

Listed below are changes that have been made to our standards. The following pages will document the exact changes that have been made to the standards. Many of these changes are only a few words or less to one bullet, and you will only see the bullet that was changed or the narrative that was changed.

## Standards Changes

**1.2.2** - A written directive governing procedures for assuring compliance with all applicable constitutional requirements for in-custody situations, including, but not limited to:

- a. ~~interviews and~~ interrogations;
- b. access to counsel; and
- c. search and seizure

***Narrative: Interrogations include interviews, questioning, or any other term used to describe in-custody verbal examinations requiring constitutional rights.*** *These constitutional requirements, federal and state, are vital to the role and function of law enforcement in a free society. By complying with these constitutional requirements, law enforcement officers and law enforcement agencies ensure fair, legal, and equitable treatment of all people.*

**1.3.6** - A written directive requiring a use of force investigative report, adopted by the agency, to be submitted to the agency Chief Executive Officer or designee whenever any agency personnel:

- a. discharges a firearm, other than for routine training, ~~or~~ recreational purposes, or **animal disposal**;

**1.3.10** - A written directive requiring ~~all agency personnel authorized to carry weapons to receive in-service training, at least annually, on the agency's use of force and deadly force policies and to demonstrate satisfactory skill, proficiency and qualification with all approved lethal weapons that the employee is authorized to use. In-service training for less than lethal weapons shall occur at least once every two years. The training requires:~~

- a. **all agency personnel authorized to carry weapons to receive in-service training, at least annually, on the agency's use-of-force and deadly force policies and to demonstrate satisfactory skill, proficiency and qualification with all approved lethal weapons that the employee is authorized to use;**
- b. **in-service training for less-than-lethal weapons shall occur at least once every two years;**
- c. a. skill and qualification training to be evaluated by a certified instructor;
- d. ~~b.~~ training and qualification shall be documented;
- e. ~~c.~~ the agency shall have procedures for remedial training for an employee unable to exhibit proficiency/qualification with an authorized weapon; and
- f. ~~d.~~ if the agency authorizes the use of neck restraints or similar control techniques, which have the potential for serious injury, those procedures shall be included in the annual in-service use of force training.

**1.4.1-** A written directive establishing the command protocol and procedures, at a minimum, for the following situations:

- a. absence of the Chief Executive Officer;
- b. exceptional situations (**when only minimal preparation can occur**) ;
- c. situations involving personnel of different functions engaged in a single **pre-planned** operation; and
- d. routine day-to-day operations.

**1.4.3** – The agency has a written directives system that, at a minimum, includes the following:

- c. identifies, in addition to the chief executive officer, the person(s) or position(s), **if any**, authorized to issue appropriate written directives when deemed necessary;

**1.4.4** – The agency has written procedures for the release and for the storage of agency written directives, which includes the following minimal requirements:

- b. procedures for reasonable retrieval of **access to** the directives; and

**1.6.1** - A written directive governing the maintenance of all ~~cash~~ funds or accounts (~~ex-petty cash, informant fund, ticket receipt, etc.~~) **utilized in the course of agency business** where agency personnel are permitted to receive, maintain, or disburse ~~cash funds~~ and includes, at a minimum:

- a. a balance sheet, ledger, or other system that identifies initial balance, ~~funds~~ **income** received, debits (~~funds disbursements~~), and the ~~end-of-month~~ balance **on hand**;
- b. receipts or documentation for ~~cash funds~~ received **and disbursed**;
- c. ~~authorized to disbursement funds, included~~ CEO authorization for expenses in excess of a ~~given~~ **stated** amount;
- d. records, documentation, or invoice requirements for ~~cash expenditures~~;
- d. e. persons or positions authorized to disburse or accept ~~cash funds~~; and
- e. f. a quarterly accounting (balancing) of agency ~~cash fund~~ activities.

