

ORIGINAL

REVISED

Original Item

1.3 Use of Force

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

- A. Only the force objectively reasonable to effect lawful objectives will be used.
- B. De-escalation techniques should be employed prior to any use of force, if practical.
- C. When a subject is under control, either through the application of physical restraint or the suspect's compliance, the degree of force used shall be de-escalated accordingly.

Revised Item

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- B. De-escalation techniques should be employed prior to any use of force, if practical.
- C. When a subject is under control, either through the application of physical restraint or the suspect's compliance, the degree of force used **shall should** be de-escalated accordingly.

Original Item

1.11 Search and Seizure

A written directive specifies conditions under which searches and seizures can be made, establishes procedures for conducting and documenting announced and unannounced searches, and provides guidelines for the following search criteria:

- A. Valid Search warrant; announced and unannounced
- B. Plain view
- C. Exigent circumstances
- D. Valid consent
- E. Strip Searches, including concerns for privacy and search warrants

Revised Item

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- A. Valid Search warrant; announced and unannounced
- B. Plain view
- C. Exigent circumstances
- D. Valid consent
- E. **Strip Searches Body searches**, including concerns for privacy and search warrants

Original Item

3.3 Division Responsibilities

The responsibilities of each operational component within the agency are set forth by written statement, which is current and made available to all personnel.

Clarification Statement: None

Reaccreditation Requirement: 1 proof per cycle unless there are changes

Revised Item

3.3 Division Responsibilities

The responsibilities of each operational component within the agency are set forth by written statement, which is current and made available to all personnel.

Clarification Statement: None

Reaccreditation Requirement: 1 proof per cycle unless there are changes **This standard requires that each operational component within the agency has a clearly defined and documented statement of responsibilities.**

Original Item

10.3 Off-Duty Employment

If the agency permits employees to engage in extra/off-duty and secondary employment, a written directive addressing the following:

- A. Employees must receive agency permission to engage in off-duty employment.
- B. Types of employment in which the employee may not work.
- C. Approval, review and revocation process regarding employee's off-duty employment.
- D. Establishes position responsible/overseeing off-duty employment.

Clarification Statement: Only sworn officers employed and compensated through the employer will be considered on-duty for liability and indemnification purposes.

Revised Item

10.3 Off-Duty Employment

If the agency permits employees to engage in extra/off-duty and secondary employment, a written directive addressing the following:

- A. Employees must receive agency permission to engage in off-duty employment.
- B. Types of employment in which the employee may not work.
- C. Approval, review and revocation process regarding employee's off-duty employment.
- D. Establishes position responsible/overseeing off-duty employment.
- E. **Employees will not enforce the off-duty employer's policies, this includes requests to leave unrelated to the enforcement of the crime of trespass.**

Original Item

10.7 Wellness Plan

The agency has a written directive to encourage employee wellness, which shall at a minimum address compliance with the Craig Tiger Act.

Clarification Statement: This includes support for officers experiencing substance use disorders, mental health issues, or trauma from their duties, as well as suicide prevention.

Reaccreditation Requirement: 1 proof per year

Revised Item

10.7 Wellness Plan

The agency has a written directive to encourage employee wellness, which shall at a minimum address compliance with the Craig Tiger Act.

Clarification Statement: **The Craig Tiger Act, codified in Arizona Revised Statutes (A.R.S.) sections 38-672 and 38-673, provides up to 12 visits of licensed counseling for public safety employees and 911 dispatchers exposed to specific traumatic events while on duty paid for by their employer.** This includes support for officers experiencing substance use disorders, mental health issues, or trauma from their duties, as well as suicide prevention.

Original Item

10.8 Supervisory Development

All newly promoted supervisors receive appropriate and job-related training, consistent with their new level of assignment and responsibility, prior to promotion or within the first year following promotion.

Clarification Statement: Professional Staff that are promoted to positions where they are responsible for the activities of others are included in this standard. The agency should develop a career development strategy for its personnel that encourages mentorship, promotes retention, and provides leadership development opportunities.

