

COMPLIANCE ASSESSMENT – September 2019

The United States Department of Justice conducted an investigation into the policies and practices of the Ville Platte Police Department (VPPD) under the authority granted by the Violent Crime Control and Law Enforcement Act of 1994, 34 U.S.C. § 12601 (formerly 42 U.S.C. § 14141). At the end of its investigation on December 19, 2016, the DOJ issued a Report concluding there is reasonable cause to believe that VPPD engages in a pattern or practice of conducting arrests without probable cause for the purposes of investigating crimes, termed “investigative holds” by VPPD. The DOJ also determined that these investigative holds resulted in problematic interrogation practices. Further, the DOJ determined that systemic deficiencies contribute to these patterns or practices, including deficiencies in VPPD’s policies, training, interrogation practices, community-policing practices, supervision, data collection, and transparency. On June 4, 2018, the DOJ entered into an agreement with the City of Ville Platte and the Ville Platte Police Department to remedy the deficiencies.

This assessment documents the City and VPPD’s implementation efforts during the first year of the Settlement Agreement and utilizes the following categories of compliance to describe the status of each provision:

Non-Compliance: This level indicates that the City and VPPD have not met most or all of the requirements of the provision.

Pending/Insufficient Information: This level indicates 1) that the provision is not ready for evaluation, or 2) that DOJ has not been able to fully assess compliance due to insufficient documentation or a need for additional analysis or observation.

Beginning Compliance: This level indicates that the City/VPPD has made initial efforts to implement the required reforms and achieve the outcome envisioned by the provision but significant work remains.

Partial Compliance: This level indicates that the City/VPPD has made progress with implementation but specific areas need further attention in order to achieve substantial compliance.

Substantial Compliance: This level indicates that the City/VPPD has implemented the specific provision as required by the Settlement Agreement, and that the City/VPPD has an ongoing obligation to sustain implementation in order to remain in compliance.

II. FOURTH AMENDMENT ACTIVITY

4. The City will ensure that VPPD officers conduct all interactions with the public consistent with the requirements of the Fourth Amendment of the Constitution of the United States.
5. The City will ensure that VPPD officers do not rely on information known at the time of reliance to be materially false or incorrect to justify an investigatory stop, search, interrogation, citation, or arrest.
6. VPPD will explicitly prohibit the practice of “investigative holds,” and will make clear in policy and training that investigative holds without probable cause violate the Constitution and will subject officers to discipline, including possible termination.

Status (4,5,6)	Beginning Compliance
Assessment	<p>VPPD has developed a suite of policies to ensure that officers’ contact with community members is consistent with the requirements of the Fourth Amendment and due process. The policies include:</p> <ul style="list-style-type: none"> • Arrests • Contacts, Stops and Citations • Field Interview Cards • Miranda Warnings • Search and Seizure • Search Warrants • Vehicle Stops <p>VPPD did not have a comprehensive set of law enforcement policies prior to entry of the Agreement. The department’s development of these policies is a significant step towards completion of a policy manual to guide officer conduct in encounters with individuals in their community.</p>
Next Steps	<p>VPPD is also developing officer trainings for all new policies and Fourth Amendment requirements. All officers should receive the trainings during the next reporting period.</p> <p>During the next reporting period, DOJ will 1) monitor implementation of the new policies, 2) evaluate the development and administration of the trainings and 3) audit documentation of law enforcement activity to assess compliance with these Agreement provisions.</p>

A. Arrests and Citations

7. The City will ensure that all arrests made by VPPD officers, including detentions that rise to the level of de facto arrests, are supported by probable cause that a person has committed or is committing a crime based on reliable facts and evidence known to the officer at the time of the arrest. VPPD’s need or desire to question a person about a crime will not be considered in determining whether probable cause exists for the arrest of that person.
8. Officers will not arrest persons for the sole purpose of questioning the person regarding criminal activity of another person, or because of personal animus.

Status (7,8)	Pending/Insufficient Information
Assessment	As noted above, VPPD recently developed policies that address the requirements of these provisions. However, a sample review of VPPD’s current documentation does raise concerns about whether officers are consistently making stops, arrests and warrant applications based

	on legally sufficient factual bases. As noted below, DOJ found “Affidavits of Probable Cause” that lacked adequate legal justification, and many affidavits did not have the required supervisor approvals. DOJ did not review any evidence during this reporting period that suggests officers are arresting people based on personal animus or for the sole purpose of questioning the person regarding criminal activity of another person.
Next Steps	VPPD will adopt and implement new policies, as well as train officers on the new policies. During the next reporting period, DOJ will 1) monitor implementation of the new policies, 2) evaluate the development and administration of the trainings and 3) audit documentation of law enforcement activity to assess compliance with these Agreement provisions.

