

CHAPTER EIGHTEEN

TIME SENSITIVE REPORTS

I. PURPOSE

The purpose of this General Order is to establish dates specific time sensitive reports, analysis, inventories and inspections are due and assigns responsibility completion of said document to specific positions within the agency.

II. POLICY

It is the policy of the Sheriff's Office that all analysis, reviews, reports, inspections, inventories, surveys and audits as required are complied, completed and disseminated according to a time schedule that ensure they the information contained therein is of use for management decision making and strategic planning.

III. DEFINITION

- A. Analysis - Typically, includes discovering the parts of the thing being studied, how they fit together, and why they are arranged in a particular way. / study of variances for cause, impact, corrective action, and results.
- B. Review - A critical examination of a task or project to determine compliance with requirements and objectives. / a periodic assessment of the performance of the project.
- C. Report - usually detailed account or statement / written document describing the findings of some individual or group.
- D. Inspection - a checking or testing of an individual, unit or organizational component against established standards. / Activities such as measuring, examining, testing, gauging one or more characteristics of a product or service and comparing these with specified requirements to determine conformity.
- F. Audit - The independent examination of records and activities to ensure compliance with established controls, policy, and operational procedures, and to recommend any indicated changes in controls, policy, or procedures.
- G. Inventory - The physical accounting of items against a list that should be on hand / an itemized list of current assets/goods on hand.
- H. Survey - To question (someone) in order to collect data for the analysis of some aspect of a group or area.

IV. PROCEDURES

- A. The chart in Appendix A list all required time sensitive analysis, reviews, reports, inspections, inventories, surveys and audits, identifies the position responsible for creating said document, frequency/due dates, and distribution list. It also contains the corresponding accreditation standard and policy reference.
- B. The person in the position charged with responsibility to create said documents will refer to the corresponding policy for a full descript of what is required for each document. The person should refer to "III. Definitions" of this order for an explanation of each type as well.
- C. A copy of said document will be forwarded to Professional Compliance for Staff Inspection purposes.

Appendix A

Responsibility	Description	Action to Take	Due Date	Distribution (Send to)	Standard	Policy Ref
Director of Community Relations	Citizen attitudes & opinions of agency, safety & security & how to improve	Survey	April 15 th , July 15 th , Oct 15 th & Jan 15 th	Sheriff	CALEA 45.2.4	70.6
Victim Witness Advocate Supervisor	Analysis of victim/witness assistance needs	Review and Memo	March 31 st of odd numbered year	Sheriff	CALEA 55.1.2	53
Victim Witness Advocate Supervisor	Review and update Victim Rights Brochures	Review and Memo	Feb 15 th each year	Commander of Special Operations	CALEA 55.1.1/55.1.3	53
Director Court Security	Court Security needs – facility/emergencies High risk exposure/equipment	Survey	March 31 st of odd numbered year	Sheriff	CALEA 73.2.1	61.1
Professional Standards	Staff Inspection of all organizational components	Inspection	Every 3 year cycle	Sheriff	CALEA 53.2.1	21.2
Director of Training	Use of force policies, lethal and electronic controlled weapons proficiency	Report	Feb 15 th Of each year	In house computer listing	CALEA 1.3.11	31A
Director of Training	Use of force policies and less lethal weapons proficiency	Report	Feb 15 th of each year	In house computer listing	CALEA 1.3.11	31A
Director of Training	Analysis of use of force reports	Analysis	Feb 15 th of each year	Sheriff	CALEA 1.3.13	31A
Commanders/ Directors/ Supervisors Submit to Planning and Research function	Updating written goals & objectives for agency & each organizational component	Progress Report	Quarterly on: December 31 st , March 31 st , June 30 th , September 30 th	Sheriff	CALEA 15.2.2	30.III.6
Commanders/ Directors/ Supervisors	2 LongTerm 3 ShortTerm Goals and Objectives based on Sheriff's Strategic Plan	Report	September 1 st of each year	Sheriff	CALEA 15.2.1	30 III.2
Commanders/ Directors	Budget recommendations by major functions	Report	April 30 th of each year	Finance Director	CALEA 17.2.2	80.2
Executive Director Human Resources	Analysis of employee grievance tracked by Human Resources	Analysis	Feb 15 th of each year	Sheriff	CALEA 25.1.3	14 III A.10
Commander of Internal Affairs	Analysis of employee grievance tracked by Internal Affairs	Analysis	Feb 15 th of each year	Sheriff	CALEA 25.13	14 III B. 2
Immediate Supervisor	Employee performance evaluation	Report	Hire date Anniversary	Human Resources	CALEA 35.1.2	10.1
Commander of Special Operations	Analysis of all Pursuit of Motor Vehicle Reports	Analysis	Feb 15 th of each year	Undersheriff	CALEA 41.2.3	32A
Commander of Special Operations Unit	Annual Review of processes and procedures used by Intelligence Unit	Memo via Chain of Command	March 31 st of each year	Sheriff	CALEA 46.1.6 I	41
Director of Community Relations	Review & written evaluation of all juvenile enforcement and prevention programs	Year end report	Oct. 15 th of each year	Sheriff	CALEA 44.1.3	43.11
Internal Affairs Commander	IA investigations statistical summary made available to public and employees	Report	March 31 st of each year	Sheriff	CALEA 52.1.5	20.2

