

	LANE COUNTY SHERIFF'S OFFICE POLICY	Number: G.O. 3.26
		Issue Date: December 13, 2022
		Revision Date:
CHAPTER:	Related Policy:	
SUBJECT: Annual Audits, Reviews, and Reports	Related Laws: ORS 131.925; SB 962; ORS 180.805; SB111; HB 2002; HB 3265	

POLICY: The Sheriff's Office will conduct annual audits, reviews, and reports to comply with state law and accreditation, to ensure laws and best practice are adhered to within the Sheriff's Office. The reviews, audits and reports will also be analyzed for any changes in policy that are necessary for continued compliance with state law.

RULE: None.

PROCEDURE:

I. Pursuits

An annual review and analysis of pursuits will be conducted in January of every year by the Chief Deputy or designee, for final review by the Sheriff. The review will include a review of injuries to citizens or staff and property damage. The cause of the pursuit, the reason for termination, apprehension of suspect, and weather conditions will also be analyzed. Any disciplinary actions or training needs will be discussed in the review.

II. Employee Investigations

An annual review and analysis of personnel complaints, both internal and citizen initiated inquires, as well as allegations of misconduct, will be conducted in January of every year by the Chief Deputy or his designee, for final review by the Sheriff. The findings of the personnel investigations and any the resulting discipline will be reviewed. The analysis will determine if a training deficiency, policy failure or personnel issues are identified. The review will include vehicle crashes and findings.

III. Commendations

An annual review and analysis of commendations and employee recognition will be conducted in January of every year by the Chief Deputy or his designee, for final review by the Sheriff. The number of internal commendations, citizen appreciation or commendations, and other agency awards will be included in the review.

IV. Use of Force

- A. An annual review and analysis of use of force incidents will be conducted in January of every year by the Chief Deputy or his designee, for final review by the Sheriff. The review will include force that was justified and within policy, as well as force that was outside of policy. Changes in the policy will be discussed in the review, including how the policy changed reporting parameters or number of incidents. Any serious injuries to citizens or staff will also be analyzed for ways to mitigate injuries. Discipline, including counseling, should be reviewed for any trends or training needs that will to be addressed in the next year.
- B. Monthly reports, including zero reports if no incident occurred that month, will be submitted by the executive assistant in the Sheriff's Office to the Federal Bureau of Investigations (FBI) Law Enforcement Enterprise Portal (LEEP) for officer involved shootings. Reports must be submitted if there is a death of a person due to law enforcement use of force; serious bodily injury of a person due to law enforcement use of force, or the discharge of a firearm by law enforcement at or in the direction of a person that did not otherwise result in death or serious bodily injury.
- C. Pursuant to SB 111 Officer-Involved Use of Deadly Force Resulting in Death, the Oregon Department of Justice must also be notified if a use of force by a law enforcement officer results in death. The executive assistant in the Sheriff's Office will also prepare the information and after the Sheriff's approval will submit the information on-line.

V. Property and Evidence

- A. The following inspections, inventory, and audits will be completed and documented annually. The purpose of these processes is to provide a means of oversight and accountability and ensure the integrity of the property and evidence function. All inspections, audits, unannounced inspections, and inventories must be documented along with a narrative to include findings of what was completed. Documentation shall be forwarded through the chain of command to an appropriate supervisor.

The Sheriff's Office recognizes there is difference in the definitions of "audit" and "inspection" by the Oregon Accreditation Association (OAA) and the International Association of Property Evidence (IAPE). However, the directives for internal controls are similar for each organization. For the purposes of this General Order, the Sheriff's Office will use the definitions of OAA.

- 1. Annual inspections will be conducted by a person responsible for the property and evidence function to determine if agency procedures are being followed. An inspection determines the property room is being maintained in an orderly fashion and agency directives concerning the property and evidence function are being followed. A review of policies,

procedures, and practices should be conducted to determine compliance with established standards.

2. Annual audits will be conducted of random choice of evidence by a supervisor not in the evidence custodian's chain of command. An audit is a significant representative sampling of property including "high risk" items such as guns, drugs, and money. The sample of property and evidence should be sufficiently large enough to establish confidence that proper procedures and systems are being followed.
3. An inventory of property will be conducted whenever there is a change in the personnel of the agency who have access to the secure evidence storage areas, or there is reason to believe evidence has been tampered with. An inventory of property accounts for all guns, drugs and money, and a representative sample of all other property to ensure the integrity and accountability of the property function. This should include a minimum of 5% of the total number of items remaining in the property room.
4. Unannounced inspections of evidence and property storage areas will be conducted as directed by the Sheriff or his designee. An unannounced inspection consists of a random sampling of evidence, the check of security systems and logs, safety protocol and equipment, and any other operation functions.

VI. Profiling

- A. Annual reporting of complaints alleging profiling is required pursuant to ORS 131.925 Complaints Alleging Profiling. The report will be forwarded to Oregon's Law Enforcement Contacts Policy and Data Review Committee (LECC).
- B. House Bill 2002 defines profiling as the following: "Profiling' means that a law enforcement agency or a law enforcement officer targets an individual for suspicion of violating a provision of law based solely on the real or perceived factor of the individuals' age, race, ethnicity, color, national origin, language, gender, gender identity, sexual orientation, political affiliation, religion, homelessness, or disability, unless the agency or officer is acting on a suspect description or information related to an identified or suspected violation of a provision of law."
- C. The Lane County Sheriff's Office will submit a profiling complaint report form summarizing each profiling complaint and the disposition of the complaint, and a copy of each profiling complaint, once each year no later than January 31. A null

report will be submitted if no complaints were received during the reporting time period.

VII. U-Immigration Certification

- A. SB 962 (2019) specifies the data that law enforcement agencies shall submit to the Oregon Criminal Justice Commission. All certifying agencies, whether they received certification requests or not, shall submit the total number of certification requests received, or a null report; of those requests received, agencies shall report the number granted, denied, and pending as of the date of submission.
- B. For denied certification request, certifying agencies report the number of times each of the following were the reason for the denial:
 - 1. Lack of qualifying criminal activity.
 - 2. Lack of helpfulness.
 - 3. Lack of jurisdiction over certification request.
 - 4. Other circumstances for which a certifying official or agency may lawfully deny certification.

VIII. HB 3265 – ICE and Immigration Enforcement

An annual review of policies to ensure that the Sheriff's Office treats information concerning a person's citizenship or immigration status, and information described in ORS 180.805 (Prohibited Involvement of Public Bodies in Federal Immigration Law Enforcement) in a confidential manner. This annual review will include supervisors from Police Records, Jail Records and Dispatch, and include the Chief Deputy. Any policy or procedures needing revision will be documented in the meeting notes and revised procedures or policies will be developed as soon as practical to remain in compliance with the law. The meeting will be documented annually.