

## - NO ACTION REQUIRED -

- 1.02 Organization - CALEA Standard 11.1.1
- 1.03 Duty to Obey Lawful Orders - CALEA Standard 12.1.3
- 1.04 Agency Jurisdiction - CALEA Standard 1.2.1/ 2.1.1
- 1.12 Ethics Training - CALEA Standard 1.1.2
- 1.13 Investigations of Complaints - CALEA Standard 26.2.1/ 26.3.8
- 1.19 Records and Security of Complaints and Investigations - CALEA Standard 26.2.2
- 2.01 Annual Firearms Qualifications and Training - CALEA Standard 4.3.3
- 2.02 Use of Force Training - CALEA Standard 4.1.2/4.3.3
- 2.05 In-Service Sworn Officer Training - CALEA Standard 33.5.1
- 2.06 In-Service Non-Sworn Employee Training - CALEA Standard 33.7.2/45.3.2
- 2.09 Field Training Program - CALEA Standard 33.4.3
- 3.06 Promotional Eligibility Lists - CALEA Standard 34.1.5
- 5.01 Authorization to Use Force - CALEA Standard 4.1.1
- 5.04 Use of Force Review - CALEA Standard 4.2.1/4.2.2
- 5.05 Weapons and Ammunition - CALEA Standard 4.3.1 A/B
- 5.07 Rendering Medical Aid after Using Force - CALEA Standard 4.1.5
- 5.08 Removal from Line of Duty Assignment - CALEA Standard 4.2.3
- 6.01 24-Hour Law Enforcement Response to Emergency Situations - CALEA Standard 41.1.1A
- 6.04 Preliminary Investigations - CALEA Standard 42.2.1
- 6.09 Vehicle Pursuit Documentation - CALEA Standard 41.2.2 K
- 6.13 Roadblocks During Pursuits - CALEA Standard 41.2.3
- 6.15 Stop Sticks/Road Spikes - CALEA Standard 41.2.3
- 7.02 Incident Command - CALEA Standard 46.1.3
- 8.01 Telecommunication Centers (24-hour access) - CALEA Standard 81.2.1
- 8.03 Facility Security - CALEA Standard 81.3.1A
- 8.04 Playback System - CALEA Standard 81.2.7C
- 8.06 24-Hour Two-Way Radio Capability - CALEA Standard 81.2.2
- 8.07 Access to Criminal Justice Information Systems - CALEA Standard 81.2.8
- 9.04 Medical Assistance for Detainees - CALEA Standard 72.6.1
- 9.05 Strip Searches and Body Cavity Searches - CALEA Standard 1.2.8
- 9.07 Consular Notifications - CALEA Standard 1.1.4
- 10.02 External Emergency Communications - CALEA Standard 73.4.2
- 11.02 Access to Crime Scene Personnel - CALEA Standard 83.1.1
- 11.08 Annual Unannounced Inspection of Property and Evidence - CALEA Standard 84.1.6D

## - NCLEA REQUIRES ADDITIONAL WD LANGUAGE/DOCUMENTS -

- 1.01 Written System of Agency Directives – CALEA Standard 12.2.1
  - Bullet B – Written directive must establish timeline procedures for review
- 1.06 Cash Transactions – CALEA Standard 17.4.2
  - Bullet A - Written directive specifies a custodian of each account and who is responsible for its security
  - Bullet C - Explains how cash is secured and where it is maintained
  - Bullet E – Quarterly audit to be conducted by an independent auditor
- 1.07 Accountability for Agency Capital Assets - CALEA Standard 17.5.1
  - Written directive addresses ANNUAL accountability of all capital assets, including Agency firearms, radios, vehicles, and other capital property, equipment, or other assets valued greater than \$5,000. The results will be forwarded to the Agency CEO.
- 1.08 Approval for Personally Owned Equipment - CALEA Standard 41.3.4 [OTM]
  - Written directive requires “written approval from the Agency CEO or designee before carrying or using any personally owned equipment “
- 1.09 Agency-Issued Property/Equipment - CALEA Standard 17.5.1
  - Written directive “requires all personnel to sign a property or inventory sheet property or equipment issued to the employee and includes a process for recovering the property or equipment when the employee leaves the Agency”
- 1.10 Continuing Compliance with NCLEA Standards - CALEA Standard 11.4.3
  - Written directive “designates a person within the agency responsible for monitoring continued compliance”
- 1.11 Bias-free Policing – CALEA Standard 1.2.9
  - Written directive must include statement “that all persons having contact with members of the agency shall be treated in a fair, impartial, equitable, and objective manner without consideration of their individual demographics, in accordance with law”
- 1.14 Time Limit on Internal Investigations – CALEA Standard 26.3.3
  - Written directive “must set a time limit for possible disciplinary action”
- 1.15 Notification of the Agency CEO – CALEA Standard 26.3.2
  - Written directive must address volunteers (if any)
- 1.18 Appeal Procedures for Disciplinary Actions - CALEA Standard 26.1.6
  - Written directive “includes which actions may be appealed and what level/position will constitute the appellate authority”
- 1.20 Notification to Complainant - CALEA Standard 26.3.4
  - Written directive includes notification to the person who files a complaint against the agency or employee of investigation results, “as permitted by law. “
- 1.21 Harassment and Discrimination – CALEA Standard 26.1.3
  - Written directive must address discrimination and retaliation.
  - Written directive provides reporting procedures that include when it is appropriate to make a report outside the Agency.

