CALEA Law Enforcement Agency Standards

STANDARD TITLES
Accreditation and Advanced Accreditation

This document serves as a comprehensive list of CALEA Standards for Law Enforcement Agencies. Those highlighted constitute the contents of the CALEA Law Enforcement Accreditation Program. The CALEA Advanced Law Enforcement Accreditation is composed of all standards listed. Questions concerning standard applicability should be directed to CALEA Program Management staff.

1.0 Law Enforcement Role and Authority

1.1 Law Enforcement Agency Role

1.1.1 Oath of Office
1.1.2 Code of Ethics
1.1.3 Agency’s Role in Criminal Justice Diversion Programs
1.1.4 Consular Notification

1.2 Limits of Authority

1.2.1 Legal Authority Defined
1.2.2 Legal Authority to Carry/Use Weapons
1.2.3 Compliance with Constitutional Requirements
1.2.4 Search and Seizure
1.2.5 Arrest with/without Warrant
1.2.6 Alternatives to Arrest
1.2.7 Use of Discretion
1.2.8 Strip/Body Cavity Search
1.2.9 Bias Based Profiling

1.3 Use of Force

1.3.1 Use of Reasonable Force
1.3.2 Use of Deadly Force
1.3.3 Warning Shots
1.3.4 Use of Authorized Less Lethal Weapons
1.3.5 Rendering Aid After Use of Weapons
1.3.6 Reporting Uses of Force
1.3.7 Reviewing Reports of 1.3.6
1.3.8 Removal from Line of Duty Assignment, Use of Force
1.3.9 Authorization: Weapons and Ammunition
1.3.10 Demonstrating Proficiency with Weapons
1.3.11 Annual/Biennial Proficiency Training
1.3.12 Issuing Written Directives
1.3.13 Analyze Reports from 1.3.6
2.0 Agency Jurisdiction and Mutual Aid

2.1 Agency Jurisdiction and Mutual Aid

2.1.1 Geographical Boundaries
2.1.2 Concurrent Jurisdiction
2.1.3 Written Agreements for Mutual Aid
2.1.4 Requesting Assistance: Federal LE/National Guard

3.0 Contractual Agreements for Law Enforcement Services

3.1 Contractual Agreements

3.1.1 Written Agreement for Services Provided
3.1.2 Employee Rights

11.0 Organization and Administration

11.1 Organizational Structure

11.1.1 Description of Organization
11.1.2 Organizational Chart
11.2 Unity of Command
11.2.1 Employee Accountability
11.2.2 Direct Command, Component
11.3 Authority and Responsibility

11.3.1 Responsibility/Authority
11.3.2 Supervisory Accountability
11.4 General Management and Administration
11.4.1 Administrative Reporting Program
11.4.2 Accountability for Agency Forms
11.4.3 Accreditation Maintenance
11.4.4 Computer Software Policy
11.4.5 Notify CEO of Incident with Liability

12.0 Direction

12.1 Direction

12.1.1 CEO Authority and Responsibility
12.1.2 Command Protocol
12.1.3 Obey Lawful Orders
12.1.4 Functional Communication/Cooperation
12.2 Written Directives
12.2.1 The Written Directive System
12.2.2 Dissemination and Storage

15.0 Planning and Research, Goals and Objectives, and Crime Analysis

15.1 Planning and Research
15.1.1 Activities of Planning and Research
15.1.2 Organizational Placement/Planning and Research
15.1.3 Multiyear Plan

15.2 Goals and Objectives
15.2.1 Annual Updating/Goals and Objectives
15.2.2 System for Evaluation/Goals and Objectives

15.3 Crime Analysis
15.3.1 Establish Procedures

16.0 Allocation and Distribution of Personnel and Personnel Alternatives

16.1 Allocation and Distribution of Personnel
16.1.1 Position Management System
16.1.2 Workload Assessments

16.2 Specialized Assignment
16.2.1 Annual Review
16.2.2 Announce Openings
16.2.3 Temporary/Rotating Assignments

16.3 Reserves
16.3.1 Program Description
16.3.2 Selection Criteria
16.3.3 Entry Level Training
16.3.4 Uniforms and Equipment
16.3.5 In-Service Training
16.3.6 Use of Force Training & Firearms Proficiency
16.3.7 Bonding/Liability Protection
16.3.8 Performance Evaluations
16.3.9 Educational Requirements

