

DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedure
General Administration		P&P-A-110
Administrative Reporting Program		
Effective Date: 04-21-25 Supersedes: 07-12-21	Approval: Sheriff	Number of Pages: 10
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 , 4.2.2 , 4.2.4 , 11.1.1 , 11.4.1 , 11.4.3 , 15.2.1 , 15.1.3 , 17.2.2 , 17.4.1 , 17.4.2 , 17.5.1 , 17.5.2 , 21.2.4 , 22.1.5 , 22.4.3 , 26.2.5 , 31.2.2 , 33.1.1 , 35.1.9 , 40.1.1 , 40.2.2 , 40.2.3 , 41.2.3 , 42.2.4 , 44.1.3 , 45.1.1 , 45.2.1 , 45.2.2 , 46.1.3 , 46.1.8 , 46.1.9 , 46.1.10 , 54.1.2 , 55.1.2 , 61.1.1 , 71.4.2 , 71.4.3 , 73.2.1 , 73.4.3 , 73.5.1 , 73.5.17 , 73.5.19 , 82.1.4 , 82.1.6 , 84.1.4 , 84.1.6 COM 1.1.2 , 1.2.5 , 1.2.8 , 1.2.10 , 1.3.2 , 1.4.11 , 2.2.5 , 2.2.6 , 2.4.3 , 2.4.5 , 2.4.6 , 2.5.3 , 2.6.3 , 3.4.2 , 3.4.7 , 3.5.3 , 4.1.3 , 5.2.9 , 6.6.3 , 6.4.1 , 6.4.2 , 6.4.3 , 6.5.2 , 6.8.1 , 6.8.5 , 6.8.6 , 7.1.3 ACA 1A-01 , 1C-02M , 2A-13 , 3A-01 , 4C-31M , 7B-06 , 7D-01 , 7D-03 5 th Edition

I. PURPOSE

The purpose of this policy is to establish the required frequency, accountability, and distribution of Sheriff Office reports. <LE [11.4.1c](#)>

II. POLICY

It is the policy of the Sheriff's Office to establish the required frequency, accountability, and accurate flow of information within the office. This is accomplished by using various administrative reports prepared daily, weekly, quarterly, annually, per incident or set forth by accreditation compliance requirements. The descriptive requirements of each report will identify the person or position responsible for preparing the report, the purpose of each report, the frequency of each report, when the report is to be complete and the distribution of each report. <LE [11.4.1](#)>

III. PROCEDURE

Weekly Reports

- 1) Courts Security – The Courts Security Sergeant or Corporal will conduct weekly court security inspection reports. <LE [73.5.17](#)> Weekly inspection reports must be forwarded to the CALEA Accreditation Manger once a month (containing 4 weeks of inspection reports).
- 2) Detentions Division – The Detentions Facility will provide inspection reports that are to be completed weekly. Weekly facility inspection reports must be forwarded to the ACA Accreditation Manger once a month (containing 4 weeks of inspections reports).

Monthly Reports

- 1) The Records Unit will submit National Incident Base Reporting System (NIBRS) reports to the Federal Bureau of Investigation (FBI) by the 7th day of each month.

Reports will be forward to the Professional Standards Division Chief and the CALEA Accreditation Manager. Generated reports will include data on the occurrence of reported crimes. <LE [82.1.4](#)>

- 2) Crime Analysis Report – The crime analyst prepares these reports which include information on dates/times, locations, modus operandi, suspect/suspect vehicles, victim, property, and other data on reported crimes. These reports are distributed to the Sheriff, Command Staff, and the CALEA Accreditation Manger. <LE [40.1.1b, c.](#)>
- 3) Property and Evidence Division – The Property and Evidence Division Sergeant or Commander will complete a monthly report documenting and detailing items that were purged during that months’ time frame from the property and evidence room.
- 4) Traffic Unit – This report will be conducted by the Traffic Unit Sergeant or designee of all Traffic Enforcement and Collision Data. <LE [61.1.1a, b.](#)>
- 5) Finance and Accounting – This report summarizes the previous months ‘fiscal management status. <LE [17.4.1](#), COM [2.4.5](#)>