Reaccreditation Requirement: 1 proof per year

Revised Item

10.8 Supervisory Development

~~TIME PENITON~~

All newly promoted supervisors receive appropriate, both sworn and job-related training professional staff, consistent with receive job-specific training relevant to their new level of assignment and responsibility roles, prior to either before promotion or within the first year following after promotion.

Clarification Statement: Professional Staff that are promoted to positions where they are responsible for the activities of others are included in this standard. The agency should develop a career development strategy for its personnel that encourages mentorship, promotes retention, and provides leadership development opportunities.

Original Item

12.3 Supervisory and Command Staff

A written directive specifies the role of supervisory and command staff in the disciplinary process and the authority of each level thereof relative to disciplinary actions.

Clarification Statement: Procedures, criteria and authority should include clear instructions to all levels of supervision and management as to what level of supervision/management can apply what level of corrective actions. Examples: first line supervisors may only be permitted to apply training and counseling but must recommend punitive discipline. First line supervisors may only be permitted to apply counseling or training subject to approval of higher-ranking authority.

Reaccreditation Requirement: 1 proof per year

Revised Item

12.3 Supervisory and Command Staff

A written directive specifies the role of supervisory and command staff in the disciplinary process and the authority of each level thereof relative to disciplinary actions.

Clarification Statement: Procedures, criteria and authority should include clear instructions to all clearly define which levels of supervision and management as to what level of supervision/management can apply what level of administer specific corrective actions. Examples: first line. For example, first line supervisors may only be permitted to apply issue training and counseling but must recommend while recommending punitive discipline to higher authority. First line. Alternatively, first line supervisors may only be permitted to apply provide counseling or training subject to only with approval of from higher-ranking authority persons.

Reaccreditation Requirement: 1 proof per year

Original Item

12.5 Personnel Complaint Procedure

A written directive establishes procedures for the reporting, investigation and disposition of complaints received against the employee of the agency. At a minimum it should include:

- A. Categories of complaints
- B. Acceptance of complaints
- C. Anonymous complaints
- D. Complaint documentation and report format
- E. Person/position responsible for investigation
- F. Investigation process and timeline
- G. Employee notification and rights
- H. Procedures for notifying complainant
- I. Administrative leave
- J. Disposition
- K. Annual analysis of complaints, which is made available to the general public, upon request
- L. Maintenance of records and confidentiality

Revised Item

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- K. Annual analysis of complaints, which is made available to the general public, upon request
- L. Maintenance Confidentiality of records and confidentiality

Original Item

12.8 Reporting Requirements

The agency shall prove compliance with each of the following reporting requirements, as applicable:

- A. Rule 15.1 / Brady Standards
- B. Arizona Administrative Code R-13-4-109 to AZPOST
- C. ARS 41-1828.01

Clarification Statement: Agency reporting must be in compliance with applicable statutory, rule and case law requirements.

Reaccreditation Requirement: 1 proof per bullet per year

Revised Item

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The agency shall prove compliance with each of the following reporting requirements, as applicable:

- A. Rule 15.1 / Brady Standards
- B. Arizona Administrative Code R-13-4-109 R-13-4-108 | Reporting to AZPOST
- C. ARS 41-1828.01 Required law enforcement agency reporting

Clarification Statement: Agency reporting must be in compliance with applicable statutory, rule and case law requirements.

Reaccreditation Requirement: 1 proof per bullet per year

14.3 Training for New Personnel

A written directive that requires all personnel receive and complete required training at the time of initial assignment as applicable, to include:

- Receive and demonstrate understanding of the use of force procedure before being authorized to carry any firearm.
- Prior to any use or possession of a firearm, sworn personnel shall be qualified in the use of that firearm.
- Bloodborne pathogens.
- Hazardous materials at awareness level.
- If the agency has and utilizes specialized medical equipment, the agency has provided training consistent with AZPOST requirements.
- Other, as defined by the agency.

Clarification Statement: Medical equipment can include AEDs, Naloxone, etc.

Reaccreditation Requirement: 1 proof per bullet per year.