16.4 Auxiliaries
16.4.1 Program Description
16.4.2 Training
16.4.3 Uniforms

17.0 Fiscal Management and Agency Property
17.1 Fiscal Management
17.1.1 CEO Authority and Responsibility
17.2 Budget
17.2.1 Budget Process and Responsibility Described
17.2.2 Functional Recommendations to Budget
17.3 Purchasing
17.3.1 Requisition and Purchasing Procedures
17.4 Accounting
17.4.1 Accounting System
17.4.2 Cash Fund/Accounts Maintenance
17.4.3 Independent Audit
17.5 Agency Property
17.5.1 Inventory and Control
17.5.2 Issue/Reissue Procedures
17.5.3 Operational Readiness

21.0 Classification and Delineation of Duties and Responsibilities
21.1 Task Analysis
21.1.1 Task Analysis
21.2 Classification
21.2.1 Classification Plan
21.2.2 Job Description Maintenance and Availability

22.0 Compensation, Benefits, and Conditions of Work
22.1 Compensation
22.1.1 Salary Program
22.2 Benefits
22.2.1 Leave Program
22.2.2 Benefits Program
22.2.3 Personnel Support Services Program
22.2.4 Victim Witness Services/Line of Duty Death
22.2.5 Clothing and Equipment
22.2.6 Employee Assistance Program
22.2.7 Employee Identification
22.3 Conditions of Work
22.3.1 Physical Examinations
22.3.2 General Health and Physical Fitness
22.3.3 Fitness and Wellness Program
22.3.4 Off-Duty Employment
22.3.5 Extra-Duty Employment

24.0 Collective Bargaining
24.1 Collective Bargaining and Contract Management
24.1.1 Agency Role
24.1.2 Ratification Responsibilities

25.0 Grievance Procedures
25.1 Grievance Procedures
25.1.1 Grievance Procedures
25.1.2 Coordination/Control of Records
25.1.3 Annual Analysis

26.0 Disciplinary Procedures
26.1 Disciplinary Procedures
26.1.1 Code of Conduct and Appearance
26.1.2 Employee Awards
26.1.3 Sexual Harassment
26.1.4 Disciplinary System
26.1.5 Role and Authority of Supervisors
26.1.6 Appeal Procedures
26.1.7 Dismissal Procedures
26.1.8 Records

31.0 Recruitment
31.1 Administrative Practices and Procedures
31.1.1 Agency Participation
31.1.2 Assignment/Recruitment
31.2 Equal Employment Opportunity and Recruitment
31.2.1 Work Force Analysis
31.2.2 Recruitment Plan
31.2.3 Equal Employment Opportunity Plan
31.3 Job Announcements and Publicity
31.3.1 Job Announcements
31.3.2 Posting Locations
31.3.3 Maintaining Applicant Contact
31.3.4 Application Rejection

32.0 Selection

32.1 Professional and Legal Requirements

32.1.1 Selection Process Described
32.1.2 Job Relatedness
32.1.3 Uniform Administration
32.1.4 Candidate Information
32.1.5 Notification of Ineligibility
32.1.6 Records
32.1.7 Selection Material Security

32.2 Administrative Practices and Procedures

32.2.1 Background Investigations
32.2.2 Training
32.2.3 Records Retention
32.2.4 Polygraph Examinations
32.2.5 Conducted by Trained Personnel
32.2.6 Use of Results
32.2.7 Medical Examinations
32.2.8 Emotional Stability/Psychological Fitness Examinations
32.2.9 Records Retention
32.2.10 Entry Level Probation

