **Fees** – The fee schedule noted will apply to agencies seeking accreditation through ICOPA Professional Standards (Accreditation) Program.

#### ICOPA Member Fees:

10 or less commissioned personnel	\$400
11 to 30 commissioned personnel	\$600
31 or more commissioned personnel	\$800

#### Non-ICOPA Member Fees:

10 or less commissioned personnel	\$800
11 to 30 commissioned personnel	\$1200
31 or more commissioned personnel	\$1600



## **Basic Accreditation Cycle/Process:**

The accreditation process entails four phases beginning with the initial application phase to the final review and decision phase for award of accreditation. These include the application phase, self-assessment phase, on-site assessment phase, and review and decision phase. (See Appendix A of accreditation graphic process.)

Additionally, procedures are outlined regarding the review and appeal process, the accreditation file maintenance, and the re-accreditation cycle.

1. **Application Phase** – The accreditation process begins when an agency requests information from the ICOPA for information regarding accreditation. Upon request, an information packet will be sent to the requesting agency. The information will include a cover letter, the program overview, the set of standards, application form, and associated costs.
  - 1.1. Requesting agency will submit a cover letter, completed application form, and fee to ICOPA to initiate formal accreditation process.
  - 1.2. Once the information including the application and fees are received by ICOPA, the Accreditation Manager will send a self-assessment package and contract to the requesting agency.
2. **Self-assessment Phase** – Utilizing the self-assessment package, the agency will begin a self-assessment to determine compliance with the standards.
  - 2.1 Agency will create three portable file boxes. The first portable file box will include chapter one standards 1.1 to 1.35. A file folder will be created for each standard and placed in the file box. The file shall contain all supporting documentation applicable to that standard and stand alone for proof of compliance. For example, the first standard file folder will be labeled **1.1 Mission Statement** and the agency will place a copy of their current mission statement in the file folder as proof of compliance for this standard. This same process will be completed for each standard until all standards have been evaluated and proof of compliance has been documented and placed in the applicable folder.
  - 2.2 The self-assessment is completed once the agency has complied with each standard. However, if the agency is not able to comply with the standards, then a variance or waiver is completed.
  - 2.3 The agency will complete a cover letter addressed to the ICOPA Accreditation Committee detailing the reason for non-compliance.

2.4 Once the agency has completed the self-assessment and complied with each standard (identifying non-compliance with either a variance or waiver), then the agency will notify the Accreditation Manager to deploy the Assessment Team to conduct the official on-site assessment phase.

3. **On Site Assessment Phase** – The ICOPA Accreditation Manager will contact the Accreditation Committee to select members for the Assessment Team. The Assessment Team will be chosen by the Accreditation Committee and consist of three chiefs. No more than one chief will come from the immediate geographic area of the department to be assessed. Volunteers for this committee will be taken and the president will appoint them to the team.

3.1 Accreditation Manager will notify requesting agency of potential assessors selected to conduct the on-site assessment and advise them of the date for the proposed on-site assessment.

3.2 The agency may, in writing, object to any person on the Assessment Team for cause.

3.3 The Assessment Team will travel to the site and conduct the assessment.

3.4 The requesting agency is responsible for travel costs of the Assessment Team (meals and lodging).

3.5 The Assessment Team will advise the agency in writing in a formal Assessment Team Report whether the agency is found to be in compliance or not with all the ICOPA standards.

4. **Review and Decision Phase (Assessment Team Report)** – The Accreditation Committee will review the report with the agency head. Based on their discussion and review of the report, a decision to award or not award accreditation to the agency is made.

5. **Review and Appeal:** An agency not awarded accreditation status may request a decision be reviewed and reconsidered by the ICOPA Accreditation Committee.

5.1 The requesting agency will initiate a review by submitting a letter to the president of ICOPA. The letter will state the nature and scope of the review and include justification for reconsideration of the Assessment Teams decision.

6. **Accreditation Files:** An accredited agency will remain accredited for a period of three years. The agency may be required to periodically verify that it still meets all applicable standards. For this reason, the accreditation files for the current accreditation cycle will be maintained for inspection and then stored for the next cycle of accreditation. Accreditation files should be secured when not in use. The Accreditation Committee may conduct random inspections to verify that standards are being met. Inspections will be conducted after prior notification of the agency and at ICOPA expense. Any standards

adopted or modified after an agency has been accredited shall be met upon re-accreditation.

7. **Re-accreditation:** The re-accreditation process entails four phases similar to the accreditation cycle beginning with the application phase to the final review and decision phase for award of re-accreditation. The re-accreditation cycle will be conducted in one day. All expenses will be charged to the requesting agency for travel, meals, and lodging if applicable. Cost for reaccreditation will be ½ the fee charged for the initial inspection.

7.1 The application phase begins prior to the expiration of the three year anniversary of accreditation. The requesting agency shall contact the ICOPA Accreditation Committee in writing to initiate a re-accreditation cycle. Upon notification, the Accreditation Manager will send the requesting agency a copy of the current ICOPA Accreditation Standards.

7.2 The self-assessment phase begins when the agency obtains the current accreditation standards and initiates a self-assessment to determine compliance with the accreditation standards. Files for the past accreditation cycle will be updated for re-accreditation to coincide with the current standing ICOPA Professional Standards Program. Additionally, the agency will incorporate all new ICOPA standards in its re-accreditation files.

7.3 The on-site assessment phase will include an Assessment Team chosen by the Accreditation Committee and consist of two chiefs. No more than one chief will come from the immediate geographic area of the department to be assessed. The Assessment Team will conduct an audit of the ICOPA standards to ensure agency compliance, however, any new standards created by ICOPA Accreditation Committee shall be reviewed for 100% compliance.

7.4 The review and decision phase will be conducted by the Assessment Team. The Assessment Team will review the report with the agency head. Based on their discussion and review of the report, a decision to award or not award re-accreditation to the agency is made.