- 1.23 Appearance - CALEA Standard 22.1.6
  - Written directive “includes when non-uniform clothing is approved for special assignments”
- 1.25 Duty to Intervene – CALEA Standard 1.2.10
  - Written directive must be in compliance to NCGS 15A401(d1).
- 2.03 Use of Force Training and Proficiency for Intermediate Weapons – CALEA Standard 4.3.3
  - NCLEA requires ANNUAL proficiency training for ALL intermediate weapons (including Electronic Control Devices, pepper spray, batons, etc.)
- 2.04 Training Records – CALEA Standard 33.1.6
  - Written directive “describes its employee training records system in accordance with the appropriate Commission and maintains confidentiality in compliance with law.
- 2.08 Specialized Tactical Team Training – CALEA Standard 33.6.2
  - NCLEA requires “completing a recognized tactical response school or the equivalent BEFORE participating in a primary function as a member of the team; at a minimum, at least eight hours monthly training; training must be based on critical skills specific to the tactical team’s responsibilities as defined by the Agency”
- 2.10 Field Trainee Evaluations – CALEA Standard 33.4.3G
  - Written directive requires “weekly written evaluations by the FTO. The evaluation will be reviewed with the new officer and the FTO and maintained on file by the agency.”
- 3.01 Employee Selection Procedures – CALEA Standard 31.4.1/31.4.7
  - Written selection process must detail all elements of the selection process for both SWORN AND NON-SWORN AND ALL SWORN AND NON-SWORN must meet all legal requirements to hold their positions with the appropriate Commission.
- 3.02 Background Investigations for Selection of Employees – CALEA Standard 31.5.1/31.5.7
  - Written directive must include procedures for either in house or contractual services of the following:
    - Bullet A - utilization of a CVSA or polygraph;
    - Bullet B - procedures for psychological evaluations;
    - Bullet C - a summary of the investigator's findings and conclusions regarding the applicant's moral character known to the agency, and any reviews and/or reports required by the agency CEO
- 3.04 Secondary Employment – CALEA Standard 22.2.5
  - Bullet D - Written directive includes procedures to establish insurance, worker’s compensation, and/or liability responsibilities in secondary employment requests. Ensure written directive addresses off-duty employment for all bullets.
- 3.05 Promotional Process – CALEA Standard 34.1.1
  - Written directive describes the components of the promotional process, including “any applicable qualifications, announcements, any testing procedures, grading, and any appeal process.”
- 3.07 Annual Performance Evaluations – CALEA Standard 35.1.2
  - Written directive requires performance evaluations “must be completed for ALL employees, including full- time, part-time, and reserve. Performance evaluations shall be signed by the employee and reviewer.”
- 3.08 Early Warning System – CALEA Standard 35.1.9
  - Written directive must be based on NCGS 17F-10 and includes:
    - Bullet A - reporting of discharge of a firearm, instances of the use of force, vehicle collisions, and citizen complaints, or any other indicators identified by the agency;