14.4 Annual Required Training

A written directive that requires all sworn personnel complete annual retraining as applicable, to include:

- Legal update.
- The impropriety of bias-based policing, including legal requirements and sanctions.
- Weapons qualification and any applicable remediation for all firearms carried by an officer, which shall be conducted by a AZPOST certified firearms instructor and records maintained.
- Remedial training, if any.
- Bloodborne pathogens.
- Hazardous Communication.
- If the agency has and utilizes specialized medical equipment, the agency has provided training consistent with AZPOST requirements.
- Other, as defined by the agency.

Clarification Statement: The agency should ensure that their sworn law enforcement officers complete, at a minimum, the annual training required by AZPOST. The agency training coordinator is responsible for ensuring that annual training is scheduled as required. The training coordinator may be a sworn officer, civilian employee, outside vendor, or any combination thereof. Training may be provided by an instructor or through electronic means.

Reaccreditation Requirement: 1 proof per bullet per year, 2 proofs for C.

14.6 Accreditation Manager Training

The agency Accreditation Manager receives appropriate training prior to or within one year of placement into the role.

Clarification Statement: The CEO recognizes that the stability of the agency's accredited status is affected by the readiness of the employee who assumes the duties of the role.

Reaccreditation Requirement: 1 proof per bullet per year

15.1 Probationary Period

A written directive requires the agency impose a performance-based evaluative probationary period of at least six months upon all newly promoted personnel.

Clarification Statement: Newly promoted supervisors should be assigned to a period of probation to ensure they are able to successfully adapt to their new responsibilities.

Reaccreditation Requirement: 1 proof per year

14.3 Training for New Personnel

TIME SENSITIVE

A written directive that requires all requiring agency personnel receive and to complete required training at the time of applicable to their role upon initial assignment as applicable, to include including:

- Receive and demonstrate understanding of the use of force procedure before being authorized to carry any firearm.
- Prior to any use or possession of a firearm, sworn personnel shall be qualified in the use of that firearm.
- Bloodborne pathogens.
- Hazardous materials at awareness level.
- If the agency has and utilizes specialized medical equipment, the agency training has been provided training consistent with AZPOST requirements.

Other, as defined by the agency.

Clarification Statement: Medical equipment can include AEDs, Naloxone, etc.

Reaccreditation Requirement: 1 proof per bullet per year Required training should be provided to staff who use specialized equipment or may encounter situations needing specific knowledge. For example, all employees (sworn and civilian) might complete bloodborne pathogen training, but only sworn employees must complete use-of-force training before carrying a firearm.

14.4 Annual Required Training

TIME SENSITIVE

A written directive that requires all sworn personnel complete annual retraining as applicable, to include:

- Legal update.
- The impropriety of bias-based policing, including legal requirements and sanctions.
- Weapons qualification and any applicable remediation for all firearms carried by an officer, which shall be conducted by a AZPOST certified firearms instructor and records maintained.
- Remedial training, if any.
- Bloodborne pathogens.
- Hazardous Communication.
- If the agency has and utilizes specialized medical equipment, the agency training has been provided training consistent with AZPOST requirements.

Other, as defined by the agency.

Clarification Statement: The agency should ensure that their sworn law enforcement officers complete, at a minimum, the annual training required by AZPOST. The agency training coordinator is responsible for ensuring that annual training is scheduled as required. The training coordinator may be a sworn officer, civilian employee, outside vendor, or any combination thereof. Training may be provided by an instructor or through electronic means.

Reaccreditation Requirement: 1 proof per bullet per year, 2 proofs for C.

14.6 Accreditation Manager Training

TIME SENSITIVE

The agency Accreditation Manager receives appropriate training prior to or within one year of placement into the role.

Clarification Statement: This requirement is to be met once upon initial hire. It is recommended that ongoing training be sought out by the Accreditation Manager, however, for the purposes of this standard, a single initial training is required to meet the standard. If the Accreditation Manager has not changed over multiple years, and training was received initially, the standard may be marked as no occurrences. The CEO recognizes that the stability of the agency's accredited status is affected by the readiness of the employee who assumes the duties of the role.

Reaccreditation Requirement: 1 proof per bullet per year

15.1 Probationary Period

A written directive requires the agency impose a performance-based performance based evaluative probationary period of at least six months upon all newly promoted personnel.