**1.7.1-**

***Narrative: Extra duty employment does not include those assignments that are paid through the agency payroll, covered by the agency's liability insurance, and assigned through the agency or its designate. ~~when the agency is reimbursed by another entity.~~ If such employment is allowed by the agency, it is important to the law enforcement agency that procedures are developed to manage and regulate the secondary employment of agency law enforcement officers.***

*Some secondary job assignments may require certification under the provisions of the Pennsylvania Lethal Weapons Training Act (22 P.S. § 41 et seq.). That would apply if the officer being employed would be armed with a lethal weapon and is considered to be a "privately employed agent" under the definition of that Act.*

*The development of this policy should be examined in regard to labor contract issues and past policy considerations.*

1.10.6 - A written directive requiring that if the agency has a tactical team, negotiators, animals, or specialized vehicles; all personnel assigned to that function participate in entry level basic training prior to assuming those duties and in-service training/readiness exercises, in a manner determined by the agency, at least once during the accreditation period. Tactical teams, including assigned negotiators, and canine teams must train, at a minimum, quarterly. **If the agency participates with another tactical team, annual interagency training is conducted.** All training must be documented and the records retained, at a minimum, in accordance with the state retention schedule.

~~2.1.2 - A written directive governing pursuit of motor vehicles which conforms to the Pennsylvania Vehicle Code (75 Pa. C.S.A. § 6341-6345) and other laws of the Commonwealth of Pennsylvania, to include:~~

- ~~a. evaluating the circumstances;~~
- ~~b. initiating officer's responsibilities;~~
- ~~c. designating secondary units' responsibilities;~~
- ~~d. specifying roles and restrictions pertinent to marked, unmarked, or other types of police vehicle involvement in the pursuit;~~
- ~~e. assigning dispatcher's responsibilities;~~
- ~~f. describing supervisor's responsibilities;~~
- ~~g. using stopping techniques;~~
- ~~h. specifying when to terminate pursuit;~~
- ~~i. engaging in inter-jurisdictional and/or jurisdictional pursuits involving personnel from the agency and/or other jurisdictions; and~~
- ~~j. establishing the procedures for reporting and for an **in-house** administrative review of the pursuit which conforms to the laws and regulations of the Commonwealth of Pennsylvania.~~

Also, the narrative for 2.1.2 has been moved to 4.1.2

**2.5.3** - A written directive prescribing necessary actions at the destination by officer(s) transporting prisoner(s) to any facility **other than the agency's**, to include at a minimum:

**2.7.1** – Information regarding each item of legal process, civil and/or criminal, shall be recorded and include, at minimum, the following elements:

- a. date ~~and time~~ received;

**2.7.3** – A written directive that governs the service of civil process documents.

***Narrative:*** *These directives should describe the role of the servers and their responsibilities, along with the methods of service required and the actions required by the servers. It is noted that some protection orders, ~~and~~ anti-harassment orders, **and***

*evictions as the result of an execution of removal or eviction order (Title 35, Health and Safety, Chapter 6A, § 780-160) should be included in the directive. Each type of process may be identified along with any unique requirements. Each type of process may be identified and any unique requirements may be explained. Process serving on partnerships and corporations should be included in the directive. Also included would be civil process received from, or served, outside the agency's jurisdiction.*

**3.1.4** – A written directive requiring ~~that there is~~ a posted emergency evacuation plan **with observable exit diagram** ~~for in~~ the cell area ~~and a designating~~ **an** emergency exit **and** directing evacuation of persons to a hazard-free area. **(O)**

**3.1.6** – A written directive requiring a complete security check, including a thorough search for weapons and contraband, prior to ~~the~~ **each** use of an unoccupied cell.

**3.1.8** – A written directive requiring the agency to have a system in the cell area to alert the designated control center of an emergency **which includes a method of access for responders.** **(O)**

**3.1.17** – A written directive, approved by a licensed physician **upon each modification**, identifying the policies and procedures to be followed when a detainee is in need of medical assistance.