33.0 Training and Career Development

33.1 Administration

33.1.1 Training Committee
33.1.2 Attendance Requirements
33.1.3 Outside Training Reimbursement
33.1.4 Lesson Plan Requirements
33.1.5 Remedial Training
33.1.6 Employee Training Record Maintenance
33.1.7 Training Class Records Maintenance

33.2 Academy

33.2.1 Academy Administration and Operation
33.2.2 Academy Facilities
33.2.3 Outside Academy, Role
33.2.4 Outside Academy, Agency Specific Training

33.3 Training Instructors

33.3.1 Instructor Training
33.4  Recruit Training
33.4.1  Entry Level Training Required
33.4.2  Recruit Training Program
33.4.3  Field Training Program
33.5  In-Service, Shift Briefing, and Advanced Training
33.5.1  Annual Retraining Program
33.5.2  Shift Briefing Training
33.5.3  Accreditation Training
33.5.4  Accreditation Manager Training
33.6  Specialized In-Service Training
33.6.1  Specialized Training
33.6.2  Tactical Team Training Program
33.7  Civilian Training
33.7.1  Civilian Orientation
33.7.2  Civilian Pre-Service and In-Service Training
33.8  Career Development
33.8.1  Career Development Personnel Training
33.8.2  Skill Development Training Upon Promotion
33.8.3  Career Development Program

34.0  Promotion
34.1  Professional and Legal Requirements
34.1.1  Agency Role
34.1.2  Authority and Responsibility
34.1.3  Promotional Process Described
34.1.4  Job Relatedness
34.1.5  Promotional Announcement
34.1.6  Eligibility Lists
34.1.7  Promotional Probation

35.0  Performance Evaluation
35.1  Administration
35.1.1  Performance Evaluation System
35.1.2  Annual Evaluation
35.1.3  Quarterly Evaluation of Probationary Employees
35.1.4  Evaluation Criteria
35.1.5  Evaluation Period
35.1.6  Unsatisfactory Performance
35.1.7 Employee Counseling
35.1.8 Rater Evaluation
35.1.9 Personnel Early Warning System

41.0 Patrol

41.1 Administration
41.1.1 Shift/Beat Assignment
41.1.2 Shift Briefing
41.1.3 Special-Purpose Vehicles
41.1.4 Agency Animals

41.2 Operations
41.2.1 Responding Procedures
41.2.2 Pursuit of Motor Vehicles
41.2.3 Roadblocks and Forcible Stopping
41.2.4 Notification Procedures
41.2.5 Missing Persons
41.2.6 Missing Children
41.2.7 Mental Illness

41.3 Equipment
41.3.1 Patrol Vehicles Lights, Sirens
41.3.2 Equipment Specification/Replenishment
41.3.3 Occupant Safety Restraints
41.3.4 Authorized Personal Equipment
41.3.5 Protective Vests
41.3.6 Protective Vests/Pre-Planned, High Risk Situations
41.3.7 Mobile Data Access
41.3.8 In-Car Audio/Video

42.0 Criminal Investigation

42.1 Administration
42.1.1 On-Call Schedule
42.1.2 Case-Screening System
42.1.3 Case File Management
42.1.4 Accountability, Preliminary/Follow-Up Investigations
42.1.5 Habitual/Serious Offenders
42.1.6 Criminal Intelligence

42.2 Operations
42.2.1 Preliminary Investigations Steps
42.2.2 Follow-Up Investigations Steps
42.2.3 Investigative Checklists
42.2.4 Patrol Shift Briefing Attendance
42.2.5 Investigative Task Forces
42.2.6 Polygraph Examinations
42.2.7 Informants
42.2.8 Identity Crimes
42.2.9 Cold Cases
42.2.10 Interview Rooms
42.2.11 Line-ups
42.2.12 Show-ups

43.0 Vice, Drugs, and Organized Crime
43.1 Administration and Operations
43.1.1 Complaint Management
43.1.2 Records, Storage and Security
43.1.3 Confidential Funds
43.1.4 Equipment, Authorization and Control
43.1.5 Covert Operations

