

ORANGE COUNTY SHERIFF'S OFFICE



GENERAL ORDER

Effective Date: June 2, 2018	<input checked="" type="checkbox"/> Amends - GO 20.1.10 (January 8, 2016)	Number: 20.1.10
Distribution: All Personnel	Review Month: September	Reviewing Authority: SSD / Quality Assurance
Subject: Time Sensitive Activities		

This order consists of the following:

1. Purpose
2. Policy
3. Definitions
4. Procedures

1. Purpose

The purpose of this policy is to establish and maintain a system of reports, plans, assessments, analysis, inspections, audits, reviews, and surveys to be utilized in the efficient operation of the Sheriff's Office.

2. Policy

It shall be the policy of the Sheriff's Office that personnel adhere to written directive requirements.

3. Definitions

- A. Analysis Reports – A systematic, structured reporting process for dissecting an event into its basic parts to identify any patterns or trends. Analysis of data reports should reveal patterns or trends that could be predictive or could indicate program effectiveness, training needs, equipment upgrade needs and/or policy modification needs. Analysis reports are typically completed by a Lieutenant, or equivalent, and submitted to the Sheriff via the chain.
- B. Audit – A significant representative sampling of the examination of records, activities, evidence, and/or property to confirm compliance with established controls, policies, operational procedures and to recommend any indicated changes.
- C. CALEA - The [Commission on Accreditation for Law Enforcement Agencies](#)
- D. CFA - The [Commission on Florida Law Enforcement Accreditation](#)
- E. Data Reports – Groups of information that may be qualitative and/or quantitative, which are often used to analyze and draw conclusions. These reports are typically compiled and submitted at the sergeant/equivalent level.
- F. Evaluation – A careful appraisal and study to determine the significance and/or worth or condition, and to draw conclusions pertaining to an item, project, or undertaking.

- G. Inspection – A careful and critical examination; a formal review of all components of a particular requirement and an examination of their application.
- H. Inventory – The act or process of cataloging through a full accounting of the quantity of goods or materials on hand, unless a standard specifically allows for a partial accounting.

4. Procedures

Organizational components shall comply with the reporting requirements listed below:

Responsibility	Activity/Purpose	Frequency/ Distribution	Reference
Accreditation Manager	Annual Report to Commissions of CFA and CALEA	Annual	CFA 3.02
All Supervisors	Employee Performance Evaluation	Annually/ HRD	CALEA 35.1.2 GO 4.6.14
All Supervisors	Written Performance Evaluations on probationary employees	Quarterly/ Human Resources	CALEA 35.1.3 GO 4.6.14
All Personnel	Critical Policy Review in PowerDMS for Sworn and Civilian	Annually	CALEA GO 8.1.0 (S) GO 8.1.2 (S) GO 8.1.7 (S) GO 4.6.1 (ALL) GO 4.7.2 (ALL) CIMG (ALL)
Appropriate Personnel	Response to Resistance Report	Each incident/ Division Commander, Training, Professional Standards	CALEA 1.3.6 GO 8.1.0
Appropriate Personnel	Documented Review of Response to Resistance reports required in CALEA standard 1.3.6	Each incident/ Division Commander, Training, Professional Standards	CALEA 1.3.7 GO 8.1.0
Appropriate Personnel	Reports to be prepared concerning escape of prisoners being transported	Each incident	CALEA 70.1.7(b) GO 6.2.17
Appropriate Personnel	Motor Vehicle Apprehension or Pursuit Form and Incident Report	Each pursuit incident/ Division Commander, Training, Professional Standards, Research and Development	CALEA 41.2.2(i) GO 8.1.7