7.5 Any review or appeal requests will follow the process outlined above.

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## REFERENCES

Idaho Chiefs of Police Association Professional Standards Program

Assessed Agencies Policies and Procedures

Appendix A – Accreditation Process Graphic

**THE IDAHO CHIEFS OF POLICE  
ASSOCIATION**

**PROFESSIONAL STANDARDS FOR  
POLICE DEPARTMENTS**

Revised 2014

## **TABLE OF CONTENTS**

### Professional Standards

#### 1.1 Mission Statement

#### 1.3 Oath of Office and Code of Ethics

#### 1.5 Mutual Aid

#### 1.11 Organization, Authority and Accountability

#### 1.17 Marked Vehicles

#### 1.19 Uniforms

#### 1.21 Internal Affairs

#### 1.25 Public Information and Media Relations

#### 1.32 Crime Prevention

#### 1.33 Harassment in the Workplace

#### 1.34 Line of Duty Deaths

#### 1.35 Bias-Based Policing

#### 2.1 Code of Conduct, Appearance and Discipline

#### 2.9 Selection-Probation-Training and Field Training of Sworn Personnel

#### 2.21 Selection-Probation-Training of Civilian Personnel

#### 2.23 Health and Physical Fitness

#### 2.24 Performance Evaluations

#### 2.25 Allocation of Personnel

#### 2.26 Personnel Early Warning System

#### 3.1 Community Policing

## **TABLE OF CONTENTS (Continued)**

- 3.2 Juvenile Operations
- 3.3 Response to Domestic Violence
- 3.4 Evidence and Property Management
- 3.6 Canine Use
- 3.8 Tactical and Special Operations
- 3.9 Confidential Informants and Confidential Funds
- 3.11 Communicable Diseases
- 3.12 Arrests
- 3.13 Search and Seizure
- 3.14 Prisoner Search and Restraint
- 3.16 Pursuits, Emergency Response and Traffic Stops
- 3.20 Use of Force and Firearms
- 3.33 Officer Involved Critical Incidents

## **PROFESSIONAL STANDARDS**

### **Purpose**

The adoption of standards by the ICOPA will enable it to pursue professional status for its members and when achieved will safeguard that status. The practice of minimum professional standards, supported by the ICOPA is necessary to enable achievement of the status "Professional."

### **Definition**

Professional standards are statements of minimum requirements that are developed and adopted by the ICOPA membership, to more clearly define the written directives, duties and responsibilities of Idaho police officers and enhance the quality of service. Professional standards include a Code of Ethics, minimum entry requirements, a recognized body of knowledge which practitioners study to draw necessary expertise, and other specific standards that form maximum guidelines for the practice of the police service as defined by law.

## **MISSION STATEMENT**

- 1.1** The agency shall have a written mission statement, which defines its role and is disseminated to all personnel.

**COMPLIANCE:** A written mission statement, which defines the role of the agency, is disseminated to all personnel.

- 1.2** The agency shall have written goals and priorities that are reviewed and updated annually and are available to all personnel.

**COMPLIANCE:** Goals and priorities are taken into consideration (or reviewed) annually in preparation of budgets, strategic planning, and/or business plans.

## **OATH OF OFFICE AND CODE OF ETHICS**

- 1.3** A written directive requires all personnel, prior to assuming sworn status, to take, subscribe to, and subsequently abide by an oath of office to uphold and defend the United States Constitution, the Constitution of the State of Idaho and, where applicable, the Constitutions of Tribal governments; and enforce the laws and city/tribal ordinances where applicable.

**COMPLIANCE:** The oath should include elements to satisfy Idaho Code, Section 59-401, both local and state requirements, as well as the need to enforce the law and uphold the Constitution of the United States, and the various other statutes and ordinances.

- 1.4** A written directive requires all sworn officers to subscribe and abide by a code or canon of ethics adopted by their agency.

**COMPLIANCE:** The canon of ethics adopted by the International Association of Chiefs of Police, or the Law Enforcement Code of Ethics as published by the International Association of Chiefs of Police, will satisfy the intent of this standard.



## MUTUAL AID

- 1.5** The agency shall have written policy and procedures for assisting and receiving assistance from other agencies in compliance with the Joint Exercise of Powers Statute, Idaho Code Section 67-2328 and Section 67-2337, Extraterritorial Authority of Peace Officers.

A written directive delineates the term of any interagency agreement concerning concurrent jurisdiction.

COMPLIANCE: The written directive should clearly outline such details as: which agency responds to calls for service, by type of event if necessary; communication linkages between the agencies to assure prompt and appropriate response; the provision of backup support between jurisdictions, if necessary; reporting responsibilities; and policy jurisdictions of prosecutors and courts.

- 1.6** A written directive governs procedures for requesting state or federal law enforcement assistance in regular law enforcement or emergency situations.

COMPLIANCE: Procedures should be in place prior to the need for such assistance to ensure a quick and efficient request to the Federal Bureau of Investigation, Bureau of Disaster Services, National Guard, etc.

- 1.7** The agency shall have a written directive which requires that appropriate General Orders and other types of formal communications be adopted in the same manner as any policies and procedures are adopted and that such be submitted to the local government's attorney prior to their adoption when applicable.

- 1.8** The agency shall have a protocol for contacting legal counsel after regular business (including weekends and holidays).

- 1.9** The agency provides liability insurance or indemnification for its personnel and those asked to assist them, pursuant to Idaho Code, Sections 6-903, et. seq.

- 1.10** If the agency is a participant in a multi-jurisdictional task force, it shall have a written guideline governing the activities of the task force to include:

- A. Assigning personnel to the task force;
- B. Identifying the purpose of the task force;
- C. Defining authority and responsibilities;
- D. Establishing accountability;

- E. Identifying available resources; and
- F. Evaluating results and continued need.

## **ORGANIZATION, AUTHORITY AND ACCOUNTABILITY**

- 1.11** The agency shall have a written directive, which defines and specifies the activities and authority of the organization.

