



Texas Police Chiefs Association Foundation

Texas Law Enforcement Best Practices Accreditation Program

This will be a bit of a treasure hunt for some of you, but the more of the following documents you can find and bring with you to this class – the more benefit you will get out of it.

Items you will need to bring with you also include:

- A laptop computer with charging cord
- Make sure the laptop has a USB drive and is internet capable
- Electronic copy of your agency’s policy manual
- PLEASE READ BELOW CAREFULLY -

Please do your best to find the following documents at your agency and bring **electronic copies** of each with you to the TPCAF Program Manager Training. Please create a folder on the laptop computer that you’re bringing with you to class that is titled, “Proofs of Compliance” and save these documents in that folder. The documents can be in Word, PDF, or a photo.

Attention to Chapter 3 below (and others like it) – we are NOT asking you to bring qualification records, training records, weapons inspections, etc. for everyone in your agency – especially if you are coming to us from a large police department. We are, however, looking for enough material to help you learn how to build these files at your department.

We understand that you may not yet have all these documents. Do the best you can. If you do not yet have a copy of the Standards Manual, an electronic version will be provided at the beginning of class – or email Max Westbrook at RPDDirector@texaspolicechiefs.org to get one before the class.

1.01 - Organizational Chart – Bring a copy of your agency’s org chart.

1.03 - Financial Transactions – a copy of the latest financial audit on any cash or credit card transactions. If your agency handles cash bring the most recent audit available. Remember, if your agency has Animal Control under the police department – often there are cash transactions when the general public picks up an animal. If your agency uses an

agency credit card for any purchases – bring the latest audit of these purchases. Pay attention to the purchase approval process. Who in your agency makes sure that the purchases made are for legitimate needs?

1.10 Capital Asset Inventory – If your agency (or the governmental entity you work for) conducts a capital asset inventory – bring a copy of this inventory.

2.01 - Biased Based Profiling – Bring your agency’s latest copy of this required report.

2.04 - Internal Investigations – Bring copies of all internal affairs documents used by your agency. To be clear – we are not asking for completed forms for this class. Blank documents will suffice for the purpose of learning how to build this file.

2.13 - Appearance (sworn and non-sworn, uniform and non-uniform) – Bring photos of personnel (both sworn and non-sworn if applicable) that reflect compliance with your agency’s dress and grooming policies.

2.25 - Duty to Intervene – If your agency does not have a “duty to intervene” policy we will discuss this in class.

3.01 - Firearms Qualifications – Make sure to bring copies of qualifications with ALL weapons used at your agency – AR, shotgun, SWAT weapons, etc.

3.02 - Deadly Force Training – Go to your agency’s training coordinator and ask that person to give you the training records of five employees that prove they have been through deadly force training. Bring these records with you.

3.03 - inspections of Firearms – Bring records that show the firearms used by your agency’s personnel are inspected. Certification for department armorer or training on specific types of weapons to conduct inspections.

3.04 - Less Lethal – Ask your agency’s training coordinator to provide you with the records of five employees that prove they have had training in less than lethal weapons, including proficiency testing where applicable.

3.06 - In Service Training – See 3.04 above – bring records that show these same five employees have been through the required in-service training, within the required time frame.

3.09 - Supervisor Training – See 3.04 above – bring records from recently promoted individuals in your agency that show proof of supervisory training as a result of promotion. Many agencies only provide this training when an employee is promoted to the rank of sergeant; however, this standard requires different training for each promotional level. Please bring proof of this training at each rank if available.

4.10 - Employee Safety and Accident Prevention – Ask your agency’s training coordinator for proof of training received by your agency’s employees with regard to risk management prevention factors or safety and accident prevention.

5.02 - Records Retention – Ask your agency’s records manager for a copy of the retention schedule used by your agency.

6.03 – Use of Force Documentation – Bring copies of your agency’s Use of Force forms.

6.04 - Weapons and Ammo – Bring a copy of the approved weapons list and approved ammo list for your agency.

6.07 - Medical Aid after Force – Bring a copy of your policy that addresses providing medical assistance after the use of force.

6.08 - Removal from LOD – Bring a copy of your policy that addresses removal of officers from active duty after any sort of line of duty death.

7.10 – Follow-up Investigations – Bring a copy of your policy that outline how follow-up investigations are assigned, investigated, and reported on.

7.22 – Citations Storage and Security – If you use paper citations, bring a copy of your policy that addresses the security, storage, and issuance of blank citation books. If you use electronic writers, bring a copy of vendor letter stating the citations cannot be voided after issuance.

7.25 - Special Use Equipment – Bring a quarterly inspection sheet showing all special use equipment has been inspected. Some agencies may have a number of items to be inspected but they are in different areas and have a different inspection form. You need to bring at least one copy of each of those inspection sheets to show a full quarterly inspection.

7.32 - Eyewitness ID – Bring a copy of your policy that addresses photo lineups, physical lineups, etc. and any forms used by your agency.

7.35 - K9 – If your agency has a K9, bring a copy of your K9 policy.

7.36 – AI – If you agency uses Artificial Intelligence, bring a copy of your Artificial Intelligence policy

8.07 - Emer. Ops Plan – Bring a copy of the Emergency Operations Plan used by your agency.

8.09 - Emergency Plan Review – Bring a copy of a document showing that your Emergency Plan has been reviewed within the last 2 years by the appropriate staff within your agency, not proof that someone reviewed the “county” plan only.

8.11 NIMS—Ask your agency’s training coordinator for training records that indicate personnel at various ranks have completed the rank appropriate NIMS training.

9.04 - Back Up Power Source – If your agency has a backup power source/generator for your communications center, bring a copy of the testing records used by your agency that show the generator will work properly when needed. If you do not have your own communications center, this does not apply.

9.09 - Dispatcher Training – If your agency has its own communication center, bring copies of the training records of five of dispatchers.

10.01 - Searching and Transport – Bring a copy of your policy that addresses the searching and transporting of adult prisoners

10.02 - Juvenile Search and Transport – Bring a copy of your policy that addresses the searching and transporting of adult juvenile prisoners

10.14 - Strip Searches – Bring your policy that addresses strip searches of suspects and/or prisoners

12.04 - Property Room Security – Bring a copy of the sign-in / sign-out log at your agency’s property / evidence room. Bring photos of the security aspects of the Property/Evidence room.

12.07 – Inspections – Bring a copy of your agency’s most recent property room inspection report

12.08 – Inventory – Bring a copy of your agency’s most recent property / evidence inventory. Bring a copy of your agency’s latest property destruction order.