

Thursday, August 8, 2024
PERRY CITY COUNCIL MEETING AGENDA
This is an “Electronic Meeting” Web/Teleconferencing will be used to participate.
Contact Perry City for meeting access instructions.

The Perry City Council will hold an electronic meeting at 1950 S Highway 89 in Perry and via web/teleconference on the Thursday identified above, starting at approximately 7:00 PM. Members of the public may attend the meeting in person or may view the meeting via Zoom using a link and instructions provided by Perry City, please contact the city office 48 hours in advance for online meeting access instructions. Agenda items may vary depending on length of discussion, cancellation of scheduled items, or agenda alteration. Numbers and/or times are estimates of when agenda items will be discussed. Action on public hearings will always be later in the same meeting or at a subsequent meeting. Every agenda item shall be a discussion and/or action item, unless otherwise indicated.

Approx. 7:00 PM – Regular City Council Meeting

- 1. Call to Order**
- 2. Procedural Issues**
 - A. Conflicts of Interest Declaration(s), If Any
- 3. Presentations**
 - A. UCOPA Accreditation Presentation to Perry Police Department
- 4. Discussion Item**
 - A. Fourth of July
 - B. Budget Update – June of Fiscal Year 2024
- 5. Minutes & Council/Mayor Reports (Including Council Assignments)**

No Council Action May be Taken if an Item is not specifically on the Agenda

 - A. Approval of Consent Items
 - June 13, 2024 City Council Meeting Minutes
 - June 27, 2024 City Council Meeting Minutes
 - June 27, 2024 RDA Meeting Minutes
 - B. Fiscal Year 2024 Fraud Risk Assessment
 - C. Mayor’s Report
 - D. Council Reports
 - E. Staff Comments
 - F. Planning Commission Report
- 6. Executive Session (if needed)**
 - A. Discussion of the purchase, exchange, lease, or sale of real property, when public discussion would disclose the value of the property or prevent the authority from completing the transaction of the best possible terms.
 - B. Strategy session to discuss the character, professional competence, or physical or mental health of an individual.
 - C. Strategy session to discuss collective bargaining.
 - D. Strategy session regarding pending, or reasonably imminent litigation.
 - E. Strategy session to discuss the deployment of security personnel, devices, or systems.
 - F. Discussion of investigative proceedings regarding allegations of criminal misconduct.
- 7. Approx. 8:00 PM - Adjournment**

Certificate of Posting

The undersigned duly appointed official hereby certifies that a copy of the foregoing agenda was sent to each member of the City Council and was posted in three locations: Perry City Hall; Centennial Park, Perry City Park; and was emailed to the Ogden Standard-Examiner, Box Elder News Journal; and posted on the State Public Meeting Notice Website on this 1st day of August, 2024. Any individual requiring auxiliary services should contact the City Offices at least 3 days in advance (435-723-6461).

Shanna S. Johnson, City Recorder



Utah Chiefs of Police Association

Utah Chiefs Accreditation Alliance

Utah Law Enforcement Agency Professional Standards Accreditation Procedures Manual

Revised June 24, 2021

5th Edition

CHAPTER COVER SHEET

ACCREDITATION

UCAA

Utah Chiefs Accreditation Alliance

Chapter: 1 – LAW ENFORCEMENT ROLE AND AUTHORITY		
Agency:		
Assessor:		Date:
M A N D A T O R Y	COMPLIANCE STATUS	Number of Standards
	WAIVED – N/A <i>Identify Standard Number(s)</i>	
	IN COMPLIANCE	
	CORRECTED ON-SITE / IN COMPLIANCE <i>Identify Standard Number(s):</i>	
	FOLLOW-UP CORRECTIVE ACTION IS REQUIRED <i>Identify Standard Number(s):</i>	
	FOLLOW-UP COMPLETED, NO FURTHER ACTION REQUIRED	
	TOTAL IN COMPLIANCE	
	CHAPTER TOTAL:	

Comments/Recommendations

Interviews		
Name	Division/Assignment	Date

Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 1 Law Enforcement Role and Authority

No:	Standard	Type of Standard:	Standard Revision Date:
1.1	DEPARTMENT AUTHORITY AND JURISDICTION	Certification	2018
	Criteria: A. A written Directive/Policy requires all personnel, prior to assuming sworn/duty status, to take an oath of office containing, at a minimum, the elements found in the oath of office set out in the Utah Constitution Article IV – 10. B. A written directive/policy states the Department's Code of Ethics		
	Note to Accreditation Managers and Assessors: Please required proof of actual oath of office by full-time or part-time personnel prior to sworn and duty status. Attach to file. If no part-time list N/A		

Evaluation Measures and Proofs of Compliance

- ☐ Copy of written directive/policy that states that the oath of office is required and lists the elements mentioned in the standard. **Provided: Y N**
- ☐ Copy of oath of office, preferably one that has been executed or proof of same. **Provided: Y N**
- ☐ Copy of Code of Ethics adopted by the department: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Criteria	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria A:	
Criteria B:	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 1 Law Enforcement Role and Authority

No: 1.2	Standard: AGENCY JURISDICTIONS	Type of Standard: Policy/Jurisdictional	Standard Revision Date: 2018
	Criteria: A. A written directive/policy or map designates the jurisdiction, to include and concurrent jurisdiction of the agency and specifies its responsibilities and authorities therein.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

- ☐ Copy of applicable directive/policy or map as described above. **Provided: Y N**
- ☐ Mutual aid agreements, if any. **Provided: Y N N/A**
- ☐ Copy of interlocal cooperation act agreement, if any. **Provided: Y N N/A**
- ☐ Copy of memorandum of understanding, if any. **Provided: Y N N/A**

If Yes:

One (1) Random Sampling for each Criteria	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 1 Law Enforcement Role and Authority

No: 1.3	Standard: FIREARMS AND AMMUNITION	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. The use and possession of firearms and ammunition, both on and off duty, are limited to those authorized by written directive/policy. B. A written directive/policy defines the legal authority to carry and use weapons by agency members in performance of their duties.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directives/policies. **Provided: Y N**

If Yes:

One (1) Random Sampling for each Criteria	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria A	
Criteria B	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 1 Law Enforcement Role and Authority

No: 1.4	Standard: USE OF FIREARMS/DEADLY FORCE	Type of Standard: Policy	Standard Revision Date: 2020
	Criteria: A. A written directive/policy governs the use of force by agency personnel that at minimum adheres to all applicable Federal, State, and local laws, adheres to or exceeds the legal standards set by the Supreme Court of the United States, and specifies that: 1. Only the force necessary to effect lawful objectives will be used; 2. An officer may use deadly force only when: a. Effecting an arrest or preventing escape from custody following an arrest, if the officer reasonably believes that deadly force is necessary to prevent the arrest from being defeated by escape; and i. The officer has probable cause to believe that the suspect has committed a felony offense involving the infliction or threatened infliction of death or serious bodily injury; or ii. The officer has probable cause to believe the suspect poses a threat of death or serious bodily injury to the officer or to an individual other than the suspect if apprehension is delayed; or 3. The officer reasonably believes that the use of deadly force is necessary to prevent death or serious bodily injury to the officer or an individual other than the suspect. 4. The discharge of warning shots is prohibited; 5. All sworn personnel receive, and demonstrated understanding of, such directive before being authorized to carry any firearm. B. A written directive/policy requires that officers, prior to any use of possession of firearms, demonstrate specified proficiency in the use of that firearm, and such requirement be met at least annually as a condition of continuing use and possession of such firearm.		
	Note to Accreditation Managers and Assessors: Recertification Note: Recertifying agencies must provide copies of the firearms training records from every year following the last date of accreditation.		

Evaluation Measures and Proofs of Compliance

- ☐ Copy of applicable directive/policy in accordance with Utah State Code Annotated 76-2-404. **Provided: Y N**
- ☐ Copy of distribution sheet of above described policies (policy manual receipt). **Provided: Y N**
- ☐ Copy of firearms training record from within the last twelve months. **Provided: Y N**
- ☐ **Recertification Note:** Recertifying agencies must provide copies of the firearms training records from every year following the last date of accreditation.

If Yes:

One (1) Random Sampling for Each Criteria	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria A	
Criteria B	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 1 Law Enforcement Role and Authority

No: 1.5	Standard: LESS-LETHAL WEAPONS	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy governs the use, training, and possession of less-lethal weapons by agency personnel, both on and off duty.		
	Note to Accreditation Managers and Assessors: Recertification Note: Recertifying agencies must provide copies of the firearms training records from every year following the last date of accreditation.		

Evaluation Measures and Proofs of Compliance

- ☐ Copy of applicable directive/policy. **Provided: Y N**
- ☐ Copy of latest training record(s) concerning less-lethal weapons. **Provided: Y N**
- ☐ **Recertification Note:** Recertifying agencies must provide copies of the less-lethal training records from every year following the last date of accreditation.

If Yes:

One (1) Random Sampling for each Criteria	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 1 Law Enforcement Role and Authority

No: 1.6	Standard: FIREARMS DISCHARGE AND THE USE OF LESS-LETHAL WEAPONS	Type of standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy establishes an internal process for the documentation, review and disposition of any incident wherein an officer: 1. Discharges a firearm other than in training or for lawful recreational purposes; 2. Takes an action that results in, or allegedly results in, the injury or death of another person; 3. Applies force to the person of another through the use of a lethal or less-lethal weapon.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

- ☐ Copy of applicable directive/policy. **Provided: Y N**
- ☐ Copy of a completed, signed use of force and/or firearms discharge report for the last twelve months (these reports must have an area for review and disposition by supervisors and CEO). **Provided: Y N**

If Yes:

One (1) Random Sampling for each Criteria	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ **Assessor:** _____ **Date:** _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 1 Law Enforcement Role and Authority

No: 1.7	Standard: POST-USE OF DEADLY FORCE	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy requires the removal of any officer from a line duty assignment, pending administrative review, when such officer uses force that is considered as deadly force.		
	Note to Accreditation Managers and Assessors: If applicable example should be provided.		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive policy. **Provided: Y N**

If Yes:

One (1) Random Sampling for each Criteria	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 1 Law Enforcement Role and Authority

No: 1.8	Standard: POST USE OF FORCE, FIRST AID	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy specifies procedures for first aid after use of lethal and less-lethal force.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy. **Provided: Y N**

If Yes:

One (1) Random Sampling for each Criteria	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 1 Law Enforcement Role and Authority

No: 1.9	Standard: USE OF FORCE REPORTING	Type of Standard: Policy	Standard Revision Date: 2020
	Criteria: A. A written directive/policy specifies what qualifies as a use of force incident. Includes how use of force incidents will be reported, evaluated, and tracked and complies with all requirements of federal, state, and local law, including the state law requirement to file a report if, in the performance of the officer's duties, the officer points a firearm at an individual or aims a conductive energy device at an individual and displays the electrical current.		
	Note to Accreditation Managers and Assessors: Recertification Note: Recertifying agencies must provide copies of completed use of force reports and use of force tracking from every year following the last date of accreditation.		

Evaluation Measures and Proofs of Compliance

- ☐ Copy of applicable directive/policy. **Provided: Y N**
- ☐ Copy of completed use of force report from the last twelve months. **Provided: Y N**
- ☐ Copy of use of force tracking record. **Provided: Y N**
- ☐ **Recertification Note:** Recertifying agencies must provide copies of the use of force reports and use of force force tracking from every year following the last date of accreditation.

If Yes:

One (1) Random Sampling for each Criteria	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER Law Enforcement Role and Authority

No: 1.10	Standard: CHOKEHOLD PROHIBITION	Type of Standard: Policy	Standard Revision Date: 2020
	Criteria: A. A written directive/policy prohibits the use of chokehold (a physical maneuver that restricts an individual's ability to breathe for the purposes of incapacitation) except in those situations where the use of deadly force is allowed by law.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

Copy of applicable directive/policy. ☐ Provided: Y N

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER Law Enforcement Role and Authority

No: 1.11	Standard: "KNEE ON NECK PROHIBITION	Type of Standard: Policy	Standard Revision Date: 2020
	Criteria: A. A written directive/policy dictates that an officer may not restrain a person by the application of a knee applying pressure to the neck or throat of a person pursuant to the requirements of Utah State Code 53-13-115.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

Copy of applicable directive/Policy. ☐ Provided: Y N

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

CHAPTER COVER SHEET

ACCREDITATION

UCAA

Utah Chiefs Accreditation Alliance

Chapter: 2 – LEGAL ADVICE AND LIABILITY		
Agency:		
Assessor:		Date:
M A N D A T O R Y	COMPLIANCE STATUS	Number of Standards
	WAIVED – N/A <i>Identify Standard Number(s)</i>	
	IN COMPLIANCE	
	CORRECTED ON-SITE / IN COMPLIANCE <i>Identify Standard Number(s):</i>	
	FOLLOW-UP CORRECTIVE ACTION IS REQUIRED <i>Identify Standard Number(s):</i>	
	FOLLOW-UP COMPLETED, NO FURTHER ACTION REQUIRED	
	TOTAL IN COMPLIANCE	
	CHAPTER TOTAL:	

Comments/Recommendations

Interviews		
Name	Division/Assignment	Date

Assessor: _____

Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 2 Legal Advice and Liability

No: 2.1	Standard: LEGAL ADVICE	Type of Standard: City Ordinance	Standard Revision Date: 2018
	Criteria: A. The agency has legal counsel through employment or contract of a police legal advisor or by the office of its city attorney and/or county attorney.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ City Ordinance and/or Certification letter providing proof of compliance with standard: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 2 Legal Advice and Liability

No: 2.2	Standard: LIABILITY INSURANCE	Type of Standard: Policy/City Ordinance	Standard Revision Date: 2018
	Criteria: A. The agency provides liability insurance or indemnification for its personnel.		
	Note to Accreditation Managers and Assessors: Assessors will accept documentation through city or department verification.		

Evaluation Measures and Proofs of Compliance

☐ Copy of cover of liability policy, declaration must be dated and in force. **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ **Assessor:** _____ **Date:** _____

CHAPTER COVER SHEET

ACCREDITATION

UCAA

Utah Chiefs Accreditation Alliance

Chapter: 3 - ORGANIZATION		
Agency:		
Assessor:		Date:
M A N D A T O R Y	COMPLIANCE STATUS	Number of Standards
	WAIVED – N/A <i>Identify Standard Number(s)</i>	
	IN COMPLIANCE	
	CORRECTED ON-SITE / IN COMPLIANCE <i>Identify Standard Number(s):</i>	
	FOLLOW-UP CORRECTIVE ACTION IS REQUIRED <i>Identify Standard Number(s):</i>	
	FOLLOW-UP COMPLETED, NO FURTHER ACTION REQUIRED	
	TOTAL IN COMPLIANCE	
	CHAPTER TOTAL:	

Comments/Recommendations

Interviews		
Name	Division/Assignment	Date

Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 3 Organization

No: 3.1	Standard: ORGANIZATIONAL STRUCTURE	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. The organizational structure of the agency is described by written statement and/or organizational chart, which is updated and made available to all personnel.		
	Note to Accreditation Managers and Assessors: May be in conjunction with city ordinance policies and procedures.		

Evaluation Measures and Proofs of Compliance

☐ Copy of current organizational structure chart. **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklists: 5th Edition

CHAPTER 3 Organization

No: 3.2	Standard: PERSONNEL RESPONSIBILITIES	Type of Standard: Policy/City Ordinance	Standard Revision Date: 2018
	Criteria: A. The duties and responsibilities of each position with the agency, including entry-level requirements, are specified in a written job/position description. The descriptions are current and made available to all personnel.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of job descriptions referenced above (job descriptions must have the most current review or revision dates. **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 3 Organization

No: 3.3	Standard: DIVISION RESPONSIBILITIES	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. The responsibilities of each division within the agency are set forth by written statement.		
	Note to Accreditation Managers and Assessors: Require example of specific employee and position responsibilities.		

Evaluation Measures and Proofs of Compliance

☐ Copy of divisional responsibilities with the above area highlighted (responsibilities listed must be current).

Provided: Y N

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ **Assessor:** _____ **Date:** _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 3 Organization

No: 3.4	Standard: COMMAND PROTOCOL	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy establishes command protocol in situations involving personnel of different organizational components of the agency engaged in a single operation. B.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy. **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? **Y N**

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

CHAPTER COVER SHEET

ACCREDITATION

UCAA

Utah Chiefs Accreditation Alliance

Chapter: 4 - COMMAND		
Agency:		
Assessor:		Date:
M A N D A T O R Y	COMPLIANCE STATUS	Number of Standards
	WAIVED – N/A <i>Identify Standard Number(s)</i>	
	IN COMPLIANCE	
	CORRECTED ON-SITE / IN COMPLIANCE <i>Identify Standard Number(s):</i>	
	FOLLOW-UP CORRECTIVE ACTION IS REQUIRED <i>Identify Standard Number(s):</i>	
	FOLLOW-UP COMPLETED, NO FURTHER ACTION REQUIRED	
	TOTAL IN COMPLIANCE	
	CHAPTER TOTAL:	

Comments/Recommendations

Interviews		
Name	Division/Assignment	Date

Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklists: 5th Edition

CHAPTER 4 Command

No: 4.1	Standard: CHIEF EXECUTIVE OFFICER AUTHORITY	Type of Standard: City Ordinance	Standard Revision Date: 2018
	Criteria: A. The chief executive officer of the agency is designated as having full authority and responsibility for the management, direction, and control of the operations and administration of the agency by written statement issued by the local government, by law, or ordinance, or by a combination of the two.		
	Note to Accreditation Managers and Assessors: Assessor may accept documentation from local government, law, or ordinance or combination of the two.		

