

<b>DOUGLAS COUNTY SHERIFF'S OFFICE</b>		<b>Policy and Procedure</b>
<b>General Administration</b>		<b>P&amp;P-A-110</b>
<b>Administrative Reporting Program</b>		
Effective Date: 10-16-18 Supersedes: 06-04-14	Approval: Sheriff	Number of Pages: 4
References:	Reevaluation Date: Annually	Standards: COM 1.2.3, 1.2.8 CALEA 11.4.1, 11.4.3, 15.2.1, 42.2.5 ACA 4-ALDF-1A-01, 1C-02, 2A-14, 3A-01, 4C-32, 7B-06, 7D-01, 7D-02

**I. PURPOSE**

Administrative reports and statistical reports will be utilized to enhance communication and provide information between the Sheriff Office divisions and the public. The Sheriff's Office Annual Report and statistical reports will be made available to all Sheriff's Office employees, Douglas County citizens and all other interested individuals.

**II. REPORTS**

All divisions and sections shall create reports as listed in the below chart, which include administrative matters, statistical information and comparative data. The Sheriff's Office Annual Report will also include Sheriff's Office annual goals and objectives obtained and future goals and objectives. <7D-01><7D-02>

The Accreditation Unit will ensure that periodic reports, reviews and other activities mandated by the CALEA and ACA accreditation standards are accomplished by the appropriate division. <7D-02>

The Accreditation Unit will utilize the PowerDMS software and/or spreadsheets to accomplish this task.

By Order of the Sheriff

<b>ASSIGNED TO</b>	<b>DESCRIPTION</b>	<b>FREQUENCY</b>	<b>DISTRIBUTION</b>	<b>REFERENCE / REQUIRED BY</b>
Professional Standards Chief Deputy	Review of Personnel Early Warning System	Annually	Sheriff	P&P-D-120 CALEA 35.1.9c
Professional Standards Bureau	Analysis of Grievances	Annually	Sheriff	P&P-D-117 CALEA 25.1.3
Task Force Lieutenant / Captain	Review of Specialized Assignments	Annually	Sheriff	P&P-D-115 CALEA 16.2.1, 42.2.5
Personnel Coordinator	Position Management System	Annually	Sheriff	CALEA 16.1.1
Civil/Warrants Sergeant	Cash Fund Accounting	Quarterly	Sheriff	P&P-B-121 CALEA 17.4.2f
Budget Manager	Agency Inventory	Annually	Sheriff	P&P-B-169 CALEA 17.5.1
Property / Evidence Supervisor	Inspection of Adherence to Procedures	Semi-Annually	Sheriff	INV-K-406 CALEA 84.1.6a
Property / Evidence Supervisor	Change of Supervisor Inventory	Per Incident	Sheriff	INV-K-406 CALEA 84.1.6b
Non-direct Supervisor of Property/Evidence	Inventory of Property/Evidence	Annually	Sheriff	INV-K-406 CALEA 84.1.6c
TBD by Sheriff	Unannounced Inspection of Property Storage Area	Annually	Sheriff	INV-K-406 CALEA 84.1.6d
Community Resource Sergeant	Survey of Citizens	Triennially	Sheriff	PP-B-152 CALEA 45.2.4
Division Captains	Budget Recommendations	Annually	Sheriff	PP-B-121 CALEA 17.2.2
Division Captains & Chief Deputies	Multi Year Strategic Plan	Annually	Sheriff & Employees	P&P-A-111 CALEA 15.2.1
Community Resources Sergeant	Effectiveness of Crime Prevention Programs	Triennially	Sheriff	CALEA 45.1.1c
Community Resources Sergeant	Status Report of Crime Prevention Programs	Quarterly	Sheriff	CALEA 45.2.2
Division Captains, Budget Manager, OEM Director	Workload Assessments	Triennially	Sheriff	P&P-D-113 CALEA 16.1.2
Professional Standards Chief Deputy	Review of Racial / Bias Based Profiling	Annually	Sheriff	P&P-B-101 CALEA 1.2.9d
Professional Standards Chief Deputy	IA Investigations Statistical Summary	Annually	Public & Employees	CALEA 52.1.5
Juvenile Program Captain	Review of Juvenile Programs	Annually	LE Chief Deputy/ Undersheriff/ Sheriff	P&P-B-142 CALEA 44.1.3
Professional Standards Bureau	Pursuit Analysis	Annually	Sheriff	P&P-B-110 CALEA 41.2.2j

