


MONROE COUNTY SHERIFF'S OFFICE

General Order

CHAPTER: 018		TITLE: Time Sensitive Reports
EFFECTIVE DATE: February 6, 2013	NO. PAGES: 8	REVISED/REVIEWED: 12-05-17
REFERENCE:		RESCINDS:
 Sheriff of Monroe County		

I. PURPOSE

The purpose of this General Order is to establish dates when 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 ensures the information contained therein is of use for management decision making and strategic planning.

III. DEFINITION

- A. Analysis - Includes identifying what is the parts being studied, how they fit together. ,As well as a 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. And/or periodic assessment of the performance of the project.
- C. Report - usually detailed written account describing the findings of some individual or group.
- D. Inspection - a check 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 is part of the inspection component.
- 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 an itemized 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

The chart in Appendix A (see below) lists all required time sensitive analysis, reviews, reports, inspections, inventories, surveys and audits; identifies the position responsible for creating the report or analysis, document, the frequency due dates, and distribution list. It also contains the corresponding accreditation standard and policy reference.

Appendix A

Responsibility	Description	Action to Take	Due Date	Distribution (Send to)	Standard	Policy Ref
Director of Media Relations	Citizen attitudes & opinions of agency, safety & security & how to improve	Survey	Starting 2011 Biennial	Sheriff	CALEA 45.2.2	070.B
Victim Witness Advocate Supervisor-Lieutenant Major Crimes	Analysis of victim/witness assistance needs	Review and Memo	March 31 st Biennial	Sheriff	CALEA 55.1.2	053
Victim Witness Advocate Supervisor-Lieutenant Major Crimes	Review and update Victim Rights Brochures- send to Governor of Florida	Review and Memo	Feb 15 th each year	Commander of Special Operations	CALEA 55.1.1/5 5.1.3 CFA 14.04M	053
Lieutenant Major Crimes	Requirement of reporting missing person into F/NCIC-2 hours	Report	Incident	Commander of Special Operations	CFA 15.12M	047-1
Lieutenant Major Crimes	Requirement of reporting missing biological specimen within 90 days	Report	Incident	Commander of Special Operations	CFA 15.12M	047-1
Lieutenant Major Crimes	Missing persons dental records obtained for inclusion of NCIC	Report	After 30 days missing	Commander of Special Operations	CFA 15.12M	047-1
Lieutenant of court security	Court Security needs – facility/emergencies High risk exposure/equipment	Survey	March 31 st of Biennial	Sheriff	CALEA 73.2.1	061
Major of Law Enforcement	Community involvement (Input process)	Report	Quarterly	Sheriff	CALEA 45.2.1	070
Sergeant of Court Security	Documented inspections of Courtroom for contraband prior to use	Report	Daily	Lieutenant Court Security	CFA 23.05M	061
Office of Professional Standards	Staff Inspection of all organizational components	Inspection	Every 4 year cycle (Quadrennial)	Sheriff	CALEA 53.2.1e	021
Commander of Training	Use of force policies, lethal and electronic controlled weapons proficiency	Report	Feb 15 th Annual	In house computer listing	CALEA 4.3.3	031A
Commander of Training	Use of force policies and less lethal weapons proficiency	Report	Feb 15 th Biennial	Professional Standards	CALEA 4.3.3 CFA	031A

