



Oklahoma Association of Chiefs of Police
Oklahoma Law Enforcement Accreditation Program



STANDARD DOCUMENTATION WORKSHEET

AGENCY NAME: _____

#ADM.01.02 LOYALTY OATH [102.2 & 102.3]

Agency employees shall take a loyalty oath of office as prescribed in 51 O.S. § 36.1, 36.2A, and 36.3. Additionally, a copy of the oath shall be filed with the appropriate entity enumerated 51 O.S. § 36.3e.

Commentary: The Loyalty Oath is required to be administered to every employee of the State of Oklahoma, municipality, public agency, public authority or public district. The statutory required oath is found in 51 O.S. § 36.2A. As an option, the agency may administer a separate Peace Officer Oath of Office in addition to the statutorily required Loyalty Oath.

Recommended proofs of compliance: Photos of officers taking oath, copies of signed oaths.

Written Directive(s): _____

Proofs of Compliance: _____

Observation: _____

Interview: _____

This section to be completed by assessors

Compliance Non-compliance Waiver date: _____

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ADM.01.05 CONSTITUTIONAL COMPLIANCE [100.5]

A **written directive** governs procedures for assuring compliance with applicable constitutional requirements specifically including:

1. Access to counsel including consular notification for foreign nationals. [412]
2. Assuring constitutional safeguards are conveyed to limited English proficiency or hearing impaired persons in a manner that they clearly understand. [302, 333]
3. Racial/Ethnic Profiling. (22 O.S. § 34.3, 34.4, & 34.5) [401.1]
4. Assuring constitutional safeguards are adhered to during all interviews and interrogations including electronic recordings of custodial interrogations (Title 22 O.S. § 22). [332.8, 332.14]

Recommended proofs of compliance: US State Department consular notification card and poster, Miranda card as issued to employees.

Written Directive(s): _____

Proofs of Compliance: _____

Observation: _____

Interview: _____

This section to be completed by assessors		
<input type="checkbox"/> Compliance	<input type="checkbox"/> Non-compliance	<input type="checkbox"/> Waiver date: _____
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ADM.01.06 SEARCH AND SEIZURE

A **written directive** governs search and seizure with and/or without a warrant to include:

1. Consent search for individuals, vehicles, buildings. [312.3]
2. Stop and frisk rules. [419.4]
3. Exigent circumstances. [312]
4. Impounded vehicle inventory procedures. [502.8]
5. Execution of warrant. [312]

Commentary: The written directive should encompass search and seizure of individuals, vehicles, buildings, and unmanned aircraft systems (UAVs / drones), with or without a warrant.

Recommended proofs of compliance: Consent search forms, impounded vehicle forms indicating inventory procedures.

Written Directive(s): _____

Proofs of Compliance: _____

Observation: _____

Interview: _____

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<input type="checkbox"/> Compliance	<input type="checkbox"/> Non-compliance	<input type="checkbox"/> Waiver date: _____
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ADM.01.07 ARREST [100]

A **written directive** governs arrests made with or without a warrant.

Recommended proofs of compliance: Arrest reports with and without arrest warrants.

Written Directive(s): _____

Proofs of Compliance: _____

Observation: _____

Interview: _____

This section to be completed by assessors

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ADM.01.08 ALTERNATIVES TO ARREST [411.1, 404.6.2 (g)]

A **written directive** governs circumstances when officers may exercise alternatives to arrest.

Recommended proofs of compliance: Assessors will determine compliance through observations and interviews.

Written Directive(s): _____

Proofs of Compliance: _____

Observation: _____

Interview: _____

This section to be completed by assessors

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ADM.01.09 STRIP AND BODY CAVITY SEARCHES [902]

A **written directive** governs the circumstances and procedures for conducting strip and body cavity searches to include reporting procedures.

Recommended proofs of compliance: Reports that contain information regarding a strip or body cavity search.