Quarterly Reports

These reports afford management a broad view of activities and actions necessary for leadership and decision making. These quarterly reports will be submitted to pertinent command and the CALEA Accreditation Manger by the last business day of the following months:

- a. January – previous year 4th Quarter
- b. April – current year 1st Quarter
- c. July – current year 2nd Quarter
- d. October – current year 3rd Quarter

- 1) Community Resources – The Community Resources Corporal will complete this report. The report will reflect the concerns voiced by the community and problems that have an impact on law enforcement activities. A statement of progress being made to address these concerns and recommended actions will also be included. This report will be forwarded to the Sheriff and the CALEA Accreditation Manager. <LE [45.2.2](#)>
- 2) Operational Readiness Report – The assigned supervisor or authorized designee who oversees a Special Team or division with stored equipment will submit a quarterly report on the status of equipment necessary to handle emergency situations. <LE [46.1.8](#)>
- 3) Communications Division – The Communications Manager or authorized designee will complete a Performance Measures report to be disseminated to command staff, the CALEA Accreditation Manager and pertinent external stakeholders. This report will include call for service by source, monthly statistics, and the quality assurance and performance. <COM [1.2.8](#)>
- 4) Civil/Warrants – The Civil/Warrants Sergeant will provide a quarterly report of all cash fund accounting. <LE [17.4.2](#), COM [2.4.6](#)>

Annual Reports

Annual Reports are used to summarize the activities and actions of the Sheriff's Office, assess achievement of our goals and objectives, identify training needs, and to plan future programs. These reports include: <ACA 7D-01>

- 1) Internal Affairs – This report is prepared each year by the Internal Affairs Division and is submitted to the Sheriff, Command Staff, and the CALEA Accreditation Manager. The report is an annual analysis and summary of Use of Force, Pursuits, Racial Bias-Based Policing, Personnel Early Warning System, and Grievances. <LE 1.2.9, LE 4.2.4, LE 22.4.3, LE 26.2.5, LE 35.1.9, LE 41.2.2, COM 3.5.3>
- 2) Annual Report – This report includes material submitted by each division chief and summarizes the overall operations of the Sheriff's Office during the past year. This report is prepared by the Professional Standards Division Chief and is disseminated to the Sheriff, Command Staff, and the Accreditation Managers.
- 3) Multi-Year Strategic Plan – To be completed by the Division Chiefs. This report includes the updated goals and objectives will be included as an element in the Sheriff's Office long range Strategic Plan, reviewed annually during budget preparation, and will include for three (3) to five (5) years: <LE 15.1.3e>
 - a. long-term goals and operation objectives; <LE 15.1.3a>
 - b. anticipated workload and population trends; <LE 15.1.3b>
 - c. anticipated personnel levels; and <LE 15.1.3c>
 - d. anticipated capital improvements and equipment needs. <LE 15.1.3d>
- 4) Annual Audit of Evidence – An annual audit of the property and evidence storage facility involving a random sampling of evidence. This audit ensures the proper storage of evidence and the integrity and security of the evidence process. This audit will be conducted by a non-direct supervisor over the Property and Evidence Division. A report of the findings will be submitted the Sheriff and the CALEA Accreditation Manager. <LE 84.1.6c>
- 5) Annual Unannounced Inspection of Property Storage – To be determined by the Sheriff or designee. This report will be forwarded to the Sheriff and CALEA Accreditation Manager. <LE 84.1.6d>
- 6) Annual Report on Juvenile Programs – This report is completed by the Juvenile Program Commander. <LE 44.1.3> This report is due to the CALEA Accreditation Manger by the last business day in March each year.
- 7) Agency Inventory – This report is completed by the Asset Management Technician. <LE 17.5.1>
- 8) Annual Proposed Budget Requests – This report is submitted by the Budget Manager for the following year by end of July each year and disseminated to the Sheriff, Command Staff, and the Accreditation Managers. <LE 17.2.2>
- 9) Active Threats Annual Review – The Training Division will submit a report of their review of policy and training needs regarding Active Threats. <LE 46.1.10e>
- 10) Annual Review of Criminal Intelligence Procedures and Processes – This report must be reviewed by the Highlands Ranch Special Operations Division Chief and can be submitted in a memorandum format. <LE 40.2.3e> This report should be forwarded to the CALEA Accreditation Manager by the last business day of February each year.
- 11) Annual Admin Review of Temporary Holding Highlands Ranch Special Operation Division – This report is completed by the Highlands Ranch Special