Evaluation Measures and Proofs of Compliance

☐ Copy of statement and/or ordinance with the above area highlighted. **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklists: 5th Edition

CHAPTER 4 Command

No: 4.2	Standard: CHAIN OF COMMAND	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy designates the order of command authority in the absence of the chief executive officer of the agency. B.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy. **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? **Y N**

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklists: 5th Edition

CHAPTER 4 Command

No: 4.3	Standard: Supervisor Accountability	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy establishes the accountability of supervisory personnel of the agency for the performance of employees under their immediate control.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy. **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria A:	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklists: 5th Edition

CHAPTER 4 Command

No: 4.4	Standard: DUTY TO OBEY LAWFUL ORDERS	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy requires employees to obey any lawful order of a superior, including any order relayed from a superior by an employee of the same or lesser rank, and specific procedures to be followed by an employee who receives inconsistent or conflicting orders.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy. **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? **Y N**

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklists: 5th Edition

CHAPTER 4 Command

No: 4.5	Standard: WRITTEN DIRECTIVES	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. The agency adheres to an established system for the development and implementation of written directives, including agency policies, procedures, rules, and regulations, and which: 1. Provides for the formatting, indexing, purging, updating, and dissemination of written directives; 2. Vests in the chief executive officer of the agency the authority to issue, modify, or approve written directives; 3. Identifies by name or position any individual, other than the chief executive officer, authorized to issue written directives; 4. Requires availability of the directive to personnel and subsequent placement of directive into a manual or accessible database. 5. Note to Accreditation Managers and Assessors: Assessor should verify all sub-headings under Criteria are covered. Only a minimum of one random sampling is required of the four.		

Evaluation Measures and Proofs of Compliance

☐ Copy of an example of a written directive/policy. **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria A:	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ **Assessor:** _____ **Date:** _____

CHAPTER COVER SHEET

ACCREDITATION

UCAA

Utah Chiefs Accreditation Alliance

Chapter: 5 – GENERAL MANAGEMENT		
Agency:		
Assessor:		Date:
M A N D A T O R Y	COMPLIANCE STATUS	Number of Standards
	WAIVED – N/A <i>Identify Standard Number(s)</i>	
	IN COMPLIANCE	
	CORRECTED ON-SITE / IN COMPLIANCE <i>Identify Standard Number(s):</i>	
	FOLLOW-UP CORRECTIVE ACTION IS REQUIRED <i>Identify Standard Number(s):</i>	
	FOLLOW-UP COMPLETED, NO FURTHER ACTION REQUIRED	
	TOTAL IN COMPLIANCE	
	CHAPTER TOTAL:	

Comments/Recommendations

Interviews		
Name	Division/Assignment	Date

Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklists: 5th Edition

CHAPTER 5 General Management

No: 5.1	Standard: ADMINISTRATIVE REPORTING PROGRAM	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. The agency has an administrative reporting program which requires the collection of daily, monthly, and annual information for reports of the agency activities, and statistical and data summaries based upon such reports.		
	Note to Accreditation Managers and Assessors: Recertification Note: Recertifying agencies must provide copies of the documentation required above from every year following the last date of accreditation.		

Evaluation Measures and Proofs of Compliance

- ☐ Recent copy of daily report. **Provided: Y N**
- ☐ Recent copy of monthly report: **Provided: Y N**
- ☐ Recent copy of annual report: **Provided: Y N**
- ☐ **Recertification Note:** Recertifying agencies must provide copies of the documentation required above from every year following the last date of accreditation.

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria A:	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

CHAPTER COVER SHEET

ACCREDITATION

UCAA

Utah Chiefs Accreditation Alliance

Chapter: 6 – PLANNING AND RESEARCH		
Agency:		
Assessor:		Date:
M A N D A T O R Y	COMPLIANCE STATUS	Number of Standards
	WAIVED – N/A <i>Identify Standard Number(s)</i>	
	IN COMPLIANCE	
	CORRECTED ON-SITE / IN COMPLIANCE <i>Identify Standard Number(s):</i>	
	FOLLOW-UP CORRECTIVE ACTION IS REQUIRED <i>Identify Standard Number(s):</i>	
	FOLLOW-UP COMPLETED, NO FURTHER ACTION REQUIRED	
	TOTAL IN COMPLIANCE	
	CHAPTER TOTAL:	

Comments/Recommendations

Interviews		
Name	Division/Assignment	Date

Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklists: 5th Edition

CHAPTER 6 Planning and Research

No: 6/1	Standard: MULTI-YEAR PLAN	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. The agency has a multi-year plan, which includes: 1. Goals and operational objectives; 2. Anticipated workloads and population trend; 3. Anticipated personnel levels; 4. Anticipated capital improvement and equipment needs.		
	Note to Accreditation Managers and Assessors: All sub-headings should be verified. A minimum of one of the sub-headings is required for random sampling.		

Evaluation Measures and Proofs of Compliance

☐ Copy of multi-year plan (five-year program preferred). **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ **Assessor:** _____ **Date:** _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 6 Planning and Research

No: 6.2	Standard: MISSION AND VALUE STATEMENTS	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. The agency has written mission and value statements, or guiding principles posted within the agency. B.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of multi-year plan (five-year program preferred: Provided: Y N

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

CHAPTER COVER SHEET

ACCREDITATION

UCAA

Utah Chiefs Accreditation Alliance

Chapter: 7 – ALLOCATION AND DISTRIBUTION OF PERSONNEL AND PERSONNEL ALTERNATIVES		
Agency:		
Assessor:		Date:
M A N D A T O R Y	COMPLIANCE STATUS	Number of Standards
	WAIVED – N/A <i>Identify Standard Number(s)</i>	
	IN COMPLIANCE	
	CORRECTED ON-SITE / IN COMPLIANCE <i>Identify Standard Number(s):</i>	
	FOLLOW-UP CORRECTIVE ACTION IS REQUIRED <i>Identify Standard Number(s):</i>	
	FOLLOW-UP COMPLETED, NO FURTHER ACTION REQUIRED	
	TOTAL IN COMPLIANCE	
	CHAPTER TOTAL:	

Comments/Recommendations

Interviews		
Name	Division/Assignment	Date

Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 7 Allocation and Distribution of Personnel and Personnel Alternatives

No: 7.1	Standard: RESERVE OFFICERS	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. If the agency has a part-time/Reserve officer program, their reserve officers of the agency: 1. Are commissioned with general peace officer authority, consistent with applicable law; 2. Meet similar selection criteria as those for regular officers of the agency; 3. Are commissioned only after successful completion of a basic training program approved by the Utah Peace Officer Standards and Training; 4. Reserve officers receive the same or equivalent in-service training as statutorily required for full-time officers consistent with their responsibilities and functions 5. Wear the same uniform as regular officers; 6. Have access to the same equipment as regular officers performing like functions; 7. Are tested and evaluated for firearms proficiency with the same frequency and in the same manner as regular officers performing like functions; 8. Are provided liability protection in the same manner as regular officers performing like functions.		
	Note to Accreditation Managers and Assessors: If the department does not have part-time or reserve officers, list as non-applicable (N/A).		

Evaluation Measures and Proofs of Compliance

- ☐ Copy of part-time/auxiliary/reserve written directive/policy: Provided: Y N
- ☐ Copy of part-time/reserve/officer training record from last 12 months: Provided: Y N

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklists: 5th Edition

CHAPTER 7 Allocation and Distribution of Personnel and Personnel Alternatives

No: 7.2	Standard: NON-SWORN PERSONNEL	Type of Standard: Policy/Staffing	Standard Revision Date: 2018
	Criteria: A. The non-sworn personnel of the agency: 1. Are not commissioned as laws enforcement officers; 2. Are not assigned to duties requiring sworn officer status; 3. Perform duties described and governed by appropriate written directive and receive training in the proper performance of such duties; 4. Wear no uniform, or wear a uniform clearly distinguishable from that of a regular officer		
	Note to Accreditation Managers and Assessors: Sampling of all four sub-headings should be provided.		

Evaluation Measures and Proofs of Compliance

☐ Copy of non-sworn job descriptions: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

CHAPTER COVER SHEET

ACCREDITATION

UCAA

Utah Chiefs Accreditation Alliance

Chapter: 8 – FISCAL MANAGEMENT		
Agency:		
Assessor:		Date:
M A N D A T O R Y	COMPLIANCE STATUS	Number of Standards
	WAIVED – N/A <i>Identify Standard Number(s)</i>	
	IN COMPLIANCE	
	CORRECTED ON-SITE / IN COMPLIANCE <i>Identify Standard Number(s):</i>	
	FOLLOW-UP CORRECTIVE ACTION IS REQUIRED <i>Identify Standard Number(s):</i>	
	FOLLOW-UP COMPLETED, NO FURTHER ACTION REQUIRED	
	TOTAL IN COMPLIANCE	
	CHAPTER TOTAL:	

Comments/Recommendations

Interviews		
Name	Division/Assignment	Date

Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklists: 5th Edition

CHAPTER 8 Fiscal Management

No: 8.1	Standard: ACCOUNTING SYSTEM	Type of Standard: Policy/City Ordinance/State Law	Standard Revision Date: 2018
	Criteria: B. The agency has an accounting system, which includes the preparation and provision for at least quarterly status reports showing: 1. Initial appropriation for each account or program; 2. Balances at the commencement of each period; 3. Expenditures and encumbrances made during the period; 4. Unencumbered balances.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Most current copy of agency's budget: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklists: 5th Edition

CHAPTER 8 Fiscal Management

No: 8.2	Standards: AUDITS	Type of Standard: Policy/City Ordinance/State Law	Standard Revision Date: 2018
	Criteria: A. A written directive/policy, ordinance, or law establishing procedures for monitoring and auditing of the agency's budgets.		
	Note to Accreditation Managers and Assessors: Department policy and/or city ordinance most preferred proof.		

Evaluation Measures and Proofs of Compliance

☐ Copy of department's most recent budget audit or proof of same: **Provided: Y N**

☐ Copy of applicable directive/policy: **Provided Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ **Assessor:** _____ **Date:** _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklists: 5th Edition

CHAPTER 8 Fiscal Management

No: 8.3	Standard: CASH	Type of Standard: Policy/City Ordinance/State Law	Standard Revision Date: 2018
Criteria: A. A written directive/policy/city ordinance establishes procedures for collecting, safeguarding, and disbursing cash, which may include: 1. Maintenance of an allotment system or, alternatively, records of appropriations among organizational components; 2. Preparation of financial statements; 3. Internal audits; 4. Identification of persons by name or position authorized to accept or disburse funds.			
Note to Accreditation Managers and Assessors:			

Evaluation Measures and Proofs of Compliance

- ☐ Copy of applicable directive/Policy. **Provided: Y N**
- ☐ Copy of a daily cash report from within the last 12 months. **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ **Assessor:** _____ **Date:** _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklists: 5th Edition

CHAPTER 8 Fiscal Management

No: 8.4	Standard: INVENTORY CONTROL	Type of Standard: Policy/City Ordinance/State Law	Standard Revision Date: 2018
	Criteria: A. A written directive/policy/city ordinance establishes procedures for inventory control of agency property, equipment, and other assets.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

- ☐ 3-5 examples of current departmental inventory of agency equipment property. **Provided: Y N**
- ☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

CHAPTER COVER SHEET

ACCREDITATION

UCAA

Utah Chiefs Accreditation Alliance

Chapter: 9 – CLASSIFICATION AND ASSIGNMENT		
Agency:		
Assessor:		Date:
M A N D A T O R Y	COMPLIANCE STATUS	Number of Standards
	WAIVED – N/A <i>Identify Standard Number(s)</i>	
	IN COMPLIANCE	
	CORRECTED ON-SITE / IN COMPLIANCE <i>Identify Standard Number(s):</i>	
	FOLLOW-UP CORRECTIVE ACTION IS REQUIRED <i>Identify Standard Number(s):</i>	
	FOLLOW-UP COMPLETED, NO FURTHER ACTION REQUIRED	
	TOTAL IN COMPLIANCE	
	CHAPTER TOTAL:	

Comments/Recommendations

Interviews		
Name	Division/Assignment	Date

Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklists: 5th Edition

CHAPTER 9 Assignment Openings

No: 9.1	Standard: ASSIGNMENT OPENINGS	Type of Standard: Policy/City Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy requires that specialized assignment or unit openings and promotional opportunities within the agency that are opened up for general application be advertised by written agency-wide announcement, and all qualified individuals will be allowed to apply and compete for the position.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

- ☐ Copy of promotional announcements. **Provided: Y N**
- ☐ Copy of applicable directive/policy. **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ **Assessor:** _____ **Date:** _____

CHAPTER COVER SHEET

ACCREDITATION

UCAA

Utah Chiefs Accreditation Alliance

Chapter: 10 – COMPENSATION, BENEFITS, AND CONDITIONS OF WORK		
Agency:		
Assessor:		Date:
M A N D A T O R Y	COMPLIANCE STATUS	Number of Standards
	WAIVED – N/A <i>Identify Standard Number(s)</i>	
	IN COMPLIANCE	
	CORRECTED ON-SITE / IN COMPLIANCE <i>Identify Standard Number(s):</i>	
	FOLLOW-UP CORRECTIVE ACTION IS REQUIRED <i>Identify Standard Number(s):</i>	
	FOLLOW-UP COMPLETED, NO FURTHER ACTION REQUIRED	
	TOTAL IN COMPLIANCE	
	CHAPTER TOTAL:	

Comments/Recommendations

Interviews		
Name	Division/Assignment	Date

Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklists: 5th Edition

CHAPTER 10 Compensation, Benefits, and Conditions of Work

No: 10.1	Standard: COMPENSATION	Type of Standard: Policy/City Policy/City Salary Compensation Plan	Standard Revision Date: 2018
	Criteria: A. Accurate information is available to all personnel regarding: 1. Entry-level salaries; 2. Salary differential within ranks; 3. Salary levels for personnel with special skills; 4. Compensatory time policy 5. Overtime policy; 6. Benefits.		
	Note to Accreditation Managers and Assessors: If salary for personnel with special skills does not apply, list non-applicable (N/A).		

Evaluation Measures and Proofs of Compliance

- ☐ Copy of contracts or collective bargaining agreements if applicable. **Provided: Y N N/A**
- ☐ Copy of city ordinances/policy/compensation plan reflecting the above standard. **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ **Assessor:** _____ **Date:** _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklists: 5th Edition

CHAPTER 10 Compensation, Benefits, and Conditions of Work

No: 10.2	Standard: LEAVE	Type of Standard: Policy/City Policy	Standard Revision Date: 2018
	Criteria: A. Accurate information is provided to all personnel regarding: 1. Administrative leave; 2. Holiday leave; 3. Sick leave; 4. Vacation leave; 5. Compensatory leave.		
	Note to Accreditation Managers and Assessors: If collective bargaining does not apply, list as non-applicable (N/A).		

Evaluation Measures and Proofs of Compliance

- ☐ Copy of contracts or collective bargaining agreements if applicable. **Provided: Y N N/A**
- ☐ Copy of city ordinance/policy reflecting the above standard. **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ **Assessor:** _____ **Date:** _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklists: 5th Edition

CHAPTER 10 Compensation, Benefits, and Conditions of Work

No: 10.3	Standard: INSURANCE/RETIREMENT	Type of Standard: Policy, City Ordinance – Policy/State law	Standard Revision Date: 2018
	Criteria: A. Accurate information is provided to all personnel regarding: 1. Retirement program(s); 2. Health insurance program(s); 3. Disability and death benefits; 4. Professional liability protection provided by the agency.		
	Note to Accreditation Managers and Assessors: If collective bargaining does not apply, list as non-applicable (N/A).		