Written Directive(s): _____

Proofs of Compliance: _____

Observation: _____

Interview: _____

This section to be completed by assessors		
<input type="checkbox"/> Compliance	<input type="checkbox"/> Non-compliance	<input type="checkbox"/> Waiver date: _____
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ADM.01.10 REGISTERED OFFENDERS [328]

A **written directive** establishes guidelines by which the agency will address issues associated with certain offenders who are residing in the jurisdiction. At a minimum, the directive will address how the agency will respond to public inquiries about registered sex and violent offenders in compliance with 57 O.S. § 584 and 595.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

Written Directive(s): _____

Proofs of Compliance: _____

Observation: _____

Interview: _____

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ADM.02.11 SEAT BELTS [1011]

A **written directive** establishes guidelines for the use of seat belts and child car seats/restraints that applies to every person who is a driver or passenger of an agency owned vehicle, including agency employees. The directive shall comply with 47 O.S. § 12-417 and 47 O.S. § 11-1112.

Written Directive(s): _____

Proofs of Compliance: _____

Observation: _____

Interview: _____

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ADM.08.04 WANTED, MISSING, AND RUNAWAY PERSONS [316, 317]

A **written directive** mandates reporting requirements for wanted, missing and runaway persons.

1. The agency enters, or causes to be entered, missing persons or runaways (who meet the criteria and are reported missing from their jurisdiction) into the NCIC system as soon as possible after a report is submitted.
2. The agency has a written directive that addresses Amber and Silver Alert in accordance with 63 O.S. § 1-1990.4; 63 O.S. § 1-1990.5 to include:
 - a. Responding officer responsibilities;
 - b. Communication officer/dispatcher responsibilities;
 - c. Alert termination process.
3. The agency has a written directive for entering wanted persons into NCIC.

Recommended proofs of compliance: Completed runaway or missing persons reports, copies of wanted person’s entry reports (may be redacted).

Written Directive(s): _____

Proofs of Compliance: _____

Observation: _____

Interview: _____

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ADM.09.01 EVIDENCE AND PROPERTY MANAGEMENT [802]

A **written directive** establishes a system for the proper collection, identification, preservation, transmittal, receipt, recording, storage, classification, retrieval, security, auditing, transfer, and disposition of evidentiary items, recovered and found property. Elements of the directive shall:

1. Establish a procedure for packaging, weighing and/or counting, and recording the information on a property form before the items are submitted to the property and evidence authority. [802.4.1]
2. Provide for a combination safe or other secure locked cabinets or rooms, for the storage of high risk and/or exceptional items such as controlled substances, cash and jewelry. [802.5]
3. Establish that no one person has total control over evidentiary property. [802.3.2]
4. Provide for a system to record the date and time of persons entering and leaving the secured evidence area. [802.3.3]
5. Establish a system to assign control numbers to evidence and property items that provides tracking to retrieve the item and audit the system. [802.4.1]

Recommended proofs of compliance: Property forms, copy of property room entry log, example of assigning control numbers to evidence and property, and arrange for visit to property facility.

Written Directive(s): _____

Proofs of Compliance: _____

Observation: _____

Interview: _____

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ADM.09.02 PROPERTY AND EVIDENCE INVENTORIES AND AUDITS [802.9]

A written directive that personnel not charged with the custody of evidence and property regularly performs and record audits of items within the protective custody of the agency.

Recommended proofs of compliance: Copies of recent audit or inspection reports.

Written Directive(s): _____

Proofs of Compliance: _____

Observation: _____

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ADM.09.03 PROPERTY AND EVIDENCE SECURITY [802.3]

The property and evidence room, locker, closet, etc. shall be monitored 24 hours a day by an alarm, video surveillance, personal presence, or other method.