The agency's organizational structure is depicted on an annually updated organizational chart and made available to all personnel.

**COMPLIANCE:** In addition to the written description, agency should have an official organizational chart. The chart should reflect the chain of command and the lines of authority and communication within the agency. The chart should be updated as required, but at least annually, and should be posted permanently in at least one location accessible to all personnel.

- 1.12** A written directive requires that commensurate authority accompany responsibility.

**COMPLIANCE:** The intent of the directive should be to establish a policy guideline for the delegation of authority. At every level within the agency, personnel should be given the authority to make decisions necessary for the effective execution of their responsibilities.

- 1.13** A written directive states that each employee is accountable to only one supervisor at any given time.

**COMPLIANCE:** In order to become aware of what is expected of them and to promote efficiency and responsibility, employees should be accountable to only one supervisor. There are times when a supervisor has to give a command to an employee who is outside the chain of command. In ordinary circumstances, however, each employee should be able to identify one, and only one, supervisor to whom that employee is accountable.

- 1.14** A written directive states that each employee is accountable for the use of his or her delegated authority.

**COMPLIANCE:** The intent of the directive should be to establish a policy on employee accountability. A major priority of a law enforcement agency should be assurance that each employee is made fully accountable for the use of delegated authority, as well as for the failure to use it.

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

**1.16** Written directives provide complete and updated information to all personnel regarding:

- A. Entry-level salaries;
- B. Salary differential within ranks;
- C. Salary levels for personnel with special skills;
- D. Compensatory time policy;
- E. Overtime policy;
- F. Administrative leave;
- G. Holiday leave;
- H. Sick leave;
- I. Family Medical Leave;
- J. Employee Assistance Programs (EAP);
- K. Vacation leave;
- L. Applicable retirement program(s);
- M. Applicable health insurance program(s);
- N. Applicable disability and death benefits; and
- O. Professional liability protection provided by the agency.

#### **MARKED VEHICLES**

**1.17** The agency shall have written policy and procedures for the use of authorized emergency equipment on police vehicles.

COMPLIANCE: The agency has policies and procedures for responding to routine and emergency calls for service. They will have guidelines for the use of all equipment and ensure that it complies with Idaho Code.

**1.18** The agency shall have policy and procedures for the operation of special purpose vehicles including:

- A. Types of special vehicles;
- B. Conditions and the limitations of usage;
- C. Qualification/training for vehicle operation;
- D. Designation of person(s) or position(s) responsible for the condition and maintenance of these vehicles.

### **UNIFORMS**

**1.19** A written directive designates specifications for personal equipment and apparel to be worn by uniformed personnel and other employees as needed.

COMPLIANCE: The uniform shall also identify the wearer by name, rank, and agency. Clothing, duty belt, accessories, and service weapons should convey uniformity.

**1.20** The agency shall have a written directive to provide soft body armor to officers whose regular duties are such that they may be exposed to serious physical injury, which may result in death or disability.

COMPLIANCE: Any department that provides ballistic vests shall have written directives for mandatory use.

### **INTERNAL AFFAIRS**

**1.21** A written directive establishes the agency's internal affairs function.

COMPLIANCE: The written directive shall establish the administration of internal affairs matters for the purpose of creating a process to ensure the integrity of the agency. The goal of internal affairs is to ensure that the integrity of the agency is maintained through an internal system where objectivity, fairness, and justice are assured by intensive, impartial investigation and review.

**1.22** A written directive specifies the activities of the internal affairs function, including but not limited to:

- A. Recording, registering, and controlling the investigation of all complaints against officers;
- B. Supervising and controlling the investigation of alleged or suspected misconduct within the agency; and
- C. Maintaining the confidentiality of the internal affairs investigation and records.

When employees are notified that they have become the subject of an internal affairs investigation, the agency insures the employee a written statement of the allegations and the employee's rights and responsibilities relative to the investigation.

COMPLIANCE: It shall be the policy of the agency that all allegations of employee misconduct be appropriately investigated and promptly adjudicated. All reports or accusations made against members of the agency or the agency in general, from all sources, including anonymous sources, should be completely investigated in order to insure the integrity of the agency and its members.

- 1.23** A written directive designates a position or individual within the agency as responsible for the internal affairs function with the authority to report directly to the agency's chief executive officer.

COMPLIANCE: This standard shall ensure accountability and unity of command. The sensitivity and impact of internal affairs matters on the direction and control of an agency require that the agency's chief executive officer receive all pertinent information directly.

- 1.24** Written directives relating to the administration of the internal affairs function are disseminated to all personnel.

COMPLIANCE: In the interest of preserving discipline and enhancing self-discipline within the agency, each employee must understand and be guided by the directives mentioned in this standard. Individuals shall receive updated copies of these directives whenever changes are published.

## **PUBLIC INFORMATION AND MEDIA RELATIONS**

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

- 1.26** The agency shall have written policy and procedures consistent with the Open Records/Meeting Acts for the public information officer to follow in consulting with the media and disseminating agency information.
- 1.27** A written directive establishes the procedures for media releases, including:
- A. Frequency;
  - B. Subject matter; and
  - C. Media recipients.
- 1.28** A written directive identifies by name or position of those individuals within the agency who may release information to the news media or public:
- A. At the scene of an incident;
  - B. From agency files;
  - C. Concerning an ongoing criminal investigation; and
  - D. At any time the public information officer is not available.
- 1.29** A written directive governs the access of media representatives to:
- A. Scenes of critical incidents, natural disasters, or other catastrophic events; and
  - B. Perimeters of crime scenes.
- 1.30** A written directive specifies the information that may be released to the news media regarding an ongoing criminal investigation.
- 1.31** The agency shall have written policy and procedures for the routine release of crime reports and news affecting the community.

### **CRIME PREVENTION**

- 1.32** The agency has at least one employee whose job description responsibilities include planning and coordinating crime prevention activities.