Evaluation Measures and Proofs of Compliance

- ☐ Copy of contracts or collective bargaining agreements if applicable. **Provided: Y N N/A**
- ☐ Copy of city ordinances/policy reflecting the above standard. **Provided: Y N**
- ☐ Copy of current liability insurance coverage declaration. **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ **Assessor:** _____ **Date:** _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 10 Compensation, Benefits, and Conditions of Work

No: 10.4	Standard: UNIFORMS AND EQUIPMENT	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy governs the provision of clothing and equipment used by employees in performing law enforcement functions.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

- ☐ Copy of approved clothing list: **Provided: Y N**
- ☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 10 Compensation, Benefits, and Conditions of Work

No: 10.5	Standard: MEDICAL EXAMINATIONS	Type of Standard: Policy/City Ordinance	Standard Revision Date: 2018
	Criteria: A. A written directive/policy requires that physical, medical, and psychological examinations required by the agency be provided at no cost to the employee.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? **Y N**

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 10 Compensation, Benefits, and Conditions of Work

No: 10.6	Standard: OFF-DUTY EMPLOYMENT	Type of Standard: Policy/City Ordinance	Standard Revision Date: 2018
	Criteria: A. The agency has a directive/policy regarding off-duty employment to include an agency approval/review process. <i>Agencies should consider the importance of addressing loss coverage (i.e. workers compensation, disability coverage) for off-duty officers working in uniform for other entities (this is a suggestion and is not required to achieve compliance with this standard).</i>		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 10 Compensation, Benefits, and Conditions of Work

No: 10.7	Standard: PEER SUPPORT	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. If the agency utilizes a peer support team, the agency shall have a directive/policy regarding the peer support team that complies with state law, including guidelines for the peer support team and its members and a requirement that peer support team members receive POST approved training.		
	Note to Accreditation Managers and Assessors: This may be non-applicable depending on City Policy.		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? **Y N**

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 10 Compensation, Benefits, and Conditions of Work

No: 10.8	Standard: POLICE IDENTIFICATION	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. The agency issues an identification document, such as an identification card, to all of its sworn officers, which at a minimum identifies the issuing agency and establishes the identity of the officer.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy or example of identification cards or documentation that are issued to sworn officers: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A Criteria: B	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

CHAPTER COVER SHEET

ACCREDITATION

UCAA

Utah Chiefs Accreditation Alliance

Chapter: 11 – COMPLAINT PROCESS		
Agency:		
Assessor:		Date:
M A N D A T O R Y	COMPLIANCE STATUS	Number of Standards
	WAIVED – N/A <i>Identify Standard Number(s)</i>	
	IN COMPLIANCE	
	CORRECTED ON-SITE / IN COMPLIANCE <i>Identify Standard Number(s):</i>	
	FOLLOW-UP CORRECTIVE ACTION IS REQUIRED <i>Identify Standard Number(s):</i>	
	FOLLOW-UP COMPLETED, NO FURTHER ACTION REQUIRED	
	TOTAL IN COMPLIANCE	
	CHAPTER TOTAL:	

Comments/Recommendations

Interviews		
Name	Division/Assignment	Date

Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 11 Complaint Process

No: 11.1	Standard: COMPLAINT PROCESS	Type of Standard: Policy	Standard Revision Date: 2021
	Criteria: A. A written directive/policy establishes procedures for the receiving and investigating of complaints relating to employee misconduct, which includes: 1. Procedure for receiving complaint; 2. Evaluating complaint and assignment for investigation to include: a. Categorize complaints regarding severity; b. Civil vs. criminal – parallel investigations. 3. Investigation procedures; 4. Resolution and documentation; 5. Tracking; 6. Storage and access to internal affairs files; 7. Mandatory notifications to POST as required by state law; 8. Mandatory completion and reporting of internal investigations to POST as required by state law.		
	Note to Accreditation Managers and Assessors: Names of personnel should be redacted for security and privacy concerns.		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy: **Provided: Y N**

☐ Example of complete/processed complaint from the past 12 months: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

CHAPTER COVER SHEET

ACCREDITATION

UCAA

Utah Chiefs Accreditation Alliance

Chapter: 12 – EMPLOYEE GRIEVANCE PROCEDURES		
Agency:		
Assessor:		Date:
M A N D A T O R Y	COMPLIANCE STATUS	Number of Standards
	WAIVED – N/A <i>Identify Standard Number(s)</i>	
	IN COMPLIANCE	
	CORRECTED ON-SITE / IN COMPLIANCE <i>Identify Standard Number(s):</i>	
	FOLLOW-UP CORRECTIVE ACTION IS REQUIRED <i>Identify Standard Number(s):</i>	
	FOLLOW-UP COMPLETED, NO FURTHER ACTION REQUIRED	
	TOTAL IN COMPLIANCE	
	CHAPTER TOTAL:	

Comments/Recommendations

Interviews		
Name	Division/Assignment	Date

Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 12 Employee Grievance Procedures

No: 12.1	Standard: GRIEVANCE PROCEDURE	Type of Standard: Policy/City Ordinance	Standard Revision Date: 2018
	Criteria: A. A written directive/policy establishes an employee grievance procedure, including: 1. Identifying matters that are grievable, i.e., scope; 2. Establishing time limitations for filing a grievance; 3. Establishing procedural steps and time limitation at each step in the grievance procedure; 4. Establishing criteria for employee representation; 5. Identifies the position or component within the agency responsible for coordination of grievance procedures.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

- ☐ Copy of applicable directive/policy: **Provided: Y N**
- ☐ Copy of applicable ordinance: **Provided: Y N**
- ☐ Copy of contracts or collective bargaining agreement, if applicable: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ **Assessor:** _____ **Date:** _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 12 Employee Grievance Procedures

No: 12.2	Standard: CONTENTS OF EMPLOYEE GRIEVANCE	Type of Standard: Policy/City Ordinance	Standard Revision Date: 2018
	Criteria: A. A written directive/policy requires tht any employee grievance include: 1. A written statement of the grievance and the information upon which it is based, time and dates of occurrence; 2. A written specification of the alleged wrongful act and resultant harm; 3. A written description of the remedy, adjustment, or other corrective action sought.		
	Note to Accreditation Managers and Assessors: Names of personnel should be redacted for security and privacy concerns.		

Evaluation Measures and Proofs of Compliance

- ☐ Copy of applicable directive/policy: **Provided: Y N**
- ☐ Most recent example of complete/process grievance: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ **Assessor:** _____ **Date:** _____

CHAPTER COVER SHEET

ACCREDITATION

UCAA

Utah Chiefs Accreditation Alliance

Chapter: 13 – DISCIPLINARY PROCEDURES		
Agency:		
Assessor:		Date:
M A N D A T O R Y	COMPLIANCE STATUS	Number of Standards
	WAIVED – N/A <i>Identify Standard Number(s)</i>	
	IN COMPLIANCE	
	CORRECTED ON-SITE / IN COMPLIANCE <i>Identify Standard Number(s):</i>	
	FOLLOW-UP CORRECTIVE ACTION IS REQUIRED <i>Identify Standard Number(s):</i>	
	FOLLOW-UP COMPLETED, NO FURTHER ACTION REQUIRED	
	TOTAL IN COMPLIANCE	
	CHAPTER TOTAL:	

Comments/Recommendations

Interviews		
Name	Division/Assignment	Date

Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 13 Disciplinary Procedures

No: 13.1	Standard: CODE OF CONDUCT AND LAW ENFORCEMENT CODE OF ETHICS	Type of Standard: Policy/City Ordinance/State Law/Peace Officer Standards and Training Requirements	Standard Revision Date: 2018
	Criteria: A. A written directive/policy specifies the code of conduct for agency personnel and is provided to such personnel.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of law enforcement Code of Ethics: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 13 Disciplinary Procedures

No: 13.2	Standard: DISCIPLINARY SYSTEM	Type of Standard: Policy/City Ordinance/State Law/Peace Officer Standards and Training Requirements	Standard Revision Date: 2018
	Criteria: A. A written directive/policy establishing a disciplinary system. The system should include: 1. Procedures and criteria for corrective action including counseling, oral reprimand, written reprimand, loss of leave, suspension, demotion, and termination of employment; 2. Recognition of employment due process rights provided by applicable statutory and case law; 3. The agency has a policy regarding the prohibition of sexual and other harassment and provides procedures for reporting and reviewing accusations of harassment; 4. The agency conforms to state law regarding mandatory disciplinary P.O.S.T. notifications and requirements.		
	Note to Accreditation Managers and Assessors: Names of personnel should be redacted for security and privacy concerns.		

Evaluation Measures and Proofs of Compliance

☐ Copy of the applicable directive/policy: **Provided: Y N**

☐ Copy of an administrative action taken in the last 12 months: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 13 Disciplinary Procedures

No: 13.3	Standard: SUPERVISORY AND COMMAND STAFF	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy specifies the role of supervisory and command staff in the disciplinary process and the authority of each level relative to disciplinary actions.		
	Note to Accreditation Managers and Assessors: Names of personnel should be redacted for security and privacy concerns.		

Evaluation Measures and Proofs of Compliance

☐ Copy of an administrative or supervisory action taken in the last 12 months: **Provided: Y N**

☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ **Assessor:** _____ **Date:** _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 13 Disciplinary Procedures

No: 13.4	Standard: MAINTENANCE OF RECORDS	Type of Standard: Policy/State Law	Standard Revision Date: 2018
	Criteria: A. A written directive/policy specifies the procedures for maintenance of records of disciplinary actions.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 13 Disciplinary Procedures

No: 13.5	Standard: APPEAL PROCEDURES	Type of Standard: Policy/City Ordinance/State Law	Standard Revision Date: 2018
	Criteria: A. A written directive/policy specifies appeal procedures in disciplinary actions.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 13 Disciplinary Procedures

No: 13.6	Standard: BRADY/GIGLIO INFORMATION	Type of Standard: Policy	Standard Revision Date: 2019
	Criteria: A. A written directive/policy establishes procedures governing the identification and disclosure of so-called "Brady/Giglio" information (generally any information having bearing on an officer's potential impeachment as a witness in a criminal proceeding) which at a minimum must include: 1) a requirement that the department investigate all officer misconduct allegations involving Brady/Giglio information, and 2) a requirement that the department disclose all relevant Brady/Giglio information to the prosecuting attorney.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A Criteria: B	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

CHAPTER COVER SHEET

ACCREDITATION

UCAA

Utah Chiefs Accreditation Alliance

Chapter:		
Agency:		
Assessor:		Date:
M A N D A T O R Y	COMPLIANCE STATUS	Number of Standards
	WAIVED – N/A <i>Identify Standard Number(s)</i>	
	IN COMPLIANCE	
	CORRECTED ON-SITE / IN COMPLIANCE <i>Identify Standard Number(s):</i>	
	FOLLOW-UP CORRECTIVE ACTION IS REQUIRED <i>Identify Standard Number(s):</i>	
	FOLLOW-UP COMPLETED, NO FURTHER ACTION REQUIRED	
	TOTAL IN COMPLIANCE	
	CHAPTER TOTAL:	

Comments/Recommendations

Interviews		
Name	Division/Assignment	Date

Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 14 Recruitment

No: 14.1	Standard: SELECTION PROCESS FOR APPLICANTS	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. The agency utilizes a formal process for the selection of qualified officer applicants incorporating minimum employment standards, which may include: a standardized and documented selection process that assesses job aptitude, an in-depth background investigation, physical agility or a physical proficiency battery, and psychological, polygraph, and/or medical examination.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

- ☐ Copy of written directive/policy reflecting compliance with the above standard: **Provided: Y N**
- ☐ Copy of a completed application package and applicable results for the last 12 months: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ **Assessor:** _____ **Date:** _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 14 Recruitment

No: 14.2	Standard: EQUAL EMPLOYMENT OPPORTUNITY	Type of Standard: Policy/City Ordinance/State and Federal Law	Standard Revision Date: 2018
	Criteria: A. The agency participates in and supports equal employment opportunity in its recruiting and hiring practices.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

- ☐ Copy of applicable ordinances or written directive/policy reflecting the standard: **Provided: Y N**
- ☐ Copy of a blank employment application: **Provided: Y N**
- ☐ Copy of employment announcement made in the last 12 months, and distribution list: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

CHAPTER COVER SHEET

ACCREDITATION

UCAA

Utah Chiefs Accreditation Alliance

Chapter: 15 - TRAINING		
Agency:		
Assessor:		Date:
M A N D A T O R Y	COMPLIANCE STATUS	Number of Standards
	WAIVED – N/A <i>Identify Standard Number(s)</i>	
	IN COMPLIANCE	
	CORRECTED ON-SITE / IN COMPLIANCE <i>Identify Standard Number(s):</i>	
	FOLLOW-UP CORRECTIVE ACTION IS REQUIRED <i>Identify Standard Number(s):</i>	
	FOLLOW-UP COMPLETED, NO FURTHER ACTION REQUIRED	
	TOTAL IN COMPLIANCE	
	CHAPTER TOTAL:	

Comments/Recommendations

Interviews		
Name	Division/Assignment	Date

Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 15 Training

No: 15.1	Standard: BASIC PEACE OFFICER TRAINING	Type of Standard: Policy/Utah Peace Officer Standards and Training Policy	Standard Revision Date: 2018
	Criteria: A. Each officer having responsibility for the enforcement of the criminal laws in general, will graduate from a basic training program certified by the Utah Peace Officer Standards and Training, and the department field training program.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

- ☐ Copy of recent recruit's graduation verification of Utah State certification: **Provided: Y N**
- ☐ Example of field training documentation from within the last twelve months: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 15 Training

No: 15.2	Standard: FIRST-LEVEL SUPERVISORS	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. Each officer having responsibility for the enforcement of the criminal laws in general, will graduate from a basic training program certified by the Utah Peace Officer Standards and Training, and the department field training program.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of supervisory training record from the last 12 months: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ **Assessor:** _____ **Date:** _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 15 Training

No: 15.3	Standard: MID-MANAGEMENT POSITIONS	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. Every employee appointed or promoted to a first-level supervisory position successfully completes department-approved management training within three years of such appointment or promotion.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of management training record from the last 12 months: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ **Assessor:** _____ **Date:** _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 15 Training

No: 15.4	Standard: ANNUAL TRAINING	Type of Standard: Policy/Utah Peace Officer Standards and Training Policy/State Law	Standard Revision Date: 2021
	Criteria: A. A written directive/policy specifies that every regular officer having responsibility for the enforcement of criminal laws, in general annually completes a minimum of 40 hours of certified in-service training. Sixteen (16) hours of which shall include training focused on mental health and other crisis intervention responses, arrest control, and de-escalation training as required by state law.		
	Note to Accreditation Managers and Assessors: Recertification Note: Recertifying agencies must provide copies of department training records from every year following the last date of accreditation.		

Evaluation Measures and Proofs of Compliance

- ☐ Copy of department's training records: **Provided: Y N**
- ☐ Copy of applicable directive/policy: **Provided: Y N**
- ☐ **Recertification Note:** Recertifying agencies must provide copies of Department training records from every Year following the last date of accreditation.

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ **Assessor:** _____ **Date:** _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 15 Training

No: 15.5	Standard: TACTICAL TEAM TRAINING	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. If the agency has a tactical team or participates in a joined consolidated team, those team members engage in training and readiness exercises.		
	Note to Accreditation Managers and Assessors: Recertification Note: Recertifying agencies must provide copies of departments tactical team training records from every year following the last date of accreditation.		

Evaluation Measures and Proofs of Compliance

☐ Copy of tactical team training records department's training records: **Provided: Y N**

Recertification Note: Recertifying agencies must provide examples of Department tactical team training records ☐ from every year following the last date of accreditation.

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ **Assessor:** _____ **Date:** _____

CHAPTER COVER SHEET

ACCREDITATION

UCAA

Utah Chiefs

Accreditation Alliance

Chapter:		
Agency:		
Assessor:		Date:
M A N D A T O R Y	COMPLIANCE STATUS	Number of Standards
	WAIVED – N/A <i>Identify Standard Number(s)</i>	
	IN COMPLIANCE	
	CORRECTED ON-SITE / IN COMPLIANCE <i>Identify Standard Number(s):</i>	
	FOLLOW-UP CORRECTIVE ACTION IS REQUIRED <i>Identify Standard Number(s):</i>	
	FOLLOW-UP COMPLETED, NO FURTHER ACTION REQUIRED	
	TOTAL IN COMPLIANCE	
	CHAPTER TOTAL:	

Comments/Recommendations

Interviews		
Name	Division/Assignment	Date

Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklists: 5th Edition

CHAPTER 16 Promotion

No: 16.1	STANDARD: PROBATIONARY PERIOD	Type of Standard: Policy/Civil Service Guidelines/City Policy, Ordinance	Standard Revision Date: 2018
	CRITERIA: A. A written directive/policy requires that the agency impose a probationary/trial period of at least six months upon all newly promoted personnel.		
	Note to Accreditation Managers and Assessors: It is recognized that an agency that follows Civil Service guidelines in the promotional process will meet the guidelines of this standard. For those agencies that do not use Civil Service guidelines for promotions, the agency's testing processes (written and oral) should be administered, scored, evaluated and interpreted in a uniform, non- discriminatory manner.		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Standard: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ **Assessor:** _____ **Date:** _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklists: 5th Edition

CHAPTER 16 Promotion

No: 16.2	STANDARD: WRITTEN PROMOTION ANNOUNCEMENT	Type of Standard: Policy/Civil Service Guidelines/City Policy, Ordinance	Standard Revision Date: 2018
	CRITERIA: A. The procedures used by the agency for promotions are job-related and nondiscriminatory. the agency provides to each employee a written promotion announcement, which includes: 1. Identification and description of the position or job classification, which is intended to be filled through promotion; 2. A schedule of all elements of the promotional process (written, oral, evaluative board, etc.). 3. Specification of the requirements for participation in the promotional process; 4. Description of the process to be used for the testing, evaluation, and selection of personnel with the promotional process. Note to Accreditation Managers and Assessors: It is recognized that an agency that follows Civil Service guidelines in the promotional process will meet the guidelines of this standard. For those agencies that do not use Civil Service guidelines for promotions, the agency's testing processes (written and oral) should be administered, scored, evaluated and interpreted in a uniform, non- discriminatory manner.		

Evaluation Measures and Proofs of Compliance

☐ Copy of written promotion announcement. **Provided: Y N**

☐ Copy of written directive/policy or civil service regulations reflecting compliance with the standard criteria.

Provided: Y N

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Standard: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklists: 5th Edition

CHAPTER 16 Promotion

No: 16.3	STANDARD: PROMOTION ADMINISTRATION	Type of Standard: Policy/Civil Service Guidelines/City Policy, Ordinance	Standard Revision Date: 2018
	CRITERIA: 1. The responsibility and authority for administering the promotional process for the agency is specified in a written directive/policy.		
	Note to Accreditation Managers and Assessors: It is recognized that an agency that follows Civil Service guidelines in the promotional process will meet the guidelines of this standard. For those agencies that do not use Civil Service guidelines for promotions, the agency's testing processes (written and oral) should be administered, scored, evaluated and interpreted in a uniform, non- discriminatory manner.		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy or civil service regulation: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Standard: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklists: 5th Edition

CHAPTER 16 Promotion

No: 16.4	STANDARD: APPOINTED POSITIONS	Type of Standard: Policy/Civil Service Guidelines/City Policy, Ordinance	Standard Revision Date: 2018
	CRITERIA: 1. A written directive/policy specifies which positions within the organization are appointed and exempt from promotion testing policies.		
	Note to Accreditation Managers and Assessors: It is recognized that an agency that follows Civil Service guidelines in the promotional process will meet the guidelines of this standard. For those agencies that do not use Civil Service guidelines for promotions, the agency's testing processes (written and oral) should be administered, scored, evaluated and interpreted in a uniform, non- discriminatory manner.		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy : **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Standard: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

CHAPTER COVER SHEET

ACCREDITATION

UCAA

Utah Chiefs Accreditation Alliance

Chapter: 17 – PERFORMANCE EVALUATIONS		
Agency:		
Assessor:		Date:
M A N D A T O R Y	COMPLIANCE STATUS	Number of Standards
	WAIVED – N/A <i>Identify Standard Number(s)</i>	
	IN COMPLIANCE	
	CORRECTED ON-SITE / IN COMPLIANCE <i>Identify Standard Number(s):</i>	
	FOLLOW-UP CORRECTIVE ACTION IS REQUIRED <i>Identify Standard Number(s):</i>	
	FOLLOW-UP COMPLETED, NO FURTHER ACTION REQUIRED	
	TOTAL IN COMPLIANCE	
	CHAPTER TOTAL:	

Comments/Recommendations

Interviews		
Name	Division/Assignment	Date

Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 17 Performance Evaluations

No: 17.1	Standard: ANNUAL PERFORMANCE EVALUATIONS	Type of Standard: Policy/City Ordinance, Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy establishes and describes an annual personnel performance or review evaluation system for the agency, including measurement definitions and criteria. The agency requires that every rater involved with the personnel performance evaluation system receive instruction in rating procedures and rate responsibilities as a precondition of such involvement.		
	Note to Accreditation Managers and Assessors: a. Names of personnel should be redacted for security and privacy concerns. b. Recertifying agencies must provide examples of department employee evaluations from every year following the last date of accreditation.		