Recommended proofs of compliance: Photos of monitor camera, card reader print out or other method of security

Written Directive(s): _____

Proofs of Compliance: _____

Observation: _____

Interview: _____

This section to be completed by assessors

Compliance

Non-compliance

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ADM.09.04 DISPOSITION OF EVIDENCE AND PROPERTY [802.7, .8]

A **written directive** requires that the disposition of evidence and property (including abandoned and unclaimed) comply with Oklahoma Statutes or other legal requirements.

Recommended proofs of compliance: Property and evidence disposition forms, copies of completed evidence disposition records

Written Directive(s): _____

Proofs of Compliance: _____

Observation: _____

Interview: _____

This section to be completed by assessors		
<input type="checkbox"/> Compliance	<input type="checkbox"/> Non-compliance	<input type="checkbox"/> Waiver date: _____
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ADM.10.06 ALLEGATIONS OF MISCONDUCT AGAINST AGENCY AND
EMPLOYEES [1010]

A **written directive** requires the agency to investigate all allegations of misconduct against the agency or its employee.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

Written Directive(s): _____

Proofs of Compliance: _____

Observation: _____

Interview: _____

This section to be completed by assessors

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OPS.01.01 USE OF FIREARMS AND FORCE [300.1 – 300.4]

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

1. Only the force reasonable to affect lawful objectives will be used.
2. 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.
3. The discharge of warning shots is prohibited. [306.7.3]
4. All sworn personnel receive, and demonstrate understanding of, such directive before being authorized to carry any firearm.

Recommended proofs of compliance: Assessors may determine compliance through observations and interviews.

Written Directive(s): _____

Proofs of Compliance: _____

Observation: _____

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OPS.01.04 FIREARMS PROFICIENCY [306.6]

A **written directive** requires that law enforcement officers demonstrate proficiency in the use of firearms prior to assignment to law enforcement responsibilities. The proficiency must meet or exceed the standards set forth by CLEET.

Recommended proofs of compliance: Annual training report and through interviews and observations.

Written Directive(s): _____

Proofs of Compliance: _____

Observation: _____

Interview: _____

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OPS.01.05 FIREARMS DISCHARGE AND USE OF FORCE INCIDENTS [300.2.2, 300.5, 301.1, 305.1, 306.7]

A **written directive** establishes a process for the documentation, review and disposition of any incident wherein an officer:

1. Discharges a firearm other than in training or for lawful recreation purposes.
2. Takes an action that results in, or allegedly results in, the injury or death of another person.
3. Applies force to another person through the use of any type of weapon.

Recommended proofs of compliance: Use of Force annual report compilation, individual Use of Force Reports. If the agency has not experienced any such incidents in the past four years, a memo to file is recommended.

Written Directive(s): _____

Proofs of Compliance: _____

Observation: _____

Interview: _____

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OPS.02.03 MOBILE DATA DEVICES [423]

If the agency uses mobile data devices, a **written directive** addresses the following elements:

1. Privacy expectations by users.
2. General use and restrictions to include use while operating a motor vehicle.
3. Equipment malfunctions.
4. A requirement that operators be OLETS certified.

Commentary: For the purposes of this standard, devices include any devices through which CAD or OLETS information is transmitted.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

Written Directive(s): _____

Proofs of Compliance: _____

Observation: _____

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OPS.02.10 PURSUIT DRIVING [307]

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

1. Evaluation of circumstances initiating pursuits. 307.3.1]
2. Responsibilities of initiating officer. [307.4.3]
3. Responsibilities of secondary units. [307.4.4]
4. Responsibilities of communications personnel. [307.7]
5. Responsibilities of supervisory personnel. 307.6]
6. Forced stopping and roadblocks. [307.10.3]
7. Traffic regulations during pursuit or pursuit tactics. [307.5]
8. Termination of pursuit. [307.3.2]
9. Inter and intra jurisdictional pursuits. [307.9]
10. Reporting and supervisory review of pursuits. [307.12]

Commentary: If the agency prohibits pursuits, the written directive shall establish that.

Recommended proofs of compliance: Pursuit reports.

