DOUGLAS COUNTY	SHERIFF'S OFFICE	Policy and Procedure		
General Administration Administrative Reporting Program		P&P-A-110		
Effective Date: 07-12-21 Supersedes: 02-17-21	Approval: Sheriff	Number of Pages: 3		
References: PP-A-111, PP-B-100, PP-B-101, PP-B-110, PP-B-121, PP-B-131, PP-B-142, PP-B-152, PP-B-169, PP-D-113, PP-D-115, PP-D-117, PP-D-120, PP-F-101, COM-C-526, DET-R-300, INV-K-406, PAT-T-216, HRS-B-1000, CIV-H-605, REC-B-709	Reevaluation Date: Annually	Standards: CALEA LE 1.2.9, 4.2.4, 11.4.1, 11.4.3, 15.2.1, 17.2.2, 17.4.2, 17.5.1, 17.5.2, 21.2.4, 22.4.3, 26.2.5, 35.1.9, 41.2.2, 42.2.4, 44.1.3, 45.1.1, 45.2.2, 46.1.3, 46.1.8, 61.1.1, 71.4.3, 73.2.1, 73.5.17, 84.1.6 COM 1.2.8, 1.3.2, 2.4.6, 3.4.7, 3.5.3 ACA 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. LEI1.4.1c 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.LEI1.4.1e

II. REPORTS

All divisions and sections shall create reports as listed in the below chart, which include administrative matters, statistical information and comparative data. <LE42.2.4> 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><LE11.4.3>

The Accreditation Unit will utilize the PowerDMS software and/or spreadsheets to accomplish this task. <LE11.4.3>

By Order of the Sheriff

Review of Personnel Early Warning System	ASSIGNED TO	DESCRIPTION	FREQUENCY	REFERENCE /
System				
IA Lieutenant Analysis of Grievances Annually P&P-D-117 CALEA LE 22.4.3 COM 3.5.3 Task Force Sergeant Review of Specialized Assignments Annually P&P-D-115 CALEA LE 22.4.3 COM 3.5.3 Task Force Sergeant Review of Specialized Assignments Annually P&P-D-115 CALEA LE 42.2.4 Civil/Warrants Sergeant Cash Fund Accounting Quarterly P&P-B-121 CALEA LE 42.2.4 Assent Management Agency Inventory Annually P&P-B-191 CALEA LE 17.5.1 Property / Evidence Supervisor of Adherence to Procedures CALEA LE 84.1.6 Property / Evidence Supervisor Inventory Per Incident INV-K-406 CALEA LE 84.1.6 Non-direct Supervisor Inventory of Property/Evidence Of Office O	IA Lieutenant	Review of Personnel Early Warning	Annually	
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Records Unit	Records Section Statistical Report (NIBRS)	Monthly	REC-B-709
Warrants Specialist	Warrants Section Statistical Report	Monthly	CIV-H-605
Detentions Division	Detentions Facility Inspection Report	Weekly	ACA 4-ALDF-1A-01
Division Captains	Division Annual Report	Annually	PP-A-111
			CALEA LE 15.2.1
Crime Analyst	Sheriff's Office Annual Report	Annually	PP-A-111
			CALEA LE 15.2.1
Crime Analyst	Statistics Summary	Monthly	Sheriff's Office
Detentions Division Captain	Comprehensive Staffing Analysis	Annually	ACA 4-ALDF-2A-14

Detentions Training Lieutenant	Review of Detentions Division Training Plan	Annually	ACA 4-ALDF-7B-06
Special Teams, Divisions with stored equipment	Operational Readiness Reports	Quarterly	P&P-B-121 CALEA LE17.5.2, 46.1.8
Safety & Security Deputy	Monthly Inspection of HRSS Temporary Detention Facility	Monthly	HRS-B-1000 CALEA LE 71.4.3
HRSS Division Captain	Administrative Review of HRSS Temporary Detention Facility	Annually	HRS-B-1000 CALEA LE 71.4.3
Court Services Sergeant	Court Security Survey	Biennially	CALEA LE 73.2.1c
Court Security Sergeant	Court Security Inspection	Weekly	DET-R-300 CALEA LE 73.5.17
Detentions Division Captain	Review of Evacuation Plan	Annually	ACA 4-ALDF-1C-02
Detentions Sergeant	Review of Inmate Handbook	Annually	ACA 4-ALDF-3A-01
Detentions Training Lieutenant	Review of Suicide Prevention Program	Annually	ACA 4-ALDF-4C-32
Communications Manager	Call for Service by Source Report	Quarterly	COM-C-526 CALEA COM 1.2.8
Communications Manager	Communications Monthly Statistics	Quarterly	COM-C-526 CALEA COM 1.2.8
Communications Manager	Communications Quarterly Quality Assurance and Performance Report	Quarterly	COM-C-526 CALEA COM 1.2.8