44.0 Juvenile Operations
44.1 Administration
44.1.1 Juvenile Operations Policy
44.1.2 Policy Input, Others
44.1.3 Annual Program Review
44.2 Operations
44.2.1 Handling Offenders
44.2.2 Procedures for Custody
44.2.3 Custodial Interrogation
44.2.4 School Liaison Program
44.2.5 Community Recreation Programs

45.0 Crime Prevention and Community Involvement
45.1 Crime Prevention
45.1.1 Activities
45.1.2 Organizing Prevention Groups
45.1.3 Prevention Input
45.2 Community Involvement
45.2.1 Activities
45.2.2 Quarterly Progress Report
45.2.3 Procedures for Transmitting Information
45.2.4 Citizens Survey
45.2.5 Survey Summary to CEO

46.0 Critical Incidents, Special Operations, and Homeland Security

46.1 Critical Incidents

46.1.1 Planning Responsibility
46.1.2 All Hazard Plan
46.1.3 Command Function
46.1.4 Operations Function
46.1.5 Planning Function
46.1.6 Logistics Function
46.1.7 Finance/Administration Function
46.1.8 Equipment Inspection
46.1.9 Annual Training

46.2 Special Operations

46.2.1 Special Operations Activities
46.2.2 Tactical Team Selection
46.2.3 Tactical Team Equipment
46.2.4 Hostage Negotiator Selection
46.2.5 Search and Rescue
46.2.6 VIP Security Plan
46.2.7 Special Events Plan

46.3 Homeland Security

46.3.1 Liaison with other Organizations
46.3.2 Terrorism Related Intelligence
46.3.3 Providing Awareness Information
46.3.4 Hazmat Awareness

52.0 Internal Affairs

52.1 Organizational Integrity

52.1.1 Complaint Investigation
52.1.2 Records, Maintenance and Security
52.1.3 CEO, Direct Accessibility
52.1.4 Complaint Registering Procedures
52.1.5 Annual Summaries; Public Availability

52.2 Complaint Procedures

52.2.1 Complaint Types
52.2.2 CEO, Notification
52.2.3 Investigation Time Limits
52.2.4 Informing Complainant
52.2.5 Statement of Allegations/Rights
52.2.6 Submission to Tests, Procedures
52.2.7 Relieved from Duty
52.2.8 Conclusion of Fact

53.0 Inspectional Services
53.1 Line Inspections
53.1.1 Procedures
53.2 Staff Inspections
53.2.1 Procedures

54.0 Public Information
54.1 Public Information
54.1.1 Activities
54.1.2 Policy Input
54.1.3 News Media Access

55.0 Victim/Witness Assistance
55.1 Administration
55.1.1 Summary of Rights
55.1.2 Analysis, Need/Services
55.1.3 Policy/Procedure Development
55.2 Operations
55.2.1 Initial Assistance
55.2.2 Assistance, Threats
55.2.3 Assistance, Preliminary Investigation
55.2.4 Assistance, Follow-Up Investigation
55.2.5 Assistance, Suspect Arrest
55.2.6 Next-of-Kin Notification

61.0 Traffic
61.1 Traffic Enforcement
61.1.1 Selective Enforcement Activities
61.1.2 Uniform Enforcement Procedures
61.1.3 Violator Procedures
61.1.4 Informing The Violator
61.1.5 Uniform Enforcement Policies
61.1.6 Enforcement Practices
61.1.7 Stopping/Approaching
61.1.8 Officer-Violator Relations
61.1.9  Speed-Measuring Devices
61.1.10 Alcohol Enforcement Program
61.1.11 **DUI Procedures**
61.1.12 License Reexamination Referrals
61.1.13 Parking Enforcement

61.2  Traffic Collision Investigation

61.2.1 Reporting and Investigation
61.2.2 Collision Scene Responses
61.2.3 Collision Scene Duties
61.2.4 Follow-Up Investigations