**COMPLIANCE:** The fact that an agency is small does not exempt it from seeking a reasonable balance between its reactive and pro-active (crime prevention) functions. Small agencies may actually be better equipped to prevent crime owing to their officers' close personal ties with the

community. The person responsible for crime prevention shall possess a wide general knowledge of crime prevention theory and practice.

### **HARASSMENT IN THE WORKPLACE**

- 1.33** The agency shall have a written directive to provide a professional business-like work environment free from all forms of prohibited employee discrimination and harassment, including but not limited to, incidents of sexual harassment.

### **LINE OF DUTY DEATHS**

- 1.34** The agency shall have a written directive designed to prepare the agency for the event of the death of an active or retired officer.

### **BIAS-BASED POLICING**

- 1.35** The agency has a written directive governing bias-based policing and, at a minimum, includes the following provisions:
- A. A prohibition against bias-based policing;
  - B. Training agency enforcement personnel in bias-based policing issues including legal aspects;
  - C. Corrective measures if bias-based policing occurs; and
  - D. An annual administrative review of agency practices including citizen concerns.

**Commentary:** Bias-based policing is the selection of individuals based solely on a common trait of a group. This includes, but is not limited to, race, ethnic background, gender, sexual orientation, religion, economic status, age, cultural group or any other identifiable groups.

Law enforcement agencies should not condone the use of any bias-based policing in its enforcement programs as it may lead to allegations of violations of the constitutional rights of the citizens we serve, undermines the legitimate law enforcement efforts and may lead to claims of civil rights violations.

Law enforcement personnel should focus on a person's conduct or other specific suspect information. They must have reasonable suspicion supported by specific articulated facts that the person contacted regarding their identification, activity

or location has been, is, or is about to commit a crime, or is currently presenting a threat to the safety of themselves or others. The agency should periodically conduct biased based policing related training that should include field contacts, traffic stops, search issues, asset seizure and forfeiture, interview techniques, cultural diversity, discrimination, and community support.



## **CODE OF CONDUCT, APPEARANCE AND DISCIPLINE**

**2.1** A written directive specifies a code of conduct and appearance standards for agency personnel.

COMPLIANCE: This directive should include:

- A. Compliance with agency directives;
- B. Unbecoming conduct;
- C. Use of alcohol and drugs;
- D. Acceptance of gratuities, bribes, or rewards;
- E. Abuse of authority;
- F. Use of force;
- G. Proper care and maintenance of equipment; and
- H. Use of Social Media.

The directive shall also specify the conduct expected of employees, and particularly identify prohibited employee behavior. Prohibitions should be specific, whereas approved behavior may be stated in general terms (i.e., courtesy, punctuality). Directives about grooming and uniform appearance also shall be specific. The code of conduct may be in the form of rules and regulations.

**2.2** The agency provides each employee a copy of the code of conduct and appearance standards.

COMPLIANCE: In addition to providing a copy of the code of conduct and appearance, the topic shall be included in all levels of training and repeated at intervals to emphasize its importance.

**2.3** A written directive establishes a disciplinary system, to include:

- A. Procedures and criteria for using counseling as a disciplinary function.
- B. Procedures and criteria for using training as a function of discipline;

- C. Procedures and criteria for punitive actions in the interest of discipline, including oral reprimand, written reprimands, loss of leave, suspension, demotion and dismissal.

COMPLIANCE: The components of the disciplinary system shall identify the methods to be applied to officer conduct in the interest of discipline. The system shall be based on consistency and fairness to the employee and the agency and shall stimulate employee morale and motivation.

**2.4** A written directive establishes a grievance procedure, including;

- A. Identifying matters that are grievable, i.e., scope;
- B. Establishing time limitations for filing or presenting the grievance;
- C. Establishing procedural steps and time limitation at each step in the grievance procedure;
- D. Establishing criteria for employee representation;
- E. Identifies the position or component within the agency responsible for coordination of grievance procedures.
- F. Maintenance and control of grievance records.

**2.5** A written directive requires that any grievance include:

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

**2.6** A written directive establishes procedures for:

- A. Responding to any grievance received by the agency;
- B. Appealing any decision made within the grievance process;

**2.7** If the agency has a grievance board, a written directive specifies its composition, functions, and criteria for appointment of its members.

- 2.8** A written directive establishes the process for rewarding superior and/or exceptional performance.

### **SELECTION-PROBATION-TRAINING AND FIELD TRAINING OF SWORN PERSONNEL**

- 2.9** The agency utilizes a formal documented process for the selection of qualified officer applicants incorporating defensible minimum employment standards, such as job related written tests of mental ability and aptitude, oral interview, physical agility or a physical proficiency battery, medical examination and an in-depth background investigation to make certain that applicants meet Idaho Peace Officer Standards and Training requirements.
- 2.10** The agency requires all newly sworn officers to complete a recruit training program prior to any routine assignment in any capacity in which the officer is allowed to carry a firearm or is in a position to make an arrest, except as part of a formal field training program.
- 2.11** A background investigation of each candidate is conducted prior to appointment to probationary status.

**COMPLIANCE:** The background investigation, though costly and time-consuming, is considered by many practitioners to be the most useful and relevant component of the selection process. Investigators must use all data available on the candidate, especially the application form and the medical history report. It is more reliable to conduct the inquiry in person, though telephone and mail inquiries are appropriate in cases of criminal history and driving records. The investigation may involve a home visit with the candidate and his or her family, and interviews with neighbors. Background investigations are generally listed among the final stages in the selection process only to suggest that this is when they should be completed; they are likely to have commenced much earlier.

- 2.12** A written directive requires that a background investigation include the verification of a candidate's qualifying credentials, as well as:

A review of a candidate's criminal record, if any, and verification of at least three personal references of the candidate.

