



# OREGON ACCREDITATION ALLIANCE FINAL REPORT

10135 NW Coyner Avenue, Redmond Oregon, 97756 503-881-5566

**Report Type:**

Initial Final Report	<input checked="" type="checkbox"/>
Re-accreditation Final Report	<input type="checkbox"/>
Onsite Report	<input type="checkbox"/>
Short Report	<input type="checkbox"/>

**Agency Information:**

Agency Assessed:	The Dalles Police Department
CEO:	Chief Tom Worthy
Accreditation Manager:	Chief Tom Worthy
Agency Address:	401 Court Street, The Dalles Or. 97058
Agency Phone:	(541) 296-2613
Number Authorized Sworn FTE	25
Number Authorized Non-Sworn FTE	4

**Assessment:**

Date of Last Assessment:	N/A
Current Assessment Date:	5/10/2023
Review Period:	Initial 2021,2022
On-site Date:	5/10/2023
Extension Requested:	No

**Assessor(s):**

Assessor	Tom Rousseau
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**INTRODUCTION**

The Oregon Accreditation Alliance program was established to assist law enforcement and communications agencies in establishing and maintaining standards that represent current professional practices. Oregon Accreditation Alliance standards support continued improvement of law enforcement services, establishes best practice, agency accountability and transparency, and enhancement of management operations.

The Dalles Police Department joined the Oregon Accreditation Alliance in 2022. This is the agency's first assessment under the leadership of Chief Tom Worthy.

## **CITY/COUNTY PROFILE**

The city of the Dalles sits on the south banks of the Columbia River and is the county seat of Wasco County. The city is one of the oldest in Oregon and was established as a military fort around 1840 as pioneers spread west using the river as a transit route to the fertile Willamette Valley. The city of The Dalles has a four-season climate with hot, windy summers and cold, snowy winters. The population of The Dalles is approximately 16,000 residents, which equates to 65% of the population of Wasco County. The city demographics are as follows—78% white, 20% Hispanic, .5% black, and 1% Native American. There is a small Asian Pacific Islander community in The Dalles as well. 80% of the population of the city of The Dalles hold a high school education, and only 20% hold a bachelor's degree or higher. The median income in The Dalles is just \$50,878. Approximately 200 people are experiencing homelessness in The Dalles, and a significant percentage of these live on the streets. Major employers in The Dalles include the Mid-Columbia Medical Center, the North Wasco County School District, Oregon Cherry Growers, and government jobs. Google has expanding data centers located in the city, but the centers support relatively few local jobs. The city is 20.61 square miles, with other unincorporated areas and neighborhoods surrounding the city. The city uses a council, a manager form of local government.

## **CEO PROFILE**

Chief Worthy has been the Chief of Police in the City of The Dalles since April 2021. He came to the agency from the Oregon State Police following a 29-year career there, culminating at the rank of Major in the Public Safety Services Bureau. Chief Worthy holds a bachelor's degree in criminal justice from Washington State University and a Master of Science in Law Enforcement and Public Safety Leadership from the University of San Diego. Chief Worthy holds an Executive certificate from the Department of Public Safety Standards and Training and is a graduate of the Oregon Executive Development Institute, the Law Enforcement Executive Leadership Institute, and the FBI National Academy Session #261. Chief Worthy set three immediate goals for the City of The Dalles Police Department: to become accredited, modernize the Department's technology, and cement the department's commitment to 21<sup>st</sup>-century community policing.

## **AGENCY PROFILE**

The city of The Dalles Police Department is a full-service law enforcement agency located in Wasco County, Oregon, with 25 sworn officers, which include the Chief and Captain, five Patrol Sergeants, one Detective Sergeant, three Detectives, and 14 Patrol Officers. The department has four non-sworn positions: two professional support staff, a part-time evidence technician, a part-time animal control officer, and a full-time code enforcement officer. Half of the police officer positions are new to the Department due to turnover. Programs supported by the department include 24/7, 365 patrol response, major crimes and detectives' response, special emergency reaction team, traffic safety enforcement, police reserves, watershed patrol, school safety, and evidence and property management. The department also supports a homeless identification program, crisis intervention, community drug takeback, and a chaplain. The annual operating budget of The Dalles Police Department is 5.2 million dollars.

## **ASSESSMENT PHASE**

The Oregon Accreditation Alliance utilizes two methods of review, an electronic policy review using the PowerDMS Accreditation Module and an onsite review of the agency's practices.