**3.2.4** - A written directive requiring a plan for fire prevention, fire evacuation and fire suppression for the temporary holding area, **including an observable, posted evacuation plan-diagram.**

**3.2.5** – A written directive addressing the following security concerns in the temporary holding area:

c. **method of access to area and prisoner for alarm responders;**

**3.6.3** - A written directive ensuring that secure facilities are available and used for the storage of evidence or recovered property during periods when the property room is closed. **(O)**

**4.1.2** - A written directive regarding the legal mandate that the law enforcement agency comply with Sections 6341-6345 of the *Pennsylvania Vehicle Code* (Title 75) in regard to the reporting and recording requirements for "Pursuit of Vehicles" including:

a. 6342(c)(1) criteria or principals for initiation of pursuit.

**b. 6342 (c) (2) initiating officer's responsibilities;**

**c. 6342 (c) (3) communications center responsibilities;**

**d. 6342 (c) (4) field supervisor's responsibilities;**

e. ~~b.~~ 6342(c)(5) traffic regulations including use of emergency equipment, visual, and audio signals;

**f. 6342 (c) (6) pursuit tactics including secondary units' responsibilities, roles and restrictions pertinent to marked, unmarked, or other types of police vehicle in pursuit, and use of stopping techniques;**

**g. 6342 (c) (7) roadblock use;**

- h. **6342 (c) (8) communications and coordination in interjurisdictional pursuits;**
- i. **6342 (c) (9) criteria or principals for termination of pursuit.**
- j. ~~6343~~ submission of reports to PSP.

**4.1.3** - A written directive regarding the legal mandate that the law enforcement agency comply with Section 2908 of the *Pennsylvania Crimes Code* (Title 18) in regard to the duties of law enforcement agencies with respect to missing children including:

- f. ~~2908(a.1) entering an unidentified deceased child into the CLEAN Unidentified Persons File.~~
- f. **Compliance with Section 3701 (a) of the Federal Crime Control Act of 1990 (42 U.S.C. 5779 (a)) which was amended by striking 'age of 18' and inserting 'age of 21' and by eliminating any waiting period before initiating an investigation of a missing person under the age of 21, and reporting that person to the National Crime Information Center (NCIC) of the Department of Justice.**

**4.1.4** - A written directive regarding the legal mandate that the law enforcement agency comply with Section 9112 of the *Pennsylvania Crimes Code* (Title 18) in regard to mandatory fingerprinting requirements including:

- a. 9112(a) fingerprints of designated persons taken and forwarded to the Central Repository within 48 hours **after arrest**.
- b. 9112(b)(1) per specified private complaints, fingerprinting upon court direction, forwarded within 48 hours **after being taken**.
- c. 9112(b)(2) for summons or 3929 offenses, fingerprinting upon court direction, forwarded within 48 hours **after being taken**.
- d. 9112(c) the PSP Central Repository to transmit Criminal History information to submitting agency.

**4.1.8** -

- c. 9798(c) notifications within time frames indicated in subsections 1 and 2.
  - (1) neighbors, within 5 days after information of the predator's release date and residence has been received by the chief law enforcement officer. Verbal notification ~~may~~ **shall** be used if written notification would delay meeting this time requirement.

We have also added a new Section 8 to Chapter 2 with 5 new standards titled University/College Procedures.

2.8.1 – 2.8.5 all pertain to College/Campus Police only. All others agencies will take these as NA standards.

## Section 8

### Chapter 2

### University/College Procedures

2.8.1 If the agency has a civilian security guard and/or civilian escort program, a written directive documents:

- a. job duties,
- b. qualifications,
- c. selection process including background checks,
- d. required training including any weapons issued, and
- e. uniforms, if any, distinct from sworn personnel.

2.8.2 If the agency has a civilian security guard and/or civilian escort program, personnel are provided with a method of immediate communication.

***Narrative:*** Agencies may provide radios, cell phones, or other mobile communication which will provide access to a central communications coordination point.