**COMPLIANCE:** Qualifying credentials shall include educational achievement, employment, age, residence and citizenship. The verifications can be made by telephone, correspondence, computer inquiry, or personal interview and shall be backed up by written notations. A candidate's criminal history shall be obtained from the National Crime Information Center (NCIC), a Federal Bureau of Investigation (FBI) fingerprint check, and appropriate state and local criminal history record

information repositories. Personal references shall include at least one employer (if the candidate has an employment history) and coworkers. The verifications can be made by telephone, correspondence, or personal interview and should be backed up by written notations.

- 2.13** A written directive requires that only qualified professionals be used to assess the emotional stability and psychological fitness of candidates.

**COMPLIANCE:** Only qualified professionals such as psychologists or psychiatrists shall make such judgments to ensure proper interpretation and legal defensibility of the selection process.

- 2.14** A written directive requires that at least a twelve month probationary period including completion of entry-level training is required before candidates are granted permanent status.

- 2.15** A written directive establishes a field training program for recruits with provisions for the following:

- A. A field training process of the field training officers;
- B. A selection process for field training officers;
- C. Supervision of field training officers;
- D. Liaison with the academy staff;
- E. Training of field training officers;
- F. Notation of recruit field assignments, if possible; and
- G. Guidelines for the evaluation of recruits by field training officers.

**COMPLIANCE:** The goal of field training is to provide recruit trainees with "on street" experiences either following the completion of classroom training or at intervals during classroom training. Field training shall be closely supervised, as initial experience of recruits often shapes their future careers.

The field training program is an important adjunct to the formal recruit classroom training and shall be as carefully organized, administered, and evaluated as classroom training. The field training program must be closely allied with the academy so that field training officers (FTOs) are aware of what skills and knowledge have been taught and what roles the FTOs are to assume.

The training of FTOs shall be geared to reacquaint the FTOs with agency policies and provide reminders of basic supervisory skills. The selection process of FTOs is crucial to a successful program as many of the values, tactics, and attitudes of FTOs are transmitted to inexperienced officers.

The relevance of the field training experience will be enhanced by providing guidelines to FTOs that define the responsibilities of the FTOs, provide specific direction about the skills, knowledge, and abilities to be assessed, taught, or performed. The evaluative responsibilities of the FTOs should also be identified.

- 2.16** A written directive requires all sworn personnel complete training annually as required by Idaho Peace Officers Standards and Training.

Statement: It is important that personnel keep up-to-date on new laws, changes in case law, technology, defense and arrest tactics, topics relevant to law enforcement and revisions in agency policy, procedures, rules, and regulations. Generally there is no core content applicable to all sworn personnel. In addition, specialized training courses may be appropriate for career development or those seeking promotion to certain positions. The objective of the program should be to motivate veteran personnel and to enhance the professionalism of personnel and the agency in general.

- 2.17** A written directive stating the agency policy on past substance abuse by persons seeking employment in the police field is in place.

COMPLIANCE: At a minimum the Idaho Chiefs of Police support the following minimum standards:

- A. Any applicant for employment with an agency will be disqualified for future employment considerations for any current or prior unlawful activity involving the sale or dispensing of any controlled substance.
- B. Any applicant for employment with an agency will be disqualified for future employment consideration for any unlawful use of marijuana within the three calendar years prior to the date of application.
- C. Any applicant for employment with an agency will be disqualified for future employment consideration for any unlawful use of any other controlled substance within the five calendar years prior to the date of application.
- D. No person who is a current user or seller of controlled substances will be considered for employment with any agency.

- E. Any applicant for employment with an agency will be disqualified if he has been found guilty by a court or a jury of driving while under the influence of intoxicants within the five calendar years prior to the date of application.

**2.18** Every employee appointed or promoted to first-level supervisory position successfully completes at least 40 hours of supervisory training prior to or within two years of such appointment or promotion.

**2.19** Every employee appointed or promoted to a mid-management position successfully completes at least 40 hours of management training prior to or within two years of such appointment or promotion.

**2.20** A written directive shows that the agency participates in and supports equal employment opportunity in its recruiting and hiring practices.

#### **SELECTION-PROBATION-TRAINING OF CIVILIAN PERSONNEL**

**2.21** The agency utilizes a formal process for the documented selection of qualified applicants for civilian positions.

**2.22** A written directive requires that a background investigation be completed on all civilian and volunteer personnel prior to employment.

#### **HEALTH AND PHYSICAL FITNESS**

**2.23** A written directive establishes general health and physical fitness levels which employees are to maintain.

#### **PERFORMANCE EVALUATIONS**

**2.24** A written directive requiring a periodic job-related performance evaluation of each employee by their supervisor(s).

COMPLIANCE: The purpose of a performance evaluation is to:

- A. Standardize the nature of the personnel decision-making process;
- B. Assure the public that the agency's personnel are qualified to carry out their assigned duties;

- C. Provide job incumbents with necessary behavior modification information to allow them to maintain behaviors that are appropriate from the agency's standpoint and to eliminate inappropriate behavior.

The supervisor of rated employees is the person most familiar with their performance and able, therefore, to evaluate performance most accurately. Employees may have been supervised by more than one supervisor during a reporting period. In this case, the rating supervisor should confer with the other supervisors.

### **ALLOCATION OF PERSONNEL**

- 2.25 The agency shall, at least annually, conduct and document an analysis of staffing levels to determine if changes are needed in the number of personnel assigned to each function sufficient to meet the organizational goals and objectives and the community needs.

### **PERSONNEL EARLY WARNING SYSTEM**

- 2.26 A written directive establishes a Personnel Early Warning System to identify agency employees who may require agency intervention efforts. The system should include procedures for:
  - A. Provisions to initiate a review based on current patterns of collected material;
  - B. Agency reporting requirements of conduct and behavior;
  - C. Annual evaluations of the system;
  - D. The role of first and second level supervision;
  - E. Remedial action; and,
  - F. Some type of employee assistance such as a formal Employee Assistance Program, peer counseling, etc.

