



Oregon Accreditation Alliance

2225 NW Park Terrace
Albany, Oregon 97321
(541)967-6468
oaa2001@comcast.net

April 2, 2013

TO: Oregon Accreditation Alliance Board
FROM: Joe Simon
AGENCY: Philomath Police Department
SUBJECT: Re-accreditation onsite assessment
ONSITE DATE: March 27, 2013
ASSESSOR(S): Joe Simon
Chief of Police (Retired)
PO Box 1045
Langley, WA 98260

INTRODUCTION

The Philomath Police Department joined the Oregon Accreditation Alliance in October 2002, and was awarded initial accreditation in April 2010.

AGENCY PROFILE

The City of Philomath is located mid- Willamette Valley with a population of 4610. Established at the base of Mary's Peak, the tallest peak in the Coast Range, Philomath is just West of Corvallis and Oregon State University and a short 45 minute drive from the Oregon Coast. This unique location offers very diverse opportunities including mountain biking on Mary's Peak, Division I sports at Oregon State, fishing on the Alsea River, or wine tasting at local wineries.



The City is located on the north bank of the Mary's River, a tributary of the Willamette River. Mary's River Park, a City park in the southwest part of the town, is peaceful natural area that attracts residents and visitor alike. The privately owned rodeo grounds,

adjacent to the park property, are host to the annual Philomath Frolic and Rodeo.

Philomath's beautiful natural surrounding and its location between Corvallis and the coastal city of Newport, provide an attractive site for business and tourist development. The City's commercial district includes a variety of businesses, as well as the Benton County Historical Museum. The Police Station, City Hall and the Philomath Community Library are located on a city campus off Applegate Street.

The City of Philomath was incorporated in 1882 and now covers approximately three square miles. Highway 20/34 is the primary road from Bend to Newport and passes through the center of town. It has been estimated that approximately 14,000 vehicles per day pass through the downtown, making traffic enforcement a primary concern for the community.



The Philomath Police Department employs nine sworn officers, including the Chief, and an Administrative Assistant. This includes several Senior Officers and a School Resource Officer. The Department's annual budget is approximately \$1.4 million dollars. Their office, located at 1010 Applegate Street, is the latest addition to the city's campus. Completed in 2005, the 6200 square foot facility has plenty of room for future growth and features a community conference room, large records section, a

patrol briefing room with five work stations and a workout facility. The facility offers secure parking for employees and the patrol fleet and was furnished with all new furniture. The City, planning for the future, set money aside for many years so the cost of the building and the furnishings were covered without additional cost to the community.

Ken Elwer is the Police Chief for the City of Philomath. Ken was born and raised in a small farming community in Ohio and his first law enforcement job was working for the Greene County Sheriff's Department in 1979. Ken moved to Napa California and in 1981 began working for the Napa County Sheriff's Department. Ken worked all the divisions including Detectives, Narcotics, Patrol, and Civil. As a deputy sheriff they also served as deputy coroners so Ken has an extensive background in death investigations. Ken was promoted to Sergeant and then Lieutenant. After approximately 20 years of service, Ken left Napa and accepted the Chief's job in Philomath. He is currently retired from California and has been the Chief in Philomath since October of 2001.

With the help of a fine staff and community support, the Philomath Police Department has been completely transformed from what it was in 2001. They now have a new state of the art facility, a strategic plan in place, updated vehicles and equipment, a firearms training area, and finally, Accreditation. The Accreditation Manager for the Philomath Police Department is Officer Grant Moser. Officer Moser also serves as the School Resource Officer.



Chief Elwer has obtained an Associate Degree in Criminal Justice, a Bachelor's Degree in Human Relations, with a Certificate of Management, and a Master's Degree in Public Administration. He is a graduate of The FBI National Academy and the Oregon Executive Development Institute. He currently serves on the board of directors for the Philomath Youth Activities Club and the Oregon Association of Chiefs of Police and is actively involved in the IACP, FBINAA, the Willamette Criminal Justice Council, Rotary, and numerous community events. Chief Elwer also has volunteered as a community trainer for the Ford Leadership Institute Program and in 2007, was awarded the Rural Oregon Community Leadership Award from the Rural Development Institute.