During the first assessment phase, the Assessor reviews the agency’s policies, procedures, and proofs of compliance to confirm that the agency is in compliance with accreditation standards. If the agency has policies that require modifications or there are proofs of compliance that are insufficient, the Assessor will request the agency makes policy adjustments and/or provides additional proofs of compliance to ensure the agency conforms with standard requirements.

The second phase consists of an onsite assessment to confirm that the agency policies and procedures are in practice. Generally, the Assessor will meet command personnel, conduct interviews, inspect facilities and equipment to the extent necessary to determine compliance with standards, and conduct an exit interview with command personnel. The onsite assessment includes an onsite review of the communications center the agency utilizes for emergency 9-1-1 services.

**ASSESSMENT SUMMARY**

On May 10, 2023, I conducted the onsite assessment at The Dalles Police Department. I contacted Chief Tom Worthy and Captain Jamie Carrico. I met and spoke with records specialist Trina Noakes, animal control officer Jake Baker, Administration Sergeant Eric Macnab, and code enforcement person Nikki Lesich. I also talked to the property and evidence custodian Heidi Anderson and Flux representative Claire Ranit. During the tour of the department and interviews, I was able to verify the following observable standards.

The Dalles Police Department utilizes Wasco County 9-1-1 for its dispatch services. I also conducted the Wasco County 9-1-1 Dispatch Center onsite inspection on May 10, 2023. I spoke with Krista Silver, who is the Operations Manager. During the tour, I was able to verify the following observable standards.

**OBSERVABLE STANDARDS**

2.2.8	Body Armor	✓
2.2.9	Occupant Safety Restraints	✓
2.5.1	Patrol Vehicles Emergency Equipment	✓
2.5.2	Vehicle Equipment	✓
3.1.1	24-Hour Two-way Radio Communications	✓
3.1.2	Communications Recording and Playback	✓
3.1.3	Communications Emergency Power	✓
3.1.5	Communications Security	✓
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	✓

**STANDARDS SUMMARY REPORT**

Status	Total Mandatory Standards
Mandatory	94
Not Applicable	12
Waiver	0
Non-Compliance	0
<b>Total</b>	<b>106</b>

## DATA MAINTENANCE AND POLICY MODIFICATIONS

### Data Maintenance:

The Assessor reviews PowerDMS data to determine if the agency standards and data have been entered correctly and that all standards and proofs of compliance have been addressed. This section does not indicate compliance with standards or report on agency practices. Generally, it indicates preparedness and understanding of the accreditation process.

The following standards required additional information to confirm compliance:

1.5.9, 1.6.1, 3.3.3

### Policy Modifications, Applied Discretion:

If an agency's policies or procedures require modification to meet standard requirements, the agency can modify the current policy or add a new policy to adhere to standard requirements. New or modified policy changes are considered "wet ink" and are considered applied discretion. Modifications or additions to policy must be made prior to Board review.

The following standards required changes or additions to policy to confirm compliance:

None.

### Policy Manual:

The Dalles PD Policy Manual, City of The Dalles Policy Manual.

### N/A by Function:

- 1.5.12 Police Cadets
- 1.6.1 Cash Funds Accounts
- 1.10.1 Crime and Traffic Analysis
- 2.1.5 Police Service Dogs
- 2.3.3 Aircraft Accidents
- 4.1.1 Temporary Holding Facility
- 4.1.2 Temporary Juvenile Holding Facility
- 4.2.1 Administration and Organizational Structure
- 4.2.2 Operational Procedures
- 4.3.1 Custody Searches
- 4.3.2 Emergency Response
- 4.3.3 Alcohol and Controlled Substances

**Out of Compliance Standard(s):**

None

**ASSESSMENT REVIEW**

**1.2.5 – Bias-Based Policing:**

The Dalles Police Department policy specifies that all stops, detentions, and searches of persons by this agency are lawful and do not violate a person's rights on the basis of race, color, sex, or national origin. Bias-based training will occur annually, which will include a review of the policy. Administrative staff annually reviews any citizen concerns related to bias-based policing, and a report will be filed with LECC. There were no bias-based policing complaints during the accredited period.

**1.3.3 – Use of Firearms:**

An officer is authorized to fire a weapon at a person or use other means of deadly physical force when there is no reasonable alternative, and the officer is acting in accordance with the Oregon Revised Statutes. Warning shots are prohibited. Any discharge of a firearm by an officer occurring during a law enforcement-related function will be immediately reported to the on-duty supervisor, who will respond to the scene. Shots fired at a moving vehicle are prohibited unless deadly force is deemed necessary. Officers are authorized to use firearms, when necessary, including destroying a dangerous animal or destroying a badly injured animal to prevent suffering. There have been no reportable weapons discharges during the accredited period other than dispatching a wounded animal.