Operations Division Chief or designee of the temporary holding area. <LE 71.4.3>
This report is due to the CALEA Accreditation Manager by the last business day in March of each year.

- 12) Annual Recruitment and Hiring Plan/Report – This report is prepared by the Professional Standards Division Chief and should be made available to the Accreditation Managers by the last business day of June of each year. <LE 31.2.2, COM 4.1.3d>
- 13) Concealed Handgun Permit Statistical Report – This report is prepared by the Statutory Programs Specialist annually.
- 14) Detentions Division Training Plan – This report is to be reviewed and revised as needed by the Detentions Training Commander. <ACA 7B-06>
- 15) Detention Division Comprehensive Staffing Analysis – This report is to be completed by the Detentions Division Chief. <ACA 2A-13>
- 16) Detentions Division Evacuation Plan – This is to be reviewed and summarized in a report by the Detentions Division Chief. <ACA 1C-02M>
- 17) Detentions Division Suicide Prevention Program – This is to be reviewed and summarized in a report by the Detentions Division Training Commander. <ACA 4C-31M>
- 18) Annual Review of Specialized Assignments – This report is prepared by the Task Force Sergeant and reviewed by the Division Chief. <LE 42.2.4>

Quadrennial Reports (Four-Year Reports)

- 1) Every four years, each Division Chief or comparable supervisor will submit a workload assessment report at least once every four years for their Division and Sections. The methodology used to assess workloads should be pertinent to the operation of the component and to encourage the equalization of the individual workloads among and within the organizational components.

Incident Reports

These reports are prepared each time a specific incident occurs and are used to determine compliance with policy and procedure, review of policy and procedure, and effective planning for future events and incidents.

- 1) Use of Force Incident Report – This report is prepared by any commissioned deputy's supervisor who applies physical techniques or tactics, chemical agents, or weapons to another person, using the BlueTeam software to ensure that the related police report contains all information relative to compliance with policy and procedure on the use of force. <LE 4.2.2>
- 2) Pursuit Summary Incident Report – This report is prepared by the on-duty supervisor of the impact team using the BlueTeam software. The investigation and report are to ensure compliance with the policy and procedure on pursuits. <LE 41.2.2k>
- 3) After-Action Report – This report is to be submitted by the Incident Commander to the Division Chief. <LE 46.1.3i, COM 7.1.3>

Time-Sensitive Compliance Standards

These are periodic reports, reviews, inspections, and other activities mandated by applicable accreditation standards are managed by the Accreditation Managers and assigned to office members for timely completion. The assigned member will provide prompt notifications to those responsible for time-sensitive reports. It will be the responsibility of the assigned supervisor to stay current with the assigned tasks and ensure they have been turned in on time. <LE [11.4.3](#), COM [1.2.10](#)>