Ken and his wife Nancy live in Philomath and their daughter Katie is completing her Graduate Degree at Idaho State University.

PRE-ASSESSMENT PLANNING

The Oregon Accreditation Alliance utilizes a two phase on-site schedule, part of which replaces the need and costs of mock onsite assessments. The first phase identifies those standards for which compliance has satisfactorily been attained and those files are signed and completed at that time. Files which may have insufficient proofs or other issues are reported to the department just as would occur during a mock onsite. The department has the opportunity to correct those files either during the first phase or prior to the second phase of the onsite. If these files are satisfactorily addressed, the Standard Summary Reports are signed off as complete. If any files still lack adequate proofs or still have deficiencies after the second phase, they are dealt with at that time just as they would during a traditional onsite assessment. Deficiencies are listed in the final report as a file repair, an applied discretion, or non-compliance.

ASSESSMENT SUMMARY

Officer Grant Moser, the assigned Accreditation Manager for the Philomath Police Department, forwarded via mail all accreditation files in electronic format to the assessor on March 11, 2013, with the files received March 13, 2013. File review was initiated on March 16, 2013, and completed March 19, 2013. Results of the file review were forwarded to Officer Moser and Chief Ken Elwer, with files needing repair identified. It should be noted that prior to receiving the files for review a date for onsite inspections was scheduled for March 27, 2013. On March 20, 2013, Officer Moser electronically forwarded all noted repairs to the assessor.

On March 27, 2013, the assessor arrived at the Philomath Police Department just before 0800 hours and was greeted by Chief Ken Elwer, Accreditation Manager Grant Moser, and Sergeant Ray Sytsma. The assessor was shown to the work area, a community conference room. Although all files had been reviewed and repairs completed, the work area was still equipped with a computer, resource material, and all accreditation files. After a short briefing of the completed file review and required inspections, the assessor was provided with a tour of the agency during which necessary inspections were completed. As the assessor had just completed a tour of the Corvallis Police Department 911 Center within the past year during the Benton County Sheriff's Office onsite assessment, no tour of the organization was scheduled.

During the course of the onsite and tour of the department the assessor interviewed and/or talked with Chief Ken Elwer, Officer Grant Moser, Sergeant Ray Sytsma, Officer

Wes Knight, and Administrative Assistant Shelley Bartlow. Based on the tour of the agency, the previous tour of Corvallis Police Department 911 Center, interviews, and inspections of functions the assessor was able to verify the following observable standards:

- 2.2.8 Body armor wear
- 2.2.9 Use of occupant safety restraints
- 2.5.1 Appropriate emergency equipment for patrol vehicles
- 2.5.2 Necessary vehicle equipment
- 3.1.1 24-hour two-way radio capability
- 3.1.2 Phone and dispatch recording and playback
- 3.1.3 Emergency power
- 3.1.4 Emergency Medical Dispatch
- 3.3.5 Appropriate bio-hazard labeling
- 3.3.6 Secure storage of evidence and property
- 3.3.7 Temporary secure after-hours storage for evidence and property

The employees of the Philomath Police Department were very professional, friendly, knowledgeable, and helpful. For a small agency, the Philomath Police Department has been creative and fiscally responsible in researching and acquiring technology and systems that are effective in meeting law enforcement needs and requirements.

Overall, the files were in good shape, with all issues identified and corrected prior to the onsite. Upon conclusion of the onsite assessment the assessor met with Chief Elwer, Sergeant Sytsma, Officer Moser, and Administrative Assistant Bartlow and provided a review of his findings. The entire department was commended for their hard work, particularly the excellent work of Officer Moser in successfully preparing the agency for the re-accreditation onsite and response to needed repairs.