**1.3.4 – Firearms Proficiency:**

At least two firearm training sessions will be conducted annually; each session will include training drills and the firearm qualification course. Each member must post a qualifying score with their duty firearm and patrol rifle if authorized to carry one. Members must post qualifying scores with any backup or off-duty firearm at least annually. Any officer unable to achieve the minimum required proficiency qualification will have thirty days to do so from the last date fired for qualification and shall do so on their own time and at their expense. Any sworn officer who cannot pass the semi-annual qualification may be assigned duties that do not require carrying a weapon until such time as qualification is achieved. There was no remedial training required during the accreditation period.

**1.3.7 – Use of Force Reporting and Review:**

A uniform template for the Use of Force reports will be approved by the Chief of Police and made available to all members. Criteria requiring the use of force report are as follows: Pointing a firearm at a person or any discharge of a firearm except to dispatch an animal; Baton strikes; Use of a chemical agent including OC; Taser use including drive stuns; when a punch or blow is delivered by hand, baton or any object; when control hold is used or physical force beyond normal handcuffing; when a person is taken to the ground; when a person suffers a cut, bruise, or any other injury as the result of an officer's actions; when a person complains of pain or injury. Any member who has used force that requires a use of force report will notify an on-duty supervisor, or if one is not on duty, an off-duty supervisor, as soon as possible. The involved officer's supervisor will investigate the circumstances to determine if the use of force was reasonable, justified, lawful, and within policy. If the supervisor determines that it appears a member may have used unnecessary, excessive, or unlawful force, the supervisor will initiate a disciplinary investigation and/or request a criminal investigation from an outside agency. If the

supervisor determines the use of force was necessary and reasonable and within policy and lawful, the use of force report will be forwarded to the Captain and Chief for review.

Agencies in their initial self-assessment period are only required to provide one annual report. The agency provided a use of force annual analysis for Y2021.

**1.3.8 – Officer Involved Shootings:**

The Dalles Police Department has a comprehensive policy on investigating critical incidents, including officer-involved shootings, which complies with all standard requirements and Oregon law. All incidents involving the shooting at or shooting of a person will be investigated. Deadly physical force results in grave risk of legal and civil liability. Investigations into the use of deadly physical force are governed by law encapsulated in the policy manual and require the utmost care and detail. There have been no recorded deadly force incidents during the accredited period.

**1.4.0 – Medical Considerations:**

The agency has a Use of Force policy that clearly states that appropriate medical treatment will be made available for any person injured as a result of an officer’s use of force and will be provided by officers, ambulance or emergency medical staff, and or hospital personnel as soon as it is safe to do so.

**1.5.3 – Evaluation of Employees:**

Supervisors will prepare a performance evaluation for each member they supervise annually. The member will be rated on all eleven core elements of performance as indicated on the Personnel Performance Evaluation, and rated in every element as either outstanding, meets expectations, below expectations, or unacceptable. Written comments will support the rating. The supervisor will go over the review with the member, who will have an opportunity to comment, and both will sign. After approval by the Captain and Chief, annual performance evaluations will be forwarded to Human Resources for inclusion as a permanent item in the member’s personnel file. Any member who disagrees with any entry on their evaluation record may appeal through the chain of command to the Chief of Police.

**1.6.1 – Cash Funds/Accounts:**

N/A by function. The Dalles Police Department does not accept cash for fines, licenses, or any other transaction; the City Finance Department handles cash. An annual audit was conducted by Talbot, Korvola, and Warwick, LLP.

**1.7.1 – Personnel Complaint Procedure:**

The Chief or Captain will designate an Investigating Sergeant when a complaint is filed, with most complaints against officers being investigated by the officer’s supervisor. The Sergeant forwards the investigative report to the Captain for review and disciplinary action if necessary. Annually the Captain or Administrative Sergeant will compile a report analyzing and summarizing complaints to determine any trends and if any training, policy, or personnel issues need to be addressed.

Agencies in their initial self-assessment period are only required to provide one annual report. The agency provided a personnel complaint analysis for Y2021.