Clarification Statement: Newly promoted supervisors should be assigned to a period of probation to ensure they are able to successfully adapt to their new responsibilities.

Reaccreditation Requirement: 1 proof per year

15.2 Written Promotion Announcement

Original Item

The agency provides a written promotion announcement that includes:

- A. Identification and description of the position or job classification that is intended to be filled through promotion
- B. A proposed schedule of dates, time and locations for all elements of the promotional process
- C. Specification of the requirements for participation in the promotional process
- D. Description of the process to be used for the testing, evaluation and selection of personnel within the promotional process

Clarification Statement: It is recognized that an agency that follows identified guidelines in the promotional process will meet the guidelines of this standard. The agency's testing processes (written and oral) should be administered, scored, evaluated and interpreted in a uniform, non-discriminatory manner.

Reaccreditation Requirement: 1 proof per bullet per year

16.3 Performance Evaluation Advisement

Original Item

Each employee is advised at the beginning of the rating period by the individual responsible for rating such employee, regarding:

- A. Functions, requirements, standards and tasks of the employee's position
- B. Performance expectations of the rater consistent with department mission and standards
- C. The evaluation rating criteria to be applied

Clarification Statement: None.

Reaccreditation Requirement: 1 proof per bullet per year

16.4 Probationary Employees

Original Item

The agency requires a written performance evaluation on all probationary employees on, at least, a quarterly basis.

Clarification Statement: ALL probationary employees include both sworn and professional staff.

Reaccreditation Requirement: 1 proof per year

16.5 Performance Assessment

Original Item

A written directive requires that the performance evaluation includes the rater's effectiveness in addressing misconduct by the personnel they supervise.

Clarification Statement: None

Reaccreditation Requirement: 1 proof per year

15.2 Written Promotion Announcement

Revised Item

The agency provides a written promotion announcement that includes:

- A. Identification and description of the position or job classification that is intended to be filled through promotion
- B. A proposed schedule of dates, **time times,** and locations for all **elements aspects** of the promotional process, **which may be provided after the initial announcement.**
- C. Specification of the requirements for participation in the promotional process
- D. Description of the process to be used for the testing, evaluation and selection of personnel within the promotional process

Clarification Statement: It is recognized that an agency that follows identified guidelines in the promotional process will meet the guidelines of this standard. The agency's testing processes (written and oral) should be administered, scored, evaluated and interpreted in a uniform, non-discriminatory manner.

Reaccreditation Requirement: 1 proof per bullet per year

16.3 Performance Evaluation Advisement

Revised Item

Each employee is advised at **At the beginning start** of the rating period by **the individual responsible for rating such evaluator** advises each employee **about their duties,** regarding:

- A. **Functions, requirements performance expectations, standards and tasks of evaluation criteria, which align with the employee department's position**
- B. **Performance expectations of the rater consistent with department mission and standards**
- C. **The evaluation rating criteria to be applied**

Clarification Statement: None.

Reaccreditation Requirement: 1 proof per bullet per year

16.4 Probationary Employees

Revised Item

The agency **requires has** a written **directive requiring written performance evaluation evaluations** on all probationary employees **on, at least, a quarterly basis prior to the end of the probationary period.**

Clarification Statement: ALL probationary employees include both sworn and professional staff.

Reaccreditation Requirement: 1 proof per year

16.5 Performance Assessment

Revised Item

A written directive requires that **the performance evaluation includes the rater's effectiveness in addressing evaluations assess how well supervisors handle** misconduct by the **personnel employees they supervise oversee.**

Clarification Statement: None

Reaccreditation Requirement: 1 proof per year

16.8 Raters to be evaluated

Original Item

A written directive states that raters are evaluated by their supervisors regarding the quality of employee performance evaluations given to employees.

Clarification Statement: None.