STANDARDS SUMMARY

Mandatory	<u>88</u>
Not Applicable	<u>14</u>
Non-Compliance	<u>0</u>
Waiver	<u>0</u>
Total	<u>102</u>

ONSITE CHANGES/ADJUSTMENTS

File Maintenance

This section reports on the condition of the agency's files presented to verify proof of compliance with accreditation standards. This includes organizing and marking files for review, clerical issues, the adequacy, correctness, and currency of proofs used for

compliance. Generally this section indicates preparation and understanding of the accreditation process. This section does not indicate compliance with standards or report on agency practices.

The agency's files were complete, very consistent in presentation, and included most of the necessary documentation. Eight (8) files were returned for added documentation that was already in possession of the agency and/or for clarification.

Applied Discretion

This section provides specific information on standards found to be in compliance after onsite "adjustments" were made. Adjustments may include modifying agency policies and directives, creating documentation, alteration of the physical plant, deficiencies in performance activities, and "wet ink" issues, where the written directive is newly issued.

Two (2) policies had to be modified and/or created in order to comply with the requirements of the standard. The agency had the following standards in applied discretion:

1.3.6 - Less-Lethal Weapons and Control Devices

A written directive specifies less-lethal weapons and control devices authorized for possession and use by agency personnel, and should include requirements for training and competency, with such training to occur at least biennially.

Purpose: To establish consistent procedures for the authorization and training by a certified instructor in the use of less-lethal weapons and control devices.

Deficiency/Recommendation

Due to a Lexipol policy update, training requirements for less-lethal weapons and control devices that complied with standard requirements were omitted in favor of a general statement that does not specify any timelines.

Agency Action/Final Status

The agency modified the policy to include a requirement for training at least biennially on less-lethal weapons and control devices.

1.5.2 - Job Descriptions

A written directive requires the agency to establish job descriptions for all positions within the agency and to establish a process for periodic review and update.

Purpose: To ensure that the agency maintains current and accurate job descriptions for each position that detail required duties and responsibilities.

Deficiency/Recommendation

Neither the agency nor the city had a directive requiring that all positions had established job descriptions or that such descriptions would be reviewed/updated on a periodic basis.

Agency Action/Final Status

The City Manager issued an Administrative Order specifying that all city positions must have a job descriptions and that those descriptions will be updated as needed.

PERFORMANCE ACTIVITIES

The agency's activities were measured against all identified time sensitive standards and found to be in compliance with all requirements.

1.2.5 – Bias-Based Policing

Agency policy specifies that race, ethnicity or nationality, religion, sex, sexual orientation, economic status, age, cultural group, disability, or affiliation with any similar group shall be used as a basis for providing different levels of service or enforcement. New Lexipol language eliminated any reference to annual training as required by the standard, with replacement language that's vague and non-specific. File documentation substantiated compliance with the annual training requirement, with the agency specifying that it was their policy to train annually on bias-based policing. The agency advised that the language change was an oversight during Lexipol policy revisions and that policy will be revised to reflect agency practices and accreditation requirements. There have been no reported incidents of bias-based policing during the accredited period.

1.3.3 – Weapons Discharge Reports

Generally, the use of warning shots is discouraged unless the officer reasonably believes they appear necessary, effective, and reasonably safe. Similarly, shots from or at a moving vehicle are generally discouraged unless it is reasonably perceived that the vehicle is being used as a weapon. Written reports are required for all on-duty or off-duty weapons discharges, other than for training or recreational purposes. There have been no warning shots or shots from or at a moving vehicle during the accredited period. File documentation substantiated standard compliance.

1.3.4 – Training and Proficiency on Use of Force Policies and Firearms

Sworn officers are required to qualify quarterly with their duty weapon under the supervision of a certified firearms instructor. Annual training on use of force policies is conducted. Failure to qualify results in immediate remedial training until proficiency is demonstrated. Repeated failures to qualify result in removal from field duties and appropriate discipline may follow. The file contained no information on secondary and off-duty weapons. Appropriate documentation was added to the file. File documentation substantiated standard compliance.