**1.8.1 – Training Policy:**

The ongoing training of working employees is the responsibility of the department and their supervisors. The department provides the opportunity to members for training; supervisors are expected to be familiar with the mechanics of the learning process and to routinely apply them in their supervisory tasks. The



employee's training continues after being hired through assignments with senior personnel and supervision, and refresher training is periodically provided. In-Service training will be planned annually by the administrative sergeant and be inclusive of changes in law or process enacted by the legislature, State mandated training, the Prison Rape Elimination Act (PREA), current high-risk/liability or visibility topics, agency policies and procedures, and de-escalation tactics to reduce or lessen the need to use force.

Crisis intervention training that addresses the minimum training requirements for law enforcement personnel to interact effectively with individuals with cognitive impairment, including but not limited to dementia, intellectual and developmental disabilities, and brain injuries, is included in in-service training. All training is documented.

### **2.1.2 – Vehicle Pursuit Driving:**

The Dalles Police Department policy is clearly written and meets all standard requirements. Officers are authorized to initiate a pursuit when it is reasonable to believe that a suspect is attempting to evade arrest or detention by fleeing in a vehicle. The several factors listed in policy, individually and collectively, shall be considered when deciding whether to initiate and/or terminate a pursuit.

The following reports should be completed to comply with appropriate local and state regulations:

- The primary officer shall complete appropriate crime/arrest reports
- A Patrol Sergeant or supervisor shall complete a report summarizing the pursuit to his/her department manager to evaluate the pursuit in terms of department policy. The memo shall minimally contain the following information: Date and time of pursuit
- Length of pursuit
- Involved units and officers
- Initial reason for pursuit
- Starting and termination points
- Disposition: arrest, citation, etc. Arrestee information should be provided if applicable.
- Injuries and/or property damage
- Medical treatment
- Name of supervisor at scene
- A preliminary determination, simply stating whether the pursuit appears to be in compliance with the policy.
- Determine the need for any additional review and/or follow-up.

The agency conducts annual pursuit training as well as an annual analysis which is sent to the Chief.

Agencies in their initial self-assessment period are only required to provide one annual report. The agency provided one pursuit analysis for Y2021.

### **2.1.6 – Special Response Unit:**

The agency maintains a Special Emergency Response Team (SERT). Clear guidelines outline the use of the special unit on incidents involving critical field operations that require specialized negotiations or tactical deployment and to provide a tactical response team to augment on-duty personnel in dangerous situations. The team undergoes specialized training to manage such situations.

The SERT Team will be composed of personnel from the City of The Dalles Police Department. Team members have individual assignments for which they have received training. Appointment to the SERT team is at the discretion of the Chief of Police. Any member assigned to SERT must attend and pass the Basic Tactical Operations School (SWAT). SERT membership requires additional routine training as coordinated by the SERT Team Leader. Additional specialized training in areas such as sniper operations, hostage negotiations, or entry team may be required at the discretion of the SERT Team Leader. After any activation of the SERT team, a report is written by the SERT Team Leader that details the operation, results, training or equipment needs, and tactical considerations that worked well or not.

### **2.1.7 – Prisoner Transport:**



In the event a prisoner escapes custody during transport, the officer shall immediately notify dispatch and a supervisor. All reasonable steps should be taken to recover the person into custody. The supervisor shall determine if the escapee poses a significant threat and the governmental interest in immediately recovering the person or initiating an investigation later. There were no recorded prisoner escapes during the accredited period.

### **2.3.1 – Disaster Plan:**

The City of The Dalles Continuity of Operations Plan (COOP) provides instruction and guidance to City employees, enabling essential City functions to continue when there is a catastrophic emergency that severely impairs the City's ability to operate as usual. City department heads have been instrumental in the COOP preparation. The city promotes the development, maintenance, and annual review of City COOP capabilities.

### **2.5.3 – Vehicle Inspections:**

Agency policy requires that personnel inspect vehicles prior to use for condition, operation, and equipment as noted on the Vehicle (Portal) Inspection Form and includes minimum inspection specifics. This includes the vehicle being thoroughly searched after prisoner transport.

### **3.1.3 – Emergency Power (Communications):**

The agency utilizes the Wasco County Communications Center (Central Dispatch). The dispatch center is the PSAP (public safety answering point) that provides 24-hour emergency and non-emergency service to all of Wasco County, including The Dalles Police Department. Wasco County Dispatch services the entire Wasco County for 9-1-1 for Fire, EMS, and Police. It serves 15 agencies in Wasco County and the Dallesport Washington Fire Department.