9. The City will ensure that officers obtain a valid arrest warrant signed by a judge prior to making an arrest, unless an offense was committed in the officer’s presence, or the officer has positive and reliable information establishing probable cause that an offense was committed outside the officer’s presence.
- If the arrest takes place inside a person’s home, the City will ensure that officers obtain a valid arrest warrant signed by a judge prior to making the arrest, unless exigent circumstances exist.
 - Individuals may be arrested as material witnesses only pursuant to a valid court order for their arrest.
 - If a warrantless arrest is made, VPPD will ensure that the arresting officer fills out an affidavit of probable cause as soon as reasonably possible after the arrest, and in no case later than six (6) hours after the arrest or at the conclusion of the officer’s shift, whichever is earlier.
 - Once an affidavit of probable cause has been filled out, VPPD will ensure that it is immediately reviewed by a supervisor.
 - If a warrantless arrest is made, VPPD will ensure that the arresting officer also completes an arrest report that describes, in non-boilerplate language, the facts and circumstances leading up to and justifying the arrest.
 - Once approved by a supervisor, VPPD will ensure that the affidavit is immediately transmitted to a judge or magistrate for review. The transmission may be either physical or electronic.

Status (9)	Non-Compliance
Assessment	VPPD’s current documentation of arrests does not allow for measurement of all requirements of this provision, but the department is addressing this issue in new policies and data collection systems that will soon be implemented. From the documentation available, DOJ’s review indicates that VPPD is not obtaining supervisor approval for a majority of arrest warrant affidavits. For a recent two-month period reviewed, only 13 of 49 arrest affidavits included supervisor approval on the document.
Next Steps	VPPD will train officers on proper implementation of new policies and finalize new documentation systems consistent with those policies. During the next reporting period, DOJ will 1) monitor implementation of the new policies, 2) evaluate the development and administration of the trainings and 3) audit documentation of law enforcement activity to assess compliance with these Agreement provisions.

10. VPPD will not book any person who was arrested without a warrant into the jail unless the affidavit of probable cause is filled out and approved by a supervisor.

Status (10)	Non-Compliance
Assessment	Based on DOJ's sample review, it appears that most affidavits of probable cause are not approved by a supervisor. Although most employees of the department are notaries and are able to notarize affidavits, notarization does not constitute supervisory approval.
Next Steps	VPPD will train officers on proper implementation of new policies and finalize new documentation systems consistent with those policies. During the next reporting period, DOJ will 1) monitor implementation of the new policies, 2) evaluate the development and administration of the trainings and 3) audit documentation of law enforcement activity to assess compliance with these Agreement provisions.

11. VPPD will immediately and unconditionally release any person who is held at the jail or in VPPD's holding cell(s) if the judge or magistrate rejects the VPPD officer's affidavit of probable cause in support of that person's arrest, unless the court authorizes continued detention pending a timely submission of an affidavit supporting probable cause.

Status (11)	Pending/Insufficient Information
Assessment	Information obtained by DOJ suggests that VPPD is not continuing to keep people in custody once an affidavit is rejected by a judge. VPPD must improve its documentation systems and communication practices with the courts to ensure accurate tracking of affidavit rejections and release times.
Next Steps	VPPD will improve communication with the courts to ensure that people are released in a timely manner. During the next reporting period, DOJ will 1) monitor implementation of the new policies, 2) evaluate the development and administration of the trainings and 3) audit documentation of law enforcement activity to assess compliance with these Agreement provisions.

12. VPPD will ensure that all arrested persons are allowed to use a telephone or send a messenger for the purposes of communicating with friends or with counsel, as soon as reasonably possible.

Status (12)	Pending/Insufficient Information
Assessment	VPPD has provided partial documentation to support its compliance with this provision.
Next Steps	VPPD to provide additional documentation to DOJ for compliance review.

13. Officers will not arrest a person in lieu of issuing the person a citation for a quality of life offense for the purpose of subjecting the person to questioning or interrogation. VPPD will require officers to obtain supervisory approval, where reasonably practical, prior to making a custodial arrest for a quality of life offense. If an officer cannot obtain supervisory approval prior to making an arrest for a quality of life offense, he or she will obtain supervisory approval as soon as possible after the arrest and will explain why the officer could not obtain prior approval.

Status (13)	Pending/Insufficient Information
Assessment	We have not received materials indicating that officers have arrested people on quality of life offenses solely for purposes of questioning or interrogation. The specific documentation requirements for this provision will be included in VPPD's new policies.
Next Steps	VPPD supervisors must review all quality of life arrests and explanations where the officer failed to seek prior approval. VPPD must also develop a tracking mechanism to determine compliance with this provision.