**Commentary:** A comprehensive Personnel Early Warning System is an essential component of good discipline in a well-managed law enforcement agency. The early identification of potential problem employees, or those with problems affecting their performance, and a menu of remedial actions can increase agency accountability and offer employees a better opportunity to meet the agency's values and mission statement.

The agency's Personnel Early Warning System should be initiated when certain types of incidents occur and there shall be an evaluation of collected material. Such material may include, but not necessarily be limited to, agency performance evaluations, citizen complaints, disciplinary actions, use of force incidents, internal affairs, supervisory and employee reports such as workmen's compensation claims and traffic accidents.

The agency should not be faced with investigating an employee for a serious case of misconduct only to find there was an escalating pattern of less serious misconduct, which could have been abated through intervention. The failure of the agency to develop a comprehensive Personnel Early Warning System can lead to the erosion of public confidence in the agency's ability to investigate itself, while putting the public and agency employees in greater risk of danger. A Personnel Early Warning System should include options and reviews available through use of force reporting.



## **COMMUNITY POLICING**

- 3.1** A written directive establishes the agency's role in Community Policing; training, philosophy, implementation and strategy.
- A. A policy outlining the promotion of community policing using all department employees in developing and implementing procedures and programs that reduce the opportunity for or lessen the loss arising from crime.
  - B. Forming of partnerships within the community.
  - C. Problem solving of reoccurring incidents.

## **JUVENILE OPERATIONS**

- 3.2** A written directive requires the agency to have policies and procedures regarding agency functions and operations involving juveniles.

**COMPLIANCE:** The responsibility for the coordination of juvenile operations is assigned to a unit within the agency to assure that juveniles are dealt with fairly and within the constraints of prevailing laws.

## **RESPONSE TO DOMESTIC VIOLENCE**

- 3.3** A written directive establishes procedures for responding to domestic violence which include, at a minimum:
- A. The situations when arrest will occur;
  - B. Identification of emergency resources for victims of domestic violence;
  - C. Identification of referral resources;
  - D. How officers respond to domestic violence calls;
  - E. Training requirements for this specification;
  - F. Clarification of the role and responsibilities of other resources.
  - G. Procedures for handling domestic violence calls involving a sworn police officer/agency employee.

## EVIDENCE AND PROPERTY MANAGEMENT

**3.4** A written directive regulates control of property held by the agency. The agency shall have policy and procedures that establish a property management system for the secure and proper recording, storage, control and disposition of recovered and evidentiary items accepted by or stored within the property area, which addresses the following:

- A. Access by authorized personnel only;
- B. The secure storage of items of property requiring added protection, to include currency, precious metals, jewelry, gemstones, weapons and controlled substances, in a separate and locked area within the property storage area;
- C. Secure storage of hazardous materials at a location separate and apart from the law enforcement complex; and
- D. Secure storage of recovered and evidentiary property in the absence of the designated property custodian.

**COMPLIANCE:** Adherence to written directives outlining the functioning of the property management system is necessary to ensure continuity and consistency of operation. The establishment and maintenance of correct evidence-handling procedures are most important to the successful prosecution of a case in court. Law enforcement agencies should establish procedures for the prompt photographing and return of property to victims, with the prosecutor approval.

**3.5** The agency shall conduct inspections to ensure adherence with policy and procedures regarding property storage and control, to include the following:

- A. Semi-annual inspections by the person in charge of the property and evidence control function (or designee) assessing compliance with set procedures.
- B. A complete inventory matching current records against a current physical inventory of property whenever the person responsible for the property and evidence control function is replaced for whatever reason. The newly designated property custodian and a member of the department administrative staff conduct the process jointly.
- C. A supervisor who is not part of the property control function performs an annual audit.

- D. Random, unannounced inspections and/or audits may be conducted at the discretion of the Chief of Police.

This standard is designed and intended to ensure the integrity of the system, not to require an accounting for every item of property. Thus, random sampling of property may be used to assess compliance with policies and procedures. For the purposes of this standard, inspections mean “to look at either physically or in print”, inventories mean “a complete listing”, and audit means “a random sample; a minimum of 10 articles of property”.

### **CANINE USE**

- 3.6** If an agency uses canine units, a written directive specifies the circumstances in which they may be used.

**COMPLIANCE:** The directive should include specific statement restricting the use of dogs to clearly designated functions for which they are properly trained.

- 3.7** The agency shall have a written directive establishing the certification process in accordance with Idaho Peace Officers Standards and Training standards.

### **TACTICAL AND SPECIAL OPERATIONS**

- 3.8** A written directive establishes procedures for handling tactical and special operations which may include but not limited to:

- A. Natural disasters;
- B. Civil disturbances and mass arrests;
- C. Bomb threats;
- D. Emergency mobilization;
- E. Special events;
- F. Tactical response team operations;
- G. Barricaded suspect;
- H. Hostage situations; and

- I. Hazardous material situations.

COMPLIANCE: The agency shall have policy and procedures requiring an annual review of its tactical/special operations plans.

### **CONFIDENTIAL INFORMANTS AND CONFIDENTIAL FUNDS**

**3.9** A written directive establishes policy and procedures concerning the use of informants, which include:

- A. An intelligence file on all informants;
- B. An individual file on individual informants;
- C. Mechanisms to protect the identity of informants;
- D. Criteria for the payment of informants; and
- E. Guidelines for interaction between police officers and informants.

**3.10** A written directive establishes policy on accounting and auditing procedures covering funds used by undercover officers and payment of confidential informants.