The facility is a two-story structure that is owned by Wasco County. Access to the building is by electronic device or by internal camera system. The center has outside video monitoring and complies with all CJIS rules and regulations for access to the center. The dispatch center uses the State of Oregon DPSST Standards and Training systematized Pre-Arrival instruction protocols Oregon Emergency Medical Dispatch Cards for EMD. All dispatchers complete the EMD requirement for recertification each year through DPSST. An Eventide Media Works system records and maintains all radio traffic and phone calls. Instant playback through both the phones and radio systems is available. A UPS backup system is capable of powering essential equipment until the generator activates and was replaced in 2021. The generator is in the facility and is maintained by Wasco County Facilities. Six radio sites are located behind locked gates. All dispatchers have a signed copy of the code of ethics in their files.

### **3.3.4 – Administration and Operations (Property and Evidence):**

The Dalles Police Department Property and Evidence function is well organized and accounts for all property and evidence entering and leaving the facility. All evidence or property collected in the field is logged into agency storage records as soon as practical. A written report will specifically describe each item of evidence obtained and logged into the property locker. The Evidence Technician shall be responsible for maintaining the security and records of the property and shall be accountable for property accepted or stored by the Department.

### **3.3.10 – Property and Evidence Audits:**

Agency policy requires the following property and evidence inspections and audits: 1) An unannounced inspection of the property room, procedures, status, security measures, and record-keeping or any other

relevant function as directed by the Chief of Police; 2) An annual audit conducted by an outside audit team consisting of a sampling of property to determine the compliance with record keeping, procedures, and security measures; 3) A complete inventory of all property whenever there is a change in Evidence Technician, Captain, or Chief or if there is reason to believe that property is missing or misconduct has taken place, or that evidence has been tampered with; and 4) An annual inspection of the evidence and property function to determine if processes and procedures are being followed and systems surrounding the property function of the Department are functioning. The following occurred during the initial accreditation period:

Bullet (A) 2022 Inspection
Bullet (B) 2022 Audit
Bullet (C) 2021 Inventory
Bullet (D) 2022 Unannounced Inspection

**4.1.1 – Temporary Holding Facility Inspections**

N/A by Function.

**4.1.2 – Temporary Juvenile Detention**

N/A by Function

**4.2.1 – Administration and Organizational Structure (Lockup Facility)**

N/A by Function.

**4.3.2 – Emergency Response Equipment Inspection and Evacuation Plan Training**

N/A by Function.

**QUALITY OF LAW ENFORCEMENT SERVICES**

**CHAPTER 1            STANDARDS FOR ORGANIZATION AND MANAGEMENT ROLE**

**Section 1      Law Enforcement Role and Authority**

All employees with enforcement power, including Reserve Officers, are administered an Oath of Office. All sworn employees must sign and abide by a Code of Ethics, and The Dalles Police Department complies with all OAR certification requirements. The policy manual is maintained electronically and available to all employees, and employees have access to hard copies of the policy manual.

**Section 2      Limits of Authority**

The agency has a specific policy regarding constitutional rights detailing respect for and actions working within those rights. Policy provides greater detail, particularly in the advisement of constitutional rights to persons subjected to custodial interrogation and comprehensive detail for pat-down (frisk) searches. Policies on arrest, and search and seizure are clear, comprehensive, and cover all necessary legal requirements, including plain view, consent, and exigent circumstances. Policy requires a search warrant when feasible.

A comprehensive policy provides procedures for juvenile enforcement and custody that meet all standard requirements, providing for secure and non-secure custody. A list of enforcement alternatives is provided, including citation in lieu of custody.

Agency policy on the arrest and detention of foreign nationals specifically requires advisement of the right to have consular officials notified under the Geneva Convention of 1963. Officers will collaborate with dispatch and jail staff to ensure the required notification is completed when requested. No foreign nationals were detained during the accredited period.

### **Section 3 Use of Force**

The Dalles Police Department policy requires any use of force to be justified under applicable state law, consistent with all specific agency policies, and in line with training and legitimate tactical objectives. A use-of-force continuum is contained in policy that provides sufficient flexibility for officers to utilize the appropriate force necessary to control a suspect or situation, including the tactic of disengagement. The deadly force policy is clear, concise, and conforms to statutory and legal requirements. The Dalles Police Department's training for the use of force is very comprehensive. The agency conducts an immediate supervisory review of all incidents involving the use of force and an annual analysis of all use of force incidents.

A comprehensive policy establishes procedures for agency firearms and ammunition. Any on-duty or off-duty firearm carried must be authorized. All officers are issued a handgun, and a patrol rifle is assigned to each patrol vehicle. Duty ammunition is specified in the policy and issued by the department. Safe handling and maintenance responsibility and requirements are clearly stated, including carry of firearms on-duty and off-duty.