61.3  Traffic Direction and Control

61.3.1 Traffic Engineering
61.3.2 **Direction/Control Procedures**
61.3.3 Escorts
61.3.4 Adult School Crossing Guards
61.3.5 Student Safety Patrol Program
61.3.6 Local/Region Planning Committees

61.4  Ancillary Services

61.4.1 Assistance, Highway Users
61.4.2 Hazardous Highway Conditions
61.4.3 Towing
61.4.4 Traffic Safety Materials

**70.0  Detainee Transportation**

70.1  Transport Operations

70.1.1 Pre-Transport Prisoner Searches
70.1.2 Searching Transport Vehicles
70.1.3 Procedures, Transporting by Vehicle
70.1.4 Interruption of Transport
70.1.5 Prisoner Communication
70.1.6 Procedures, Transport Destination
70.1.7 Procedures, Escape
70.1.8 Notify Court of Security Hazard

70.2  Restraining Devices

70.2.1 **Prisoner Restraint Requirement**

70.3  Special Transport Situations

70.3.1 Sick, Injured, Disabled
70.3.2 Hospital Security and Control
70.3.3 Special Situations
70.4 Transport Equipment
70.4.1 Vehicle Safety Barriers
70.4.2 Rear Compartment Modifications
70.5 Documentation
70.5.1 Prisoner ID and Documentation

71.0 Processing and Temporary Detention
71.1 Authorization
71.1.1 Designate Rooms or Areas
71.2 Training
71.2.1 Training of Personnel
71.3 Detainee Processing and Control
71.3.1 Procedures
71.3.2 Immovable Objects
71.3.3 Security
71.4 Temporary Detention Facility Conditions
71.4.1 Physical Conditions
71.4.2 Fire Prevention/Suppression
71.4.3 Inspections
71.5 Processing and Testing
71.5.1 Security Concerns in Designated Processing or Testing Rooms/Areas

72.0 Holding Facility
72.1 Organization, Administration, and Management
72.1.1 Training User Personnel
72.1.2 Access, Nonessential Persons
72.1.3 Records Security
72.2 Physical Plant
72.2.1 Minimum Conditions
72.3 Safety and Sanitation
72.3.1 Fire, Heat, Smoke Detection System, Inspections
72.3.2 Posted Evacuation Plan
72.3.3 Weekly Sanitation Inspection
72.4 Security and Control
72.4.1 Securing Firearms
72.4.2 Entering Occupied Cells
72.4.3 Key Control
72.4.4 Facility Door Security
72.4.5 Security Checks
72.4.6 Security Inspections
72.4.7 Tool and Culinary Equipment
72.4.8 Alerting Control Point
72.4.9 Panic Alarms
72.4.10 Procedures, Escape
72.4.11 Report, Threats to Facility

72.5 Detainee Processing
72.5.1 Detainee Searches
72.5.2 Intake Forms
72.5.3 Sight and Sound Separation
72.5.4 Segregation
72.5.5 Procedure, Outside Detainees
72.5.6 Procedure, Exceeding Capacity
72.5.7 Identification, Released Detainees

72.6 Medical and Health Care Services
72.6.1 Procedure, Medical Assistance
72.6.2 First Aid Kit
72.6.3 Receiving-Screening Information
72.6.4 Posted Access to Medical Service
72.6.5 Dispensing Pharmaceuticals

72.7 Detainee Rights
72.7.1 Procedure, Detainee Rights

72.8 Supervision of Detainees
72.8.1 24-Hour Supervision
72.8.2 Audio/Visual Surveillance
72.8.3 Supervision, Opposite Sex
72.8.4 Receiving Mail/Packages
72.8.5 Visiting