- Bullet C - Supervisory intervention to correct behavior;
- Bullet E - review determines program effectiveness
- 3.10 Recruitment Plan – CALEA Standard 31.2.1
  - Bullet A - Recruitment Plan must “contain a statement that the agency is committed to equal opportunities for employment.”
  - Bullet D - Annual review required of the progress of the recruitment plan towards goals and objectives, as well as update of the plan when needed.
- 4.01 Privacy and Security of Records – CALEA Standard 82.1.1/82.1.2
  - Written directive complies “with applicable retention laws for the privacy, security, and retention of records.”
  - “Appropriate training for the agency personnel responsible for records management is provided;”
  - “All juvenile records are secured separately from adult records (NCGS 7B-3001)”
- 4.02 Release of Information – CALEA Standard 82.1.1C
  - The written directive is “in accordance with current law, regarding the release of information and public records requests”
- 4.03 Public Information Officer (P.I.O) - CALEA Standard 54.1.1 [OTM]
  - The agency “has a Public Information Officer or designated person(s)” to release information to the news media and the public about cases or investigations.
- 5.02 Neck and Choke Holds – CALEA Standard 4.1.6/4.1.7
  - Written directive “prohibits the use except in those situations where the use of deadly force is allowed by law.”
- 5.03 Authorization of Deadly Force – CALEA Standard 4.1.2
  - Written directive is in accordance with NCGS 15A-401(d)(2).
- 5.06 Documenting the Discharge of Firearm – CALEA Standard 4.2.1A/4.2.2
  - Written directive requires supervisory review of any intentional or unintentional discharge of a firearm
- 5.09 Warning Shots – CALEA Standard 4.1.3
  - Written directive PROHIBITS warning shots
- 6.02 Investigative Interviews – CALEA Standard 1.2.3/42.2.1 D/ 44.2.3
  - Written directive must include procedures for “conducting investigative interviews of adults and juveniles; addresses interview documentation, that interviews requiring audio or video recordation are performed in accordance with North Carolina statutory requirements and ensure that juveniles are provided their statutory interrogation rights”
- 6.03 Search Warrants/ No Knock Warrants / Warrantless Searches – CALEA Standard 1.2.4/1.2.5
  - Written directive includes “procedures; addresses no-knock warrants; includes scope and documentation”
- 6.06 Informants – CALEA Standard 42.2.6
  - Bullet A - written directive includes identification and recruitment requirements, limits on who can be used, and appropriate personal interaction with informants;
  - Bullet B - documentation for payments
  - Bullet C - Informant file requirements (index number, history summary of cases, active or inactive status, fingerprints, photograph, current criminal history, biographical information, known associates, prior contacts with the Agency, prior status with other law enforcement agencies as a

- confidential informant (CI), statement of motivation, signed informant agreement, statement of expectations, probation parole status, visual confirmation of CI by Agency CEO or designee);
- 6.07 Confidential and/or Narcotics Funds and Audits – CALEA Standard 17.4.2
    - Bullet A - Written directive includes designation of person responsible and accountable for the maintenance of the funds
    - Bullet B - Guidelines for secure storage of the funds
    - Bullet C - Procedures for requesting, receiving, and returning unused funds,
    - Bullet E - At a minimum quarterly auditing by an individual/supervisor independent of the confidential funds
  - 6.08 Vehicle Pursuits – CALEA Standard 41.2.2/ 41.2.3
    - NCLEA requires the Written Directive include annual training on pursuit policy, not just review; and
    - Bullet B - Methods for conducting a pursuit
    - Bullet C – Appropriate personnel authorized to conduct a pursuit
  - 6.10 Non-Emergency and Emergency Response – CALEA Standard 41.2.1
    - Written directive “describes the law enforcement officers’ responsibility when operating an emergency vehicle”
  - 6.11 Crash Investigation - CALEA Standard 61.2.1/ 61.2.2E
    - Written directive must include “taking any enforcement actions”
  - 6.12 Reflective Vests – CALEA Standard 61.3.2 E
    - Written directive includes “current ANSI/ISEA standards and working at the scene of a crash”
  - 6.14 Checking Stations and Roadblocks - CALEA Standard 61.1.6D [OTM]
    - Written directive includes “use of checking stations to enforce the Motor Vehicle Code and stationary roadblocks for enforcement or information gathering purposes.”
  - 6.16 Seatbelts - CALEA Standard 41.3.3
    - Written directive “requires occupants in Agency vehicles to wear a seat belt, as required by North Carolina law. Detainees and arrestees are required to be seat-belted during transport.”
  - 6.18 Special Use Equipment and Vehicles - CALEA Standard 41.1.3/46.1.8
    - Written directive “requires special vehicles, including vehicles used for special assignments, have a documented readiness inspection at least quarterly”
  - 6.19 Traffic Enforcement Operations – CALEA Standard 61.1.2
    - Bullet A - Written directive includes “authorized traffic enforcement activities” and
    - Bullet B – “Circumstances where law enforcement officers have discretion”
  - 6.21 Missing Persons – CALEA Standard 41.2.5/41.2.6
    - Bullet A - Written directive includes “no minimum time requirement for a waiting period”
  - 6.22 In-Car and/or Body-Worn Audio / Video – CALEA Standard 41.3.8
    - Bullet C - Written directive includes procedures for the public request of recordings in accordance with NCGS 132-1.4A
  - 6.23 Ballistic Vests – CALEA Standard 41.3.5
    - Written directive includes “inspection of possible damage and that manufacturer guidelines and recommendations are followed”
  - 6.24 Providing Discovery to Prosecutor – CALEA Standard 42.1.6
    - Written directive addresses NCGS 15A-901