Allowable less-lethal weapons authorized to trained personnel include the ASP, chemical weapons (OC), Taser, and kinetic energy projectiles. Training requirements for each less-than-lethal weapon are specified in policy and are generally completed during annual in-service training.

### **Section 4 Direction**

The mission statement is incorporated into policy. The primary mission of The Dalles Police Department is the protection of persons and their property in order to maintain and promote the safety of the public and the livability of the community. The Chief's authority is established by City Council and specifies the authority and responsibility for management, direction, fiscal management, and conduct of operations and administration. The line of succession in the absence of the Chief of Police is clearly established in policy. Personnel must obey all lawful orders with procedures established to respond to unlawful, unjust, improper, or conflicting orders.

Provisions for supervisor accountability are in policy. Supervisors will prepare a performance evaluation for each member they supervise annually. The member will be rated on all eleven core elements of performance as indicated on the Personnel Performance Evaluation, and rated in every element as either outstanding, meets expectations, below expectations, or unacceptable. The supervisor will go over the review with the member, who will have an opportunity to comment, and both will sign. After approval by the Captain and Chief, annual performance evaluations will be forwarded to Human Resources for inclusion as a permanent item in the member's personnel file.

The City of The Dalles Police Department will maintain an organized, formatted, and indexed policy manual that is continually updated to remain current. The manual includes chapters, sections, and subsections that are all numerically ordered. Manual changes and updates will be archived rather than purged and maintained in the policy revision history. Policy updates are distributed through the policy

management system, and employees will demonstrate knowledge by a test or acknowledgment that the policy has been read and understood.

## **Section 5 Personnel and Personnel Alternatives**

The process for recruitment and selection is clearly established in policy for all sworn, non-sworn, and volunteer personnel, in compliance with all statutory requirements. The application and testing process of new employees will be done through the Human Resources Department and follow the City's current policies. Every position in the Police Department will have a written description that details, at a minimum, the duties of the position. The Position Description is reviewed and revised as necessary during every recruitment or annual evaluation. The City seeks to provide opportunities for its employees to be considered for promotion and/or advancement.

The Dalles Police Department's policy on health and safety is comprehensive. It provides procedures for determining both physical and emotional fitness for duty evaluations if there is reasonable suspicion that an employee's fitness does not meet the necessary requirements for job performance. Agency policy also addresses the prevention of communicable diseases, with an associated Blood-Borne Pathogen Exposure Control Plan that includes appropriate reporting mechanisms.

The policy on workplace harassment establishes procedures for reporting and investigating such incidents. Employees can report incidents of harassment to the on-duty supervisor or go directly to the Captain or Chief of Police.

A clear policy establishes procedures for the control and review of all agency computer systems in compliance with standard requirements. The city's IT Manager is responsible for the maintenance and security of the systems.

The Dalles Police Department does not have a police cadet program.

## **Section 6 Fiscal Management and Agency-Owned Property**

The agency does not maintain a cash funds account. Financial transactions occur at the City Finance Department next door to the police station. There are no petty cash funds in the department. Credit cards are issued for travel and minor expenses, which are reviewed by the Captain and ultimately approved by the Chief. The city conducts annual fiscal audits of all city finances, which includes the police department. Annual audits are conducted by Talbot, Korvola, and Warwick, LLP. Policy requires proper tracking of all agency property.

## **Section 7 Complaint and Disciplinary Procedures**

All complaints against agency members or the agency are accepted and investigated, with reports forwarded to the Chief of Police. A complaint is an allegation of misconduct made by a person against a department member which alleges: • Violation of any law • Violation of any department rule, directive, or procedure • Misconduct by an officer.

The immediate supervisor investigates most complaints, but inter-agency and use-of-force complaints will be forwarded to the Captain. All bias-based complaints will be accepted regardless of the source and thoroughly investigated. Complaints involving criminal matters are to be investigated by an outside agency.

Annually the Captain or Administrative Sergeant will compile a report analyzing and summarizing complaints to determine any trends and if any training, policy, or personnel issues need to be addressed.

Complaint dispositions include Unfounded, Exonerated, Not Sustained, and Sustained. Disciplinary action is outlined in policy and the current bargaining agreement and follows current acceptable practices for process and protecting employee rights. Agency policy is thorough and uses a progressive discipline philosophy up to and including termination.