1.3.7 – Required Reports and Reviews for Use of Force Incidents

Although new Lexipol policy language specifies that use of force incidents be recorded in appropriate format depending on the nature of the incident, the agency records all such incidents on a Use of Force Report form, as required by the standard. As the agency's practices were in compliance with standard requirements, the assessor did not require an immediate policy modification, and the agency advised that the policy would be modified in the next policy update.

The Chief of Police may convene a Use of Force Review Board to investigate circumstances surrounding any use of force incident. Composition and responsibilities of the Board are outlined in policy. The Sergeant will review each use of force incident to ensure compliance with policy and to address training issues. File documentation substantiated standard compliance.

1.3.8 – Review of Deadly Force Incidents

Agency policy related to officer involved shootings is clear and comprehensive and includes a review component as noted above and an “Investigative Responsibility Matrix.” There were no deadly force incidents during the accredited period.

1.5.3 – Employee Performance Evaluations

All regular, full-time employees are required to receive annual performance evaluations, with rating criteria included in policy. Provisions are also established for probationary employees. File documentation substantiated standard compliance.

1.6.1 – Cash Accounting Activities

Philomath Police Department maintains three (3) cash funds, Petty Cash, Cash Receipts, and Investigative Fund, with appropriate accounting requirements in place. The Administrative Assistant is responsible for managing the Petty Cash and Cash Receipts Funds, and the Sergeant and Administrative Assistant are dually responsible for managing the Investigative Fund. Departmental Directives establish procedures for use, accounting, and reconciling of these funds. The Petty Cash Fund maintains a balance of \$150.00 and the Cash Receipts drawer maintains a balance of \$50.00 for making change. The Sergeant may approve cash draws of up to \$2,500 from the Investigative Fund. Amounts over \$2,500 require the approval of the Chief of Police. Appropriate file documentation substantiated compliance with standard requirements.

1.6.2 – Fiscal Audits

All city fiscal activities, including the police department, are audited annually by Grove, Mueller & Swank, P.C., Certified Public Accountants and Consultants. Audit documentation for all three years was available for onsite review.

1.7.1 – Personnel Complaints Review

Each February the Sergeant or designee provides an annual report to the Chief of Police, with a focus on complaint trends, training needs, and policy changes. File documentation substantiated standard compliance.

1.8.1 – Training Plan

A training plan is developed annually that incorporates legislative changes and case law, state mandated training, critical issues training, and agency-specific training. The Training Officer conducts an annual training needs assessment for the agency which is reviewed by staff and, on approval, this assessment forms the basis of the training plan for the fiscal year. Agency training philosophy and objectives are incorporated into policy. Good file documentation substantiated standard compliance.

2.1.2 – Vehicle Pursuit Reports and Review

A comprehensive policy establishes procedures for initiating, conducting and terminating pursuits. Officers are authorized to pursue when the suspect is attempting to avoid arrest or detention by fleeing in a vehicle. Written reports are required for all pursuit incidents. The Sergeant completes a Supervisor's Report summarizing the pursuit and forwards the report to the Chief of Police. Annual reviews are conducted for each calendar year with a focus on trends, training needs, or policy changes. Good file documentation substantiated standard compliance.

2.1.6 – Special Response Unit Post-Incident Reports

This standard was not applicable by function. The agency does not have a Special Response Unit.

2.1.7 - Required Actions in Escape of a Prisoner Being Transported

In event of a prisoner escape while in transport, the following is required: 1) notify dispatch and on-duty supervisor; 2) evaluate the situation and use discretion before pursuing the suspect alone; and 3) complete required reports. There have been no recorded prisoner escapes while in transport during the accredited period.

2.3.1 – Disaster Plan Training and Update

The City of Philomath participates in the Benton County Emergency Management Plan (EMP), with a hard copy of the plan maintained in the report writing area of the police department. The Emergency Management Plan is reviewed annually with personnel required to undergo annual training on the EMP. Appropriate file documentation substantiated standard compliance for one year, but it was learned that through a training oversight, required training on the EMP was not completed for the past two (2) years. The oversight has now been corrected, so there should be no future lapse.