B. Investigatory Stops

14. VPPD will ensure that officers do not conduct investigatory stops unless they possess reasonable suspicion, based on specific and articulable facts, that a person has committed, is committing, or is about to commit a crime. VPPD will prohibit officers from relying on gossip, rumors, or hunches to justify an investigatory stop. VPPD's need or desire to question a person about a crime will not be considered in determining whether reasonable suspicion exists for the investigatory stop of that person.

Status (14)	Pending/Insufficient Information
Assessment	VPPD is developing a system for accurately documenting investigative stops. This was part of the policies that have been developed, and the department is acquiring a new software system in the next few months to facilitate better documentation of investigatory stops.
Next Steps	This will be audited by DOJ in the next review period.

15. Officers will not transport the subject of an investigatory stop to a different location for questioning or any other investigatory purpose unless the officer has probable cause to make an arrest or the stopped person requests to speak with officers in a different location. Where such a request is made, officers will document the request in writing and ask the person to sign the documentation verifying that the request was made.
16. Officers will not transport a person to jail or otherwise incarcerate a person as part of an investigatory stop unless there is probable cause that the person has committed a crime.

Status (15,16)	Pending/Insufficient Information
Assessment	VPPD has not provided documentation to support its compliance with this provision.
Next Steps	This will be audited by DOJ in the next review period.

17. Officers will not stop a vehicle unless there is probable cause that the driver has committed a traffic violation, or reasonable suspicion based on specific and articulable facts that he vehicle or an occupant of the vehicle has been, is, or is about to be engaged in the commission of a crime.

Status (17)	Pending/Insufficient Information
Assessment	VPPD is developing a system for accurately documenting investigative stops. This was part of the policies that have been developed, and the department is acquiring a new software system in the next few months to facilitate better documentation of investigatory stops.
Next Steps	This will be audited by DOJ in the next review period.

C. Documentation of Fourth Amendment Activities

18. VPPD will develop systems to ensure that all stops citations, arrests, and field interviews are properly documented and that the documentation for each type of activity includes all pertinent information, including the information required in the Data Collection section of this Agreement. VPPD will require officers to document the justification for the particular activity under the relevant legal standard for that activity, where applicable, and specific, individualized descriptions of the facts and circumstances in support of that justification.
19. VPPD will require officers to use specific, individually tailored descriptions of facts in their documentation of all stops, citations, and arrests.
20. VPPD officers will complete their documentation of their activities by the end of the officer's shift in which the activity occurred.
21. VPPD will develop systems for the storage and retention of this documentation, consistent with the Data Collection paragraphs of this Agreement [See Section VIII].

Status (18,19,20,21)	Pending/Insufficient Information
Assessment	VPPD is developing a system for accurately documenting investigative stops. This was part of the policies that have been developed, and the department is acquiring a new software system in the next few months to facilitate better documentation of investigatory stops.
Next Steps	This will be audited by DOJ in the next review period.

D. Supervision Regarding Fourth Amendment Activities

22. Absent exceptional circumstances, within 12 hours of receiving a report documenting a stop, citation, or arrest, a supervisor will conduct a review to determine whether the activity was based upon legally sufficient grounds and complied with VPPD policy, and document the results of their review in writing.
23. If a VPPD officer arrests a person and no warrant was previously issued, the supervisor will review the officer's probable cause affidavit immediately and prior to the person being booked into the jail, consistent with Paragraph 38 of this Agreement. If the activity resulted from an insufficient factual basis, such as a lack of reasonable suspicion or probable cause, the supervisor will immediately release the person and take additional remedial measures, as appropriate. The supervisor will document the review in a report.

Status (22,23)	Pending/Insufficient Information
Assessment	<p>VPPD is developing a system for accurately documenting investigative stops. This was part of the policies that have been developed, and the department is acquiring a new software system in the next few months to facilitate better documentation of investigatory stops.</p> <p>As noted above, it appears that most affidavits of probable cause are not approved by a supervisor. Although most employees of the department are notaries and are able to notarize affidavits, notarization does not constitute supervisory approval.</p> <p>Several of the reviewed affidavits failed to include sufficient factual detail supporting the arrest. Even where those affidavits were reviewed by a supervisor, there is no documentation of any remedial action being taken.</p>

Next Steps	DOJ will continue to audit this provision in the next review period. Particular attention will be paid to warrantless arrests and supervisory review of the same.
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24. Supervisors will take appropriate action to address all violations or deficiencies in law enforcement activities or the documentation thereof, including recommending non-disciplinary corrective action for the involved officer, and/or referring the incident for administrative or criminal investigation.
25. Supervisors will track each violation or deficiency and the corrective action taken to identify officers needing repeated corrective action. Supervisors will ensure that any deficiencies, or patterns of deficiencies, are considered in officers' performance evaluations, as appropriate.