Written Directive(s): _____

Proofs of Compliance: _____

Observation: _____

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OPS.02.12 HANDLING THE MENTALLY ILL [409, 410, 428, 901]

A **written directive** establishes procedures for handling all mentally ill adults and juveniles, to include:

1. Guidelines for recognizing indicators of mental illness. [409.3, 428.5, 901.3]
2. Guidelines for agency personnel to follow in dealing with persons they suspect are mentally ill during investigations or contacts in the field. [409.5]
3. Procedures for accessing mental health resources. [410.4]
4. Emergency detention procedures in compliance with 43A O.S. § 1-110 and 5-207. [410.4]

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

Written Directive(s): _____

Proofs of Compliance: _____

Observation: _____

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OPS.07.06 JUVENILES IN CUSTODY [600.4, 901]

A **written directive** establishes procedures for juveniles that have been taken into custody, including:

1. Notification of parents or guardians. [901.4.1]
2. Advising the juvenile of his/her constitutional rights. [901.5]

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

Written Directive(s): _____

Proofs of Compliance: _____

Observation: _____

Interview: _____

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OPS.08.03 EMERGENCY OPERATIONS PLAN [202]

A **written directive** establishes an emergency operations plan (EOP) that complies with the Oklahoma Emergency Management Act, 63 O.S. § 683.1 et seq. The Plan shall include the following elements:

1. Plan activation
2. Additional or specialized personnel
3. Training
4. Periodic review and update

Commentary: The adoption of the municipal, county, regional or state Emergency Operations Plan and the National Incident Management Systems (NIMS) will comply with all elements of this standard.

Recommended proofs of compliance: Copies of the EOP and/or NIMS documents. Assessors may also determine compliance through interviews and observations.

Written Directive(s): _____

Proofs of Compliance: _____

Observation: _____

Interview: _____

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<input type="checkbox"/> Compliance	<input type="checkbox"/> Non-compliance	<input type="checkbox"/> Waiver date: _____
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OPS.08.05 CRISIS RESPONSE UNITS [404]

If an agency operates or participates in a multi-jurisdictional crisis response unit (tactical team, negotiators, and collision investigation team) they will have a **written directive** that establishes at least the following elements:

1. Management and supervision.
2. Organization.
3. Capabilities.
4. Selection of personnel.
5. Training.

Written Directive(s): _____

Proofs of Compliance: _____

Observation: _____

Interview: _____

This section to be completed by assessors

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OPS.09.01 TRANSPORTATION OF PRISONERS [302]

A **written directive** prescribes the security and control of prisoners being transferred or conveyed from one place to another by vehicle or other method to include:

1. Search of prisoner prior to transport [902.3]
2. Handcuffs and other restraints. [302.4 - .7]
3. Search of prisoner transport vehicles before and after [703.3.3]
4. Seating arrangements. [1011.5]
5. Extended transportation (Security during rest, meal or refueling stops).
6. Documentation. [302.8]

Commentary: This standard is designed to address officer safety and ensure prisoner safety. Prisoners should be searched each time they come into the transporting officer's custody. Transport vehicles should be searched to insure that no contraband, weapons, or other items are present. It should be assumed that a prisoner had an opportunity to deposit such items since constant surveillance is usually not available. Provisions should be address for multiple prisoners, handcuffing to stationary objects, lengthy transports, and special situations such as medical, handicapped, pregnancy or similar. Documentation should include the delivery of transfer orders to the receiving officer and obtaining the signature of the receiving officer.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

Written Directive(s): _____

Proofs of Compliance: _____

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OPS.09.04 TRANSPORTING PRISONERS [410, 429]

A **written directive** prescribes procedures for transporting prisoners to include:

1. Prisoners/patients claiming sickness or injury. [429.5.1]
2. Prisoners/patients suspected of carrying a communicable disease.
3. Mentally ill prisoners. [410.5]
4. Juveniles.
5. Opposite sex prisoners.
6. Supervisory notification in the above or unusual instances. [429.4]
7. Documentation. [410.7]