By Order of the Sheriff

ASSIGNED TO	**TIME SENSITIVE** OR REPORT/TASK DESCRIPTION	FREQUENCY	REFERENCE / REQUIRED BY
Investigations Commander	Biennial Review of VA Services	Biennial Due March	CALEA LE 55.1.2 INV-M-408
All Special Teams and Divisions with stored equipment	Quarterly Inspection of Operational Readiness of Equipment	Quarterly Due Jan., April, July & Oct.	CALEA LE 17.5.2 CALEA LE 46.1.8 PP-B-121
Communications Manager	Quarterly Quality Assurance and Performance Measures Report	Quarterly Due Jan., April, July & Oct.	CALEA COM 1.2.8 CALEA COM 2.5.3 COM-A-505 COM-C-526
Juvenile Program Commander	Annual Review of Juvenile Programs	Annual Due March	CALEA LE 44.1.1 CALEA LE 44.1.3
Professional Standards Division Chief	Annual Employee Performance Evaluations of Undersheriff and Chiefs	Annually Due March	CALEA LE 35.1.2 CALEA COM 3.4.2
Training Division	Biennial Court Holding Facility Training	Biennial	CALEA LE 73.5.1 DET-R-300 PSD-C-903
Property / Evidence Supervisor or designee	Semi-annual Narcotics Inventory	Semi-annual	CALEA LE 84.1.4 PP-S-100 PP-S-106
Organizational Charts from all Division Chiefs or Supervisor	Organizational Chart Review	Annually Due February	CALEA LE 11.1.1 CALEA COM 1.1.2 PP-A-100 PP-A-102
Task Force Sergeant (must be reviewed & initial by Highlands Ranch Special Operations Division Chief)	Annual Review of Criminal Intelligence Procedures and Processes	Annually Due February	CALEA LE 40.2.3e PP-B-148 INV-G-400 INV-G-421
Community Resource Corporal	Survey of Citizens	Biennially	CALEA LE 45.2.2 PP-B-152
Division Chiefs & Budget and Logistics Manager	Budget Recommendations	Annually Due June	CALEA LE 17.2.2 PP-B-121
Division Chiefs & Professional Standards	Multi Year Strategic Plan	Annually Due April	CALEA LE 15.2.1 ACA 7D-01 5 th Edition P&P-A-111
Community Resources Sergeant	Evaluation of Crime Prevention Programs	Biennially	CALEA LE 45.1.1 INV-G-400 PP-B-152
Division Chiefs or comparable supervisors	Workload Assessments	Quadrennially	CALEA LE 21.2.4 COM 1.3.2 PP-D-113
Internal Affairs	Review of Racial / Bias Based Profiling	Annually Due March	CALEA LE 1.2.9 PP-B-101 PSD-C-903
Internal Affairs	IA Investigations Statistical Summary	Annually Due March	CALEA LE 26.2.5 CALEA COM 1.4.11
Juvenile Program Commander	Review of Juvenile Programs	Annually Due March	CALEA LE 44.1.3 PP-B-142

Traffic Unit	Traffic Collision Data	Monthly	CALEA LE 61.1.1b PAT-T-216
Detentions Training Commander	Review of Detentions Division Training Plan	Annually	ACA 7B-06 5 th Edition DET-A-316
Detentions Division Chief	Comprehensive Staffing Analysis	Annually	ACA 2A-13 5 th Edition DET-A-309
Internal Affairs	Review of Personnel Early Warning System	Annually Due March	CALEA 35.1.9 CALEA COM 3.4.7 PP-D-120
Internal Affairs	Pursuit Analysis	Annually Due March	CALEA LE 41.2.21 COM-C-504 PP-A-101 PSD-C-903 PP-B-110
Internal Affairs	Use of Force Incidents Analysis	Annually Due March	CALEA LE 4.2.4 P&P-B-100
Incident Commander & Communications Manager when applicable	After Action Report Forms in PDMS	Per Incident or Occurrence	CALEA LE 46.1.3i CALEA COM 7.1.3 PP-B-131
Support Services Division Chief & Professional Standards	Annual Review and Revision of Multi-Year Plan	Annually Due May	CALEA LE 15.1.3e
Accreditation and Training Division	Assign CALEA training to ALL employees in PoliceOne prior to onsite	Quadrennial	CALEA COM 5.2.9c
Information Technology	Access Storage & Retention of Digital Evidence and Access & Password Security of Records Computer System	Annually Due March	CALEA LE 82.1.6 CALEA COM 6.4.1 CALEA COM 6.8.6 REC-A-701 COM-B-500 COM-B-501
Information Technology	Software Inventory of Dispatch Computers	Annually Due March	CALEA COM 6.8.1
Training Division	Annual Training Committee Meeting Notes	Annually Due May	CALEA LE 33.1.1 PSD-C-900 PSD-C-901
Property / Evidence Supervisor or Commander	Semi-annual Bomb Explosive Inventory	Semi-annual Due April & Nov.	CALEA LE 17.5.2 CALEA LE 84.1.4 PP-S-100 PP-S-106
Information Technology	Inspection of computer records/security system conducted on all passwords in the Communication Center	Annually Due June	CALEA COM 6.8.5
Communications & Training Division	Annual Evacuation Plan and Exercise and PoliceOne Training	Annual Due May	CALEA COM 6.4.2c
Public Information Office	Annual survey for feedback with media in development of policy revisions related to the Public Information Office and its procedures/practices	Annual Due May	CALEA LE 54.1.2