Status (24,25)	Pending/Insufficient Information
Assessment	VPPD's new policies include requirements for supervisory review and action. From the audits thus far, it does not appear that supervisors are identifying and correcting errors in a timely manner. For example, supervisors failed to take corrective actions when arrests were made without probable cause. Supervisors also failed to routinely review body-worn camera (BWC) footage or to conduct internal investigations where required.
Next Steps	DOJ will continue to audit this provision in the next review period.

26. VPPD will take into account the quality and completeness of supervisory reviews in the supervisor's own performance evaluations and will take appropriate corrective or disciplinary actions against supervisors who fail to conduct complete, thorough, and accurate reviews of officers' law enforcement activity.

Status (26)	Pending/Insufficient Information
Next Steps	To be reviewed by DOJ in the next review period.

III. CRIMINAL INVESTIGATIONS

A. Interrogations

27. The City will ensure that all interrogations conducted by VPPD employees occur in accordance with the Constitution and laws of the United States.
28. Prior to conducting a custodial interrogation, officers will provide a clear and understandable notification of *Miranda* rights to the person. Prior to any custodial interrogation, officers will have the person read a written waiver of rights form and provide a signature indicating whether the person will waive the rights.
29. If a person who has been notified of their *Miranda* rights indicates that they wish to speak to an attorney or does not wish to answer questions, officers will immediately stop the interrogation and will not ask any further questions.
30. If the person does not appear able to understand the rights or waiver form, or declines to waive the *Miranda* rights, officers will immediately stop the interrogation and not ask any further questions. Officers will not make threats, promises, inducements, or take any other coercive actions in order to obtain a waiver of *Miranda* rights.

31. If a person who has declined to waive their rights informs an officer of their own volition that they have changed their mind and wish to participate in an interrogation, officers may restart the process described in Paragraph 28.

Status (27,28,29,30,31)	Pending/Insufficient Information
Next Steps	To be reviewed by DOJ in the next period.

B. Documentation of Criminal Investigations

32. VPPD will develop systems to ensure that all interrogations are documented, including the date, time, location, and duration of the interrogation, and all persons present for the interrogation.

Status (32)	Beginning Compliance
Assessment	VPPD is currently maintaining an Interrogations List that includes the information required by this provision.

33. VPPD will continue to record all interrogations on audio or video and ensure that all recordings are preserved in the investigative file.

Status (33)	Pending/Insufficient Information
Next Steps	To be reviewed by DOJ in the next period.

34. VPPD will ensure that an investigative file is created and maintained for all criminal investigations, to contain all reports and documentation associated with the investigation, including all recordings of interrogations. Investigative files will be maintained in good order, preserved in a secure manner, and effectively organized to provide for accessibility by VPPD employees.

Status (34)	Pending/Insufficient Information
Assessment	VPPD has taken steps towards compliance with this provision.
Next Steps	To be reviewed by DOJ in the next period.

35. VPPD will ensure that every investigative file contains a unique tracking number that may be cross-referenced with other associated files and documents.

Status (35)	Pending/Insufficient Information
Assessment	VPPD is developing a system for accurately documenting investigative stops using new software and a Field Interview Card system. This was part of the policies that have been developed, and the department is acquiring a new software system in the next few months to facilitate better documentation. A tracking number protocol will be implemented as part of the new system.
Next Steps	To be reviewed by DOJ in the next period.

36. VPPD will ensure that a copy of all documentation related to investigatory stops, interrogations, citations, arrests, interrogations, and *Miranda* waivers, and all documents related to court proceedings,

including all affidavits, warrants, reports, and supervisory reviews, are included in the corresponding investigative file(s).

Status (36)	Pending/Insufficient Information
Assessment	VPPD is developing a system for accurately documenting all activity in this provision. This is part of the policies that have been developed, and the department is acquiring a new software system in the next few months to facilitate better documentation of law enforcement activity.
Next Steps	To be reviewed by DOJ in the next period.

C. Community Engagement

37. Within 120 days of the Effective Date, VPPD will develop a public education effort to notify the public about changes to VPPD's practices, including that it will no longer conduct investigative holds. As part of this effort, VPPD will also educate the public on VPPD's practices and the constitutional limits on VPPD's ability to stop, search, and arrest members of the Ville Platte community.

Status (37)	Non-Compliance
Assessment	VPPD has not made a meaningful effort to comply with this provision despite numerous reminders from DOJ. For example, VPPD has not developed a community education plan, has not held a community outreach meeting, and has not provided a timeline for doing either.
Next Steps	VPPD must take measures to come into compliance with this provision. DOJ will continue to review VPPD's community education and outreach efforts in the next review period.