Reaccreditation Requirement: 1 proof per year

16.8 Raters to be ~~evaluated~~ Evaluated

Revised Item

~~A~~ The agency shall have a written directive ~~states that raters ensures~~ all employee performance evaluations are ~~evaluated reviewed~~ by their supervisors regarding the evaluator's supervisor to verify the quality of employee performance evaluations given ~~accuracy, and adherence to employees agency standards.~~

Clarification Statement: ~~None~~ The purpose of this requirement is to ensure that employee performance evaluations are conducted fairly, accurately, and consistently across the agency. By having the evaluator's supervisor review the evaluations, the agency promotes accountability, enhances the quality of feedback, and ensures that evaluations align with established performance standards and expectations. This standard can be met by providing evidence of both the employee's direct supervisor's signature and the subsequent review by the evaluator's supervisor.

Reaccreditation Requirement: 1 proof per year

17.2 Patrol Shifts

Original Item

A written directive establishes the procedures to be used in assigning officers to patrol shifts and specifies the applicable criteria and frequency of rotation.

Clarification Statement: A shift is used to designate work between certain hours and/or on certain days.

Reaccreditation Requirement: 1 proof per year

17.2 Patrol Shifts

Revised Item

A written directive establishes the procedures ~~to be used in for~~ assigning officers to patrol shifts ~~and specifies~~, including the applicable criteria and frequency of rotation, and outlines the process for determining days off for patrol officers and first-line patrol supervisors.

Clarification Statement: A shift is used to designate work between certain hours and/or on certain days.

Reaccreditation Requirement: 1 proof per year

17.3 Patrol Schedules

Original Item

A written directive establishes the procedures for determining days off for patrol officers and first line patrol supervisors.

Clarification Statement: A schedule defines when an employee is expected to be working. The agency schedule will satisfy this standard.

Reaccreditation Requirement: 1 proof per year

17.3 ~~Patrol Schedules~~ Reserved

Revised Item

~~A written directive establishes the procedures for determining days off for patrol officers and first line patrol supervisors.~~

~~*Clarification Statement:* A schedule defines when an employee is expected to be working. The agency schedule will satisfy this standard.~~

~~*Reaccreditation Requirement:* 1 proof per year~~

17.11 Eye Witness Identification Line/Show-Up

Original Item

A written directive describes the procedures for using line/show-ups in eyewitness identification to include the following:

- A. Compelling reasons under which a show-up may occur
- B. Manner of transportation to the show-up
- C. Situations where more than one eyewitness is available
- D. Instructing witnesses prior to viewing show-up
- E. Prohibiting feedback by the administrator
- F. Documenting show-up and the results

Clarification Statement: There has been a large body of research concerning eyewitness identification and the care that must be taken to prevent any bias being introduced by the police agency. Agencies are encouraged to consider the use of the "Double-Blind" identification technique for eyewitness identification.

Reaccreditation Requirement: 1 proof per bullet per year

17.11 Eye Witness ~~Identification Line/Show-Up~~ Line Ups

Revised Item

A written directive ~~describes but~~lines the procedures for using line/show-ups ~~conducting a physical or photographic line-up in~~ eyewitness identification ~~to include~~ identifications, including the following:

- A. Compelling reasons under which a ~~show-up~~ line-up may occur
- B. Manner of transportation to the show-up
- C. Situations where more than one eyewitness is available
- D. Instructing witnesses prior to viewing ~~show-up~~
- E. Prohibiting feedback by the administrator
- F. Documenting ~~show-up~~ line-up and the results

Clarification Statement: There has been a large body of research concerning eyewitness identification and the care that must be taken to prevent any bias being introduced by the police agency. Agencies are encouraged to consider the use of the "Double-Blind" identification technique for eyewitness identification.

Reaccreditation Requirement: 1 proof per bullet per year

19.2 Unusual Occurrence Plan

The agency or governing body has a written plan for unusual occurrences to include:

- A. First Responder responsibilities
- B. Supervisor responsibilities
- C. Implementation of applicable ICS structure

Clarification Statement: Each agency should have its own plan in order to know its responsibilities, authority, and purpose. Subordinate to this plan should be procedures in order to deal with the plethora of issues that face a law enforcement agency that are considered unusual in nature.

These include, but are not limited to: homeland security matters, natural and man-made disasters, barricaded persons, bomb threats, terrorist acts, and other matters requiring a coordinated response from different components of the agency or coordination with other law enforcement or support agencies.