- 7.01 Emergency Operations Plan – CALEA Standard 46.1.2/ 46.1.4/ 46.1.5/ 46.1.6/ 46.1.7/ 46.1.9/ 46.1.10/ 46.1.13
  - Written plan is accessible to all personnel;
  - Bullet D - Written plan includes crisis negotiation and other incidents or events;
  - Bullet H - Ensure annual review of the plan
- 7.03 After Action Report – CALEA Standard 46.1.3 I
  - Written directive includes “any natural or man- made disaster, any major incident as defined by the Agency, and any tactical team deployment”
- 7.05 Hazardous Materials – CALEA Standard 81.2.5F&G
  - Written directive that provides “resources regarding whom to contact for an immediate response to large-scale hazardous materials and biohazard situations.”
- 8.02 Back-up Telecommunications Center – CALEA Standard 81.3.1C
  - Ensure back-up plan in place in the event the Telecommunications Center becomes inoperable.
- 8.05 Back-Up Power Source – CALEA Standard 81.3.2
  - The backup power source or alternate means of communication has security measures preventing unauthorized access or tampering.
- 9.01 Searching and Transport – CALEA Standard 70.1.1/ 70.1.2/ 70.1.6/ 70.1.7/ 70.2.1
  - Bullet B - Written directive includes “Agency approved methods to transport detainees safely”;
  - Bullet C – “Methods or actions for transporting sick, injured, or disabled detainees”;
  - Bullet F – “Monitoring of the detainee to observe any medical difficulties that arise enroute”
- 9.02 Temporary Custody of Juveniles – CALEA Standard 44.2.2
  - Written directive must be in accordance with North Carolina law
- 9.03 Separation of Detainees – CALEA Standard 71.3.1/ 72.5.3
  - Written directive requires “sight and sound” separation between adult detainees and juveniles in temporary custody.
- 9.06 Weapons in Holding Areas /Processing Areas – CALEA Standard 71.3.3/ 72.4.1
  - Written directive includes “when weapons, including less-than-lethal weapons, are allowed in the holding cell and processing areas of the Agency and provisions on when and how they must be secure”
- 10.01 Courthouse/Courtroom Security – CALEA Standard 73.1.1B/ 73.3.1
  - NCLEA requires appropriate personnel be trained on searches of persons entering, security measures, and the use of restraints on persons in custody.
- 11.01 Property and Evidence – Chain of Custody – CALEA Standard 83.2.1/ 84.1.1
  - Written directive includes assets seized for forfeiture to ensure proper inventory, storage, and chain of custody
- 11.03 Property and Evidence Submission – CALEA Standard 84.1.1
  - Written directive must include “employees shall not personally retain property or evidence”
- 11.04 Property and Evidence Storage/Access and Security – CALEA Standard 84.1.2
  - Written directive restricts access “for unauthorized personnel unless they are escorted and sign in and out in a book or register or a digital agency-approved tracking system”
- 11.05 High-Risk Property and Evidence – CALEA Standard 84.1.1E/ 84.1.2
  - Written directive requires high-risk property and evidence to be stored separate from other property in locked storage areas inside the Property Room and requires additional security measures. “This includes guns, drugs, money, or any other item of high value or significant risk of loss as

determined by the Agency. If another entity stores high-risk items for the Agency, that entity must comply with all requirements of this standard. “