Evaluation Measures and Proofs of Compliance

- ☐ Copy of an employee evaluation completed with the last 12 months: **Provided: Y N**
- ☐ Copy of applicable directive/policy: **Provided: Y N**
- ☐ **Recertification Note:** Recertifying agencies must provide examples of Department employee evaluations from every year following the last date of accreditation

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 17 Performance Evaluations

No: 17.2	Standard: PERFORMANCE EVALUATION COUNSELING	Type of Standard: Policy/City Ordinance, Policy	Standard Revision Date: 2018
	Criteria: A. Each employee is counseled at the beginning of the rating period by the individual responsible for rating such employee, concerning: 1. Tasks of the employee's position; 2. Performance expectations of the rater; 3. The evaluation rating criteria to be applied.		
	Note to Accreditation Managers and Assessors: Names of personnel should be redacted for security and privacy concerns.		

Evaluation Measures and Proofs of Compliance

☐ Copy of an employee evaluation completed with the last 12 months: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 17 Performance Evaluations

No: 17.3	Standard: PROBATIONARY EMPLOYEES	Type of Standard: Policy/City Ordinance, Policy	Standard Revision Date: 2018
	Criteria: A. The agency requires a written performance evaluation on all probationary employees, which at a minimum shall consist of an evaluation once at the beginning and once at the end of the probationary period.		
	Note to Accreditation Managers and Assessors: Names of personnel should be redacted for security and privacy concerns.		

Evaluation Measures and Proofs of Compliance

☐ Copy of completed and signed performance evaluation: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 17 Performance Evaluations

No: 17.4	Standard: EVALUATION OF SPECIFIC PERIOD	Type of Standard: Policy/City Ordinance, Policy	Standard Revision Date: 2018
	Criteria: A. Evaluation of the employee's performance covers a specific period and such evaluation is based only on performance during that specific period		
	Note to Accreditation Managers and Assessors: Names of personnel should be redacted for security and privacy concerns.		

Evaluation Measures and Proofs of Compliance

☐ Copy of an employee evaluation completed within the last 12 months: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 17 Performance Evaluations

No: 17.5	Standard: SIGNATURE OF PERFORMANCE EVALUATION	Type of Standard: Policy/City Ordinance, Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy specifies that the employee be given the opportunity to review the completed performance evaluation		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 17 Performance Evaluations

No: 17.6	Standard: RATED BY IMMEDIATE SUPERVISOR	Type of Standard: Policy/City Ordinance, Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy specifies that employees are rated and counseled regarding the evaluation by their immediate supervisor.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 17 Performance Evaluations

No: 17.7	Standard: REVIEW OF EVALUATIONS	Type of Standard: Policy/City Ordinance, Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy states that evaluations shall be reviewed by the rater's immediate supervisor.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 17 Performance Evaluations

No: 17.8	Standard: UTILIZATION OF PERFORMANCE EVALUATIONS	Type of Standard: Policy/City Ordinance, Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy governs the agency's utilization of results of the performance evaluations.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 17 Performance Evaluations

No: 17.9	Standard: CONTESTED EVALUATION REPORTS	Type of Standard: Policy/City Ordinance, Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy requires a review process for contested evaluation reports.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 17 Performance Evaluations

No: 17.10	Standard: RETENTION PERIOD	Type of Standard: Policy/City Ordinance, Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy establishes the retention period of the performance evaluation report.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 17 Performance Evaluations

No: 17.11	Standard: COPIES OF PERFORMANCE EVALUATIONS	Type of Standard: Policy/City Ordinance, Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy requires that a copy of the completed evaluation report be provided to the employee.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

CHAPTER COVER SHEET

ACCREDITATION

UCAA

Utah Chiefs Accreditation Alliance

Chapter: 18 - OPERATIONS		
Agency:		
Assessor:		Date:
M A N D A T O R Y	COMPLIANCE STATUS	Number of Standards
	WAIVED – N/A <i>Identify Standard Number(s)</i>	
	IN COMPLIANCE	
	CORRECTED ON-SITE / IN COMPLIANCE <i>Identify Standard Number(s):</i>	
	FOLLOW-UP CORRECTIVE ACTION IS REQUIRED <i>Identify Standard Number(s):</i>	
	FOLLOW-UP COMPLETED, NO FURTHER ACTION REQUIRED	
	TOTAL IN COMPLIANCE	
	CHAPTER TOTAL:	

Comments/Recommendations

Interviews		
Name	Division/Assignment	Date

Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 18 Operations

No: 18.1	Standard: COMMUNICATION, COORDINATION, AND COOPERATION	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written procedure is in place to relay information between patrol shifts and other components of the agency.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of an example of the written procedure described in the standard: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 18 Operations

No: 18.2	Standard: SHIFTS/SCHEDULES	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy establishes the procedures to be used in assigning officers to shifts, time off, and use of leave, which specifies the applicable criteria and frequency of rotation therein.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of current officer shift schedules: **Provided: Y N**

☐ Copy of applicable directive/policy **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ **Assessor:** _____ **Date:** _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 18 Operations

No: 18.3	Standard: SPECIAL PURPOSE VEHICLES	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. The operation and utilization of any agency aircraft or special purpose vehicle are governed by an appropriate written directive/policy, which establishes control, accountability, and prescribes proper usage thereof		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 18 Operations

No: 18.4	Standard: ON-SCENE SUPERVISOR	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy describes the circumstances requiring the on-scene presence of a supervisor for the purposes of assuming command.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 18 Operations

No: 18.5	Standard: INVESTIGATIONS	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy prescribes the categories of crimes and incidents wherein patrol officers are responsible for initial investigation and/or follow up investigations		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 18 Operations

No: 18.6	Standard: SEARCH AND SEIZURE	Type of Standard: Policy/State Law/Federal Law	Standard Revision Date: 2021
	Criteria: A. A written directive/policy governs search and seizure with or without a warrant which complies with applicable federal, state, and local law, to include warrant requirements on electronic communications and notification as required by law.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 18 Operations

No: 18.7	Standard: ARRESTS WITH OR WITHOUT A WARRANT	Type of Standard: Policy/State Law/Federal Law	Standard Revision Date: 2018
	Criteria: A. A written directive/policy governs arrests with and without a warrant		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 18 Operations

No: 18.8	Standard: FIELD INTERVIEWS	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy governs field interviews.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 18 Operations

No: 18.9	Standard: INFORMANTS	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy establishes procedures for the use of informants by officers.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 18 Operations

No: 18.10	Standard: RADIO COMMUNICATIONS	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy establishes procedures for radio communications.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 18 Operations

No: 18.11	Standard: PURSUIT DRIVING	Type of Standard: Policy/Suggested State Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy governs pursuit of motor vehicles in accordance with state laws and guidelines.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 18 Operations

No: 18.12	Standard: RESPONSE TO ROUTINE AND EMERGENCY SITUATIONS	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy establishes procedures for responding to routine, urgent, and emergency calls.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 18 Operations

No: 18.13	Standard: SAFETY RESTRAINING DEVICES	Type of Standard: Policy/State Law	Standard Revision Date: 2018
	Criteria: A. A written directive/policy requires the employee's personal use of safety restraining devices in agency vehicles.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 18 Operations

No: 18.14	Standard: BODY CAMERAS	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. If the agency utilizes body cameras, the agency has written directive/policy indicating the use, application, and dissemination of information from application.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 18 Operations

No: 18.15	Standard: PROTECTIVE VESTS OR JACKETS	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. The agency has written directive/policy concerning the purchase and use of protective vests.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 18 Operations

No: 18.16	Standard: K-9 UNITS	Type of Standard: Policy	Standard Revision Date: 2021
	Criteria: A. If police K-9 units are utilized, the agency controls and governs such utilization by written directive/policy. The written directive/policy must comply with federal, state, and local law, including the state certification requirements for K-9 units set out in State law.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 18 Operations

No: 18.17	Standard: 24-HOUR PER DAY COVERAGE	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. Law enforcement response to emergencies is available 24 hours per day, every day of the week, within the agency's service area.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

- ☐ Copy of officer shift schedules: **Provided: Y N**
- ☐ Copy of interlocal agreement or memorandum of understanding: **Provided: Y N N/A**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 18 Operations

No: 18.18	Standard: ACTIVE SHOOTER PREPARATION AND RESPONSE	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written policy/directive addresses preparation for and response to active shooter events, to include training.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

- ☐ Copy of applicable directive/policy: **Provided: Y N**
- ☐ Copy of most recent training: **Provided: Y N**
- ☐ Copy of MOU to handle active shooter events if applicable: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 18 Operations

No: 18.19	Standard: FITNESS FOR DUTY	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written policy/directive establishes standards regarding officer fitness for duty, which must, at a minimum: (1 address physical and mental fitness, 2) require immediate supervisory action upon receiving any allegation that an officer is not fit for duty, 3) upon finding that an officer is not fit for duty, require notification to POST pursuant to state law.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 18 Operations

No: 18.20	Standard: PHYSICAL STRIP SEARCHES	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written policy/directive establishes procedures for strip searches which must require, at a minimum: 1) supervisory approval prior to each strip search, 2) that personnel of the same sex as the arrested person will conduct the search (unless the search is conducted by a medical practitioner), and 3) that no strip search shall occur unless there is reasonable suspicion based upon specific and articulable facts to believe the individual has a health condition requiring immediate medical attention or is concealing a weapon or contraband.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

- ☐ Copy of applicable policy/directive: **Provided: Y N**
- ☐ Proof of receipt of applicable policy/directive by officers: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ **Assessor:** _____ **Date:** _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 18 Operations

No: 18.21	Standard: PHYSICAL BODY CAVITY SEARCHES	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written policy/directive establishes procedures for physical body cavity searches which must require, at a minimum: 1) supervisory approval prior to each body cavity search, 2) that only a physician or an individual approved by a physician may conduct a body cavity search, and 3) that no individual shall be subjected to a physical body cavity search without a search warrant or approval of legal counsel.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

- ☐ Copy of applicable policy/directive: **Provided: Y N**
- ☐ Proof of receipt of applicable policy/directive by officers: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A Criteria: B	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ **Assessor:** _____ **Date:** _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 18 Operations

No: 18.22	Standard: IN-CUSTODY SUSPECTS AT MEDICAL FACILITIES	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written policy directive establishes procedures for the maintenance of custody of suspects check in for treatment at a hospital or other medical facility.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable policy/directive: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 18 Operations

No: 18.23	Standard: ASSET FORFEITURE	Type of Standard: Policy/State Law	Standard Revision Date: 2021
	Criteria: A. A written policy/directive that is compliant with federal, state, and local law establishes procedures for asset forfeiture, including the identification, tracking, management, and safekeeping of seized property, as well as a prohibition on the transfer, sale, or auction of seized property to an employee of the agency.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable policy/directive: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 18 Operations

No: 18.24	Standard: USE OF FACIAL RECOGNITION SYSTEMS	Type of Standard: Policy/State Law	Standard Revision Date: 2021
	Criteria: A. A written policy/directive that is compliant with federal, state, and local law prohibits the agency from using a facial recognition system on an image database except as specified in state law.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable policy/directive: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A Criteria: B	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

CHAPTER COVER SHEET

ACCREDITATION

UCAA

Utah Chiefs Accreditation Alliance

Chapter: 19 – JUVENILE PROCEDURES		
Agency:		
Assessor:		Date:
M A N D A T O R Y	COMPLIANCE STATUS	Number of Standards
	WAIVED – N/A <i>Identify Standard Number(s)</i>	
	IN COMPLIANCE	
	CORRECTED ON-SITE / IN COMPLIANCE <i>Identify Standard Number(s):</i>	
	FOLLOW-UP CORRECTIVE ACTION IS REQUIRED <i>Identify Standard Number(s):</i>	
	FOLLOW-UP COMPLETED, NO FURTHER ACTION REQUIRED	
	TOTAL IN COMPLIANCE	
	CHAPTER TOTAL:	

Comments/Recommendations

Interviews		
Name	Division/Assignment	Date

Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 19 Juvenile Procedures

No: 19.1	Standard: JUVENILE CONTACT	Type of Standard: Policy/State Law	Standard Revision Date: 2018
	Criteria: A. A written directive/policy governs the agency's handling of juveniles as defined by state statute.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of Applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 19 Juvenile Procedures

No: 19.2	Standard: RELEASE OF JUVENILES	Type of Standard: Policy/State Law	Standard Revision Date: 2018
	Criteria: A. A written directive/policy establishes procedures for the release of juveniles.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of Applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? **Y N**

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 19 Juvenile Procedures

No: 19.3	Standard: REFERRAL TO INTAKE/DETENTION	Type of Standard: Policy/State Law	Standard Revision Date: 2018
	Criteria: A. A written directive/policy establishes criteria governing referral of juveniles		
	Note to Accreditation Managers and Assessors		

Evaluation Measures and Proofs of Compliance

☐ Copy of Applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? **Y N**

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 19 Juvenile Procedures

No: 19.4	Standard: CITATION OR SUMMONS	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy establishes criteria and procedures for issuing written citations or summons to juvenile offenders to appear in the appropriate court in lieu of taking them into custody.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of Applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? **Y N**

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 19 Juvenile Procedures

No: 19.5	Standard: PROTECTIVE CUSTODY	Type of Standard: Policy/State Law	Standard Revision Date: 2018
	Criteria: A. The agency has written directive/policy for taking a juvenile into custody when: 1. The juvenile is alleged to have engaged in non-criminal misbehavior (status offense); or 2. The juvenile is alleged to have been harmed or to be in danger of harm.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of Applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 19 Juvenile Procedures

No: 19.6	Standard: JUVENILES IN CUSTODY	Type of Standard: Policy/State Law	Standard Revision Date: 2018
	Criteria: A. A written directive/policy establishes procedures for juveniles that have been taken into custody, including: 1. Advising the juvenile of his/her constitutional rights prior to custodial interview; 2. Taking the juvenile to the intake or juvenile facility without delay unless emergency medical treatment is required, as outlined in state code.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of Applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 19 Juvenile Procedures

No: 19.7	Standard: SOCIAL SERVICES AGENCIES	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. The agency maintains a listing of social service agencies in its area providing youth services.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of listing of social service agencies: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 19 Juvenile Procedures

No: 19.8	Standard: RECORDS, FINGERPRINTS, AND PHOTOGRAPHS	Type of Standard: Policy/State Law	Standard Revision Date: 2018
	Criteria: A. A written directive/policy establishes procedures for the collection, dissemination, and retention of records fingerprints, photographs, and other forms of identification pertaining to juveniles, including: 1. Provisions relating to court ordered expungement of records; 2. Provisions governing disposition of records when juveniles reach adult age; 3. Provisions for access to records on a need-to-know basis only.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of records retention schedule: **Provided: Y N**

☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ **Assessor:** _____ **Date:** _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 19 Juvenile Procedures

No: 19.9	Standard: POSITION ACCOUNTABLE FOR RECORDS	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy designates a position accountable for the collection, dissemination, and retention of juvenile records.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

CHAPTER COVER SHEET

ACCREDITATION

UCAA

Utah Chiefs Accreditation Alliance

Chapter: 20 – EMERGENCY OPERATIONS RESPONSE		
Agency:		
Assessor:		Date:
M A N D A T O R Y	COMPLIANCE STATUS	Number of Standards
	WAIVED – N/A <i>Identify Standard Number(s)</i>	
	IN COMPLIANCE	
	CORRECTED ON-SITE / IN COMPLIANCE <i>Identify Standard Number(s):</i>	
	FOLLOW-UP CORRECTIVE ACTION IS REQUIRED <i>Identify Standard Number(s):</i>	
	FOLLOW-UP COMPLETED, NO FURTHER ACTION REQUIRED	
	TOTAL IN COMPLIANCE	
	CHAPTER TOTAL:	

Comments/Recommendations

Interviews		
Name	Division/Assignment	Date

Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 20 Emergency Operations Response

No: 20.1	Standard: PLANNING	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy specifies the position in the agency responsible for planning the agency's response to unusual occurrences.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 20 Emergency Operations Response

No: 20.2	Standard: NATURAL DISASTERS AND CIVIL DISTURBANCES	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. The agency has a written plan for responding to natural and/or manmade disasters and civil disturbances, including provisions for incident/unified command.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of disaster response plan: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 20 Emergency Operations Response

No: 20.3	Standard: INCIDENT REVIEW	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. The agency's emergency operations plans and/or special event plans are reviewed and updated as necessary		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of emergency operation plan with revision Date: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 20 Emergency Operations Response

No: 20.4	Standard: EMERGENCY MOBILIZATION PLAN	Type of Standard: Policy/County Plan	Standard Revision Date: 2018
	Criteria: A. The agency has a written emergency mobilization plan.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

- ☐ Copy of Department City/County emergency operations plan (plans must be easily accessible: **Provided: Y N**)
- ☐ Copy of any other plan that may be utilized: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 20 Emergency Operations Response