### **COMMUNICABLE DISEASES**

**3.11** A written directive sets forth information necessary to increase awareness about risks, modes of transmission, and procedures for handling communicable diseases, including but not limited to:

- A. Acquired Immune Deficiency Syndrome (AIDS);
- B. Communicable diseases;
- C. Contaminated evidence;
- D. Exposure control;
- E. Hepatitis B;
- F. HIV/Human Immunodeficiency Virus;
- G. Infectious diseases; and

#### H. Tuberculosis.

Consideration should be given to the following when developing guidelines and protocols:

- A written exposure control plan;
- That adequate supplies are available for disease control of affected personnel;
- That department vehicles each contain PPE supplies;
- That protective equipment is available;
- Disinfecting procedures;
- Proper disposal of needles and knives;
- Vaccinations of personnel;
- Occupational exposure;
- Testing and training;
- Confidentiality issues; and
- Discrimination against personnel.

### **ARRESTS**

- 3.12** A written directive establishes policies and procedures governing arrests by sworn officers, both on and off duty, in accordance with Idaho Code Sections 19-601, et. seq.

### **SEARCH AND SEIZURE**

- 3.13** A written directive governs search and seizure without a warrant by agency personnel, to include the following situations:
- A. Search by consent;
  - B. Stop and/or frisk of an individual under circumstances where the officer can articulate reasons for fear for his/her safety;

- C. Search of a vehicle under a movable vehicle exception;
- D. At the scene of a crime;
- E. Exigent circumstances;
- F. Inventory searches of seized vehicles or other property;
- G. Search of prisoners prior to transport;
- H. Strip search of prisoners;
- I. Sniff by drug or bomb dog team;
- J. Other situations authorized by Federal and Tribal constitutional provisions.
- K. Search incident to arrests.

### **PRISONER SEARCH AND RESTRAINT**

**3.14** A written directive requires a search of all prisoners by the transporting officer before being transported.

**3.15** A written directive requires all prisoners to be restrained during transport.

**COMPLIANCE:** It is necessary for officers to know when and how prisoners are to be restrained and when, where, and how particular restraining devices are to be employed, including special and prohibited methods.

### **PURSUIITS, EMERGENCY RESPONSE AND TRAFFIC STOPS**

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

- A. Definition of pursuit;
- B. Evaluating the circumstances, before, during and after;
- C. Initiating officer's responsibilities;
- D. Secondary unit's responsibilities;

- E. Dispatcher's responsibilities;
- F. Supervisor's responsibilities;
- G. Forcible stopping;
- H. When to terminate pursuit;
- I. Multi-jurisdictional pursuits; and
- J. A procedure for responding, and an administrative review of the pursuit.

COMPLIANCE: The agency must balance the necessity for pursuit or apprehension against the probability and severity of damage or injury that may result.

- 3.17** A written directive establishes procedures for responding to routine and emergency calls.

COMPLIANCE: The agency should classify calls for services according to the seriousness of the call. It should also address the use of lights and siren and when they should be employed. It should also address high speed driving and training.

- 3.18** The agency shall have policy and procedures for conducting traffic stops. Provisions for officer/citizen safety, and requirements for vehicle descriptions transmitted to the communications center should be included.

- 3.19** A written directive establishes policy and procedures to be followed to conduct a roadblock in accordance with Idaho Code Section 19-620, et. seq.

## **USE OF FORCE AND FIREARMS**

- 3.20** A written directive states personnel will use only the force reasonable to affect lawful objectives in accordance with Idaho Code Sections 19-610 and 18-4011.

COMPLIANCE: This directive shall encompass the use of all types and kinds of force (whether deadly or non-deadly) and all types and kinds of weapons. The directive may be issued in the form of a policy, rule or order.

- 3.21** A written directive states an officer may use deadly force only when the officer reasonably believes that the action is in defense of human life, including the

officer's own life, or in defense of any person in immediate danger of serious physical injury.

COMPLIANCE: The purpose of this standard is to provide officers with guidance in the use of force in life and death situations to prevent unnecessary loss of life. Definitions of "reasonable belief," and "serious" physical injury should be included in this directive, as per state law.

**3.22** A written directive specifies that use of deadly force against a "fleeing felon" must meet all statutory requirements.

**3.23** A written directive requires that all sworn personnel be issued copies of and be instructed in the use of force.

**3.24** A written directive governs the discharge of "warning shots."

COMPLIANCE: The discharge of warning shots should be prohibited.

**3.25** A written directive governs the firearms and ammunition authorized to be carried and used off duty in the performance of official duties.

**3.26** A written directive requires that only officers demonstrating proficiency in the use of agency authorized less lethal weapons be allowed to carry such weapons.

**3.27** A written directive establishes criteria for authorizing the carrying of non-issued, personal firearms.

COMPLIANCE: The directive should address areas such as caliber, barrel length, type of weapon, whether the officer is qualified to use the weapon and policy concerning on and off duty use of the weapon while in the performance of official duties.

**3.28** A written directive requires that a written report be submitted whenever an officer discharges a firearm other than in training or for legal recreational purposes.

COMPLIANCE: The intent of this standard is to ensure that officers who accidentally or intentionally discharge a weapon submit a timely written report of the incident.

**3.29** A written directive requires that only officers periodically demonstrating a proficiency in the use of agency authorized firearms, be allowed to carry such weapons.



**COMPLIANCE:** The intent of this standard is to require demonstrated proficiency in the use of firearms and knowledge of the laws concerning the use of firearms, and safe-handling procedures for the use of these weapons. We strongly recommend realistic police combat and scenario based training.

- 3.30** A written directive requires that only weapons and ammunition meeting agency-authorized specifications be used in the performance of duty.
- 3.31** A written directive requires that a written report be prepared documenting any use of force.
- 3.32** A written directive establishes an internal process for the documentation, review and disposition of any incident wherein an officer:
- A. Discharges a firearm other than in training or for lawful recreational purposes;
  - B. Takes an action that results in, or allegedly results in, the injury or death of another person;
  - C. Applies force to the person of another through the use of a lethal or less lethal weapon.