- 11.06 Disposal of Property and Evidence - CALEA Standard 84.1.7 [OTM]
  - The Agency has a written directive for the documentation of the proper disposal of property and evidence stored in the Agency property and evidence storage area.
- 11.07 Release of Property and Evidence – CALEA Standard 84.1.1G
  - Written directive details the difference between property and evidence and when and how items may be released to the complainant or owner. All releases will be documented and signed for on a property and evidence release form.
- 11.09 Annual Audit of Property and Evidence – CALEA Standard 84.1.6C
  - Written directive requires audit is in compliance with Appendix B of NCLEA Manual
- 11.10 Change of Assignment Inventory of Property and Evidence – CALEA Standard 84.1.6B
  - Written directive requires audit is in compliance with Appendix B of NCLEA Manual and requires an audit of high-risk items when a new CEO is assigned to lead the Agency

## NCLEA REQUIRES ADDITIONAL TRAINING

- 1.05 Sworn Personnel– CALEA Standard 1.1.1
  - NCLEA requires all sworn employees to meet the appropriate Commission’s minimum certification standards before conducting law enforcement duties.
- 1.22 Professional Conduct – CALEA Standard 26.1.1
  - NCLEA requires training on Code of Conduct for all personnel every two years.
- 2.03 Use of Force Training and Proficiency for Intermediate Weapons – CALEA Standard 4.3.3
  - NCLEA requires ANNUAL proficiency training for ALL intermediate weapons (including Electronic Control Devices, pepper spray, batons, etc.)
- 2.07 Supervisor Training – CALEA Standard 33.8.2
  - NCLEA requires supervisory training within twelve (12) months of promotion.
- 2.08 Specialized Tactical Team Training – CALEA Standard 33.6.2
  - NCLEA requires “completing a recognized tactical response school or the equivalent BEFORE participating in a primary function as a member of the team; at a minimum, at least eight hours monthly training; training must be based on critical skills specific to the tactical team’s responsibilities as defined by the Agency”
- 2.11 Background Investigator Training – CALEA Standard 31.5.2
  - NCLEA requires Background Investigation training prior to conducting any backgrounds
- 4.01 Privacy and Security of Records – CALEA Standard 82.1.1/82.1.2
  - Written directive complies “with applicable retention laws for the privacy, security, and retention of records.”
- 6.05 Follow-Up Investigations – CALEA Standard 42.1.2/42.1.3A&C/42.1.4
  - NCLEA requires appropriate personnel be trained in conducting follow up investigations
- 6.08 Vehicle Pursuits – CALEA Standard 41.2.2/ 41.2.3
  - NCLEA requires the Written Directive include annual training on pursuit policy, not just review; and
  - Bullet B - Methods for conducting a pursuit
  - Bullet C – Appropriate personnel authorized to conduct a pursuit
- 6.20 Eyewitness Identification – CALEA Standard 42.2.9/42.2.10
  - NCLEA requires appropriate personnel be trained on the administration of show ups, live or photographic lineups
- 7.04 Tactical Team – CALEA Standard 33.6.2
  - NCLEA has a multi-bulleted standard with more requirements for the agency
  - Bullet A - Criteria for selection of members;
  - Bullet B - Situations/circumstances under which the team may be deployed;
  - Bullet C - Requirements to be a member and continued training of all team members;
  - Bullet D - Requirement for deployment of less lethal options specific to the team;
  - Bullet E- Requirement that protective vests be worn;
  - Bullet F - At least annually, a documented inspection of equipment;
  - Bullet G - Provisions for placing medical and/or fire assistance on standby
- 10.01 Courthouse/Courtroom Security – CALEA Standard 73.1.1B/ 73.3.1
  - NCLEA requires appropriate personnel be trained on searches of persons entering, security measures, and the use of restraints on persons in custody.

- 10.03 Emergency Response and Evacuations Plans – CALEA Standard 73.2.1  
-NCLEA requires courthouse/courtroom emergency response protocols and evacuation plans be reviewed with Court employees annually.

**- ACTION REQUIRED – NO COMPARABLE CALEA STANDARD -**

- 1.16 Reporting to Applicable Standards Division
- 1.17 Critical Incident Reporting
- 1.24 Emergency Operations
- 2.12 Required Telecommunications Training
- 3.03 Personnel Files
- 3.09 Reserve Officer Program
- 6.17 Inspection of Patrol Vehicle and Equipment
- 11.11 Hazardous and Biohazardous Materials