No: 20.5	Standard: EQUIPMENT INSPECTION	Type of Standard: Policy/City Policy	Standard Revision Date: 2018
	Criteria: A. The agency has a written emergency mobilization plan.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of equipment list and record of last inspections, if applicable: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 20 Emergency Operations Response

No: 20.6	Standard: CORRECTIONAL FACILITIES	Type of Standard: Policy/State Law	Standard Revision Date: 2018
	Criteria: A. The agency has a written emergency mobilization plan.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy correctional facility plan: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

CHAPTER COVER SHEET

ACCREDITATION

UCAA

Utah Chiefs Accreditation Alliance

Chapter: 21 – PUBLIC INFORMATION AND COMMUNITY RELATIONS		
Agency:		
Assessor:		Date:
M A N D A T O R Y	COMPLIANCE STATUS	Number of Standards
	WAIVED – N/A <i>Identify Standard Number(s)</i>	
	IN COMPLIANCE	
	CORRECTED ON-SITE / IN COMPLIANCE <i>Identify Standard Number(s):</i>	
	FOLLOW-UP CORRECTIVE ACTION IS REQUIRED <i>Identify Standard Number(s):</i>	
	FOLLOW-UP COMPLETED, NO FURTHER ACTION REQUIRED	
	TOTAL IN COMPLIANCE	
	CHAPTER TOTAL:	

Comments/Recommendations

Interviews		
Name	Division/Assignment	Date

Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 21 Public Information and Community Relations

No: 21.1	Standard: PUBLIC INFORMATION	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy specifies the position(s) in the agency responsible for public information.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 21 Public Information and Community Relations

No: 21.2	Standard: RELEASING INFORMATION	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy identifies by position the individual(s) within the agency who may release information to the news media: 1. At the scene of an incident; 2. Form agency files' 3. Concerning an ongoing criminal investigation		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of a media release from the last 12 months: **Provided: Y N**

☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ **Assessor:** _____ **Date:** _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 21 Public Information and Community Relations

No: 21.3	Standard: MEDIA ACCESS	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy governs the access of media representatives, including photographers. 1. Scenes of major fires, natural disasters, or other catastrophic events; 2. Perimeters of crime scenes.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 21 Public Information and Community Relations

No: 21.4	Standard: SOCIAL MEDIA	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. Agency will have a written directive/Policy regarding social media.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy: **Provided: Y N**

☐ **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 21 Public Information and Community Relations

No: 21.5	Standard: COMMUNITY OUTREACH	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A list of community outreach programs is available to officers.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of community outreach program list: Provided: Y N

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

CHAPTER COVER SHEET

ACCREDITATION

UCAA

Utah Chiefs Accreditation

Alliance

Chapter: 22 - VEHICLES		
Agency:		
Assessor:		Date:
M A N D A T O R Y	COMPLIANCE STATUS	Number of Standards
	WAIVED – N/A <i>Identify Standard Number(s)</i>	
	IN COMPLIANCE	
	CORRECTED ON-SITE / IN COMPLIANCE <i>Identify Standard Number(s):</i>	
	FOLLOW-UP CORRECTIVE ACTION IS REQUIRED <i>Identify Standard Number(s):</i>	
	FOLLOW-UP COMPLETED, NO FURTHER ACTION REQUIRED	
	TOTAL IN COMPLIANCE	
	CHAPTER TOTAL:	

Comments/Recommendations

Interviews		
Name	Division/Assignment	Date

Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 22 Vehicles

No: 22.1	Standard: VEHICLE POLICY	Type of Standard: Policy/City Policy	Standard Revision Date: 2018
	Criteria: A. The agency has a written vehicle directive/policy to ensure guidelines and directions to its personnel regarding the proper use and operation of police vehicles in routine, emergency, off duty, and pursuit situations.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? **Y N**

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 22 Vehicles

No: 22.2	Standard: VEHICLE MAINTENANCE	Type of Standard: Policy/City Policy	Standard Revision Date: 2018
	Criteria: A. The agency utilizes a process for the inspection and maintenance of vehicles used by the agency.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of inspection/maintenance forms: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 22 Vehicles

No: 22.3	Standard: EMERGENCY EQUIPMENT	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy establishes guidelines for the use of authorized emergency equipment, including lights and siren.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 22 Vehicles

No: 22.4	Standard: ACCIDENTS INVOLVING AGENCY VEHICLES	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy establishes guidelines for the reporting, review, and disposition of all accidents involving agency vehicles.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

- ☐ Copy of accident review report: **Provided: Y N**
- ☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

CHAPTER COVER SHEET

ACCREDITATION

UCAA

Utah Chiefs Accreditation Alliance

Chapter: 23 – TRAFFIC ENFORCEMENT		
Agency:		
Assessor:		Date:
M A N D A T O R Y	COMPLIANCE STATUS	Number of Standards
	WAIVED – N/A <i>Identify Standard Number(s)</i>	
	IN COMPLIANCE	
	CORRECTED ON-SITE / IN COMPLIANCE <i>Identify Standard Number(s):</i>	
	FOLLOW-UP CORRECTIVE ACTION IS REQUIRED <i>Identify Standard Number(s):</i>	
	FOLLOW-UP COMPLETED, NO FURTHER ACTION REQUIRED	
	TOTAL IN COMPLIANCE	
	CHAPTER TOTAL:	

Comments/Recommendations

Interviews		
Name	Division/Assignment	Date

Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 23 Traffic Enforcement

No: 23.1	Standard: TRAFFIC ENFORCEMENT	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy governs the agency's assignment of the responsibility for its traffic enforcement. A written directive/policy establishes uniform procedures for taking enforcement action, which may include physical arrest, issuance of citations, and warnings. The department's enforcement policy must include a racial profiling directive.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policies including: **Provided: Y N**

- Copy of racial profiling directive/policy;
- Copy of traffic enforcement directive/policy

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 23 Traffic Enforcement

No: 23.2	Standard: TRAFFIC RECORD SYSTEM	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. The agency maintains traffic records including traffic accident data and traffic enforcement data.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of traffic accident/enforcement data: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 23 Traffic Enforcement

No: 23.3	Standard: BIASED BASED PROFILING	Type of Standard: Policy/State Law	Standard Revision Date: 2018
	Criteria: A. A written directive/policy addresses biased based profiling in a manner that complies with state code.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 23 Traffic Enforcement

No: 23.4	Standard: REPORTS	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy governs preparation and processing of traffic citations, arrest reports, and other supplemental reports.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 23 Traffic Enforcement

No: 23.5	Standard: SPEED MEASURING DEVICES	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy governs the use of speed measuring devices in traffic law enforcement including: 1. Operational procedures 2. Equipment specifications, care, upkeep, maintenance, and calibration; 3. Operator training and certification.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

- ☐ Copy of Radar/Lidar certification: **Provided: Y N**
- ☐ Copy of Radar/Lidar operator certification: **Provided: Y N**
- ☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ **Assessor:** _____ **Date:** _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 23 Traffic Enforcement

No: 23.6	Standard: TRAFFIC CITATIONS	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy outlines the processing of a citation from issuance to official filing, including dismissal		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy: **Provided: Y N**

☐ Copy of citation accountability log: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

CHAPTER COVER SHEET

ACCREDITATION

UCAA

Utah Chiefs Accreditation Alliance

Chapter: 24 – TRAFFIC ACCIDENT INVESTIGATION		
Agency:		
Assessor:		Date:
M A N D A T O R Y	COMPLIANCE STATUS	Number of Standards
	WAIVED – N/A <i>Identify Standard Number(s)</i>	
	IN COMPLIANCE	
	CORRECTED ON-SITE / IN COMPLIANCE <i>Identify Standard Number(s):</i>	
	FOLLOW-UP CORRECTIVE ACTION IS REQUIRED <i>Identify Standard Number(s):</i>	
	FOLLOW-UP COMPLETED, NO FURTHER ACTION REQUIRED	
	TOTAL IN COMPLIANCE	
	CHAPTER TOTAL:	

Comments/Recommendations

Interviews		
Name	Division/Assignment	Date

Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 24 Traffic Accident Investigation

No: 24.1	Standard: REPORTING AND INVESTIGATING ACCIDENTS	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy establishes procedures, and assigns responsibility and accountability, for responding to, reporting and investigating traffic accidents.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 24 Traffic Accident Investigation

No: 24.2	Standard: ENFORCEMENT ACTIONS	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy establishes guidelines for taking enforcement action for violations resulting from traffic accidents.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 24 Traffic Accident Investigation

No: 24.3	Standard: PRIVATE PROPERTY	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy governs the reporting or investigation of traffic accidents occurring on private property.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 24 Traffic Accident Investigation

No: 24.4	Standard: ACCIDENT SCENE PROCEDURES	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy establishes accident scene procedures for handling injuries, fire hazards, and hazardous materials.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

CHAPTER COVER SHEET

ACCREDITATION

UCAA

Utah Chiefs Accreditation Alliance

Chapter: 25 - TRAFFIC DIRECTION AND CONTROL		
Agency:		
Assessor:		Date:
M A N D A T O R Y	COMPLIANCE STATUS	Number of Standards
	WAIVED – N/A <i>Identify Standard Number(s)</i>	
	IN COMPLIANCE	
	CORRECTED ON-SITE / IN COMPLIANCE <i>Identify Standard Number(s):</i>	
	FOLLOW-UP CORRECTIVE ACTION IS REQUIRED <i>Identify Standard Number(s):</i>	
	FOLLOW-UP COMPLETED, NO FURTHER ACTION REQUIRED	
	TOTAL IN COMPLIANCE	
	CHAPTER TOTAL:	

Comments/Recommendations

Interviews		
Name	Division/Assignment	Date

Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 25 Traffic Direction and Control

No: 25.1	Standard: TRAFFIC DIRECTION AND CONTROL	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy governs the agency's traffic direction and control, including a requirement that personnel wear high visibility clothing when involved with traffic direction and control.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 25 Traffic Direction and Control

No: 25.2	Standard: POLICE ESCORTS	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy governs police escorts of civilian and/or commercial vehicles to include funeral escorts, medical emergencies, dignitary motorcades, parades, etc.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 25 Traffic Direction and Control

No: 25.3	Standard: CHECKPOINTS	Type of Standard: Policy/State Law	Standard Revision Date: 2018
	Criteria: A. A written directive/policy describes circumstances warranting the use of sobriety and traffic safety checkpoints and specifies procedures for implementation, all of which must be in compliance with State law.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? **Y N**

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

CHAPTER COVER SHEET

ACCREDITATION

UCAA

Utah Chiefs Accreditation Alliance

Chapter: 26 – TRAFFIC ANCILLARY SERVICES		
Agency:		
Assessor:		Date:
M A N D A T O R Y	COMPLIANCE STATUS	Number of Standards
	WAIVED – N/A <i>Identify Standard Number(s)</i>	
	IN COMPLIANCE	
	CORRECTED ON-SITE / IN COMPLIANCE <i>Identify Standard Number(s):</i>	
	FOLLOW-UP CORRECTIVE ACTION IS REQUIRED <i>Identify Standard Number(s):</i>	
	FOLLOW-UP COMPLETED, NO FURTHER ACTION REQUIRED	
	TOTAL IN COMPLIANCE	
	CHAPTER TOTAL:	

Comments/Recommendations

Interviews		
Name	Division/Assignment	Date

Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 26 Traffic Ancillary Services

No: 26.1	Standard: EMERGENCY ASSISTANCE	Type of Standard: Policy/State Law	Standard Revision Date: 2018
	Criteria: A. A written directive/policy governs emergency assistance and protection of highway users, which must include: 1. Procedures for taking action to correct hazardous highway conditions; 2. Procedures for hazardous material control or removal; 3. Procedures for the handling of abandoned vehicles.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 26 Traffic Ancillary Services

No: 26.2	Standard: TOWING	Type of Standard: Policy/State Law	Standard Revision Date: 2018
	Criteria: A. A written directive/policy governs the removal and towing of vehicles and requires that a record be maintained of all vehicles removed or towed at the direction of agency personnel.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

- ☐ Copy of appropriate impound and inventory forms (blank): **Provided: Y N**
- ☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

CHAPTER COVER SHEET

ACCREDITATION

UCAA

Utah Chiefs Accreditation Alliance

Chapter: 27 – POLICE INFORMATION		
Agency:		
Assessor:		Date:
M A N D A T O R Y	COMPLIANCE STATUS	Number of Standards
	WAIVED – N/A <i>Identify Standard Number(s)</i>	
	IN COMPLIANCE	
	CORRECTED ON-SITE / IN COMPLIANCE <i>Identify Standard Number(s):</i>	
	FOLLOW-UP CORRECTIVE ACTION IS REQUIRED <i>Identify Standard Number(s):</i>	
	FOLLOW-UP COMPLETED, NO FURTHER ACTION REQUIRED	
	TOTAL IN COMPLIANCE	
	CHAPTER TOTAL:	

Comments/Recommendations

Interviews		
Name	Division/Assignment	Date

Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 27 Police Information

No: 27.1	Standard: RECORDS INTEGRITY	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. The agency has a written and specific information directive/policy, which maintains the integrity of its records and is in compliance with GRAMA.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 27 Police Information

No: 27.2	Standard: LAW INFORMATION NETWORK OF UTAH	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. The agency maintains full participation in the following networks: 1. Bureau of Criminal Identification (BCI); 2. National Crime Information Center (NCIC); 3. Statewide Information and Analysis Center (SIAC).		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Proof of participation in the listed networks: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 27 Police Information

No: 27.3	Standard: WANTED, MISSING, AND RUNAWAY PERSONS	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. The agency makes BCI, NCIC, and/or National Center for Missing and Exploited Children entries of wanted persons, missing persons, and runaway juveniles within the period of time as required		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of directive/policy to be in compliance with Amber Alert guidelines: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 27 Police Information

No: 27.4	Standard: UTAH UNIFORM CRIME REPORTING	Type of Standard: Policy	Standard Revision Date: 2021
	Criteria: A. The agency maintains full participation in the Utah Uniform Crime Reporting Program (UCR) or the National Incident-Based Reporting System (NIBRS).		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

- ☐ Documentation showing agency participation in the National Incident-Based Reporting System (NIBRS) or Utah Uniform Crime Reporting Program (UCR) within the last twelve months: **Provided: Y N**
- ☐ Copy of directive/policy reflecting the above standard: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 27 Police Information

No: 27.5	Standard: INTERNAL ACCESS TO PROTECTED/CONFIDENTIAL RECORDS	Type of Standard: Policy/State Law	Standard Revision Date: 2021
	Criteria: A. The agency has a written directive/policy which (1 defines protected/confidential records as they relate to internal access by employees, 2) prohibits access to those records by employees without a legitimate work-related or law enforcement purpose, and 3) prohibits individual who obtains access to an intimate image (as defined in state law) in the course of a criminal action from displaying, duplicating, copying or sharing the intimate image unless it is done solely for the purpose of the adjudication, defense, prosecution, or investigation of a criminal matter involving the intimate image as required by state law.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ **Assessor:** _____ **Date:** _____

CHAPTER COVER SHEET

ACCREDITATION

UCAA

Utah Chiefs Accreditation Alliance

Chapter: 28 – COLLECTION AND PRESERVATION OF EVIDENCE		
Agency:		
Assessor:		Date:
M A N D A T O R Y	COMPLIANCE STATUS	Number of Standards
	WAIVED – N/A <i>Identify Standard Number(s)</i>	
	IN COMPLIANCE	
	CORRECTED ON-SITE / IN COMPLIANCE <i>Identify Standard Number(s):</i>	
	FOLLOW-UP CORRECTIVE ACTION IS REQUIRED <i>Identify Standard Number(s):</i>	
	FOLLOW-UP COMPLETED, NO FURTHER ACTION REQUIRED	
	TOTAL IN COMPLIANCE	
	CHAPTER TOTAL:	

Comments/Recommendations

Interviews		
Name	Division/Assignment	Date

Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 28 Collection and Preservation of Evidence

No: 28.1	Standard: EVIDENCE ITEMS	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. The agency has a written directive/policy for the collection, identification, preservation, and transmittal of evidentiary items.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 28 Collection and Preservation of Evidence

No: 28.2	Standard: CRIME SCENE INVESTIGATIONS	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy establishes that crime scene investigator(s) are available on a 24-basis to process crime scenes. The crime scene investigator may be a sworn or non-sworn individual from your or another agency.		
	Note to Accreditation Managers and Assessors: If an inter-local agreement or contract is in place for crime scene activities and services, a copy of the said inter-local agreement or contract will be provided.		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 28 Collection and Preservation of Evidence

No: 28.3	Standard: EVIDENCE CONTROLS	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. The agency has established and maintains a property system for the secure and proper recording, storage, classification, retrieval, transfer, and disposition of all evidentiary, recovered, and found property under the protective custody of the agency.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

- ☐ Copy of a chain of custody document showing the recovery, transfer, and final disposition of property:

Provided: Y N

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 28 Collection and Preservation of Evidence

No: 28.4	Standard: INVENTORIES AND AUDITS	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. Personnel not charged with the custody of property perform an annual random inventory and record audits of property placed within the protective custody of the agency. Audits are conducted each time the evidence custodian changes.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

- ☐ Copy of most recent property/evidence inventory report: **Provided: Y N**
- ☐ Copy of most recent property/evidence inspection/audit report: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 28 Collection and Preservation of Evidence

No: 28.5	Standard: SECURITY	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy controls access to the evidence storage facilities except by designated and authorized personnel. Secure facilities are provided for storage of in-custody property or evidence during afterhours. The property system of the agency incorporates special security and control measures to safeguard all money, firearms, controlled substances, and high value items within the protective custody of the agency.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

- ☐ Copy of applicable directive/policy: **Provided: Y N**
- ☐ Evidence or documentation showing compliance with above standard: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ **Assessor:** _____ **Date:** _____

CHAPTER COVER SHEET

ACCREDITATION

UCAA

Utah Chiefs Accreditation Alliance

Chapter: 29 – PUBLIC SAFETY COMMUNICATIONS		
Agency:		
Assessor:		Date:
M A N D A T O R Y	COMPLIANCE STATUS	Number of Standards
	WAIVED – N/A <i>Identify Standard Number(s)</i>	
	IN COMPLIANCE	
	CORRECTED ON-SITE / IN COMPLIANCE <i>Identify Standard Number(s):</i>	
	FOLLOW-UP CORRECTIVE ACTION IS REQUIRED <i>Identify Standard Number(s):</i>	
	FOLLOW-UP COMPLETED, NO FURTHER ACTION REQUIRED	
	TOTAL IN COMPLIANCE	
	CHAPTER TOTAL:	

Comments/Recommendations

Interviews		
Name	Division/Assignment	Date

Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 29 Public Safety Communications

No: 29.1	Standard: TELEPHONES	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy governs the agency's participation in single access telephone system utilizing 911 or other area wide single police emergency number.		
	Note to Accreditation Managers and Assessors: If inter-local agreement or contract applies to this standard, a copy of the inter-local agreement or contract must be produced.		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ **Assessor:** _____ **Date:** _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 29 Public Safety Communications

No: 29.2	Standard: COMMUNICATION SERVICES	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. The agency maintains full time operating communications service either independently or through a centralized communication system. Dispatch must have an alternate source of electrical power that is sufficient to ensure continued operation of emergency communications equipment in the event of a primary power source failure.		
	Note to Accreditation Managers and Assessors: If inter-local agreement or contract applies to this standard, a copy of the inter-local agreement or contract must be produced.		