IV. JAIL OPERATIONS

38. Prior to booking any person into the VPPD jail, VPPD employees will ensure that either a valid arrest warrant was issued prior to arrest, or an affidavit of probable cause has been completed by the arresting officer and approved by a supervisor.
39. Absent exigent circumstances, VPPD will not conduct a strip search or book the person into the jail before an affidavit of probable cause is entered in the case file or an arrest warrant is issued.

Status (38,39)	Non-Compliance
Assessment	<p>During the review period, VPPD officers arrested several people for city code violations that should not merit detention under the Agreement (See Paragraph 13), such as failure to wear reflective gear. Additionally, supervisor approval was absent from a number of affidavits.</p> <p>VPPD also may be failing to ensure that people are booked into the jail based on a valid arrest warrant. For example, the Jail Inmate Log shows that people are detained repeatedly on warrants that may be expired or partially satisfied. VPPD has no system in place to distinguish arrestees brought in on outdated warrants or new warrants. This is problematic because a number of detainees are held on warrants requiring payment of a set bond, payment of a set fine and fee amount, or fulfillment of an incarceration term.</p>
Next Steps	VPPD must ensure that bookings and searches are conducted appropriately. Considering the lacking demonstration of probable cause to support arrests on quality of life offenses and the

	conditions of payment for release, we will continue to review these bookings in the next reporting period.
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40. Strip searches may only be conducted pursuant to a standardized protocol for persons admitted to jail.

41. No body cavity search, other than the mouth, may be performed without a warrant, unless the search is part of a standardized protocol for persons admitted to jail and a body cavity search is determined to be necessary for security of the facility. Unless exigent circumstances exist, all body cavity searches must be conducted by qualified, trained personnel of the same gender as the individual being searched, or if such personnel are unavailable, by a trained medical professional. Opposite-gender supervisors and staff or other non-medical personnel will not be permitted to observe the search.

Status (40,41)	Pending/Insufficient Information
Assessment	In January 2019, the Chief of Police issued an order directing jail employees to comply with the requirements of the "Jail Operations" section of the Agreement, but VPPD has not provided DOJ with any formal protocols to implement the requirements. VPPD maintains that no body cavity searches, other than mouth, occur at the jail and that all such searches would be conducted by a medical professional at a local hospital. VPPD states that it has not requested a body cavity search by a medical professional within the last two years.
Next Steps	To be reviewed by DOJ in the next period.

42. For each arrested person detained in the VPPD jail, VPPD will maintain a case file that contains copies of the warrant or affidavit of probable cause with documentation of supervisor approval and all other documentation related to the person's incarceration, such as booking forms, transportation logs, hygiene and bedding allocation, health and screening forms, and classification. The case file will be assigned a unique identifying number that will allow it to be cross-referenced with the investigative file and other relevant files. VPPD will maintain case files for a period of no less than 10 years from when they are released from the VPPD jail.

Status (42)	Pending/Insufficient Information
Assessment	Despite VPPD having made significant efforts to improve organization of inmate case files, the jail's filing system remains cluttered and difficult to navigate. VPPD does not currently assign unique identifiers to the case files and does not have a system of classification.
Next Steps	VPPD must develop a system with unique identifiers over the next reporting period.

43. Within 30 days of the Effective Date, VPPD will create an electronic list or spreadsheet of all persons incarcerated in the VPPD jail. The list will be updated every time a person is booked into or released from the jail. The list will contain, at a minimum, the following information:

- a. Name;
- b. Date of birth;
- c. Sex;
- d. Race and/or ethnicity;
- e. Case status (e.g. pre-trial, post-conviction, parole revocation, etc.);
- f. Offense(s) for which the person is detained, along with applicable statute or code provision;
- g. Date and time of booking;
- h. Amount of bond, if any;

- i. Next court date; and
- j. Release date, if known.

44. VPPD's list of incarcerated persons will be maintained so that information on incarcerated persons, including the information listed above, may be reviewed and audited for a period of no less than 10 years from the date the person is released from VPPD jail.

Status (43,44)	Beginning Compliance
Assessment	VPPD began maintaining an electronic list of incarcerated person in June 2018. The list is generated from a handwritten log that is kept in the jail. Our review of the electronic list revealed at least one instance where it failed to capture all entries on the handwritten list. VPPD is in the process of developing a system to ensure that the electronic list is checked for accuracy on a regular basis.
Next Steps	To be reviewed by DOJ in the next period.

45. VPPD will ensure that, at least once per day, a supervisory employee of VPPD reviews the list of incarcerated persons to ensure that each person's incarceration is consistent with VPPD policy and the Constitution and that the database contains all information required by VPPD policy and this Agreement. The supervisory employee also will review the case file of each person arrested that day to ensure that documentation of probable cause exists.

