ACCREDITATION REQUIRED ADMINISTRATIVE REPORTS

Accreditation standard	Type of report	Reason for report	Frequency of report	Who is responsible for the report	Report distribution
1.3.6	Response to Resistance and Aggression report	Ensure use of force is properly documented	After each occurrence	Officer involved	Through the chain of command and then filed
1.3.7	Review of Response to Resistance and Aggression report	Ensure use of force used is within department guidelines	After each occurrence	Bureau Commander and Chief	Reports are maintained in a master file
1.3.13	Analysis of Response to Resistance and Aggression report	Evaluate any training issues	Annually	Administrative Services Bureau Commander	Posted in roll call and original maintained in master file
11.1.2	Revise and update organizational charts	Keep the organizational charts current	When a change occurs	Administrative Services Bureau Commander	Posted in lobby
11.5.1	Fiscal year goals and objectives	Plan for the up coming fiscal year	Annually	Administrative Services Bureau Commander	Every employee given a copy
11.6.4	Multi-year plan	Plan for the future	Update annually	Administrative Services Bureau Commander	Every employee given a copy
16.2.1	Review specialized assignments to determine need to continue	Ensure that the specialized assignments are still needed	Annually	Division commanders	Senior staff
17.2.2	Budget recommendations by division	Needed for the creation of the budget request	Annually	Division commanders	To the Chief of Police
17.4.1	Fiscal management status reports	Ensure we are not over spending	Monthly	Secretary/bookkeeper	Senior Staff
17.4.2	Cash funds accounting	Ensure proper procedures are being	Quarterly	Administrative Services Bureau	Accreditation file after Chief's review

		followed		Commander	
17.4.3	Independent audit of agency fiscal activities	Have an outside source monitor our fiscal activities	Annually	Finance Department	Accreditation file after Chief's review
25.1.3	Analysis of grievances	See if there are any training issues	Annually	Administrative Services Bureau Commander	Accreditation file after Chief's review
31.2.2	Progress toward objectives of Recruitment plan	Ensure we are doing the best we can to meet recruiting goals	Periodic	Administrative Services Bureau Commander	Accreditation file after Chief's review
35.1.2	Employee performance evaluation	Evaluate employee's work	Biannually	Supervisors	To employee's personnel file
35.1.3	Entry level employee performance evaluations	Evaluate a new employee's work	Bimonthly	Supervisors	To employee's personnel file
35.1.15	Annual evaluation of Personnel Early Warning System	Ensure system is working properly	Annually	Administrative Services Bureau Commander	Accreditation file after Chief's review
41.2.2	Critique of vehicle pursuits	Ensure all policy and procedures were followed	After each incident	Bureau Commander & Chief	Through the chain of command and then filed
41.2.2	Annual analysis of vehicle pursuits, pursuit policy and reporting procedures	Ensure all policy and procedures were followed	Annually	Special Operations Bureau Commander	Accreditation file after Chief's review
43.1.6	Advising the Chief of vice/drug/organized crime activity	Keep the Chief informed	As needed	Investigations supervisor	Accreditation file after Chief's review
44.1.3	Review and evaluate all enforcement and prevention programs dealing with Juveniles	Ensure that the department is doing what is best for juveniles	Annually	Juvenile detective	Accreditation file after Chief's review
45.1.1	Evaluating effectiveness of crime prevention	Ensure that the programs are meeting	As needed	Community Services Officer	Accreditation file after Chief's review