2.5.3 – Operator Vehicle Inspections

Agency policy requires vehicle inspections before each shift for damage and proper operation of all systems in compliance with standard requirements. An inspection sticker is completed and affixed to the officer's notebook that identifies the specific equipment and operations to be checked. File documentation substantiated standard compliance.

3.1.3 – Communications Center Alternate Power Source

Communications services are provided by the Corvallis Police Department 911 Center. A Kohler 100KW diesel generator is located in a secure basement area and is capable of powering critical operations for up to 72 hours. The generator is tested every Monday for one hour. In addition a UPS system is in place that can power the communications center for up to 15 minutes. File documentation substantiated standard compliance.

3.3.4 – Report Required for Property Coming into Agency Possession

The majority of property and evidence is submitted to the Property and Evidence Room electronically. Property tags with pre-determined numbers are available to affix to the property. The tag number is then entered on the electronic property and evidence form in the agency's Justice system module for the property and evidence function, which is a highly efficient system that is easy to administer and reduces work and duplication. In those instances where receipts are necessary, property is submitted on a Evidence/Property Report, with the information then entered electronically. File documentation substantiated standard compliance.

3.3.10 – Property/Evidence Control Procedures

Policy requires the following inspections, audits and inventories: 1) monthly inspections by the evidence function supervisor of storage areas and practices to ensure adherence to policies and procedures; 2) unannounced inspections conducted annually as directed by the Chief of Police; 3) annual audits of evidence held by the agency by a supervisor appointed by the Chief of Police who is not routinely or directly connected with evidence

control; and 4) whenever there is a change in personnel who have access to the evidence storage area, a complete inventory will be conducted by an individual not associated with the evidence function, to ensure records are correct and all property is accounted for. All audits are up to date. File documentation substantiated standard compliance.

4.1.1 – Temporary Holding Facility Inspections

This standard is not applicable by function.

4.3.2 – Emergency Response Equipment Inspection and Evacuation Plan Training

This standard is not applicable by function.

4.3.4 – Required Actions in Escape of Prisoner Being Transported

This standard is not applicable by function.

QUALITY OF LAW ENFORCEMENT SERVICES

CHAPTER 1: STANDARDS FOR ORGANIZATION AND MANAGEMENT ROLE

Section 1 Law Enforcement Role and Authority

Oath of Office and Law Enforcement Code of Ethics are incorporated into policy. Policy requires acquisition and maintenance of certifications in compliance with state requirements. Copies of the policy manual are distributed to the Chief of Police, Sergeant's office, records office, and the patrol office. A computerized version of the manual is available to all personnel on the agency network. File documentation substantiated compliance with applicable standards.

Section 2 Limits of Authority

Philomath Police Department has a specific policy that requires observance and compliance with every person's rights under United States and Oregon constitutions. The United States Constitution is transcribed in policy.

Lexipol had revised the policy on search and seizure, condensing it to a point where it no longer collectively met standard requirements in this area. Some OAA members using Lexipol either retained the old policy or subscribed to the Oregon State Attorney General published guidelines, which meet standard requirements. Philomath Police Department subscribes to the Oregon State Attorney General published guidelines on search and seizure and uses this as the primary reference for conducting searches and seizing property. The agency complies with statutory authority for arrests and has an extensive policy on temporary custody of juveniles that covers all circumstances, to include non-secure, secure, protective and delinquent custody. File documentation substantiated compliance with applicable standards.

The agency has a comprehensive policy on Arrest/Detention of Foreign Nationals that covers all aspects of contacts with foreign nationals and lists appropriate contact points, including a link to the U.S. Department of State. File documentation substantiated standard compliance.

Section 3 Use of Force

Agency use of force policies, including use of deadly force, comply with all statutory requirements. Factors determining reasonableness of force are clearly outlined. There have been no deadly force incidents during the accredited period. File documentation substantiated compliance with applicable standards.