Evaluation Measures and Proofs of Compliance

☐ Evidence of documentation of compliance with the above standard: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ **Assessor:** _____ **Date:** _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 29 Public Safety Communications

No: 29.3	Standard: MISDIRECTED EMERGENCY CALLS	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: The agency has established procedures for the prompt and effective routing of misdirected emergency calls.		
	Note to Accreditation Managers and Assessors: If inter-local agreement or contract applies to this standard, a copy of the inter-local agreement or contract must be produced.		

Evaluation Measures and Proofs of Compliance

☐ Evidence of documentation of compliance with the above standard: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 29 Public Safety Communications

No: 29.4	Standard: MAPS	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. The agency provides maps of the primary service and specific areas of concern within the jurisdiction to the communications center.		
	Note to Accreditation Managers and Assessors: If inter-local agreement or contract applies to this standard, a copy of the inter-local agreement or contract must be produced.		

Evaluation Measures and Proofs of Compliance

☐ Evidence of documentation of compliance with the above standard: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 29 Public Safety Communications

No: 29.5	Standard: PORTABLE RADIOS	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. Each enforcement officer on duty has access to a two-way hand carried portable radio.		
	Note to Accreditation Managers and Assessors: If inter-local agreement or contract applies to this standard, a copy of the inter-local agreement or contract must be produced.		

Evaluation Measures and Proofs of Compliance

☐ Evidence of documentation of compliance with the above standard: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 29 Public Safety Communications

No: 29.6	Standard: RECORDING	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. The agency's communication center possesses the capability for recording and immediate playback of all radio transmissions and all incoming telephone calls.		
	Note to Accreditation Managers and Assessors: If inter-local agreement or contract applies to this standard, a copy of the inter-local agreement or contract must be produced.		

Evaluation Measures and Proofs of Compliance

☐ Evidence of documentation of compliance with the above standard: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? **Y N**

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 29 Public Safety Communications

No: 29.7	Standard: RELEASE OF RECORDED MESSAGES	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy establishes the criteria and procedures for the review and release of information recorded with the agency's dispatch communication system.		
	Note to Accreditation Managers and Assessors: If inter-local agreement or contract applies to this standard, a copy of the inter-local agreement or contract must be produced.		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 29 Public Safety Communications

No: 29.8	Standard: SECURITY	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. If the agency operates a full time telephone service and/or public safety communications center, it provides such service from facilities designed to be reasonably secure from physical attack or sabotage.		
	Note to Accreditation Managers and Assessors: If inter-local agreement or contract applies to this standard, a copy of the inter-local agreement or contract must be produced.		

Evaluation Measures and Proofs of Compliance

☐ Evidence or documentation of compliance with the above standard: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ **Assessor:** _____ **Date:** _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 29 Public Safety Communications

No: 29.9	Standard: FIRST-AID INSTRUCTION	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. If the agency allows first-aid instruction to be given over the telephone or radio, employees must be trained and have immediate access to approved emergency medical guidelines.		
	Note to Accreditation Managers and Assessors: If inter-local agreement or contract applies to this standard, a copy of the inter-local agreement or contract must be produced.		

Evaluation Measures and Proofs of Compliance

☐ Evidence or documentation of compliance with the above standard: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? **Y N**

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

CHAPTER COVER SHEET

ACCREDITATION

UCAA

Utah Chiefs Accreditation Alliance

Chapter: 30 – PRISONER TRANSPORTATION		
Agency:		
Assessor:		Date:
M A N D A T O R Y	COMPLIANCE STATUS	Number of Standards
	WAIVED – N/A <i>Identify Standard Number(s)</i>	
	IN COMPLIANCE	
	CORRECTED ON-SITE / IN COMPLIANCE <i>Identify Standard Number(s):</i>	
	FOLLOW-UP CORRECTIVE ACTION IS REQUIRED <i>Identify Standard Number(s):</i>	
	FOLLOW-UP COMPLETED, NO FURTHER ACTION REQUIRED	
	TOTAL IN COMPLIANCE	
	CHAPTER TOTAL:	

Comments/Recommendations

Interviews		
Name	Division/Assignment	Date

Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 30 Prisoner Transportation

No: 30.1	Standard: SEARCH OF PRISONERS	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy requires the transporting officer to search the prisoner before being transported.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 30 Prisoner Transportation

No: 30.2	Standard: TRANSPORTATION OF PRISONERS	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy requires that prior to and after the transportation of prisoners, an examination of the vehicle interior for safety and suitability of prisoner occupancy and transport shall be conducted		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 30 Prisoner Transportation

No: 30.3	Standard: TRANSPORTING OFFICERS' DUTIES	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy outlines the transporting officers' duties as they apply to safekeeping of firearms, restraining devices; applicable documentation between the transporting and receiving officers; and advising the receiving agency personnel of any potential medical or security risk.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 30 Prisoner Transportation

No: 30.4	Standard: ESCAPE DURING TRANSPORT	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. Following an escape of a prisoner while being transported, the transporting officer takes actions prescribed by a written directive/policy, to include, at a minimum, the following: persons to be notified; reports to be prepared; further actions to be taken.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? **Y N**

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 30 Prisoner Transportation

No: 30.5	Standard: RESTRAINING DEVICES	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: B. A written directive/policy describes restraining devices and methods to be used during prisoner transportation, including: 1. Provide procedures for transporting sick, injured, or disabled prisoners; 2. Provide procedures for the security and control of prisoners transported to medical care facilities or hospitals for treatment, examination, or admission.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

CHAPTER COVER SHEET

ACCREDITATION

UCAA

Utah Chiefs Accreditation Alliance

Chapter: 31 - TEMPORARY DETENTION FACILITY (2 HOURS OR LESS)		
Agency:		
Assessor:		Date:
M A N D A T O R Y	COMPLIANCE STATUS	Number of Standards
	WAIVED – N/A <i>Identify Standard Number(s)</i>	
	IN COMPLIANCE	
	CORRECTED ON-SITE / IN COMPLIANCE <i>Identify Standard Number(s):</i>	
	FOLLOW-UP CORRECTIVE ACTION IS REQUIRED <i>Identify Standard Number(s):</i>	
	FOLLOW-UP COMPLETED, NO FURTHER ACTION REQUIRED	
	TOTAL IN COMPLIANCE	
	CHAPTER TOTAL:	

Comments/Recommendations

Interviews		
Name	Division/Assignment	Date

Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 31 Temporary Holding Facility

No: 31.1	Standard: MINIMUM PHYSICAL CONDITIONS	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy establishes minimum physical conditions for the temporary holding area or room and provides for access to water, restrooms, and other needs.		
	Note to Accreditation Managers and Assessors: Temporary Detention: Applies to agencies that have no holding cells per se but may detain or hold persons for a period not to exceed two hours in a room, space, or area for the purpose of processing, questioning, or testing. In this instance, the detainee may not be under the continuous control or supervision of agency personnel.		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 31 Temporary Holding Facility

No: 31.2	Standard: CONTINUOUS CONTROL OR SUPERVISION	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. If the temporary holding area is used, the period of time that the detainee may be held without continuous control or supervision of agency personnel will not exceed two hours.		
	Note to Accreditation Managers and Assessors: Temporary Detention: Applies to agencies that have no holding cells per se but may detain or hold persons for a period not to exceed two hours in a room, space, or area for the purpose of processing, questioning, or testing. In this instance, the detainee may not be under the continuous control or supervision of agency personnel.		

Evaluation Measures and Proofs of Compliance

☐ Evidence or documentation of compliance with above standard: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ **Assessor:** _____ **Date:** _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 31 Temporary Holding Facility

No: 31.3	Standard: SECURING DETAINEE	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. If detainee is to be secured to an immovable object, it will be designed and intended for such use.		
	Note to Accreditation Managers and Assessors: Temporary Detention: Applies to agencies that have no holding cells per se but may detain or hold persons for a period not to exceed two hours in a room, space, or area for the purpose of processing, questioning, or testing. In this instance, the detainee may not be under the continuous control or supervision of agency personnel.		

Evaluation Measures and Proofs of Compliance

☐ Evidence or documentation of compliance with above standard: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 31 Temporary Holding Facility

No: 31.4	Standard: FIRE PREVENTION PLAN	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. There is a plan for fire prevention, fire evacuation, and fire suppression for the temporary holding area or room.		
	Note to Accreditation Managers and Assessors: Temporary Detention: Applies to agencies that have no holding cells per se but may detain or hold persons for a period not to exceed two hours in a room, space, or area for the purpose of processing, questioning, or testing. In this instance, the detainee may not be under the continuous control or supervision of agency personnel.		

Evaluation Measures and Proofs of Compliance

☐ Evidence or documentation of compliance with above standard: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 31 Temporary Holding Facility

No: 31.5	Standard: SECURITY CONCERNS	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy addresses the following security concerns in temporary holding area: 1. Weapons control; 2. Panic or duress alarms; 3. Access to area and detainee; 4. Escape prevention; 5. Search of detainee; 6. Security inspection; 7. Visual observation of detainee at least every thirty minutes.		
	Note to Accreditation Managers and Assessors: Temporary Detention: Applies to agencies that have no holding cells per se but may detain or hold persons for a period not to exceed two hours in a room, space, or area for the purpose of processing, questioning, or testing. In this instance, the detainee may not be under the continuous control or supervision of agency personnel.		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 31 Temporary Holding Facility

No: 31.6	Standard: AGENCY STAFF TRAINING	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy requires training for all agency staff with any responsibility for detainees in temporary custody.		
	Note to Accreditation Managers and Assessors: Temporary Detention: Applies to agencies that have no holding cells per se but may detain or hold persons for a period not to exceed two hours in a room, space, or area for the purpose of processing, questioning, or testing. In this instance, the detainee may not be under the continuous control or supervision of agency personnel.		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 31 Temporary Holding Facility

No: 31.7	Standard: SUICIDAL/MENTAL/INCAPACITATED	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy establishes protocol for handling suicidal, mentally ill, or incapacitated persons.		
	Note to Accreditation Managers and Assessors: Temporary Detention: Applies to agencies that have no holding cells per se but may detain or hold persons for a period not to exceed two hours in a room, space, or area for the purpose of processing, questioning, or testing. In this instance, the detainee may not be under the continuous control or supervision of agency personnel.		

Evaluation Measures and Proofs of Compliance

☐ Copy of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

CHAPTER COVER SHEET

ACCREDITATION

UCAA

Utah Chiefs Accreditation Alliance

Chapter:		
Agency:		
Assessor:		Date:
M A N D A T O R Y	COMPLIANCE STATUS	Number of Standards
	WAIVED – N/A <i>Identify Standard Number(s)</i>	
	IN COMPLIANCE	
	CORRECTED ON-SITE / IN COMPLIANCE <i>Identify Standard Number(s):</i>	
	FOLLOW-UP CORRECTIVE ACTION IS REQUIRED <i>Identify Standard Number(s):</i>	
	FOLLOW-UP COMPLETED, NO FURTHER ACTION REQUIRED	
	TOTAL IN COMPLIANCE	
	CHAPTER TOTAL:	

Comments/Recommendations

Interviews		
Name	Division/Assignment	Date

Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 32 Holding Facility (72 hours or less)

The standards in this chapter apply only to those agencies operating short-term holding facilities designed to maintain custody of detainees for periods usually not exceeding 72 hours, excluding holidays and weekends. Also included are facilities under the control of the agency located in the court and used by the agency's court security officer(s) to hold detainees awaiting appearances. Not included in this category are holding facilities co-located with and operated as an integral part of a jail or other correctional institution whose primary purpose is to house detainees for periods exceeding 72 hours.

No: 32.1	Standard: IN-CUSTODY PROCEDURES	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy requires a security check, including searching for weapons and contraband, prior to each use of an unoccupied cell. B. A written directive/policy prescribes space arrangements and procedures to follow in the event of a group arrest that exceeds the maximum capacity of the holding facility. C. A written directive/policy requires positive identification be made before detainee is released. D. A written directive/policy governs the return of property to detainees upon release E. If detainees are received from an outside agency, positive identification is made of the person presenting the detainee for detention, including verification of the person's authority to make the commitment.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copies of applicable directive/policy for 32.1 (A), (B), (C), (D), and evidence or documentation of compliance with 32.1 (E): **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	
Criteria: B	
Criteria: C	
Criteria: D	
Criteria: E	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ **Assessor:** _____ **Date:** _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 32 Holding Facility (72 hours or less)

The standards in this chapter apply only to those agencies operating short-term holding facilities designed to maintain custody of detainees for periods usually not exceeding 72 hours, excluding holidays and weekends. Also included are facilities under the control of the agency located in the court and used by the agency's court security officer(s) to hold detainees awaiting appearances. Not included in this category are holding facilities co-located with and operated as an integral part of a jail or other correctional institution whose primary purpose is to house detainees for periods exceeding 72 hours.

No: 32.2	Standard: ORGANIZATION, ADMINISTRATION, AND MANAGEMENT	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy requires that personnel receive training on the operations of the holding facility, to include fire suppression and equipment provided for use by the agency.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copies of applicable directive/policy: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 32 Holding Facility (72 hours or less)

The standards in this chapter apply only to those agencies operating short-term holding facilities designed to maintain custody of detainees for periods usually not exceeding 72 hours, excluding holidays and weekends. Also included are facilities under the control of the agency located in the court and used by the agency's court security officer(s) to hold detainees awaiting appearances. Not included in this category are holding facilities co-located with and operated as an integral part of a jail or other correctional institution whose primary purpose is to house detainees for periods exceeding 72 hours.

No: 32.3	Standard: PHYSICAL PLANT	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. Holding facilities provide the following minimum conditions for detainees: 1. Adequate lighting as required by local code or ordinance; 2. Circulation of fresh or purified air in accordance with local public health standards; 3. Access to a toilet and drinking water; 4. Access to wash basin or shower for detainee held in excess of eight hours; 5. A bed and bedding for each detainee held in excess of eight hours.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Evidence or documentation of compliance with the above standard: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 32 Holding Facility (72 hours or less)

The standards in this chapter apply only to those agencies operating short-term holding facilities designed to maintain custody of detainees for periods usually not exceeding 72 hours, excluding holidays and weekends. Also included are facilities under the control of the agency located in the court and used by the agency's court security officer(s) to hold detainees awaiting appearances. Not included in this category are holding facilities co-located with and operated as an integral part of a jail or other correctional institution whose primary purpose is to house detainees for periods exceeding 72 hours.

No: 32.4	Standard: SAFETY AND SANITATION	Type of Standard: Policy/City Fire Code/State Fire Code	Standard Revision Date: 2018
	Criteria: A. A written directive/policy prescribes fire prevention practices and procedures to include inspection and testing of fire equipment and fire detection devices as required by applicable fire codes. B. The facility has an automatic fire alarm and head and smoke detection system, and fire equipment approved in writing by state or local fire officials. C. There is a written and posted emergency evacuation plan for the facility and designated and signed emergency exit directing evacuation of persons to hazard-free areas		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

- ☐ Copy applicable directive/policy for 32.4 (A): **Provided: Y N**
- ☐ Evidence or documentation of compliance with 32.4 (B) and (C): **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	
Criteria: B	
Criteria: C	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 32 Holding Facility (72 hours or less)

The standards in this chapter apply only to those agencies operating short-term holding facilities designed to maintain custody of detainees for periods usually not exceeding 72 hours, excluding holidays and weekends. Also included are facilities under the control of the agency located in the court and used by the agency's court security officer(s) to hold detainees awaiting appearances. Not included in this category are holding facilities co-located with and operated as an integral part of a jail or other correctional institution whose primary purpose is to house detainees for periods exceeding 72 hours.

No: 32.5	Standard: SECURITY AND CONTROL	Type of Standard: Policy/City Fire Code/State Fire Code	Standard Revision Date: 2018
	Criteria: A. A written directive/policy specifies that firearms will be secured before entering the holding facility, and if any exceptions or conditions are permitted in emergencies, they are included in the directive/policy. B. A written directive also governs control of tools and culinary equipment. C. The agency has a system in the holding facility to alert a designated control point in the event of an emergency.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

- ☐ Copy applicable directive/policy for 32.5 (A) and (B): **Provided: Y N**
- ☐ Evidence or documentation of compliance with 32.5 (B) and (C): **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	
Criteria: B	
Criteria: C	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ **Assessor:** _____ **Date:** _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 32 Holding Facility (72 hours or less)

The standards in this chapter apply only to those agencies operating short-term holding facilities designed to maintain custody of detainees for periods usually not exceeding 72 hours, excluding holidays and weekends. Also included are facilities under the control of the agency located in the court and used by the agency's court security officer(s) to hold detainees awaiting appearances. Not included in this category are holding facilities co-located with and operated as an integral part of a jail or other correctional institution whose primary purpose is to house detainees for periods exceeding 72 hours.