46. If, at any time, a VPPD employee becomes aware that information required to be kept on the list of incarcerated persons is missing, that a person is improperly detained, or that the case file of an arrested person does not contain a warrant or affidavit of probable cause, the employee will immediately notify the Chief of Police or the Chief's designee. The Chief of Police or designee will take immediate and appropriate action, up to and including immediate release of the incarcerated person. VPPD will ensure that the notification and responsive action is made part of the case file.

Status (45,46)	Non-Compliance
Assessment	As noted above, most affidavits of probable cause are not approved by a supervisor. A jail employee is tasked with reviewing each file on a daily basis. VPPD has acknowledged that it is not yet in compliance with this provision and will work to remedy deficiencies during the next reporting period.
Next Steps	To be reviewed by DOJ in the next period.

47. Once per week, VPPD will provide the list of incarcerated persons and related information, including bond status and amount, to the City and Parish judges for review.

Status (47)	Pending/Insufficient Information
Assessment	VPPD has not provided documentation to support its compliance with this provision. VPPD maintains that it provides the City Court and City Marshal with a list of incarcerated persons and related information on a daily basis.
Next Steps	VPPD to provide documentation to DOJ.

48. VPPD will ensure that all incarcerated persons in the VPPD jail are provided with reasonable access to a telephone, or other means to contact friends, family members and/or counsel. Efforts to procure a statement or other information from the person will not be considered a legitimate reason to restrict access to a telephone or other means of contact.

Status (48)	Pending/Insufficient Information
Assessment	VPPD has provided DOJ with a sample telephone log noting inmate calls, but additional documentation is necessary to confirm compliance with this provision. VPPD states that each inmate is allowed one free phone call upon admission to the facility and one free phone call every Wednesday while they are incarcerated.
Next Steps	VPPD to provide additional documentation to DOJ.

49. VPPD will ensure that all incarcerated persons in the VPPD jail are provided with access to appropriate sanitation supplies, including toilet paper, prescription medications, and menstrual supplies.

Status (49)	Pending/Insufficient Information
Assessment	VPPD maintains that this is happening but has not yet provided documentation to confirm.
Next Steps	VPPD to provide documentation to DOJ.

V. POLICIES

50. Within 365 days of the Effective Date, VPPD will ensure that its policies incorporate the requirements of this Agreement, and that the policies related to this Agreement comply with applicable law and are consistent with best practices. VPPD policies will be plainly written, logically organized, use clearly defined terms, and be sufficiently instructive to effectively guide employees' conduct. To the extent that existing policies meet the requirements of this Agreement, they do not need to be revised. If policies do not yet exist, VPPD will work with DOJ to identify model policies that may be adapted to fit the needs of VPPD and the terms of this Agreement. VPPD will implement all policies required by this Agreement.
51. The City will submit all policies related to this Agreement, as well as any proposed policy revisions, to DOJ for review and approval prior to publication and implementation, which approval will not be unreasonably withheld. DOJ will approve policies based upon consistency with this Agreement, best practices, and applicable law.
52. The Parties will act with reasonable diligence to timely draft and respond to proposed policies.
53. VPPD will maintain a complete, up-to-date, indexed policy manual. Employees will have ready access to hard or electronic copies of the manual. VPPD will promptly incorporate policy revisions or updates in their manuals.
54. The City will make all VPPD policies publically available on its websites, except for policies that are reasonably deemed sensitive, such as procedures regarding undercover officers or operations.

Status (50,51,52,53,54)	Beginning Compliance
Assessment	VPPD has developed a suite of policies to ensure that officers' contact with community members is consistent with the requirements of the Fourth Amendment and due process. The policies include: <ul style="list-style-type: none"> • Arrests • Contacts, Stops and Citations

	<ul style="list-style-type: none"> • Field Interview Cards • Miranda Warnings • Search and Seizure • Search Warrants • Vehicle Stops <p>VPPD did not have a comprehensive set of law enforcement policies prior to entry of the Agreement. The department's development of these policies is a significant step towards development of a complete policy manual to guide officer conduct in every law enforcement encounter.</p>
Next Steps	Once final, VPPD must make these policies public in accordance with this provision. DOJ will continue to work with VPPD to develop additional policies in the next review period.