Facilities	Annual Preventative Maintenance Inspection of Generators (tested under full load).	Annual Due May	CALEA COM 6.4.3c
Detentions Division	Review of Inmate Handbook	Annually	ACA 3A-01 5 th Edition
Detentions Division Chief	Review of Evacuation Plan	Annually	ACA 1C-02M 5 th Edition DET-C-300
Communications Manager	Annual Stress Recognition Training	Annual Due April	CALEA COM 2.2.6 COM-A-507
Crime Analyst	Statistics Summary	Monthly	CALEA LE 40.1.1 PP-S-104
Detentions Division	Detentions Facility Inspection Report	Weekly	ACA 1A-01 5 th Edition
Warrants Specialist	Warrants Section Statistical Report	Monthly	CIV-H-605
Property / Evidence Supervisor	Change of Supervisor Inventory	Per Incident	CALEA LE 84.1.6c INV-K-406
Asset Management Technician	Agency Inventory	Annually Due April	CALEA LE 17.5.1 PP-B-169
Budget and Logistics Manager	Budget Process Key Dates – calendar that outlines dates with deadlines with all budget info. Submitted to County Finance	Annual Due June	CALEA LE 17.2.2 CALEA COM 2.4.3 PP-B-121
Wellness Coordinator	Annual Line of Duty Death Manual Review	Annual Due April	CALEA LE 22.1.5 PP-N-107
Property / Evidence Supervisor	Semi-annual inspection of property and evidence	Semi-annual Due April & Nov.	CALEA LE 84.1.6a
Communications & Training Division	Semi-annual retraining of personnel on TDD/TTY in PoliceOne	Semi-annual Due April & Nov.	CALEA COM 6.5.2c
Court Security	Test of duress alarms in courtrooms and security systems	Monthly	CALEA LE 73.4.3 CALEA LE 73.5.19
Court Security Training Division	Court Holding Facility Training in PoliceOne	Biennial Due on Odd Years	CALEA LE 73.5.1 DET-R-300 PSD-C-903
Facilities	Fire Extinguisher Inspection for Court and Court Holding Facilities	Annually Due June	CALEA 73.5.9b PP-B-159
Communications Manager	Annual skills refresher for both Wildland training and All Hazards Comm. Training	Annually Due June	CALEA COM 5.2.10 CALEA COM 7.2.2
Community Resource Corporal	Community Involvement Report to the Sheriff	Quarterly Due Jan., April, July & Oct.	CALEA LE 45.2.1e PP-B-152
SIS Sergeant	Annual Task Force Review	Annually Due March	CALEA LE 42.2.4 INV-A-409