No: 32.6	Standard: DETAINEE PROCESSING	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: A. A written directive/policy establishes procedures for a search of the detainee to include: 1. An inventory search of the detainee at the time of booking and prior to entry to the holding facility; 2. An itemized inventory of property taken from the detainee. B. A written directive/policy requires the secure storage of any property taken from detainees. C. A written directive/policy requires that an intake form is completed for every person booked into the facility and contains the following information to the extent permitted by law: 1. Arrest information; 2. Property inventory and disposition D. A written directive/policy requires that if males, females, and/or juveniles are required to be detained at the same time, their holding areas are separated from each other by sight and sound; E. A written directive/policy prescribes methods for handling, detaining, and segregating persons under the influence of alcohol or other drugs or who are violent or self-destructive. F. A written directive/policy requires that if detainees are received from an outside agency, positive identification is made of the person presenting the detainee for detention, including verification of the person's authority to make commitment. G. A written directive/policy prescribes space arrangements and procedures to follow in the event of a group arrest that exceeds the maximum capacity of the holding facility. H. A written directive/policy requires identification be made before detainee is released. I. A written directive/policy governs the return of property to detainees upon release. Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copies of applicable directive/policies: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	
Criteria: B	
Criteria: C	
Criteria: D	
Criteria: E	
Criteria: F	
Criteria: G	
Criteria: H	
Criteria: I	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 32 Holding Facility (72 hours or less)

The standards in this chapter apply only to those agencies operating short-term holding facilities designed to maintain custody of detainees for periods usually not exceeding 72 hours, excluding holidays and weekends. Also included are facilities under the control of the agency located in the court and used by the agency's court security officer(s) to hold detainees awaiting appearances. Not included in this category are holding facilities co-located with and operated as an integral part of a jail or other correctional institution whose primary purpose is to house detainees for periods exceeding 72 hours.

No: 32.7	Standard: MEDICAL AND HEALTHCARE SERVICES	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: J. A written directive/policy identifies the policies and procedures to be followed when a detainee is in need of medical assistance. K. A written directive/policy requires that detainee "receiving screening" information be obtained and recorded when detainees are admitted to the facility and before transfer to another facility. Receiving screening must include an inquiry into: 1. Current health of the detainee; 2. Medications taken by detainee; 3. Behavior, including state of consciousness and mental status; 4. Body deformities, trauma markings, bruises, lesions, jaundice, ease of movement, etc. L. A written directive/policy controls distribution and documentation of pharmaceuticals within the facility, to include over the counter medications and medications belonging to the prisoner. M. A first aid kit is available in all facilities and is subjected to inspections and replenished, as necessary.		
	Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copies of applicable directive/policies for 32.7 (A), (B), and (C): **Provided: Y N**

☐ Evidence of documentation of compliance with 32.7 (D): **Provided: Y**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	
Criteria: B	
Criteria: C	
Criteria: D	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ Assessor: _____ Date: _____

Utah Chiefs Accreditation Alliance
ACCREDITATION PROGRAM

Assessment Checklist: 5th Edition

CHAPTER 32 Holding Facility (72 hours or less)

The standards in this chapter apply only to those agencies operating short-term holding facilities designed to maintain custody of detainees for periods usually not exceeding 72 hours, excluding holidays and weekends. Also included are facilities under the control of the agency located in the court and used by the agency's court security officer(s) to hold detainees awaiting appearances. Not included in this category are holding facilities co-located with and operated as an integral part of a jail or other correctional institution whose primary purpose is to house detainees for periods exceeding 72 hours.

No: 32.8	Standard: SUPERVISION OF DETAINEES	Type of Standard: Policy	Standard Revision Date: 2018
	Criteria: N. A written directive/policy requires 24 hour supervision of detainees by agency staff, including a count of the detainee population at least once every eight hours, and establishes procedures to ensure that the detainee is visually observed by agency staff at least every thirty minutes. O. If audio and/or visual electronic surveillance equipment is used, a written directive/policy specifies that the equipment will be controlled to reduce the possibility of invading a detainee's personal privacy. P. If detainees are allowed to receive mail or packages while incarcerated, a written directive/policy regulates procedures, to include: 1. Accepting and inspecting items; 2. Listing items which are not authorized; 3. Recording received items in the detainees' property record; 4. Distribution to the detainee. Q. A written directive/policy governs procedures for visiting detainees. Note to Accreditation Managers and Assessors:		

Evaluation Measures and Proofs of Compliance

☐ Copies of applicable directive/policies: **Provided: Y N**

If Yes:

One (1) Random Sampling for each Standard	ASSESSOR: Select One Sampling From List Provided and Record Below:
Criteria: A	
Criteria: B	
Criteria: C	
Criteria: D	

Did the agency demonstrate proof of standard? Y N

What method is the agency using to document the standard?

Agency: _____ **Assessor:** _____ **Date:** _____

1 PERRY CITY COUNCIL MEETING

2 PERRY CITY OFFICES

3 June 13, 2024

7:01 PM

6 OFFICIALS PRESENT: Mayor Kevin Jeppsen presided and conducted the meeting. Council
7 Member Nathan Tueller, Council Member Dave Walker, Council
8 Member Blake Ostler, Council Member Toby Wright, and Council
9 Member Ashley Young

11 OFFICIALS ABSENT:

13 CITY STAFF PRESENT: Bob Barnhill, City Administrator
14 Shanna Johnson, City Recorder (on-line)
15 Scott Hancy, Chief of Police
16 Bill Morris, City Attorney
17 Zach Allen, Public Works Director (on-line)

19 OTHERS PRESENT: Joseph Duran

21 ON-LINE: Nelson Phillips (BENJ) and Melanie Barnhill

23 **ITEM 1: CALL TO ORDER**

24 Mayor Jeppsen welcomed everyone and called the City Council meeting to order.

26 **ITEM 2: PROCEDURAL ISSUES**

27 **A. Conflict of Interest Declaration**

28 None.

30 **ITEM 3: PRESENTATIONS**

31 **A. Fiscal Year 2024-2025 Budget (See Slides)**

32 Finance Director, Shanna Johnson went over the Fiscal Year (FY) 2025 budget process, the main
33 details, and the amendment. She mentioned that per Perry City code the City presented a tentative
34 budget on April 11 and worked at each city council meeting to develop proposed final budget and
35 bring it to a public hearing with the final approval scheduled for June 27th and per State law no later
36 than June 30. She presented the breakdown of the following budgets by fund:

- 37 • General Fund – \$5,172,519
- 38 • Utility Fund - \$1,309,735
- 39 • Sewer Fund - \$1,422,497

41 Ms. Johnson noted that the combined budgets decreased by 30.4% as compared to Fiscal Year 2024,
42 however if FY2024 grant funds were not included, budgets for operations would have increased by
43 12.6%. She then reviewed key projects included in the budgets.

B. Fiscal Year 2023-2024 Budget Amendment (See Slides)

Ms. Johnson said there were four previous amendments to the budget prior to this amendment. She reviewed the current amendment which equaled a net change of \$32,677 to the Fiscal Year 2024 budget. She explained the reasons for the amendment as follows:

- To adjust transit revenues to trend and increase the budget for the related transfer/contribution to other government
- Adjust revenues and transfers related to RDA Tax increment
- Increase the use of available cash by \$45,410 which will cover;
- Increases to the animal control budget (\$250); and
- An increase to the Administration budget (\$45,160) for HVAC repairs

Ms. Johnson noted that the FY2024 budget, after changes, will be \$8,100,687.

C. Fiscal Year 2024-2025 RDA Budget (See State Budget Form)

Ms. Johnson presented the Perry City RDA (Redevelopment Agency) budget for FY2025. She stated that the Redevelopment Agency would receive \$32,771 from property tax increment and \$157,026 from sales tax increment and reported She explained that these funds would be used to pay for administration fees related to RDA reporting (\$3,000), and the balance would be transferred to Perry City to reimburse the city for bond payments made by the city for the defaulted developer in the Pointe Perry project area, and for related collections and foreclosure costs.

Ordinance 24-F Compensation Schedule

In compliance with S.B. 91, Ms. Johnson presented Ordinance 24-F, proposing a FY2025 Compensation Schedule for elected officials, applicable appointees and department directors. The ordinance included pay ranges and percentage of increases, including bonuses and vehicle allowances.

ITEM 4: PUBLIC HEARINGS Mayor Jeppsen opened the public hearings for the following items at 7:31p.m.

A. Resolution 2024-10 Adopting a Fiscal Year 2024-2025 Budget

Joseph Duran asked if the city had a rainy-day fund. Mr. Barnhill responded that the city's fund balance for the budget is proposed at the maximum the state allows, which is 35%. Mr. Duran inquired what the auto increases were for. Ms. Johnson replied that they were so the city does not fall farther behind, covering operational cost, to keep up with projected operational cost.

B. Resolution 2024-11 Adopting a Fiscal Year 2023-2024 Budget Amendment
No comments made.

C. RDA Resolution 2024-01 Adopting a Fiscal Year 2024-2025 RDA Budget
No comments made.

D. Ordinance 24-F Compensation Schedule
No comments made

Mayor Jeppsen closed the Public Hearings at 7:36 p.m.

92
93 **ITEM 5: ACTION ITEMS (Roll Call Vote)**

94 **A. Resolution 2024-09 Adopting a Final Tax Rate for the 2024 Tax Year**
95

96 Ms. Johnson presented some background on the tax rate action item. She explained that when a
97 certified tax rate is approved it is approving the amount of revenue that a city will receive each year
98 until they do a property tax increase. She stated that as property values increase and decrease, the
99 rate adjusts. Ms. Johnson pointed out that values must have gone down, because the rate has
100 changed from 0.001857% to 0.001906%. It is providing the city with 2.9% more revenue. She
101 further explained that when the city has growth, the city still gets revenue from the growth, but not
102 from the residential and commercial properties that were already in the city at the time the (original
103 tax rate) certified tax rate was approved. She stated that this action item is to approve the certified
104 tax rate. Mayor Jeppsen made known that the council had previously adopted a process of going
105 through the truth and taxation to identify the issues, and no issues have been identified and he
106 opened it up for any questions or concerns. Council Member Ostler asked whether a hearing was
107 needed for the tax rate. Ms. Johnson responded that a hearing was not needed if passing a certified
108 tax rate.
109

110 **MOTION:** Council Member Tueller made a motion to approve Resolution 2024-09 Adopting
111 a Final Tax Rate for the 2024 Tax Year. Council Member Wright seconded the motion.
112

113 **ROLL CALL:** Council Member Young, Yes
114 Council Member Walker, Yes
115 Council Member Ostler, Yes
116 Council Member Wright, Yes
117 Council Member Tueller, Yes
118

119 **Motion Approved. 5 Yes, 0 No**
120

121 **B. Resolution 2024-11 Adopting a Fiscal Year 2023-2024 Budget Amendment**
122

123 Council Member Walker asked for clarification on what was amended on the budget. Ms. Johnson
124 replied with those amendments. He then inquired what the final fund balance would be if all the
125 amendments were to be adopted. Ms. Johnson explained that if everything was spent, the fund
126 balance would be around 25%, but it could be up to 35% based on if the departments spend their
127 total budgets, with the deadline being in 17 days. Councilman Walker asked for clarification that the
128 balance is the projection for the 2025 fiscal year. for parks and money increases. Council Member
129 Walker brought up the proposal to add an additional \$80,000 (total of \$120,000) for parks. Council
130 Member Wright asked if the money that the departments do not spend rolls over to their budget the
131 next fiscal year. Ms. Johnson clarified that that money not spent rolls into the fund balance. Council
132 Member Tueller noted that he would be okay putting in the extra money for parks that night or at
133 the next meeting in the final budget. Council Member Ostler asked if the parks money is backed or
134 will be backed with capital project. Mr. Barnhill stated that it will be backed. Council Member
135 Walker responded that they are working on the park master plan. Council Member Ostler stated
136 that he likes capital fund projects with plans that back them. Council Member Ostler asked if capital
137 project allocations can be reallocated to other uses if necessary. Ms. Johnson explained that it can be
138 reallocated with an amendment to the budget or a new budget. Mayor Jeppsen asked for clarification
139 regarding the money allocated for the park projects. Mr. Barnhill contemplated whether it would be

beneficial to have separate accounts for Mountain View Park and all the other parks. Mayor Jeppsen inquired what the impact fees could be used for. Mr. Barnhill replied that they can be used for any improvements.

MOTION: Council Member Tueller made a motion to approve Resolution 2024-11 Adopting a Fiscal Year 2023-2024 Budget Amendment. Council Member Wright seconded the motion.

ROLL CALL: Council Member Young, Yes
Council Member Walker, Yes
Council Member Ostler, Yes
Council Member Wright, Yes
Council Member Tueller, Yes

Motion Approved. 5 Yes, 0 No

C. Resolution 2024-12 Moderate Income Housing Plan

Mr. Barnhill explained that the state requires that at least 3 predetermined strategies be picked regarding moderate income housing. He stated that Strategies B (Demonstrate investment in the rehabilitation or expansion of infrastructure that facilitates the construction of moderate income housing), E (Create or allow for, and reduce regulations related to, internal or detached accessory dwelling units in residential zones) and G (Amend land use regulations to allow for higher density or new moderate income residential development in commercial or mixed-use zones near major transit investment corridors) from the statutes were selected and the efforts toward moderate housing were described, as well as describing how the strategies will be monitored. Council Member Walker mentioned that he attended a Utah League of Cities and Towns meeting where affordable housing was discussed. He shared that Utah is the 3rd least affordable state (based on the difference between housing cost and income), and in Box Elder County, in the last 2 years, 96% of the houses built could only be afforded by the top 80% of Box Elder County Earners. Council Member Wright asked to clarify that there were no changes to the resolution; that it would be the same as last year. Mr. Barnhill replied that there were some information that was updated, but the strategies are the same.

MOTION: Council Member Wright made a motion to approve Resolution 2024-12 Moderate Income Housing Plan. Council Member Walker seconded the motion.

ROLL CALL: Council Member Young, Yes
Council Member Walker, Yes
Council Member Ostler, Yes
Council Member Wright, Yes
Council Member Tueller, Yes

Motion Approved. 5 Yes, 0 No

D. Ordinance 24-F Compensation Schedule

Council Member Ostler inquired of what specific transparency purpose the ordinance was aimed to help. Mr. Morris answered that an individual in Cache County was upset that an administrator got a raise without enough public input and went to their Legislator. Council Member Walker asked if this legislation would replace the previous process where Ms. Johnson would give the council options on pay strategies i.e. cost of living, merit increases, etc. Ms. Johnson this would not replace that portion of budget planning, and informed the council that this was just an additional transparency law that gives the public more information about compensation.

MOTION: Council Member Tueller made a motion to approve Ordinance 24-F Compensation Schedule. Council Member Wright seconded the motion.

ROLL CALL: Council Member Young, Yes
Council Member Walker, Yes
Council Member Ostler, Yes
Council Member Wright, Yes
Council Member Tueller, Yes

Motion Approved. 5 Yes, 0 No

E. Ordinance 24-G Sewer Rates

Council Member Ostler requested a profit/loss statement for the garbage utility and whether the 5% increase was necessary or whether it could be different for fiscal year 2025 and re-evaluated. Ms. Johnson informed the council that garbage is performing better than planned, there are other components of the utility enterprise fund that are not performing as well as they should. She stated that since they belong to the same fund, they piggyback off each other. Council Member Ostler expressed his frustration. Ms. Johnson informed the council that there was only \$20,000 of excess revenue in the Utility fund, and with it not being large, if this increase is not approved further increases in water and storm drain would be needed. This is shown in the loss experienced in the year prior.

Council Member Ostler wanted to state on public record that the council is estimating that development is going to slow for 2025 and the money from sewer impact fees will be lower and the way to make that up is through the sewer utility rate. Mayor Jeppsen mentioned that he would like to recognize Council Member Ostler's admirable thoughts to return money to the residents.

MOTION: Council Member Wright made a motion to approve Ordinance 24-G Sewer Rates. Council Member Young seconded the motion.