		the needs of the community			
45.2.2	Community relations report to the Chief	Keep the Chief informed on the communities concerns	Quarterly	Community Services Officer	Accreditation file after Chief's review
45.2.4	Citizen survey	Survey citizens on agency performance	Every three years	Community Services Officer	Tallied and distributed to Mayor and Council
46.1.4	After action report - hostage/barricaded subjects	Ensure all actions taken were within department policies and procedures	After each incident	Supervisor in charge	Accreditation file after Chief's review
46.1.7	Emergency operations plan reviewed	Ensure that the emergency plans are kept current	Annually	Bureau Commander	Accreditation file after Chief's review
46.1.10	Annual review of active threat policy and training needs.	Identify improvements if necessary	Annually	Accreditation manager	Accreditation file after Chief's review
51.1.1	Analysis & dissemination of intelligence information	Keep the officers informed of intelligence information	As needed	Bureau Commander	To police officers
52.1.4	Periodic report to advise status of IA investigation	Ensure the investigations are completed in a timely fashion	As needed during an IA investigation	IA investigator	IA file after Chief's review
52.1.11	IA statistical summary made available to public and employees	Make available to the public a summary of complaints made against members of the department	Annually	Administrative Services Bureau Commander	After Chief's review to the PIO office and the Mayor and Council
53.1.1	Line inspections	Ensure employees are acting in concert with	Department determines	Shift commanders, division commanders	Shift files maintained by supervisor

		agency requirements			
53.2.1	Staff inspection of all organizational components	Ensure department is adhering to administrative procedures	Triennially	Administrative Services Bureau Commander	Accreditation file after Chief's review
61.3.1	Report to traffic engineering authorities referring complaints and recommendations	To get traffic engineering problems resolved	As needed	Bureau Commander	To the City's traffic engineer
61.4.2	Reports to appropriate authority to correct highway hazards	To get traffic hazards corrected	As needed	Officer or dispatcher	To the appropriate department
84.1.6	Inspection by evidence/property custodian to ensure adherence to property control procedures	Ensure property/evidence room is being maintained properly	Quarterly	Police Communications Supervisor	Maintained in a log in the property room
84.1.6	Inventory of all property at time of transfer to/from new property custodian	Ensure all records are current and all items are accountable	Occurrence	New and old property custodian	Accreditation file after Chief's review
84.1.6	Audit of property held by agency by supervisor not connected with property control function	Ensure all records are current and all items are accountable	Annually	Chief's choice	Accreditation file after Chief's review
84.1.6	Inspection of property room as directed by Chief	Ensure all records are current and all items are accountable	Unannounced	Chief's choice	Accreditation file after Chief's review

OTHER ADMINISTRATIVE REPORTS

Type of report	Reason for report	Frequency of report	Who is responsible for the report	Report distribution
Community Services Officer	To ensure timely dissemination of activity information to all personnel	Weekly	Community Services Officer	To the Chief and then placed in a Weekly report booklet for everyone to review.
Traffic Unit	To ensure timely dissemination of activity information to all personnel	Weekly	Supervisor of the Traffic Unit	To the Chief and then placed in a Weekly report booklet for everyone to review.
Municipal Drug Task Force/DIU	To ensure timely dissemination of activity information to all personnel	Weekly	Officer assigned to the Municipal Drug Task Force/DIU	To the Chief and then placed in a Weekly report booklet for everyone to review.
Town Center Patrol	To ensure timely dissemination of activity information to all personnel	Weekly	Supervisor of the Town Center Patrol Team	To the Chief and then placed in a Weekly report booklet for everyone to review.
Street Crimes Unit	To ensure timely dissemination of activity information to all personnel	Weekly	Supervisor of the Street Crimes Unit	To the Chief and then placed in a Weekly report booklet for everyone to review.
Investigations	To ensure timely dissemination of activity information to all personnel	Weekly	Supervisor of the Investigative Unit	To the Chief and then placed in a Weekly report booklet for everyone to review.
Field Services Division - open cases	To ensure timely dissemination of activity information to all personnel	Weekly	Field Services Division Commander	To the Chief and then placed in a Weekly report booklet for everyone to review.
Investigations Unit - open cases	To ensure timely dissemination of activity information to all personnel	Weekly	Supervisor of the Investigative Unit	To the Chief and then placed in a Weekly report booklet for everyone to review.