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Commander of Training	Analysis of use of force reports	Analysis	Feb 15 th Annual	Sheriff	CALEA 4.2.4	031A
Commander of Training	First Aid refresher Training	Report	Biennial Even years	Undersheriff	CFA 10.13M	055
Commander of Training	Infectious Disease refresher training	Report	Initial & Triennial	Undersheriff	CFA 29.02M	100 & Exposure plan
Sheriff Command Staff	2 LongTerm 3 ShortTerm Goals and Objectives based on Sheriff's Strategic Plan	Report	September 1 st Annual	Planning and Research via Chain of Command	CALEA 15.2.1 CFA 1.04	030
Bureau Chiefs/Majors	Detailed progress and status of goals and objectives submitted by Commanders, Directors, Supervisors	Report	Semi-Annually in January and June	Sheriff	CALEA 15.2.1	030
Planning and Research function	Evaluation of progress toward attainment of goals and objectives for agency as outlined in Strategic Plan	Progress Report	Annually in January	Sheriff	CALEA 15.2.2	030
Commanders/Directors	Budget recommendations by major functions	Report	April 30 th Annual	Finance Director	CALEA 17.2.2	080
Executive Director Human Resources	Analysis of employee grievance tracked by Human Resources	Analysis	Feb 15 th Annual	Sheriff	CALEA 22.4.3	014
Executive Director Human Resources	Hepatitis B Vaccinations made available after receipt infectious disease training	Report	Within 10 days of initial assignment	Administration Chief	CFA 29.04M	100
Commander of Professional Standards	Analysis of employee investigation grievance tracked by Internal Affairs	Analysis	Feb 15 th Annual	Sheriff	CALEA 22.4.3	014
Immediate Supervisor	Employee performance evaluation	Report	Hire date (Annually)	Human Resources	CALEA 35.1.2 CFA 12.01	010
District Commanders	Roadblocks and forcible stopping	Report & Review	Incident	Undersheriff	CALEA 41.2.3	032A
Commander of Special Operations Unit	Annual Review of processes and procedures used by Intelligence Unit	Memo via Chain of Command	March 31 st Annual	Sheriff	CALEA 40.2.3	041
Commander of Special Operations Units	Review & written evaluation of all juvenile enforcement and prevention programs	Review & Report	Oct. 15 th Annual	Sheriff	CALEA 44.1.3	043
Commander of Professional Standards	IA investigations statistical summary made available to public and employees	Report	March 31 st Annual	Sheriff	CALEA 26.2.5	020

Director of Information Management	Central records computer system of all passwords, access & access violations	Audit	June 1 st (Annual)	None	CALEA 82.1.6d	052
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Office of Professional Standards	Audit of evidence function conducted by member not routinely/directly connected with evidence	Audit	No later than Nov. 30 th (Annual)first aid	Administration Chief	CALEA 84.1.6 d CFA 27.13	054
Office of Professional Standards	Audit of property function conducted by member not routinely/directly connected with property	Audit	No later than Nov. 30 th Annual (annual)	Administration Chief	CFA 28.02	054
Director of Property	Inspection property control procedures by evidence/property custodian	Inspection	Jan 20 th July 20 th (semiannual)	Sheriff	CALEA 84.1.6 a CFA 28.02	054
Director of Property/new director	Change of director Conducted jointly with new director	Audit	Incident (change of Dir)	Sheriff	CALEA 84.1.6 b	054
Director of Property	Submit Evidence collected in Sexual Offense investigations	Report	Weekly	Chief of Administration	CFA 27.14	054
Chief of Property /Evidence	Inventory of Evidence conducted by property custodian and designee of Sheriff	Audit	Annual	Sheriff	CALEA 84.1.6 c CFA 27.13M	054
Every Supervisor	Evaluation of New hire employee	Report	Quarterly	Director of Human Resources	CALEA 35.1.3	006
Director of Finance	Fiscal management status report	Report	20 th of each month	Bureau Chief	CALEA 17.4.1	080
Major of Law Enforcement	All Hazard plan Training	Report	Annual	Undersheriff	CALEA 46.1.9a CFA 17.01M	039 036
Major of Law Enforcement	All Hazard Tabletop/full-scale exercise	Report	Biennial	Undersheriff	46.1.9b CFA 17.01M	039 036
-Division Commanders	Unusual occurrence equipment readiness/inspection	Inspection	15 th of each month	Undersheriff	CALEA 46.1.8	039
Director of Communications - Lieutenant Communications	Inspection/test of communication center a Lieutenant alternate source of power	Inspection	Monthly	Commander of Special units	CALEA 81.3.2	033
Director of Communications - Lieutenant Communications	Alternate Power source tested or operated under full load at least once a year.	Report	Annual	Commander of Special Operations Unit	CALEA 81.3.2	033
Supervisor	Use of force occurrence	Report	With review of incident report	Sheriff	CALEA 4.2.1	031A
Supervisor	Review of use of force reports	Review and Memo	With review of incident report	Division Commander	CALEA 4.2.2	031A
Supervisor	Review of pursuit reports and applicable policy	Review and Memo	With Review of Incident Report	Commander Special Operations	CALEA 41.2.2	032A
Commander of Special Operations Units	Pursuit procedures and policy review	Analysis & Report	Annual	Major of Law Enforcement	CALEA 41.2.2	032A

