I. PURPOSE

The Department’s Administrative Reporting System is established in order to:

A. List of all administrative reports; (CALEA 11.4.1.a)
B. List the person or position responsible for completing reports; (CALEA 11.4.1.b)
C. List the purpose of the reports; (CALEA 11.4.1.c)
D. List report frequencies; (CALEA 11.4.1.d)
E. List report distribution; and, (CALEA 11.4.1.e)
F. Assist in ensuring all time sensitive activities required by accreditation standards are accomplished.

II. LISTINGS

The listings contained in Addendum A, reflects time sensitive items otherwise established in Department General Orders.

III. ACTIVITIES

Time sensitive activities may be listed under more than one category. The categories are:

A. Assessments, analyses and surveys;
B. Inspections and Audits;
C. Plans;
D. Reports; and,
E. Reviews.

IV. STAFF RESPONSIBILITIES

Department personnel are responsible for ensuring all time sensitive activities assigned to them are completed in accordance with this directive.
V. ACCREDITATION MANAGER RESPONSIBILITIES

The Accreditation Manager shall ensure that periodic reports, reviews and other activities mandated by applicable CALEA Standards are accomplished. The maintenance system will be accomplished as follows: (CALEA 11.4.3)

A. Monthly the Accreditation Manager or his/her designee will email notices to employees responsible for periodic reports, reviews and other activities mandated by the CALEA standards;

B. The Accreditation Manager or his/her designee will keep a master spreadsheet for each month of the year noting the following:
   1. The standard number;
   2. The action required (review, report, analysis, inspection, etc.);
   3. The topic of the action (Workload Analysis, Specialized Assignment Review, etc.);
   4. The responsible party for the action;
   5. The frequency of the action;
   6. The due date of the action;
   7. Date the action is due;
   8. The date the responsible party was reminded by email; and,
   9. Date received.

C. Any delinquencies will be reported to the appropriate Division Commander and the Office of the Chief of Police.