If any necessary action has been determined, the Captain will write the conclusion letter to the offending officer. The letter will be addressed to the offending officer with the title "written reprimand, verbal reprimand, etc." at the top of the letter. A Sergeant and the Captain will present the letter to the offending officer.

The agency has extensive written rules and regulations that outline specific standards of conduct. The agency maintains secure files on all issued discipline. Agency policy and the current bargaining agreement outline the grievance procedure for represented employees, and the city has a grievance procedure for non-represented employees.

### **Section 8 Training and Career Development**

Agency policy establishes the overall training philosophy and specifies minimum maintenance training as required by DPSST for all members. The ongoing training of working employees is the responsibility of the department and their supervisors. The department will provide the opportunity to members for training, and supervisors are expected to be familiar with the mechanics of the learning process and to routinely apply them in their supervisory tasks. The Administrative Sergeant coordinates all training, including annual in-service training. The Dalles Police Department's FTEP complies with all DPSST program requirements.

### **Section 9 Public Information and Community Relations**

The agency has a comprehensive, clear media policy that allows media access to all staff members, does not compromise investigations or crime/accident scenes, and specifically outlines the information that can and cannot be released. A citizen ride-along program is in place that meets standard requirements.

### **Section 10 Crime Analysis**

The agency does not have a crime analysis function. All police reports are entered into a Records Management System with all NIBRS (National Incident Based Reporting System) crime information for The Dalles Police Department collected and submitted by the records department to the Oregon State Police/Criminal Justice Information System Uniform Crime Reporting Division monthly.

## **CHAPTER 2 STANDARDS FOR LAW ENFORCEMENT FUNCTIONS**

### **Section 1 Patrol Operations**

Emergency vehicle operation adheres to statutory requirements, which are referenced in policy. All calls are assumed to be routine unless otherwise notified, and response shall be without the use of siren, emergency lights, or excessive speed and will be accomplished without unnecessary delay. If responding to an emergency, lights and siren shall normally be used. Cite and release policy adheres to statutory requirements and includes allowable criteria and limits on discretion. A clear and concise policy establishes procedures for response to hazardous material calls that include primary notification, supervisory, and police responsibilities. The Dalles Police Department does not have a K-9 program.

## **Section 2      General Operations**

The Dalles Police Department has well-written policies on domestic violence, elder abuse, child abuse, missing persons, mental illness, hate crimes, and persons in crisis. These policies meet all requirements of applicable standards and state reporting/investigation requirements and include provisions for training. Amber Alerts are covered in policy.

A comprehensive policy establishes procedures for managing and working with informants and maintaining informant files. Members serving on the Mid-Columbia Interagency Narcotics Team (MINT) team adhere to MINT policy governing the use of informants. The Detective Sergeant will be responsible for maintaining the informant files in a locked and secure location at the investigation's office. The file system shall protect the identity of any informant working for or with The Dalles Police. Active informants will be checked through the Western States Information Network (WSIN) once a year and through a Computerized Criminal History (CCH) every January and July by the Detective Sergeant to ensure no new criminal activity has been recorded. Only persons at least eighteen or emancipated shall be used as informants; exceptions must be cleared in consultation with the District Attorney.

Body armor is issued to all sworn personnel and is required to be worn while engaged in uniformed field services. The wearing of body armor by plainclothes personnel is required when serving search warrants when contact is expected outside the police department with a wanted subject, criminal suspect, or someone who may be armed. All employees are required to wear safety restraints while operating a city vehicle, with provisions noted for transporting children.

The Dalles Police Department uses a computerized RMS database to complete and distribute police reports. Members shall submit all required reports promptly, correctly, and as complete as possible. All police reports where an arrest has been made will be completed before the officer goes home unless supervisor approval is obtained. The agency complies with all statutory requirements on victims' rights, with officers providing crime victims with a Victim's Guide to Rights and Services.

## **Section 3      Unusual Occurrences and Special Operations**

The Dalles Police Department participates in the city's Continuity of Operations Plan (COOP), which provides instruction and guidance to City employees, enabling essential City functions to continue when there is a catastrophic emergency that severely impacts the City's ability to operate as usual. The current COOP provides for annual training and review. Agency policy provides procedures for responding to and handling bombs and explosive material. The authorized bomb disposal unit is the Oregon State Police, and requests for bomb disposal units are made through the communications center. The agency maintains a SERT team. The City of The Dalles has a municipal airport; however, it is located in Washington State. Therefore, Klickitat County Washington Sheriff's Department is the primary responding agency.