Commentary: Policies should be in place to address the transport by officers of juveniles and prisoners of the opposite sex, to include transmitting the vehicle mileage and time frame to the dispatcher.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

Written Directive(s): _____

Proofs of Compliance: _____

Observation: _____

Interview: _____

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OPS.10.01 DETENTION FACILITY

If the agency operates any type of detention facility such as a jail, holding facility or lockup facility, it shall be operated in compliance with the Oklahoma Jail Standards (74 O.S. § 192-194 and Title 310 Oklahoma State Department of Health Chapter 670)

Recommended proofs of compliance: Copy of State inspection report or similar documents.

Written Directive(s): _____

Proofs of Compliance: _____

Observation: _____

Interview: _____

This section to be completed by assessors

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OPS.11.01 VICTIM INFORMATION [317.5]

A **written directive** requires law enforcement officers to provide victims of crime with certain printed information as provided in 21 O.S. § 142A-2 and 142A-3.

Recommended proofs of compliance: Oklahoma Crime Victims Notification card, brochures, and other related documents. Assessors may also determine compliance through interviews and observations.

Written Directive(s): _____

Proofs of Compliance: _____

Observation: _____

Interview: _____

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OPS.13.01 DOMESTIC ABUSE COMPLAINTS [311]

A **written directive** establishes procedures for handling and reporting incidents and complaints of domestic abuse, to include:

1. Responding law enforcement officers' responsibility to provide notice of rights to victims of domestic abuse.
2. Guidelines for warrantless arrest as prescribed in 22 O.S. § 22-60.16(b).
3. Guidelines and procedures to address the Full Faith and Credit Provisions of the Federal Violence Against Women Act Codified in 18 USC § 2265, 2266, and 342, and 42 USC § 3796gg-8.
4. A lethality assessment screening process as prescribed in 21 O.S. § 142.

Recommended proofs of compliance: OK Crime Victims Card, Safeline Card, OSBI Domestic Abuse Report, and Lethality Assessment Form.

Written Directive(s): _____

Proofs of Compliance: _____

Observation: _____

Interview: _____

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OPS. 13.02 DOMESTIC ABUSE COMPLAINTS INVOLVING AGENCY
EMPLOYEES [1005, 1010]

A **written directive** establishes procedures for handling incidents and complaints of domestic violence involving agency employees.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

Written Directive(s): _____

Proofs of Compliance: _____

Observation: _____

Interview: _____

This section to be completed by assessors

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OPS.18.06 EYEWITNESS IDENTIFICATION [604]

A **written directive** establishes the eyewitness identification process and should address the following elements (Title 22 O.S. 21(b)):

1. Witness Instructions.
2. Photo Lineups.
3. Live Lineups.
4. Show-up/field identification.
5. Documentation of the procedure.

Commentary: The policy is based upon recommendations for maximizing the reliability of the identification process and minimizing the risk of erroneous identifications. These best practices are designed not only to reduce erroneous identifications but also to enhance the reliability and objectivity of eyewitness identification testimony.

Recommended proofs of compliance: Copies of case reports

Written Directive(s): _____

Proofs of Compliance: _____

Observation: _____

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OPS.18.07 ADULT ABUSE [314]

A **written directive** establishes guidelines for identifying and investigating suspected crimes against certain adults who may be more vulnerable than others. At a minimum the directive will address the following:

1. Requirements to notify the Department of Human Services (DHS) as prescribed in 43A O.S. § 10-103 et seq.
2. The use of qualified investigators and investigation procedures.
3. Protective custody and involuntary protective services.
4. Agency personnel training.

Definition: Adult abuse is any offense or attempted offense involving violence or neglect of an adult victim when committed by a person responsible for the adult’s care, or any other act that would mandate reporting or notification to a social service agency or law enforcement.

Commentary: If the agency submits the incident to the Oklahoma Department of Human Services for investigation, that will satisfy elements 1. and 2. of this standard.