73.0 Court Security
73.1 Administration
73.1.1 Role, Authority, Policies

73.2 Operations
73.2.1 Facilities, Equipment, Security Survey
73.3 Security Policy and Procedures

73.3.1 Weapon Lockboxes
73.3.2 Use of Restraints

73.4 Equipment

73.4.1 Identification, Availability, Operational Readiness
73.4.2 External Communications
73.4.3 Duress Alarms

73.5 Court Holding Facilities

73.5.1 Training
73.5.2 Detainee Searches
73.5.3 Detainee Property Security
73.5.4 Segregation
73.5.5 Procedure for Medical Assistance
73.5.6 First Aid Kit
73.5.7 Access of Nonessential Persons
73.5.8 Minimum Conditions
73.5.9 Fire Alarm System
73.5.10 Evacuation Plan
73.5.11 Sanitation Inspection
73.5.12 Securing Firearms
73.5.13 Entering Occupied Cells
73.5.14 Key Control
73.5.15 Facility Door Security
73.5.16 Security Checks
73.5.17 Security Inspections
73.5.18 Designated Control Point
73.5.19 Panic Alarms
73.5.20 Escape Procedures
73.5.21 Report of Threats to Facility
73.5.22 Posted Access to Medical Service
73.5.23 Audio/Visual Surveillance
73.5.24 Supervision of Opposite Sex

74.0 Legal Process

74.1 Records

74.1.1 Information, Recording
74.1.2 Execution/Attempt Service, Recording
74.1.3 Warrant/Wanted Person Procedures

74.2 Civil Process

74.2.1 Procedure, Civil Service
74.3 Criminal Process
74.3.1 Procedure, Criminal Process
74.3.2 Arrest Warrants Require Sworn Service

81.0 Communications

81.1 Administration
81.1.1 Agreements, Shared/Regional Facility
81.1.2 Operations Meet FCC Requirements

81.2 Operations
81.2.1 24 Hour, Toll-Free Service
81.2.2 Continuous, Two-Way Capability
81.2.3 Recording Information
81.2.4 Radio Communications Procedures
81.2.5 Access to Resources
81.2.6 Victim/Witness Calls
81.2.7 Victim/Witness Requests for Information
81.2.8 Recording and Playback
81.2.9 Local/State/Federal CJI Systems
81.2.10 Alternative Methods of Communication
81.2.11 Emergency Messages
81.2.12 Misdirected Emergency Calls
81.2.13 Private Security Alarms
81.2.14 First Aid Over Phone

81.3 Facilities and Equipment
81.3.1 Communications Center Security
81.3.2 Alternate Power Source
81.3.3 Telephone System
81.3.4 Mobile/Portable Radios

82.0 Central Records

82.1 Administration
82.1.1 Privacy and Security
82.1.2 Juvenile Records
82.1.3 Records Retention Schedule
82.1.4 UCR/NIBRS
82.1.5 Report Accounting System
82.1.6 Computer File Backup and Storage
82.1.7 Computerized Security Protocol

82.2 Field Reporting and Management
82.2.1 Field Reporting System
82.2.2 Reporting Requirements
82.2.3 Case Numbering System
82.2.4 Report Distribution
82.2.5 Reports by Phone, Mail or Internet

82.3 Records
82.3.1 Master Name Index
82.3.2 Index File
82.3.3 Traffic Records System
82.3.4 Traffic Citation Maintenance
82.3.5 Operational Component Record
82.3.6 ID Number and Criminal History

83.0 Collection and Preservation of Evidence

83.1 Administration
83.1.1 24 Hour Availability

83.2 Operations
83.2.1 Guidelines and Procedures
83.2.2 Photography and Video Tapes
83.2.3 Fingerprinting
83.2.4 Equipment and Supplies
83.2.5 Procedures, Seizure of Computer Equipment
83.2.6 Report Preparation
83.2.7 DNA Evidence Collection

83.3 Evidence Handling
83.3.1 Collecting from Known Source
83.3.2 Evidence, Laboratory Submission

84.0 Property and Evidence Control

84.1 Administration and Operation
84.1.1 Evidence/Property Control System
84.1.2 Storage and Security
84.1.3 Temporary Security
84.1.4 Security of Controlled Substances, Weapons for Training
84.1.5 Records, Status of Property
84.1.6 Inspections and Reports
84.1.7 Final Disposition
84.1.8 Property Acquired through the Civil Process