2.8.3 On-campus emergency numbers, if available, are publicized.

2.8.4 The agency has access to a campus emergency notification system to ensure students are made aware of critical on-campus threats.

2.8.5 The agency complies with the [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act](#), (20 USC 1092 (f)), including:

- a. publishing an annual report by October 1<sup>st</sup> with 3 years required crime statistical data and required security policy statements (i.e., sexual assault policies assuring basic victims' rights, law enforcement authority of University and College Police, and locations to report crimes, etc). Copies made available to all students and employees while prospective students and employees made aware of method to request a copy. Schools can comply using the Internet so long as the required recipients are notified and provided the exact Internet address where the report

- can be found and paper copies are available upon request. A copy of statistics provided to U.S. Department of Education.
- b. providing "timely warnings" to students and employees when the school considers a crime to pose a threat.
  - c. providing a public crime log, publicly available during normal business hours, that records all crime incidents reported to the University and College Police or security department.

***Narrative:*** Report should disclose crime statistics, broken down geographically, for the campus, unobstructed public areas immediately adjacent to or running through the campus, and certain non-campus facilities including Greek housing and remote classrooms gathered from University and College Police or security, local law enforcement, and other school officials with "significant responsibility for student and campus activities". Reported categories are: 1.) Criminal Homicide broken down by a.) Murder and Nonnegligent Manslaughter and b.) Negligent manslaughter; 2.) Sex Offenses broken down by a.) Forcible Sex Offenses (includes rape) and b.) Nonforcible Sex Offenses; 3.) Robbery; 4.) Aggravated Assault; 5.) Burglary; 6.) Motor Vehicle Theft; and 7.) Arson. Additionally, 1.) Liquor Law Violations; 2.) Drug Law Violations; and 3.) Illegal Weapons Possession are reported if resulting in either an arrest or disciplinary referral. The report must indicate if any of the required crimes or any other involving bodily injury was a hate crime.

*Timely warnings include reports other than those in the crime log (other agencies and credible sources), but are limited to the above categories.*

2.2.2 and 4.1.13 are new standards that all agencies must meet.

## ALL AGENCY STANDARDS

2.2.2 If the agency does not have a tactical team, a directive details how to access a team.

***Narrative:*** Agencies that do not have an in-house tactical team must have a directive detailing who to contact (State Police, nearby agency, etc) if a team's assistance is required. This standard also applies to agencies whose personnel participate in multi-jurisdictional teams.

4.1.13 The agency must comply with the requirements of Uniform Crime Reporting Acts, (20 P. S. §§ 20.101, 20.301--20.305 and 20.501--20.509) and (Act 2004-180 (S.B. 668), § 301), as applicable, requiring all Commonwealth law enforcement agencies to report crime statistics to the Pennsylvania State Police.

***Narrative:*** Agencies shall submit applicable crime statistics on a monthly or yearly basis as required by statute.

These changes are effective May 1, 2009. If you have an on site scheduled prior to that, these changes are not mandatory (but may be included) for the on-site.

These changes and standards should be self explanatory; however, if you have any questions please contact us.

Although not every standard has been changed, we recommend that you download or print a new copy of the entire standards manual because of page numbers changing and some text has moved from one page to another. You can access the standards manual on the accreditation webpage under manuals.

The PLEAC software program has been updated to version 1.7 and includes all of these changes. You will need to go to the enrolled users area and update your software. There are instructions there that will allow you to do this without losing any information you already have on your current program. Please print the instructions before you attempt to update your information. Again, if you have any questions about how to do this please contact us.

You also will now be printing your own labels from the user area of the website. The labels are in the PLEAC forms area of the enrolled users area. You may use colored

**labels (Avery 5066, 5766, 5866 and 5966) as we always have or you may use a standard white label (Avery 5366).**

**This same information will be sent out for the 2<sup>nd</sup> time in a week or so just to make sure everybody receives it.**