Detentions Division	Review of Suicide Prevention Program	Annually	ACA 4C-31M 5 th Edition DET-H-305
Radio Systems	Annual Documented Interoperable Radio Equipment Test	Annually Due April	CALEA COM 6.6.3e
Budget & Logistics Manager or designee	Monthly Fiscal Management Status Reports	Monthly	CALEA LE 17.4.1 CALEA COM 2.4.5
Training Commander	In-service training on the use of temporary detention room/areas.	Quadrennial Due in 2024	CALEA LE 71.2.1 PSD-C-903
Court Security Training Division	Biennial Court Security Training in PoliceOne	Biennial Due Even Years	CALEA LE 73.5.1 DET-R-300 PSD-C-903
Communications Manager	Monthly documented testing of TDD/TTY equipment	Monthly	CALEA COM 6.5.2d
Training Commander	Annual Review of Active Threat policy and training needs	Annually Due April	CALEA LE 46.1.10e PP-B-126
Court Security	Biennial Court Security Survey	Biennial	CALEA LE 73.2.1c DET-R-300
Office of Emergency Management	Biennial Tabletop Training with All-Hazards Plan	Biennial	CALEA LE 46.1.2 CALEA LE 46.1.3 CALEA LE 46.1.4 CALEA LE 46.1.5 CALEA LE 46.1.6 CALEA LE 46.1.7 CALEA LE 46.1.9 PP-B-131
Budget & Logistics Manager	Annual Proposed Budget Requests	Annually Due June	CALEA LE 17.4.1 CALEA COM 2.4.3
Facilities	Annual Fire System Inspection for the Justice Center and Highlands Ranch Special Operations Division	Annually	CALEA LE 71.4.2 CALEA LE 73.5.9d HRS-B-1000
Community Resources Corporal	Crime Prevention Program Evaluation	Biennial	CALEA LE 45.1.1c INV-G-400 PP-B-152
Civil/Warrants Sergeant	Accounting of cash activities	Quarterly Due Jan., April, July & Oct.	CALEA LE 17.4.2f CALEA COM 2.4.6
Patrol Chief	Random Sampling of 10 Axon Videos – Memo format acceptable	Quarterly Due Jan., April, July & Oct.	CALEA LE 41.3.8g PAT-T-219 PAT-B-173
Crime Analyst or Traffic Sergeant	Traffic Collision Data	Monthly	CALEA LE 61.1.1a PAT-T-216
Property / Evidence non-direct supervisor	Annual Audit of Property & Evidence	Annual Due June	CALEA LE 84.1.6c
Office of Emergency Management	Annual Training on All-Hazards Plan (including ICS) for affected agency personnel	Annual Due June	CALEA LE 46.1.9a PP-B-131

Communications Manager (must be reviewed & initial by Division Chief)	Annual Analysis on Communications Center Liability	Annually Due February	CALEA COM 2.2.5
Highlands Ranch Special Operations Division Chief or Designee	Annual Admin Review – Temporary Detention/Holding	Annually Due March	CALEA LE 71.4.3 HRS-B-1000
All Division Chiefs or Division Supervisor/Manager	DCSO Annual Report - Goals & Objectives for Annual Reporting	Annual Due March	CALEA LE 15.2.1 COM 1.2.5 PP-A-111
Communications Manager	Community Involvement/Community Feedback Summary	Annually Due March	CALEA COM 2.6.3
Information Technology	Annual Password Audits	Annually Due April	CALEA LE 82.1.6d REC-A-701
Facilities	Semi-annual Fire System Inspection of Court Holding Facilities	Semi-annual	CALEA LE 73.5.9b PP-B-159
Statutory Programs Specialist	Concealed Handgun Permit Statistical Report	Annually	PP-F-101
Records Unit	Records Section Statistical Report (NIBRS)	Monthly	REC-B-709
Information Technology	Quarterly Inspections of the computer records and security system is conducted on all passwords in the Communications Center	Quarterly Due Jan., April, July & Oct.	CALEA COM 6.8.5
Traffic Unit	Traffic Enforcement Data	Monthly	CALEA LE 61.1.1b PAT-T-216