

# Bowie City Police Department - General Orders



TITLE: ADMINISTRATIVE REPORTING SYSTEM		NUMBER: 207
EFFECTIVE DATE: 8/23/16	REVIEW DATE:	
X NEW _ AMENDS _ RESCINDS	DATE:	

AUTHORITY <b>Chief John K. Nesky</b>	ACCREDITATIONS STANDARDS <b>11.4.1 11.4.3</b>	TOTAL PAGES 2
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## 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.