VI. TRAINING

55. VPPD will ensure that its officers receive basic training and certification prior to commencing work, as well as ongoing in-service and remedial training in order to ensure that officers are aware of their Fourth Amendment obligations and all policies incorporating the terms of this Agreement.
56. No VPPD employee, whether full-time or part-time, will be allowed to perform the full duties of a law enforcement officer until they have successfully completed all requirements for POST certification under state law, including training requirements. Duties performed by employees without POST certification may include non-law enforcement functions, such as administrative work or augmenting neighborhood policing efforts, that the employee has been trained to perform. Uncertified officers may not interact with members of the community while armed with a service weapon, respond to calls for service, or perform or issue any stop, search, interrogation, citation, or arrest.
57. In addition to POST-required training, prior to commencing service involving the full duties of a law enforcement officer, all VPPD employees will receive at least eight (8) hours of VPPD-specific supplemental training on VPPD policies. VPPD will ensure that officers understand the requirements of the Fourth Amendment, including prohibitions on "investigative holds."
58. Within 365 days of the Effective Date, VPPD will ensure that its field training program incorporates best practices for police training officer programs in similarly-sized agencies. VPPD will ensure that there are sufficient and appropriate policies governing the operation of the field training program.
59. VPPD, will train all lateral police hires, within 10 days of joining the VPPD, on VPPD policy and ensure that they understand the requirements of the Fourth Amendment, including prohibitions on "investigative holds."
60. VPPD will ensure its officers receive at least eight (8) hours of annual in-service training.

Status (55,56,57,58,59,60)	Pending/Insufficient Information
Assessment	VPPD is in the process of developing a comprehensive training curriculum and schedule for basic training, in-service trainings, and trainings on newly adopted policies. VPPD has proposed a field training program that is dependent upon development of the comprehensive training curriculum. VPPD maintains that all officers acting in a law enforcement capacity have successfully completed all requirements of POST certification. VPPD must provide further documentation of the department's efforts to comply with these provisions.

Next Steps	To be reviewed by DOJ in the next period.
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VII. ACCOUNTABILITY AND OVERSIGHT

61. Within 180 days of the Effective Date, VPPD will develop and implement policies to ensure that all allegations of misconduct, whether internally or externally generated, are courteously received by a VPPD supervisor, centrally documented and tracked, and fully and fairly investigated as required by best practices.
62. Where allegations of misconduct are sustained, VPPD will ensure that discipline is imposed fairly and consistently and that officers and complainants are provided information as appropriate and consistent with best practices.

Status (61,62)	Non-Compliance
Assessment	VPPD does not currently have a robust accountability or complaint tracking system. The Chief of Police reports that civilian complaints have decreased significantly with the use of body-worn cameras and that most complaints that are received are handled informally. VPPD reported a combined total of four internal investigations for the years 2017 and 2018. VPPD is developing policies for accountability.
Next Steps	To be reviewed by DOJ in the next period.

63. VPPD currently equips its officers with body-worn cameras. If VPPD continues to equip its officers with body-worn cameras, it will utilize this technology consistent with best practices, and to ensure officers are complying with this Agreement.

Status (63)	Pending/Insufficient Information
Assessment	Body-worn camera footage is not routinely audited by supervisory personnel. All data is maintained on a computer at the station with no cloud support or other backup system. The Chief reported that VPPD suffered an unrecoverable loss of videos in November 2018. It is unclear how many videos were affected. DOJ reviewed a sample set of 300 body-worn camera videos from December 2018 through March 2019. We found two significant problems with officers' use of the cameras: (1) Officers do not consistently turn cameras on and off at appropriate times and (2) Officers sometimes did not record incidents that should have been recorded, as we found several reports without corresponding video footage.
Next Steps	VPPD must ensure that officers are trained and supervised in the appropriate use of body worn cameras. We will continue to evaluate the department's progress in its implementation of this tool.

VIII. DATA COLLECTION AND REPORTING

64. Elimination of the harmful and unlawful practice of arrests for investigative purposes without probable cause requires ongoing and active collection of data, analysis, and periodic review to ensure that the practice has been eliminated and does not recur. VPPD will collect and maintain all data and records necessary to review VPPD's compliance with this Agreement, and to ensure transparency and wide public access to information related to the lawfulness of VPPD's field interviews, investigatory stops, interrogations, and citations as permitted by law.