District Commanders	After action report: hostage/barricaded subjects	Report	7 working days following incident	Sheriff/Undersheriff	CALEA 46.1.3	036, 039
Commander of Special Operations Units	Annual administrative review of all confidential informants to include review of agency policy, procedures and conformity to current FI statute	Review and Memo	Annually by April 30th	Sheriff/Undersheriff	CFA 15.03M	034
Commander of Special Operations Units	Training and refresher training of all personnel involved in use/recruitment of confidential informants to include agency policy and procedures and conformity to current FI statute	Report	Annually by April 30 th	Sheriff/Undersheriff	CFA 15.03M	034
Commander of Special Operations	Confidential informant expenditures	Audit/Report	Quarterly	Sheriff	CFA 5.05M	034
Major of Law Enforcement	Active Threats (Documentation of policy and training needs)	Review/Report	Annual	Sheriff	CALEA 46.1.10	Emerg. Ops Manual D-62
Case Detective	Reports to be prepared concerning escape prisoners being transported	Report	Incident	Criminal Investigations Sergeant	CALEA 70.1.7	060
Crime Scene Technician	Preparation of report by person processing crime scene	Report	Five business days from assignment	Criminal Investigations Sergeant	CALEA 83.2.6	035
Commander of Training	Refresher training for crime scene specialist	Report	Periodic	Professional Standards	27.03M	055
Case Deputy	Report documenting how property came into agency possession	Report	By end of shift	Evidence Custodian	CALEA 84.1.1	054
Lieutenant of Intelligence	Analysis of crime	Analysis	10 th of every month	Computer, Bulletins	CALEA 40.1.1	040
Commanders, Directors, or Supervisors	Periodic Workload assessments	Worksheet	March 31 st starting 2012 (Quadrennial)	Professional Standards	CALEA 21.2.4	007
Planning and Research function	Analysis/Workload assessment	Analysis	June 1 st starting 2012 (Quadrennial)	Planning and Research function	CALEA 21.2.4	007
Planning and Research function	Distribution of Personnel Report	Report	June 1 st starting 2012 (Quadrennial)	Planning and Research function	CALEA 21.2.4	007
Major of Law Enforcement	Evaluating effectiveness of crime prevention programs	Evaluation	Oct. 15th Biennial	Sheriff	CALEA 45.1.1	070
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	054
Traffic Unit Sergeant	Analysis of traffic crash reports the agency takes	Analysis	April 15 th , July 15 th Oct. 15 th & Jan. 15 th (Quarterly)	Undersheriff	CALEA 61.1.1 a CFA 18.06	040
Traffic Unit Sergeant	Analysis of traffic enforcement activities	Analysis	April 15 th , July 15 th Oct. 15 th & Jan. 15 th (Quarterly)	Undersheriff	CALEA 61.1.1 CFA 18.06	040

Commander of Internal Affairs	Statistical summary of all profiling complaints for the year	Report	May 1 st Annual	Sheriff	CALEA 1.2.9	017.4
Exposure Control Officer / Risk Manager	Review of Exposure Control Plan	Review	March 1 st Annual	Undersheriff	CFA 29.01	Exposure Control Plan
Major of Law Enforcement	Review of Biased Based Profiling	Review	March 1 st Annual	Undersheriff	CALEA 1.2.9 CFA 2.06M	017
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	40
Commander of Professional Standards	Annual evaluation of the Early Warning System	Report	March 15 th Annual	Sheriff	CALEA 35.1.9c	022
Executive Director of Human Resources	Equal Employment opportunity and recruitment Annual Analysis	Report	March 15 th Annual	Sheriff	CALEA 31.2.2	006
Executive Director of Human Resources	Recruitment plan and progress	Report	Annual	Sheriff	CFA 8.02	006
Executive Director of Human Resources	Code of Ethics	Report	Every two years	Sheriff	CALEA 1.1.2	030
Commander of Professional Standards	Assault on Sworn Officer	Review	Annual	Sheriff	CALEA 4.2.5	022
Director of Finance	Cash Funds Accounts Maintenance	Report	Quarterly	Sheriff	CALEA 17.4.2	080
Director of Finance	Receipts of Documentation for cash received	Report	Quarterly	Sheriff	CALEA 17.4.2	080
Director of Finance	Cash disbursement/CEO authorization for expenses in excess of given amount	Report	Quarterly	Sheriff	CALEA 17.4.2	080
Director of Finance	Records, documentation, or invoices requirements for cash expenditures	Report	Quarterly	Sheriff	CALEA 17.4.2	080
Director of Finance	Person authorized to disburse or accept cash	Report	Quarterly	Sheriff	CALEA 17.4.2	080
Director of Finance	Accounting of agency cash activities	Report	Quarterly	Sheriff	CALEA 17.4.2	080
Director of Finance	Independent Audit of Fiscal Activities	Audit	Annual	Sheriff	CFA 5.03M	080