ROLL CALL: Council Member Young, Yes
Council Member Walker, Yes
Council Member Ostler, Yes
Council Member Wright, Yes
Council Member Tueller, Yes

Motion Approved. 5 Yes, 0 No

234
235 **F. Selection of 4th of July Community Award Winners**
236

237 Ms. Johnson presented the 4th of July community award process, including nominees and winning
238 votes from the survey conducted. Council Member Young asked to clarify that there was no law or
239 code that disqualified council members from qualifying for community awards. Ms. Johnson
240 confirmed that statement and added that people can choose not to accept it. She reviewed the
241 highest survey votes for awards, and the suggested winner as follows:

242 Grand Marshal- Lori and Jim Morris
243 Citizen of the Year- Andrew Singleton
244 Business of the Year- Call's Drive In
245 Boyd K. White Service Award- Marshall Blom
246

247 **MOTION:** Council Member Walker made a motion to approve the Selection of 4th of July
248 Community Award Winners. Council Member Young seconded the motion.
249

250 **Motion Approved. All Council Members were in favor.**
251

252
253 **ITEM 6: MINUTES & COUNCIL/MAYOR REPORTS (INCLUDING COUNCIL ASSIGNMENTS)**

254 **A. Approval of Consent Items**

- 255
 - May 23, 2024 City Council Meeting Minutes
256 Ms. Johnson noted that the most recent packet included some grammatical corrections
257 and clarifications for the minutes.
258

259 **MOTION:** Council Member Tueller made a motion to approve the consent items. Council
260 Member Wight seconded the motion.
261

262 **Motion Approved. All Council Members were in favor.**
263

264 **B. Mayor's Reports**

265 Mayor Jeppsen gave a report on the gun range. He mentioned that were some concerns from the
266 RSOs at the range over an article stating that a board has been created to protect areas around
267 military bases along the Wasatch Front. There is also a group from Hill Air Force Base asking to use
268 the range and the concern was that these two things were related. Mayor Jeppsen informed the
269 council that he did some research and did not feel that this was the issue. Mr. Morris added that he
270 had a meeting with the state coming up and that it seemed like it was more to protect fly zones.
271

272 **C. Council Reports**

273 Council Member Wright shared some of the 4th of July parade guidelines, which were that trucks
274 with drivers were not being provided for the award winners and the council. Cars with drivers will
275 be provided. People cannot throw candy and items from the vehicles. All candy and items need to
276 be handed out or gently tossed from people that are walking along the parade path. Ms. Johnson
277 added that the city can follow the parade guidelines or not, but not following them could open some
278 liabilities and clarified that the parade chair could still get trucks if they had their own driver. A plan
279 was made that the mayor would drive his Can-am to haul the candy and the council would walk.

280
281 **D. Staff Comments**

282 Mr. Barnhill mentioned the upcoming Hwy 89 Master Plan Open House on Thursday, June 20, 2024
283 at 5:30pm.

284 Ms. Johnson reminded the council of the bingo baskets needed for the 4th of July and mentioned the
285 upcoming retirement party for Robin Matthew on Thursday, June 27th from 12:00-2:00PM. She also
286 told the council to watch for an email with upcoming events for the 4th of July celebration.

287
288 **E. Planning Commission Report**

289 None.

290
291 **ITEM 6: EXECUTIVE SESSION**

292 None needed.

293
294 **ITEM 10: ADJOURNMENT**

295 **MOTION:** Council Member Walker made a motion to adjourn the meeting.

296
297 **Motion Approved. All Council Members were in favor.**

298
299 The meeting was adjourned at 8:37 p.m.

300
301
302 _____
303 Kevin Jeppsen, Mayor

304 _____
305 Shanna Johnson, City Recorder

306
307 _____
308 Misty Moesser, Deputy Recorder

1 PERRY CITY COUNCIL MEETING

2 PERRY CITY OFFICES

3 June 27, 2024

7:00 PM

6 OFFICIALS PRESENT: Mayor Kevin Jeppsen presided and conducted the meeting. Council
7 Member Nathan Tueller, Council Member Blake Ostler, Council Member Toby Wright, and Council
8 Member Ashley Young

10 OFFICIALS ABSENT: Council Member Dave Walker

12 CITY STAFF PRESENT: Bob Barnhill, City Administrator
13 Shanna Johnson, City Recorder
14 Dave Freeze, Sergeant
15 Bill Morris, City Attorney

18 OTHERS PRESENT: None

20 ON-LINE: None

22 **ITEM 1: CALL TO ORDER**

23 Mayor Jeppsen welcomed everyone and called the City Council meeting to order.

25 **ITEM 2: PROCEDURAL ISSUES**

26 **A. Conflict of Interest Declaration**

27 None.

29 **ITEM 3: PRESENTATIONS**

30 **A. Fiscal Year 2023-2024 Budget Amendment**

31 City Recorder, Shanna Johnson, provided an update on the Fiscal Year 2023-2024 budget
32 amendment. The amendment featured a minor adjustment, specifically regarding a transfer switch
33 for a generator that is not going to be completed this year, leading to moving \$75,000 from the
34 current year equipment budget to the next fiscal year.

36 **ITEM 4: PUBLIC HEARINGS**

37 **A. Resolution 2024-13 Adopting a Fiscal Year 2023-2024 Budget Amendment**

38 Mayor Jeppsen opened the public hearing for the Fiscal Year 2023-2024 budget amendment. As there
39 were no comments from the public or online attendees, the public hearing was closed.

41 **The Public Hearing was opened at 7:04 p.m.**

43 **The Public Hearing was closed at 7:05 p.m.**

ITEM 5: ACTION ITEMS (Roll Call Vote)

A. Resolution 2024-10 Adopting a Fiscal Year 2024-2025 Budget

Mayor Jeppsen introduced the resolution to adopt the Fiscal Year 2024-2025 budget. Ms. Johnson clarified certain points, noting an addition of \$80,000 was added to the parks capital projects transfer, making the total transfer to the Parks Capital Projects Fund \$120,000 as directed by the council in a previous meeting.

MOTION: Council Member Wright made a motion to approve Resolution 2024-10 Adopting a Fiscal Year 2024-2025 Budget with the amendment of an additional \$80,000 in the capital projects fund. Council Member Tueller seconded the motion.

ROLL CALL: Council Member Young, Yes
Council Member Walker, Absent
Council Member Ostler, Yes
Council Member Wright, Yes
Council Member Tueller, Yes

Motion Approved. 4 Yes, 0 No

B. Resolution 2024-13 Adopting a Fiscal Year 2023-2024 Budget Amendment

Mayor Jeppsen moved to the budget amendment for the fiscal year 2023-2024, which was discussed prior in the meeting during the public hearing.

MOTION: Council Member Tueller made a motion to approve Resolution 2024-11 Adopting a Fiscal Year 2023-2024 Budget Amendment. Council Member Wight seconded the motion.

ROLL CALL: Council Member Young, Yes
Council Member Walker, Absent
Council Member Ostler, Yes
Council Member Wright, Yes
Council Member Tueller, Yes

Motion Approved. 4 Yes, 0 No

C. Ordinance 24-E Development Overlay Zone with a Development Agreement for Bob Anderson

Robert Barnhill provided an overview of the zoning changes that the developer was requesting and the reasoning behind the request. He explained that the developer would like to group the townhouses together to make them more contiguous and to avoid the need to build a temporary detention pond. He also shared that the developer wanted to move to building phase 3 of the project before phase 2, leaving an open space between the two phases. Mr. Barnhill recounted planning commission's feedback, which was a vote against the proposal. He noted that there were a couple of commissioners that were in favor of the proposal at the first meeting but were not present for the 2nd meeting when the vote took place. He also shared some of the public comments from the hearing. Council Member Young asked for clarification on the order of the building phases

being due to the detention ponds. Mr. Barnhill explained that building phase 3 first would be more efficient for the builders because it helps them avoid having to build a detention pond with each phase. Council Member Ostler stated that he was fine with the proposal. He later explained that he was trying to be open minded and look at things from all sides and could understand why the developer was requesting the zone change. He added he did not think that moving the townhouses down 7 houses was that big of a deal. Mayor Jeppsen reminded the council of an email that Council Member Walker had sent before the meeting with his concerns. Mr. Barnhill provided a summary of those concerns about departing from the density map. Council Member Tueller stated that he was inclined to stay with the density map. He said that he felt that what the developer brought to the table was weak and that he was not inclined to approve the proposal when they are 2.5 years into the project. Council Member Wright shared that he had similar feelings and that he worried that there would be more problems down the road if they shifted lines in the grid. Mayor Jeppsen noted concerns that he had about switching up the phases and having a mess with dirt roads because of the builder not connecting to the main road. Council Member Young added her concern that the developer did not speak with the neighborhood adjacent to the development to get their thoughts. Council Member Ostler also shared his concern that the builder was not at the meeting to represent the proposal.

MOTION: Council Member Wright made a motion to approve Resolution 2024-E Development Overlay Zone with a Development Agreement for Bob Anderson

ROLL CALL: Council Member Young, No
Council Member Walker, ABSENT
Council Member Ostler, Yes
Council Member Wright, No
Council Member Tueller, No

Motion Failed. 1 Yes, 3 No

Item 6: DISCUSSION ITEM

ITEM 7: MINUTES & COUNCIL/MAYOR REPORTS (INCLUDING COUNCIL ASSIGNMENTS)

A. 4th Of July

Ms. Johnson outlined the plans and activities for the upcoming Fourth of July celebration, including the community awards dinner, movie in the park, DJ dance, ice cream social, fireworks, and other events. Staff and council members discussed final logistics and volunteer needs.

B. Approval of Consent Items

- June 13, 2024 City Council Meeting Minutes
The approval of consent items was tabled as the minutes were still being worked on.

C. Mayor's Reports

Kevin Jeppsen provided an update on negotiations with a squadron from Hill Air Force Base regarding use of the gun range for training, highlighting a proposed yearly contract amounting to \$24,000.

D. Council Reports

Each council member provided their reports; no specific items were elaborated upon during the session, other than the council members expressing gratitude towards outgoing employees.

E. Staff Comments

Several members, including Council Member Wright, Mayor Jeppsen and Ms. Johnson, expressed gratitude for Robin Matthews's 20.5 years of service, reflecting on her contribution to the city's administration.

F. Planning Commission Report

None.

ITEM 8: EXECUTIVE SESSION

No Executive Session was conducted during the meeting.

ITEM 9: ADJOURNMENT

MOTION: Council Member Wright

Motion Approved. All Council Members were in favor.

The meeting adjourned at 8:09 p.m.

Kevin Jeppsen, Mayor

Shanna Johnson, City Recorder

Misty Moesser, Deputy Recorder

Commented [SJ1]: Was this Robin if so we will want to elaborate on that

PERRY CITY REDEVELOPMENT AGENCY MEETING
PERRY CITY OFFICES
JUNE 27, 2024

8:09 PM

OFFICIALS PRESENT: Mayor Kevin Jeppsen presided and conducted the meeting. Board Member Toby Wright, Board Member Blake Ostler, and Board Member Ashley Young, Board Member Tueller

OFFICIALS ABSENT: Board Member Dave Walker

CITY STAFF PRESENT: Robert Barnhill, City Administrator, Shanna Johnson, City Recorder

OTHERS PRESENT:

ITEM 1: Welcome to Order and Welcome

Mayor Jeppsen called the meeting to order.

ACTION ITEM 2:

Resolution 2024-01 Adopting a Fiscal Year 2024-2025 RDA Budget

Shanna Johnson, City Recorder, reminded that board that the budget for the 2024-2025 RDA budget was reviewed on June 13th and that there had not been any change since that presentation. She stated that within the \$189,797 budget, \$3000 would go to administrative costs and the rest would be transferred back to Perry City's general fund to make them whole for bond payments made for a defaulted developer. Mayor Jeppsen verified that a public hearing had already been held.

MOTION: Board Member Wright made a motion to approve Resolution 2024-01 Adopting a Fiscal Year 2024-2025 RDA Budget. Board Member Young seconded the motion.

ROLL CALL: Board Member Young, Yes
Board Member Ostler, Yes
Board Member Wright, Yes
Board Member Walker, Absent
Board Member Tueller, Yes

Motion Approved. 4 Yes, 0 No

ADJOURNMENT

MOTION: Board Member Wright motioned to adjourn the meeting.

Motion Approved. All Board Members were in favor.

The meeting adjourned at 8:08 p.m.

Shanna Johnson, City Recorder

Kevin Jeppsen, Mayor

49

50

51

52 Misty Moesser, Deputy Recorder

DRAFT



Fraud Risk Assessment

INSTRUCTIONS:

- Reference the *Fraud Risk Assessment Implementation Guide* to determine which of the following recommended measures have been implemented.
- Indicate successful implementation by marking "Yes" on each of the questions in the table. Partial points may not be earned on any individual question.
- Total the points of the questions marked "Yes" and enter the total on the "Total Points Earned" line.
- Based on the points earned, circle/highlight the risk level on the "Risk Level" line.
- Enter on the lines indicated the entity name, fiscal year for which the Fraud Risk Assessment was completed, and date the Fraud Risk Assessment was completed.
- Print CAO and CFO names on the lines indicated, then have the CAO and CFO provide required signatures on the lines indicated.

Fraud Risk Assessment

Continued

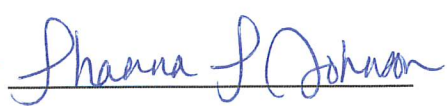
*Total Points Earned: 370/395 *Risk Level: Very Low Low Moderate High Very High
> 355 316-355 276-315 200-275 < 200

	Yes	Pts
1. Does the entity have adequate basic separation of duties or mitigating controls as outlined in the attached Basic Separation of Duties Questionnaire?	yes	200
2. Does the entity have governing body adopted written policies in the following areas:		
a. Conflict of interest?	yes	5
b. Procurement?	yes	5
c. Ethical behavior?	yes	5
d. Reporting fraud and abuse?	yes	5
e. Travel?	yes	5
f. Credit/Purchasing cards (where applicable)?	NO	5
g. Personal use of entity assets?	yes	5
h. IT and computer security?	yes	5
i. Cash receipting and deposits?	yes	5
3. Does the entity have a licensed or certified (CPA, CGFM, CMA, CIA, CFE, CGAP, CPFO) expert as part of its management team?	yes	20
a. Do any members of the management team have at least a bachelor's degree in accounting?	yes	10
4. Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?	yes	20
5. Have all governing body members completed entity specific (District Board Member Training for local/special service districts & interlocal entities, Introductory Training for Municipal Officials for cities & towns, etc.) online training (training.auditor.utah.gov) within four years of term appointment/election date?	yes	20
6. Regardless of license or formal education, does at least one member of the management team receive at least 40 hours of formal training related to accounting, budgeting, or other financial areas each year?	yes	20
7. Does the entity have or promote a fraud hotline?	yes	20
8. Does the entity have a formal internal audit function?	yes	20
9. Does the entity have a formal audit committee?	NO	20

*Entity Name: Perry City

*Completed for Fiscal Year Ending: 2024 *Completion Date: 11/17/2024

*CAO Name: Mayor, Kevin Jeppsen *CFO Name: Shanna S. Johnson

*CAO Signature:  *CFO Signature: 

*Required

Basic Separation of Duties

See the following page for instructions and definitions.

	Yes	No	MC*	N/A
1. Does the entity have a board chair, clerk, and treasurer who are three separate people?	✓			
2. Are all the people who are able to receive cash or check payments different from all of the people who are able to make general ledger entries?	✓			
3. Are all the people who are able to collect cash or check payments different from all the people who are able to adjust customer accounts? If no customer accounts, check "N/A".			✓	
4. Are all the people who have access to blank checks different from those who are authorized signers?			✓	
5. Does someone other than the clerk and treasurer reconcile all bank accounts OR are original bank statements reviewed by a person other than the clerk to detect unauthorized disbursements?	✓			
6. Does someone other than the clerk review periodic reports of all general ledger accounts to identify unauthorized payments recorded in those accounts?	✓			
7. Are original credit/purchase card statements received directly from the card company by someone other than the card holder? If no credit/purchase cards, check "N/A".	✓			
8. Does someone other than the credit/purchase card holder ensure that all card purchases are supported with receipts or other supporting documentation? If no credit/purchase cards, check "N/A".	✓			
9. Does someone who is not a subordinate of the credit/purchase card holder review all card purchases for appropriateness (including the chief administrative officer and board members if they have a card)? If no credit/purchase cards, check "N/A".	✓			
10. Does the person who authorizes payment for goods or services, who is not the clerk, verify the receipt of goods or services?	✓			
11. Does someone authorize payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".				
12. Does someone review all payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	✓			

* MC = Mitigating Control

Basic Separation of Duties

Continued

Instructions: Answer questions 1-12 on the Basic Separation of Duties Questionnaire using the definitions provided below.

 If all of the questions were answered “Yes” or “No” with mitigating controls (“MC”) in place, or “N/A,” the entity has achieved adequate basic separation of duties. Question 1 of the Fraud Risk Assessment Questionnaire will be answered “Yes.” 200 points will be awarded for question 1 of the Fraud Risk Assessment Questionnaire.

 If any of the questions were answered “No,” and mitigating controls are not in place, the entity has not achieved adequate basic separation of duties. Question 1 of the Fraud Risk Assessment Questionnaire will remain blank. 0 points will be awarded for question 1 of the Fraud Risk Assessment Questionnaire.

Definitions:

Board Chair is the elected or appointed chairperson of an entity’s governing body, e.g. Mayor, Commissioner, Councilmember or Trustee. The official title will vary depending on the entity type and form of government.

Clerk is the bookkeeper for the entity, e.g. Controller, Accountant, Auditor or Finance Director. Though the title for this position may vary, they validate payment requests, ensure compliance with policy and budgetary restrictions, prepare checks, and record all financial transactions.

Chief Administrative Officer (CAO) is the person who directs the day-to-day operations of the entity. The CAO of most cities and towns is the mayor, except where the city has a city manager. The CAO of most local and special districts is the board chair, except where the district has an appointed director. In school districts, the CAO is the superintendent. In counties, the CAO is the commission or council chair, except where there is an elected or appointed manager or executive.

General Ledger is a general term for accounting books. A general ledger contains all financial transactions of an organization and may include sub-ledgers that are more detailed. A general ledger may be electronic or paper based. Financial records such as invoices, purchase orders, or depreciation schedules are not part of the general ledger, but rather support the transaction in the general ledger.

Mitigating Controls are systems or procedures that effectively mitigate a risk in lieu of separation of duties.

Original Bank Statement means a document that has been received directly from the bank. Direct receipt of the document could mean having the statement 1) mailed to an address or PO Box separate from the entity’s place of business, 2) remain in an unopened envelope at the entity offices, or 3) electronically downloaded from the bank website by the intended recipient. The key risk is that a treasurer or clerk who is intending to conceal an unauthorized transaction may be able to physically or electronically alter the statement before the independent reviewer sees it.

Treasurer is the custodian of all cash accounts and is responsible for overseeing the receipt of all payments made to the entity. A treasurer is always an authorized signer of all entity checks and is responsible for ensuring cash balances are adequate to cover all payments issued by the entity.