Professional Standards Chief Deputy	Use of Force Incidents Analysis	Annually	Sheriff	P&P-B-100 CALEA 1.3.13
Incident Commander	After Action Report	Per Incident	Chief Deputy	PP-B-131 CALEA 46.1.3h
Crime Analyst & Traffic Engineering Office	Traffic Collision Data	Monthly	Traffic Sergeant	PAT-T-216 CALEA 61.1.1a
Traffic Unit	Traffic Enforcement Data	Monthly	Traffic Sergeant	PAT-T-216 CALEA 61.1.1b
Training Lieutenant	Training Unit Accomplishments Report	Annually	Professional Standards Chief Deputy	Sheriff's Office
Training Support Specialist	Qualifications Report	Semiannually	Division Captains & Chief Deputies	Sheriff's Office
Training Support Specialist	Training Attendance Report	Annually	Division Captains & Chief Deputies	Sheriff's Office
Training Support Specialist	PoliceOne Course Completion History / Training Summary	Per Request	Supervisors	Sheriff's Office
Statutory Programs Specialist	Concealed Handgun Permit Statistical Report	Monthly	Support Services Lieutenant	Sheriff's Office
Records Section Manager	Records Section Statistical Report	Monthly	Support Services Lieutenant	Sheriff's Office
Warrants Specialist	Warrants Section Statistical Report	Monthly	Support Services Lieutenant	Sheriff's Office
Patrol Clerk	DUI Spreadsheet	Monthly	Crime Analyst	Sheriff's Office
Patrol Clerk	City of Castle Pines Traffic Violation Statistics	Quarterly	Community Resources Sergeant	Sheriff's Office
Detentions Division	Detentions Facility Inspection Report	Weekly	Detentions Division Captain	ACA 4-ALDF-1A-01
Division Captains	Division Annual Report	Annually	Chief Deputies	CALEA 15.2.1
Crime Analyst	Sheriff's Office Annual Report	Annually	Public & Employees	CALEA 15.2.1
Crime Analyst	Statistics Summary	Monthly	Sheriff	Sheriff's Office
Detentions Division Captain	Comprehensive Staffing Analysis	Annually	Sheriff	ACA 4-ALDF-2A-14

Detentions Training Lieutenant	Review of Detentions Division Training Plan	Annually	Detentions Division Captain	ACA 4-ALDF-7B-06
Special Teams, Divisions with stored equipment	Operational Readiness Reports	Quarterly	Special Teams Supervisors, Accreditation	P&P-B-121 CALEA 17.5.3, 46.1.8
Safety & Security Deputy	Monthly Inspection of HRSS Temporary Detention Facility	Monthly	Administrative Chief Deputy	P&P-B-1000 CALEA 71.4.3
HRSS Division Captain	Administrative Review of HRSS Temporary Detention Facility	Annually	Administrative Chief Deputy	P&P-B-1000 CALEA 71.4.3
Court Services Sergeant	Court Security Survey	Triennially	Detentions Division Captain	CALEA 73.2.1c
Court Services Sergeant	Court Security Inspection	Weekly	Detentions Division Captain	DET-R-300 CALEA 73.5.17
Detentions Division Captain	Review of Evacuation Plan	Annually	Administrative Chief Deputy	ACA 4-ALDF-1C-02
Detentions Sergeant	Review of Inmate Handbook	Annually	Detentions Division Captain	ACA 4-ALDF-3A-01
Detentions Training Lieutenant	Review of Suicide Prevention Program	Annually	Detentions Division Captain	ACA 4-ALDF-4C-32
Communications Manager	Call for Service by Source Report	Quarterly	Crime Analyst	COM-C-526 CALEA 1.2.8
Communications Manager	Communications Monthly Statistics	Quarterly	Budget Manager	COM-C-526 CALEA 1.2.8
Communications Manager	Communications Quarterly Quality Assurance and Performance Report	Quarterly	Sheriff	COM-C-526 CALEA 1.2.8