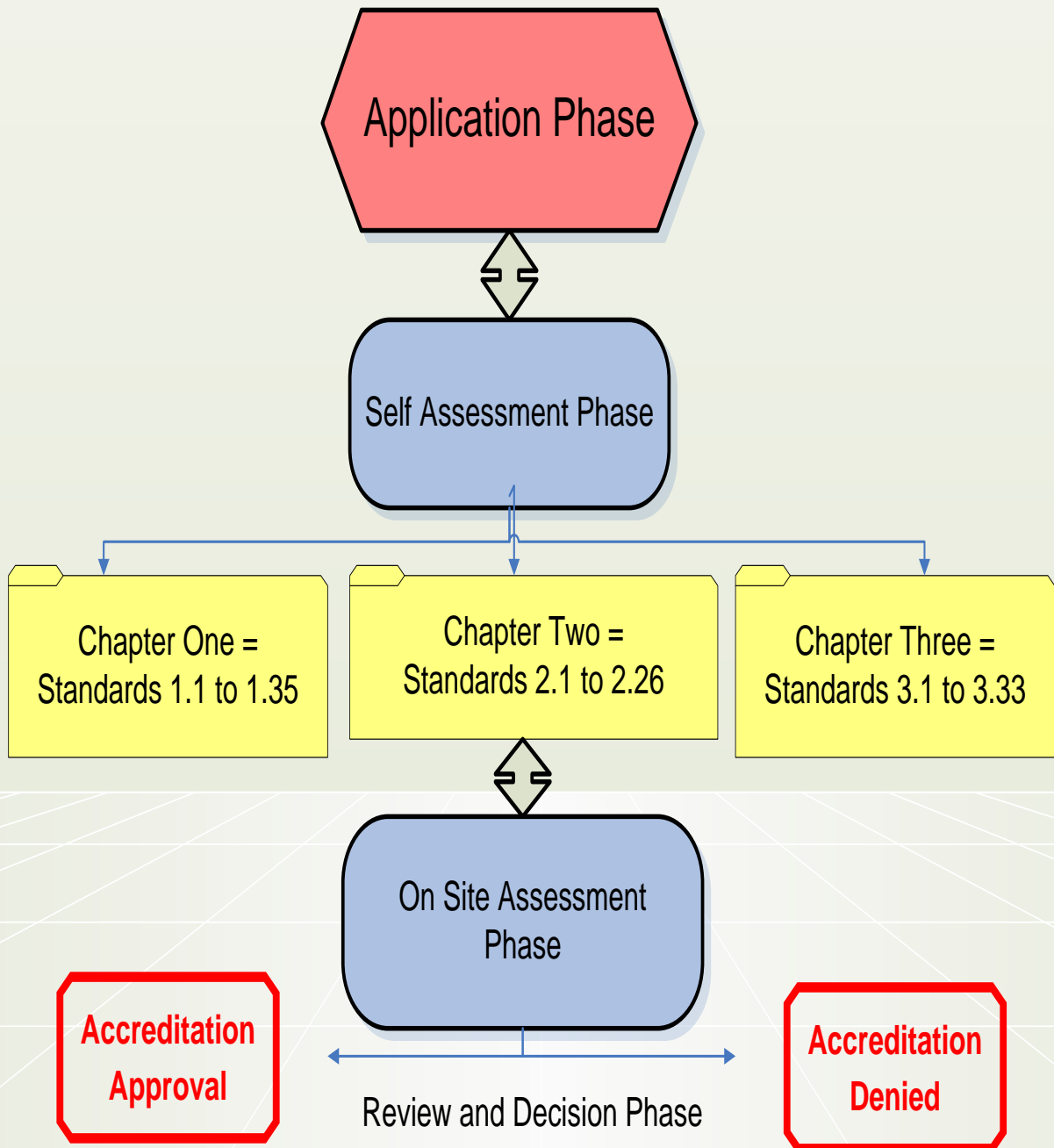
### **OFFICER INVOLVED CRITICAL INCIDENTS**

- 3.33** A written directive establishes policies, procedures, and resources available for the handling of investigations and reviews of officer involved shootings.

**APPENDIX A**

**ACCREDITATION PROCESS**

# ICOPA Accreditation Program Process



**APPENDIX B**

**ACCREDITATION FORMS**



**ICOPA  
Professional Standards  
Agency Application**

Department Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 County: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Department Chief Executive Officer: \_\_\_\_\_ Title: \_\_\_\_\_  
 Project Coordinator or Manager: \_\_\_\_\_ Title: \_\_\_\_\_

# Sworn Officers: \_\_\_\_\_ # Non-Sworn Personnel: \_\_\_\_\_ # Reserve Officers: \_\_\_\_\_  
 Total Personnel: \_\_\_\_\_ Annual Budget: \_\_\_\_\_ Square Miles Served: \_\_\_\_\_  
 Population of City: \_\_\_\_\_  
 Seasonal Population Increase to: \_\_\_\_\_ When: \_\_\_\_\_

Accredited by Idaho Chiefs of Police Association: Yes  Date: \_\_\_\_\_ No

The **General Information Questionnaire** is designed to provide the body of information about your department for staff use and the inspectors that conduct the assessment of your department. The data produced will also be utilized to provide a general profile of law enforcement in Idaho for planning and problem solving purposes.

**Agreement:**

With this application we agree to comply with the Professional Standards adopted by ICOPA in 2011. The inspection will be conducted by professional law enforcement personnel and we agree to them having access to our department for this purpose. The commitment our department must make in working with the ICOPA toward inspection is understood and accepted. We understand we are responsible for all per diem expenses of each assessor. We understand our application fee must accompany this application.

ICOPA Members:

- 10 or fewer commissioned personnel \$400
- 11 to 30 commissioned personnel \$600
- 31 or more commissioned personnel \$800

Non-ICOPA Members:

- 10 or fewer commissioned personnel \$800
- 11 to 30 commissioned personnel \$1200
- 31 or more commissioned personnel \$1600

**Official Use Only:**

Fee: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Acknowledgement Date: \_\_\_\_\_