65. Within 270 days of the Effective Date, VPPD will develop a data collection system that will provide for the review of officer investigatory stops, citations, arrests, and interrogations to ensure that officers comply with constitutional standards and this Agreement.
66. VPPD will regularly analyze the data collected to ensure that all stops, arrests, and interrogations are lawfully conducted and meet constitutional standards, and to inform necessary changes to policies and training.
67. Within 60 days of the Effective Date, VPPD will develop a system to track interrogations conducted by VPPD employees. The system will include documentation of the person interrogated, the date and time of the interrogation, the length of the interrogation, the officer(s) present, and the corresponding investigative file number.
68. VPPD's data collection system will require officers to document the following for investigatory stops and arrests:
 - a. The identity of the person(s), if known;
 - b. The officer's name and badge number;
 - c. The date, time, and location of the stop;
 - d. The approximate duration of the stop;
 - e. If a non-vehicle stop (e.g., pedestrian or bicycle), the number of persons stopped;
 - f. The reason for the stop, including a specific, individualized description of the facts creating reasonable suspicion;
 - g. If a vehicle stop, whether the driver or any passenger was required to exit the vehicle, and reason;
 - h. Whether any person was asked to consent to a search and whether such consent was given;
 - i. Whether officers conducted a weapons frisk during the stop and, if so, the specific and articulable facts establishing reasonable suspicion that the person was armed and dangerous;
 - j. Whether officers conducted a search based on probable cause and, if so, the facts establishing probable cause to conduct a search;
 - k. Whether any weapon, contraband or evidence was seized from any person, and nature of the weapon, contraband or evidence;
 - l. The outcome of the stop, including whether officers issued a civil or criminal citation, made an arrest, or issued a warning; and
 - m. A unique identifying report number, allowing the documentation to be matched with the investigative file and documentation of any criminal or civil citations or arrests that result from the stop.
69. The City will produce an annual report describing VPPD activity and will make that report publicly available on the City's website and also upon request. The City will not be required to make public information that must remain confidential to protect public safety. The annual report will further provide information regarding the City's implementation and status of this Agreement.
70. Subject to applicable law, the annual report will address:
 - a. Stop and arrest data and any analysis of that data that was undertaken;
 - b. Data related to complaints of improper stops, arrests, or interrogations, including but not limited to the number of misconduct complaints made and investigated, the outcome of the investigations, and the mode of resolution, as well as analysis of that data to identify trends; and

- c. Additional topics as deemed appropriate by the City in its discretion to promote transparency and identify the accomplishments, actions, and continuing needs of the City.
71. Within six months of the Effective Date, the City will publically post a status report. This report will delineate the steps taken by the City during the reporting period to implement this Agreement, the City's assessment of the status of its progress, and plans to correct any problems. Following this initial status report, VPPD will file a status report every six months thereafter while this Agreement is in effect, in which it will additionally respond to any concerns raised by the DOJ or identified in the previous report.

Status (64,65,67,68)	Pending/Insufficient Information
Assessment	VPPD is developing a system for accurately documenting all activity in this provision. This is part of the policies that have been developed, and the department is acquiring a new software system in the next few months to facilitate better documentation of law enforcement activity. We found that most department employees, including supervisors, are not proficient with how to access VPPD's current documentation systems for reporting purposes.
Next Steps	To be reviewed by DOJ in the next period.
Status (66)	Beginning Compliance
Assessment	VPPD has begun documenting the information required by this provision.
Status (69,70,71)	Non-Compliance
Assessment	VPPD has not drafted any public reports to comply with these provisions.

IX. OUTCOME ASSESSMENTS

72. The City will conduct Outcome Assessments on an annual basis, as specified by this section of the Agreement, to measure whether VPPD's revised practices and procedures are achieving the purposes of this Agreement and are having an overall beneficial effect on policing in Ville Platte. Outcome Assessments should be conducted in a reliable, cost-effective manner based on accepted and trustworthy means and methods. Any statistical analysis used as part of an Outcome Assessment must conform to statistical techniques that are accepted in the relevant field. The City will provide DOJ with the underlying data, analysis, methods, and sources relied upon in the Assessments.
73. The City will develop a plan and protocol within 270 days of the Effective Date to conduct these assessments. The plan and protocol will be subject to the approval of DOJ, which approval shall not be unreasonably withheld.
74. The outcome assessments will include analysis:
- To determine whether VPPD is conducting stops consistent with the Constitution and this Agreement, analysis of the rate at which stops uncover criminal activity;
 - To determine whether arrests are consistent with the Constitution and this Agreement, analysis of the rate at which arrests are found to lack probable cause or otherwise violate the Fourth Amendment, the number of probable cause affidavits rejected by supervisors or the criminal courts, and a qualitative analysis of the sufficiency of probable cause affidavits and other documentation supporting arrests;
 - To determine whether VPPD officers are providing adequate Miranda warnings and conducting interrogations consistent with the Constitution and this Agreement, an analysis of data related to the length and frequency of interrogations and documentation of Miranda

- warnings and waivers, and an analysis of the rate at which motions to exclude confessions are granted by the criminal courts;
 - d. To assess whether VPPD officers receive sufficient training on the Fourth Amendment and proper interrogation techniques, an analysis of the rate of completed trainings, performance evaluations from field trainings, and qualitative analysis of the content, structure, adequacy, and efficacy of trainings provided under this Agreement; and
 - e. To determine that all detentions are appropriately documented and supported by probable cause, audit data of all investigative files and jail detention files to ensure there is a file on each person detained by VPPD and that files contain adequate documentation in support of the detention.
75. The City will include the results of all outcome assessments in its status reports and in its annual report published pursuant to Paragraph 69, above.

Status (72,73,74,75)	Pending/Insufficient Information
Assessment	These provisions are not ready for review.
Next Steps	To be reviewed by DOJ in the next period.