Recommended proofs of compliance: Copies of adult abuse incident and/or investigative reports and related documents.

Written Directive(s): _____

Proofs of Compliance: _____

Observation: _____

Interview: _____

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OPS.18.08 CHILD ABUSE [313]

A **written directive** establishes guidelines for identifying and investigating crimes of suspected child abuse. At a minimum, the directive will address the following:

1. Requirements to notify the Department of Human Services (DHS) as prescribed in 10A O.S. § 1-2-101.
2. The use of qualified investigators and investigation procedures.
3. Taking a child into protective custody and relinquishing a child (Title 10A O.S. § 1-4-201).
4. Medical examinations and emergency medical care (Title 10A O.S. § 1-3-103).
5. Agency personnel training.

Definition: Child abuse is any offense or attempted offense involving violence or neglect with a child victim when committed by a person responsible for the child's care or any other act that would mandate notification to DHS (Title 21 O.S. § 843.5-844).

Commentary: If the agency submits the incident to the Oklahoma Department of Human Services for investigation, that will satisfy elements 1. and 2. of this standard.

Recommended proofs of compliance: Copies of child abuse incident and/or investigative reports and related documents.

Written Directive(s): _____

Proofs of Compliance: _____

Observation: _____

Interview: _____

This section to be completed by assessors		
<input type="checkbox"/> Compliance	<input type="checkbox"/> Non-compliance	<input type="checkbox"/> Waiver date: _____
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OPS.19.01 MOBILE AUDIO/VIDEO DEVICES [422]

If the agency utilizes mobile audio/video devices, commonly referred to as in-car cameras, a **written directive** will address the following elements:

1. Operator pre and post use responsibilities.
2. Required and optional activation.
3. Cessation of recording.
4. Recording media storage and integrity.
5. Recordings as evidence.
6. Supervisor responsibilities.
7. Training.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

Written Directive(s): _____

Proofs of Compliance: _____

Observation: _____

Interview: _____

This section to be completed by assessors

Compliance Non-compliance Waiver date: _____

Note: _____

Assessor: _____



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OPS.19.02 PORTABLE AUDIO/VIDEO DEVICES [424]

If an agency utilizes portable audio/video devices, commonly referred to as body-cams, a **written directive** will address the following elements:

1. Operator pre and post use responsibilities.
2. Required and optional activation.
3. Cessation of recording.
4. Recording media storage and integrity.
5. Recordings as evidence.
6. Supervisor responsibilities.
7. Training.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

Written Directive(s): _____

Proofs of Compliance: _____

Observation: _____

Interview: _____

This section to be completed by assessors

Compliance Non-compliance Waiver date: _____

Note: _____

Assessor: _____



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OPS.19.03 PUBLIC RECORDING OF LAW ENFORCEMENT ACTIVITIES [425]

The agency has a **written directive** that recognizes circumstances under which law enforcement officers may seize recordings and/or recording devices.

Commentary: In most circumstances the public has a lawful right to audio/video record law enforcement actions and other public activities involving members of the agency.

Recommended proofs of compliance: Copies of case reports, records, and/or assessors may determine compliance through interviews and observations.

Written Directive(s): _____

Proofs of Compliance: _____

Observation: _____

Interview: _____

This section to be completed by assessors

Compliance Non-compliance Waiver date: _____

Note: _____

Assessor: _____



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PER.01.02 RESERVE LAW ENFORCEMENT OFFICERS [325]

Reserve officers must meet or exceed the minimum requirements as prescribed by the Council on Law Enforcement Education and Training (CLEET) and 11 O.S. § 34-101.

Recommended proofs of compliance: Roster of reserve offices, reserve officer training documents, reserve officer assignment documents, etc.