Authorized issued duty weapon is the Smith and Wesson M&P .40 caliber handgun. Agency policy lists a number of other handguns that are authorized for duty use upon approval. Additional duty weapons include the Remington 870 12 gauge shotgun, the Ruger Mini-14 .223 caliber, and the AR-15 (or clones) .223 caliber. Criteria are established for secondary and off-duty weapons. Agency policy includes procedures for safe handling, storage, and maintenance of weapons. Procedures are also established for flying while armed and/or carrying firearms in another state. File documentation substantiated standard compliance. Only authorized less-lethal weapons and control devices may be carried by trained/certified personnel. Procedures for use and deployment are in place. A separate policy covers use, deployment and training requirements for Tasers. File documentation substantiated standard compliance.

Section 4 Direction

Philomath Police Department policy specifies that the Chief of Police is responsible for administering and managing the agency. The City Manager has issued an Administrative Order identifying the authority and responsibilities of the Chief of Police. The order of succession for planned and unplanned absences of the Chief of Police is clearly established. All employees must obey lawful orders, with provisions in place for responding to unlawful or conflicting orders. File documentation substantiated compliance with applicable standards.

Philomath Police Department has established procedures for development and management of the written directive system in compliance with standard requirements. The Chief of Police has ultimate authority for policy manual contents. Departmental Directives are used to immediately modify and/or add policy, and remain in effect until incorporated into the policy manual. File documentation substantiated standard compliance.

Section 5 Personnel and Personnel Alternatives

Philomath Police Department policy on recruitment and selection incorporates the state minimum standards for law enforcement officers, and includes a specific section on standards for employment. Good file documentation substantiated standard compliance.

A clear and concise policy provides for promotions and transfers, to include general requirements and desirable qualifications, and selection process. Job descriptions are established for all agency positions. A comprehensive policy covers all types of personnel files, content of such files, to include Brady material, and locations where files are maintained. Procedures for review, disclosure and purging are established. Primary personnel files are maintained by the city, and the Chief of Police maintains department files. File documentation substantiated standard compliance.

Policies related to conditions of work and health and safety are clear, concise, and cover all standard requirements. A separate fitness for duty policy establishes provides for both physical and psychological fitness for duty evaluations if circumstances reasonably indicate an employee is unfit for duty. A comprehensive policy on communicable disease establishes protocols for responding to and reporting exposures to blood-borne

pathogens and communicable disease, to include use of PPE. A separate policy addresses on-duty injuries that includes reporting requirements. File documentation substantiated compliance with applicable standards.

Agency policy establishes procedures for reporting and investigating complaints of workplace harassment in compliance with standard requirements. Reports of harassment may be made to a supervisor, a higher ranking supervisor or manager, the Chief of Police, the Finance Director, or the City Manager. There have been no reported complaints of harassment during the accredited period.

A comprehensive policy governs the agency's Reserve Program, which has three (3) levels, with specific training and duty requirements at each level. All reserve officers are required to complete an approved Reserve Academy. File documentation substantiated standard compliance. The agency does not have a police cadet program or a volunteer program.

Section 6 Fiscal Management and Agency-Owned Property

Philomath Police Department manages three (3) cash funds, petty cash, cash receipts, and investigative funds. Policies establish procedures for using, managing, accounting, and reconciling all funds. File documentation substantiated standard compliance. The city Finance Director maintains inventory records on all property valued in excess of \$1,000. The inventory list is reviewed annually by the Finance Director, Chief of Police, and Public Works Director. The Range Master maintains the weapons inventory, which is reviewed annually by the Chief of Police. File documentation substantiated standard compliance.

Section 7 Complaint and Disciplinary Procedures

A comprehensive policy establishes procedures for receiving and investigating complaints against personnel. Complaints can be made in writing, by phone, or in person. Complaint dispositions include Unfounded, Exonerated, Not Sustained, Sustained, or Policy Issue. File documentation substantiated standard compliance. The discipline policy establishes procedures for administering discipline within the framework of progressive discipline and due process. Policy includes an extensive code of conduct. Forms of discipline include oral reprimand, written reprimand, suspension or demotion, and dismissal. No discipline was issued during the accredited period. A grievance procedure in compliance with standard requirements is established in policy. There have been no grievances filed during the accredited period.