Essentially, this law enforcement plan needs to establish the duties and responsibilities of the agency and its personnel. All terminology should be consistent with National Incident Management System and Incident Command System terms, except where otherwise required.

Reaccreditation Requirement: 1 proof per bullet per year

19.3 Annual Review

The agency's unusual occurrence plans are reviewed annually and updated as necessary.

Clarification Statement: None

Reaccreditation Requirement: 1 proof per year

21.3 Special Purpose Vehicles

The operation, training and utilization of any agency aircraft or special purpose vehicle are governed by an appropriate written directive, which establishes control, accountability and prescribes proper usage thereof.

Clarification Statement: For purposes of this standard, Special purpose vehicles are any vehicle that requires special training or authorization such as mobile command posts, motorcycles, bicycles, ATVs, aircraft, boats, SWAT trucks, Segway's, UVA and other vehicles as defined by the agency.

Reaccreditation Requirement: 1 proof per year

19.2 Unusual Occurrence Critical Incident Plan

The agency or governing body has a written plan for unusual occurrences critical incidents to include:

- A. First Responder responsibilities
- B. Supervisor responsibilities
- C. Implementation of applicable ICS structure

Clarification Statement: Each agency should have its own plan in order to know its responsibilities, authority, and purpose. Subordinate to this plan should be procedures in order to deal with the plethora of issues that face a law enforcement agency that are considered unusual in nature.

These include, but are not limited to: homeland security matters, natural and man-made disasters, barricaded persons, bomb threats, terrorist acts, and other matters requiring a coordinated response from different components of the agency or coordination with other law enforcement or support agencies.

Essentially, this law enforcement plan needs to establish the duties and responsibilities of the agency and its personnel. All terminology should be consistent with National Incident Management System and Incident Command System terms, except where otherwise required.

Reaccreditation Requirement: 1 proof per bullet per year

19.3 Annual Review

~~TIME SENSITIVE~~

The agency's unusual occurrence critical incident response plans are reviewed annually and updated as necessary.

Clarification Statement: None

Reaccreditation Requirement: 1 proof per year in critical incident plan, or critical incident response plan (CIRP). **Clarification Statement:** A set of procedures, policies, and checklists designed to help organizations prepare for and respond to accidents and emergency situations, ensuring a timely and coordinated response.

21.3 Special Purpose Vehicles

~~The operation, training and utilization of any if the agency aircraft or utilizes special purpose vehicle are vehicles or aircraft, the training is~~ governed by an appropriate written directive, which establishes control, accountability and prescribes proper usage thereof.

- A. ATVs
- B. SWAT or Tactical vehicles
- C. Boats
- D. Bicycles
- E. Motorcycles
- F. Mobile Command Center
- G. Side-by-side UTVs
- H. Aircraft (i.e. drones, fixed wing aircraft, helicopters)
- I. Other specialty vehicles

Clarification Statement: For purposes of this standard, Special purpose vehicles are any vehicle that requires special training or authorization such as mobile command posts, motorcycles, bicycles, ATVs, aircraft, boats, SWAT trucks, Segway's, UVA and other vehicles as defined by the agency.

Reaccreditation Requirement: 1 proof per year

21.5 Vehicle Maintenance

The agency utilizes a formal process for the reporting and maintenance of vehicles used by the agency.

Clarification Statement: None.

Reaccreditation Requirement: 1 proof per year

21.5 Vehicle Equipment and Maintenance Management

The agency utilizes maintains a formal written directive that outlines:

- A. Required equipment for every patrol vehicle
- B. System to ensure supplies are consistently replenished for operational readiness
- C. Formal process for the reporting and maintenance of maintaining vehicles used by the agency to ensure they remain in safe and serviceable condition at all times

Clarification Statement: None. This standard ensures that patrol vehicles are properly equipped and maintained to support effective law enforcement operations. By establishing clear procedures for equipment management and vehicle maintenance, the agency promotes operational efficiency, officer safety, and readiness for emergencies. Consistent replenishment of supplies and regular maintenance checks help maintain the reliability and functionality of patrol vehicles, minimizing downtime and promoting accountability.

Reaccreditation Requirement: 1 proof per year