Written Directive(s): _____

Proofs of Compliance: _____

Observation: _____

Interview: _____

This section to be completed by assessors

Compliance Non-compliance Waiver date: _____

Note: _____

Assessor: _____



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PER.02.09 OFF-DUTY, SECONDARY AND/OR OUTSIDE EMPLOYMENT [1021]

A **written directive** addresses off-duty, secondary and/or outside employment of all employees, to include:

1. Types of employment in which an employee may engage.
2. Use of agency uniform/equipment while engaged in off-duty, secondary and/or outside employment.
3. Conduct of employees while working off-duty, secondary and/or outside employment that involves or potentially involves law enforcement related duties.
4. Any limitations regarding number of hours worked during a defined period (i.e. day, week, month, pay period, etc.).

Commentary: It is highly recommended that the agency CLEO consider the potential legal ramifications of allowing law enforcement officers to engage in off-duty, secondary and/or outside employment in which law enforcement related responsibilities will or may be used. The agency should address the number of hours allowed to work in law enforcement related employment during a work period. The written directive should also address any off-duty, secondary and/or outside employment restrictions while the employee is on sick leave, leave without pay, administrative duty, on-the-job injury leave or other limited duty. See the Employment definition in the Program Manual for more information.

Recommended proofs of compliance: Off-duty and/or secondary employment documents, logs, etc. that indicated the criteria listed above.

Written Directive(s): _____

Proofs of Compliance: _____

Observation: _____

Interview: _____

This section to be completed by assessors		
<input type="checkbox"/> Compliance	<input type="checkbox"/> Non-compliance	<input type="checkbox"/> Waiver date: _____
Note: _____		

Assessor: _____		



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PER.04.01 STANDARDS OF CONDUCT [320]

The agency has a **written standard** of conduct.

Recommended proofs of compliance: Assessors may determine compliance through interviews and observations.

Written Directive(s): _____

Proofs of Compliance: _____

Observation: _____

Interview: _____

This section to be completed by assessors

Compliance Non-compliance Waiver date: _____

Note: _____

Assessor: _____



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PER.06.01 PERSONNEL RECRUITMENT AND SELECTION PROCESS [1000]

A **written directive** establishes a process for the recruitment and selection of commissioned and civilian applicants that includes any requirements for written, medical, and physical examinations, physical agility testing, background investigations, and equal employment opportunity commission compliance.

Recommended proofs of compliance: Employment application or documents that clearly indicate any requirements for written, physical agility, medical examinations, interviews, background investigations. Posted Employee Polygraph Protection Act (EPPA) notice.

Written Directive(s): _____

Proofs of Compliance: _____

Observation: _____

Interview: _____

This section to be completed by assessors

Compliance Non-compliance Waiver date: _____

Note: _____

Assessor: _____



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PER.07.01 INITIAL LAW ENFORCEMENT TRAINING [203.4 & 417.3]

The agency requires each law enforcement officer to attain Oklahoma Peace Officer Certification (70 O.S. § 3311) and complete a minimum forty (40) hour field training program before assignment to unaccompanied field duty.

Commentary: Although CLEET does not require a field training program, the Commission believes that newly hired law enforcement officers should complete a documented field training program. Field training program documents should be included as a proof of compliance.

Recommended proofs of compliance: Initial training documents to include field training records or manual.

Written Directive(s): _____

Proofs of Compliance: _____

Observation: _____

Interview: _____

This section to be completed by assessors

Compliance Non-compliance Waiver date: _____

Note: _____

Assessor: _____



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AGENCY NAME: _____

PER.07.02 ANNUAL LAW ENFORCEMENT TRAINING [203.4]

A **written directive** requires that law enforcement officers complete the annual minimum hours of continuing Education training mandated by CLEET in addition to training that may be mandated by the agency. (70 O.S. § 3311)

Recommended proofs of compliance: CLEET training documents.

Written Directive(s): _____

Proofs of Compliance: _____

Observation: _____

Interview: _____

This section to be completed by assessors

Compliance Non-compliance Waiver date: _____

Note: _____

Assessor: _____