## **Section 4      Traffic Operations**

A comprehensive policy establishes the overall philosophy of traffic enforcement and provides guidance for traffic enforcement methods and actions. Enforcement actions include Warnings, Citations, and Arrests.

The agency responds to crashes when: there is a fatality or potential fatality involved; there are injuries to any participants, including drivers, passengers, pedestrians, and bicyclists, or if someone is unconscious or complains of pain or injury; there is damage to public property which includes publicly owned vehicles and other equipment; there is an arrest made or citation issued as a result of a crash investigation; or drugs or alcohol are a contributing factor in the crash. A crash report will be completed for all hit-and-run



crashes, and an investigation shall be conducted to see if the responsible party can be located. The Detective Sergeant shall be consulted for investigatory assistance for hit-and-run crashes that result in a fatality.

Each Officer has been issued an OSHA-approved reflectorized safety vest. Officers participating in the investigation of a traffic crash or while directing traffic at a crash scene or other traffic-related event are required to wear their safety vests.

### **Section 5      Equipment**

Policy details all equipment to be carried in police vehicles, with a requirement to replenish equipment and supplies as needed. A policy appendix lists the necessary equipment and supplies for each type of vehicle, and agency vehicles are appropriately marked. Policy requires a vehicle check/inspection prior to operation for damage, necessary equipment, and proper functioning of operational equipment, as well as an inspection for unauthorized articles and cleanliness of the interior.

## **CHAPTER 3                      STANDARDS FOR SUPPORT SERVICE FUNCTIONS**

### **Section 1      Communications**

Wasco County Communications Central Dispatch provides communications services for The Dalles Police Department. Documentation provided by Wasco County Communications specified an agreement to comply with all communications standards. Wasco County Communications maintains three dispatch consoles and provides 24-hour service every day of the year. EMD protocols follow DPSST standards. Wasco County Communications is a modern, up-to-date communications center that meets or exceeds all standard requirements for this assessment.

### **Section 2      Records**

It is the policy of The Dalles Police Department to maintain all police records in a manner consistent with state law. The Records Specialists and Supervisor are responsible for archiving and destruction of police records, with the following exceptions: Arrest and crime reports, Investigative Information, and Juvenile Records. Note: Upon expungement order from a court of law, all juvenile information is redacted from the police report, but the report stays on file at the police department. Police reports and records shall be subject to both State and City retention schedules. Electronic police files are maintained in the RMS. Access to, use, and security of CCH information meets all state requirements. No copies of CCH records are to be kept in original case files.

### **Section 3      Property & Evidence**

Agency policy specifically states that all sworn officers are qualified to process crime scenes for the preservation and collection of evidence. Personnel are provided with a very comprehensive and detailed policy on evidence collection and preservation. Detectives can be used to assist when major crimes occur. The agency also has access to the Wasco County Major Crimes Team and the Oregon State Police Crime Lab.

The property and evidence storage room are secured with a key lock and code, is alarmed, and under surveillance. Its access is limited to the Evidence Technician, Detective Sergeant, Captain, and Chief. Keys are maintained by the Evidence Technician and the Chief, and the Detective Sergeant has keys for emergency access. Secured lockers are available in the evidence processing area for after-hours property and evidence storage. High-liability items are separated. Each item will be assigned a specific



location within the evidence locker for permanent storage. Once data entry is complete, the Evidence Technician will initial the evidence form. Each exhibit shall be marked with the incident number, exhibit number, and exhibit description and have a barcode label affixed to the outer packaging. All documentation regarding evidence management will be scanned and attached to the Reports. Once the packages are marked correctly, the evidence will be placed in the evidence locker location specified in the evidence database for permanent storage. Bio-hazard storage is properly marked.

All audits and inspections were current to include a recent inventory due to personnel changes during the accredited period.

**CHAPTER 4            CUSTODY STANDARDS**

**Section 1      Temporary Holding Facility**

The Dalles Police Department does not maintain a Temporary Holding Facility or Temporary Juvenile Holding Facility. N/A by Function.

**Section 2      Lockup Facility**

The agency does not maintain a lockup facility. All prisoners are booked into and housed at the Wasco County Jail. N/A by Function.

**Section 3      General Procedures**

N/A by Function.

**RECOMMENDATIONS:**

Having reviewed information entered into PowerDMS, an onsite review, and personnel interviews, the following recommendation is forwarded to the Oregon Accreditation Alliance Board for review.

**Assessor**

- Approval:
- Non-Approval:
- Board Referral:

**Executive Director**

- Approval:
- Non-Approval:
- Board Referral:

BAR