

<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: 07-12-21 Supersedes: 02-17-21	Approval: Sheriff	Number of Pages: 3
References: <a href="#">PP-A-111</a> , <a href="#">PP-B-100</a> , <a href="#">PP-B-101</a> , <a href="#">PP-B-110</a> , <a href="#">PP-B-121</a> , <a href="#">PP-B-131</a> , <a href="#">PP-B-142</a> , <a href="#">PP-B-152</a> , <a href="#">PP-B-169</a> , <a href="#">PP-D-113</a> , <a href="#">PP-D-115</a> , <a href="#">PP-D-117</a> , <a href="#">PP-D-120</a> , <a href="#">PP-F-101</a> , <a href="#">COM-C-526</a> , <a href="#">DET-R-300</a> , <a href="#">INV-K-406</a> , <a href="#">PAT-T-216</a> , <a href="#">HRS-B-1000</a> , <a href="#">CIV-H-605</a> , <a href="#">REC-B-709</a>	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. <LE11.4.1e> 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.<LE11.4.1e>

**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

<b>ASSIGNED TO</b>	<b>DESCRIPTION</b>	<b>FREQUENCY</b>	<b>REFERENCE / REQUIRED BY</b>
IA Lieutenant	Review of Personnel Early Warning System	Annually	P&P-D-120 CALEA LE 35.1.9 COM 3.4.7
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 42.2.4
Civil/Warrants Sergeant	Cash Fund Accounting	Quarterly	P&P-B-121 CALEA LE 17.4.2 COM 2.4.6
Assent Management Technician	Agency Inventory	Annually	P&P-B-169 CALEA LE 17.5.1
Property / Evidence Supervisor	Inspection of Adherence to Procedures	Semi-Annually	INV-K-406 CALEA LE 84.1.6
Property / Evidence Supervisor	Change of Supervisor Inventory	Per Incident	INV-K-406 CALEA LE84.1.6b
Non-direct Supervisor of Property/Evidence	Inventory of Property/Evidence	Annually	INV-K-406 CALEA LE84.1.6c
TBD by Sheriff	Unannounced Inspection of Property Storage Area	Annually	INV-K-406 CALEA LE84.1.6d
Community Resource Sergeant	Survey of Citizens	Biennially	PP-B-152 CALEA LE 45.2.2
Division Captains	Budget Recommendations	Annually	PP-B-121 CALEA LE 17.2.2
Chief Deputies	Multi Year Strategic Plan	Annually	P&P-A-111 CALEA LE 15.2.1
Community Resources Sergeant	Evaluation of Crime Prevention Programs	Biennially	CALEA LE 45.1.1
Division Captains or comparable supervisors	Workload Assessments	Quadrennially	P&P-D-113 CALEA LE 21.2.4 COM 1.3.2
IA Lieutenant	Review of Racial / Bias Based Profiling	Annually	P&P-B-101 CALEA LE 1.2.9
IA Lieutenant	IA Investigations Statistical Summary	Annually	CALEA LE 26.2.5
Juvenile Program Lieutenant	Review of Juvenile Programs	Annually	P&P-B-142 CALEA LE 44.1.3
IA Lieutenant	Pursuit Analysis	Annually	P&P-B-110 CALEA LE 41.2.2i
IA Lieutenant	Use of Force Incidents Analysis	Annually	P&P-B-100 CALEA LE 4.2.4
Incident Commander	After Action Report	Per Incident	PP-B-131 CALEA LE 46.1.3i
Crime Analyst	Traffic Collision Data	Monthly	PAT-T-216 CALEA LE 61.1.1a
Traffic Unit	Traffic Enforcement Data	Monthly	PAT-T-216 CALEA LE 61.1.1b
Statutory Programs Specialist	Concealed Handgun Permit Statistical Report	Annually	PP-F-101

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 LE 17.5.2, 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