Section 8 Training and Career Development

The Training Officer conducts an annual training assessment for the agency, which is reviewed by staff and subsequently adopted. The assessment forms the basis of the annual training plan. Monthly training calendars are posted for the year. As a Lexipol agency, Daily Training Bulletins (DTB) are also used. Good file documentation substantiated standard compliance. FTEP is a 16-week program for new hires and a minimum 8-week program for lateral hires that is DPSST compliant. Appropriate file documentation substantiated standard compliance. As no officers were hired, FTEP was not used during the accredited period.

Section 9 Public Information and Community Relations

The media policy complies with all standard requirements. The Chief of Police is the designated PIO for the agency. Release of information follows all statutory guidelines. The policy governing ride-alongs establishes program requirements regarding application including waiver, officer responsibilities, and control of the ride-along. File documentation substantiated compliance with applicable standards.

Section 10 Crime Analysis

The agency follows all LEDS/OUCR collection and submission guidelines for Uniformed Crime Reports. Philomath Police Department does not have a crime analysis function.

CHAPTER 2: STANDARDS FOR LAW ENFORCEMENT FUNCTIONS

Section 1 Patrol Operations

Clear criteria for response to emergency and non-emergency calls are established that cites applicable statutory requirements and language. Calls not designated as “priority” are considered as “routine” calls. Officers are required to observe all traffic laws on routine calls. The pursuit policy is comprehensive and covers all requirements of the standard, with allowable pursuit tactics specified.

A clear and concise police on citation and release complies with all statutory and standard requirements. The policy on hazardous materials establishes procedures for response to and handling of hazardous materials incidents. The agency does not have any police service dogs or a Special Response Team. File documentation substantiated compliance with applicable standards.

Agency policy is complete and establishes procedures for the transportation of prisoners in compliance with all standard requirements. File documentation substantiated standard compliance.

Section 2 General Operations

Philomath Police Department has thorough and contemporary policies addressing domestic violence, elder abuse, child abuse, missing persons, mental illness, and hate crimes that comply with all standard and statutory requirements. The agency has issued a Departmental Directive that establishes specific procedures for response to employee or other agency employee domestic violence incidents. The agency uses a Domestic Violence Lethality Screen for First Responders form. The agency has recorded no incidents of elder abuse or hate crimes during the accredited period. File documentation substantiated compliance with applicable standards.

The agency has a comprehensive policy governing the use and management of confidential informants. The Chief of Police or designee is responsible for the maintenance of all confidential informant files. All such files are maintained in a secure area. File documentation substantiated standard compliance. Agency members are required to wear agency-approved body armor when working in uniform, engaged in enforcement action, or at the range. Safety restraints are required to be worn while operating or riding in agency-owned vehicles, or any other vehicle used while on duty. File documentation substantiated compliance with applicable standards.

Philomath Police Department utilizes a very efficient and user friendly field reporting system, the CMI Justice System. All reporting is completed electronically. Once reports

are approved by the Sergeant, the report cannot be altered in the system unless there is an administrative override by the Sergeant or Chief of Police. Agency policy specifies those circumstances when reports must be written. Compliance documentation needed to be added to the file.

Section 3 Unusual Occurrences and Special Operations

The city participates in the Benton County Emergency Management Plan. A clear and concise policy provides procedures for response to and handling of bomb and explosive material incidents. Primary agency used for bomb disposal is OSP. File documentation substantiated standard compliance. Philomath does not have an airport.

Section 4 Traffic Operations

Traffic enforcement criteria are clearly covered in policy and comply with all standard requirements. Policy on traffic collisions is concise and specific to the basic requirements of the standard and ORS. The policy on DUI investigations needed to be added to the file for compliance purposes. Provisions are in place for investigating crashes involving agency-owned vehicles or other city vehicles. File documentation substantiated compliance with applicable standards.

Agency issued high-visibility traffic safety vests are required to be worn when exposed to traffic hazards. Exceptions are noted. File documentation substantiated standard compliance.