Responsibility	Description	Action to Take	Due Date	Distribution (Send to)	Standard	Policy Ref
Director Information Management	Central records computer system of all passwords, access codes & access violations	Audit	June 1 st of each year	None	CALEA 82.1.6	52.8
Office of Professional Standards	Audit of property/evidence by supervisor not in property	Audit	No later than Nov. 30 th of each year	Sheriff	CALEA 84.1.6	54.10
Director of Property	Inspection property control procedures by evidence/property custodian	Inspection	Jan 20 th July 20 th	Sheriff	CALEA 84.1.6	54.10
Every Supervisor	Entry level employee performance evaluations	Report	20 days prior to expiration of employee's evaluation period	Director of Human Resources	CALEA 35.1.3	11.6
Director of Community Relations	Community involvement report to Sheriff	Report	April 15 th , July 15 th , Oct 15 th & Jan 15 th	Sheriff	CALEA 45.2.2	70.2
Director of Finance	Fiscal management status report	Report	20 th of each month	Bureau Chief	CALEA 17.4.1	80.3
Applicable Sector Commanders	Unusual occurrence equipment readiness	Inspection	15 th of each month	Undersheriff	CALEA 46.1.8	39.3
Director of Communications	Inspection/test of communication center alternate source of power	Inspection	Monthly	File	CALEA 81.3.2	33.4
Supervisor	Use of force occurrence	Report	With review of incident report	Sheriff	CALEA 1.3.6	31A
Supervisor	Review of use of force reports required in standard 1.3.6	Review and Memo	With review of incident report	Sector Commander	CALEA 1.3.7	31A
Supervisor	Review of pursuit reports	Review and Memo	With Review of Incident Report	Commander Special Operations	CALEA 41.2.2	32A
Commander Special Operations	After action report: hostage/barricaded subjects	Report	7 working days following incident	Sheriff/Under sheriff	CALEA 46.1.4	36.15
Sector Commander	After action report: special events	Report	7 working days following incident	Sheriff	CALEA 46.1.10	Emerg. Ops Manual D-62
Case Detective	Reports to be prepared concerning escape prisoners being transported	Report	By end of shift	Criminal Investigations Sgt.	CALEA 71.1.7	60.4
Crime Scene Tech.	Preparation of report by person processing crime scene	Report	Five business days from assignment	Criminal Investigations Sgt.	CALEA 83.2.6	35.6
Case Deputy	Report documenting how property came into agency possession	Report	By end of shift	Evidence Custodian	CALEA 84.1.1	54.4
Crime Analysis	Analysis of crime	Analysis	10 th of every month	Computer, Bulletins	CALEA 15.3.1	1
Commanders, Directors, or Supervisors	Periodic Workload assessments	Worksheet	March 31 st starting 2012 (Triennially)	Planning and Research function	CALEA 16.1.2	7.III A 2.d
Planning and Research function	Analysis/Workload assessment	Analysis	June 1 st starting 2012 (Triennially)	Planning and Research function	CALEA 16.1.2	7.III.2
Planning and Research function	Distribution of Personnel Report	Report	June 1 st starting 2012 (Triennially)	Planning and Research function	CALEA 16.1.2	7. III. B

Responsibility	Description	Action to Take	Due Date	Distribution (Send to)	Standard	Policy Ref
Director of Community Relations	Evaluating effectiveness of crime prevention	Analysis (year end report)	Oct. 15th of each year	Sheriff	CALEA 45.1.1	70.6
Newly designated Property Director and outgoing Property Director	Inventory all evidence In property when new custodian takes over	Inventory	Completed 30 days prior to new custodian taking over	Sheriff	CALEA 84.1.6	54.10
Traffic Unit Sgt.	Analysis of traffic crash reports the agency takes	Analysis	April 15 th , July 15 th Oct. 15 th & Jan. 15 th	Undersheriff	CALEA 61.1.1a	40.3-4
Traffic Unit Sgt.	Analysis of traffic enforcement activities	Analysis	April 15 th , July 15 th Oct. 15 th & Jan. 15 th	Undersheriff	CALEA 61.1.1b	40.3-4
Internal Affairs Commander	Statistical summary of all profiling complaints for the year	Report	May 1 st Of each year	Sheriff	CALEA 1.2.9d	17.4
Exposure Control Officer / Risk Manager	Review of Exposure Control Plan	Review	March 1 st Of each year	Undersheriff	CFA 37.01M (j)	Exposure Control Plan
Chief of Law Enforcement Operations	Review of Biased Based Profiling	Review	March 1 st Of each year	Undersheriff	CALEA 1.2.9d	17.4
All Operations Lieutenants/ Traffic Sergeant	Audit of all traffic citations issued	Audit	February 1 st Of odd numbered years	Undersheriff	CALEA/ 82.3.4(b) CFA 34.08M (f)	40.16
Director of Community Relations	Analysis of need for location of adult crossing guards	Analysis	March 31 st of each year	Sheriff	CALEA 61.3.4	45.2
Internal Affairs Commander	Annual evaluation of the Early Warning System	Report	March 15 th of each year	Sheriff	35.1.9c	22:1

(Revised 8/24/11)

Forward a copy of all reports, etc. to Professional Standards