Director of Finance	Civil Process internal audit of funds administered	Audit	Quarterly	Sheriff	CFA 5.06M	080
Director of Finance	Current Federal Equitable Sharing Agreement and Certification Forms	Report	Annual	Sheriff	CFA 30.03M	080
Director of Human Resources	Job Description Maintenance and Availability	Review	Every four years (Quadrennial)	Undersheriff	CALEA 21.2.2	008
Commander of Training	Annual In Service training ARM	Report	Annual	Undersheriff	CALEA 33.5.1	055
Commander of Training	Mental Health Issues Documented refresher training	Report	Annual	Undersheriff	CALEA 41.2.7	032-C
Commander of Special Operations Units	School Crossing guards	Review	Annual	Undersheriff	CALEA 61.3.4	045
Professional Standards	Compliance efforts	Report	Annual By January 31 st each year	Sheriff	CFA 3.02M	
Office of Professional Standards	Agency notifies public of approaching assessment	Public notice	30 days prior	Sheriff	CFA 3.03M	
Office of Professional Standards	Filing of policy with State Attorney Office	Memo-Email	At least once with policy change	State Attorney's Office	CFA 15.13M	034-E
District Commanders	Inspection of Opioid expiration dates	Report	Annually	Major of Law Enforcement	CFA 14.14M	027
Commander of Training	Documentation of Opioid Training	Report	Annually	Major of Law Enforcement	CFA 14.14M	027
Commander of Tactical Team	Team Training/Tactical Team	Report	Quarterly	Major of Law Enforcement	CFA 17.04M	036
Commander of Tactical Team	Readiness Exercise/Tactical team	Report	Annual	Major of Law Enforcement	CFA 17.04M	036
Commander of Special Operations Units	Use of Explosive Devices	Report	Annual	Major of Law Enforcement	CFA 17.10M	036
Sergeant Court Holding	First Aid Kit Inspections in Holding Areas	Report	Weekly	Major of Corrections	CALEA 73.5.6 CFA 22.13M	061-A
Court Security Lieutenant	Threats to court facility or persons therein	Report	Incident	Sheriff	CFA 73.1.1	061
Court Security Lieutenant	Test Duress Alarms	Report	Daily	Major of Law Enforcement	CFA 73.4.3	061

Court Holding Commander	Court Holding Facilities Training	Report	Biennial	Major of Corrections	CALEA 73.5.1	061-A
Court Holding Commander	Documented daily cleanliness inspection	Report	Daily	Major of Corrections	CALEA 73.5.8	061-A
Court Holding Commander	Documented visual inspection of fire equipment	Report	Weekly	Major of Corrections	CALEA 73.5.9	061-A
Court Holding Commander	Documented testing of fire equipment	Report	Annual	Major of Corrections	CALEA 73.5.9b	061-A
Court Holding Commander	Pest Control Inspection	Report	Weekly	Major of Corrections	CALEA 73.5.11	061-A
Court Holding Commander	Facility Security Inspections	Report	Weekly	Major of Corrections	73.5.17	061-A
Court Holding Commander	Documented testing of security system	Report	Monthly	Major of Corrections	73.5.19	061-A
Court Holding Commander	Documented report of all incidents that threaten the facility or any person therein.	Report	Incident	Major of Corrections	73.5.21	061-A

Forward a copy of all time sensitive reports, to Professional Standards with the CALEA or CFA Standard number included.