Section 5 Equipment

Patrol vehicles have the appropriate emergency equipment as specified by statute. Agency policy requires specific equipment to be carried in each vehicle, both marked and unmarked. A laminated list of this equipment is kept in the trunk of each vehicle. Vehicle inspections are required at the beginning of all shifts. File documentation, observation, interviews, and inspections substantiated compliance with applicable standards.

CHAPTER 3: STANDARDS FOR SUPPORT SERVICE FUNCTIONS

Section 1 Communications

Communications services for Philomath Police Department are provided by the Corvallis Police Department 911 Center, which is housed on the upper floor of the joint facility. The 911 Center dispatches for ten (10) public safety agencies, police, fire, and EMS. There are four (4) work stations, with an average of three (3) Dispatchers on-duty at any time. The facility is secure and access is limited to authorized law enforcement personnel, with entry controlled via coded locks. The Center is equipped with modern record and instant playback capability. Recordings are held for a minimum seven (7) months. Appropriate EMD protocol is available with all personnel trained. All repeater and antenna sites are fenced and locked, and shelters within the compounds are alarmed. File documentation substantiated compliance with all applicable standards.

Section 2 Records

The agency Administrative Assistant manages the records function. A comprehensive policy establishes procedures for maintenance, retention, dissemination, and purging of police records in accordance with the Oregon Public Records Act. As the report system

is electronic, only those reports with associated documents or need for distribution are printed, and these are kept in locked file cabinets. Old records are kept in a locked storage room with limited access. A comprehensive Computerized Criminal History (CCH) policy establishes procedures for access, distribution, and security of such information. All CCH material is maintained in a separate file until destroyed. All agency employees are LEADS certified. Good file documentation substantiated compliance with applicable standards.

Section 3 Property & Evidence

The property and evidence function for Philomath Police Department is efficient, neat, and well-organized. Slam lockers are available for the temporary storage of property and evidence, with a processing area available for officers next to the lockers. Not only are officers trained in scene processing, but the agency can also call on OSP Crime Lab, and participates on the Benton County Major Crimes Team. If none of these bodies are involved, the Sergeant and evidence officer, who have specialized training, are available for scene processing. As a supplement to policy, Philomath Police Department uses the OSP Physical Evidence Manual as a reference and an associated Evidence Collection Guide that contains references from the OSP Manual.

The storage area is very neat. All guns, money, and drugs are stored in separate, locked cabinets or safes. There is also a separate, fire-proof ammunition safe. The storage area is not alarmed. Programmable electronic locks control entry, with access limited to the Evidence Officer and Chief of Police. This system, by Inflection Design, programs allowable access for all locks in the police facility. The system maintains a record of all assigned keys and where they have been used. All visitors must sign in and out of the storage area. When bio-hazard material is placed in the temporary refrigerator in the temporary locker area, the door to this area is locked and can only be opened by the Evidence Officer. The same process is used when items too large for the temporary lockers are placed in this room.

All records are maintained electronically, with the majority of property entries completed electronically as well, through a module of the Justice report writing system. This system provides easy inventory of all property and evidence maintained in the storage area by incident number, assigned property tag number, and location in the property room. All property transfers are electronically tracked. Inspections and file documentation substantiated compliance with all applicable standards.

CHAPTER 4: CUSTODY STANDARDS

Section 1 Temporary Holding Facility

The agency does not have a temporary holding facility. Although there is a comprehensive policy in place regarding temporary juvenile detention, no juveniles are held at the agency.

Section 2 Lockup Facility

The agency does not maintain a lockup facility. All prisoners are housed at Benton County Jail.

Section 3 General Procedures

This section is not applicable by function.

SUMMARY AND RECOMMENDATIONS

The assessor carefully evaluated all aspects of the Philomath Police Department and is satisfied that the agency is in compliance with all applicable standards. It is the opinion and recommendation of the assessor that the Philomath Police Department be favorably nominated for state re-accreditation to the Board of Directors of the Oregon Association Chiefs of Police at their next regularly scheduled meeting.

Respectfully,

A handwritten signature in cursive script, appearing to read "Joe Simon".

Joe Simon
Assessor