Responsibility	Activity/Purpose	Frequency/ Distribution	Reference
Appropriate Personnel	Written Report and Documented Administrative Review of use of roadblocks and forcible stops	Each incident/ Division Commander, Training, Professional Standards, Research & Development	CALEA 41.2.3 (e) GO 8.1.7
Appropriate Personnel	Report documenting how property came into the agency possession	Each incident	CALEA 84.1.1(c) GO 10.1.1 GO 15.1.1 SO 48.0
Appropriate Personnel	Preparation of report by person processing crime scene	Each incident	CALEA 83.2.6 GO 10.1.0 SO 27.0
Canine Section Commander	Documented unannounced inventory of K-9 narcotic training aids	Annually/ Accreditation	CFA 14.12 SO 5.0
CID Commander	Audit of Confidential Funds	Quarterly/Sheriff, Undersheriff, Fiscal Management, Accreditation	CALEA 17.4.2 CFA 5.06 GO 16.1.8
CID Commander	Inventory and Audit of Controlled Substance	Annually/ Sheriff, Undersheriff, Accreditation	CALEA 84.1.4 SO 113.0
CID Commander	Reporting to Sheriff on Vice, Drug, and Organized Crime activities	Monthly/ Sheriff, Undersheriff, Accreditation	CALEA 43.1.1 (d) GO 16.1.9
Communications Director	Documented inspection and test of alternate communications power source	Monthly/ Accreditation	CALEA 81.3.2 SO 8.0
Community Relations Section Commander	Documented Review of Victim/Witness Rights pamphlet to the Governor's Office	Annually/ Accreditation	CFA 14.04
Community Relations Section Commander	Documented Review and written evaluation of all enforcement and prevention programs relating to juveniles	Annually/ Sheriff, Undersheriff, Accreditation	CALEA 44.1.3 GO 12.1.1
Court Services Division Commander	Court Security Documented Survey	Biennially/ Sheriff, Undersheriff, Accreditation	CALEA 73.2.1(c) SO 9.0

Responsibility	Activity/Purpose	Frequency/ Distribution	Reference
Court Services Division Commander	Court holding facility training, to include fire suppression and equipment training	Biennially/ Accreditation	CALEA 73.5.1 SO 9.0
Court Services Division Commander	Documented testing of fire equipment (each facility)	Semi-annually/ Accreditation	CALEA 73.5.9 (a) SO 9.0
Court Services Division Commander	Documented inspection of all first aid kits	Weekly/ Accreditation	CALEA 73.5.6 SO 9.0 SO 10.0 SO 11.0
Court Services Division Commander	Documented inspection of fire equipment (each facility)	Weekly/ Accreditation	CALEA 73.5.9 (a) SO 9.0
Court Services Division Commander	Sanitation inspection (each facility)	Weekly Accreditation	CALEA 73.5.11 SO 9.0
Court Services Division Commander	Documented security inspection (each facility)	Weekly/ Accreditation	CALEA 73.5.17 SO 9.0
Court Services Division Commander	Documented report of all threats to facility or person	Each incident	CALEA 73.5.21 SO 9.0 SO 12.0
Division and Section Commanders	Progress towards written goals and objectives	Quarterly/ Sheriff, Undersheriff, Accreditation, R&D	CALEA 15.2.2 GO 2.1.2
Division and Section Commanders	Update written goals and objectives for the agency and each component	Annually/ Sheriff, Undersheriff, R & D, Accreditation	CALEA 15.2.1 GO 2.1.0
Division and Section Commanders	Personnel Allocation/workload assessment report	Once every 4 years / Sheriff, Undersheriff, R & D, Accreditation	CALEA 21.2.4 GO 4.6.15
Division and Section Commanders	Budget recommendations by major agency components	Annually/ Sheriff, Undersheriff, Fiscal, Accreditation	CALEA 17.2.2 GO 17.1.4
Division Commanders	Documented Review positions to determine if they should be civilianized	Annually/ Sheriff, Undersheriff, Accreditation	GO 4.6.15
Division, Section and Sector Commanders	Unit Activity Report	Monthly/ Sheriff, Undersheriff	CALEA 11.4.1 GO 2.1.2
Division and Section Commanders	Documented Review of all Written Directives	Annually/ Accreditation	CALEA 12.2.1 GO 1.1.0

Responsibility	Activity/Purpose	Frequency/ Distribution	Reference
Division and Section Commanders	Documented Review of each specialized assignment to determine continuation	Annually/ Sheriff, Undersheriff, R & D	CALEA 16.2.1 GO 4.6.15 GO 4.6.18
Evidence Manager	Inspection to confirm adherence to procedures for control of property/evidence	Semi-annually / Sheriff, Undersheriff, Accreditation	CALEA 84.1.6 (a) GO 10.1.1
Evidence Manager	Audit of all property and evidence, per CALEA guidelines, when new custodian is assigned	As needed	CALEA 84.1.6 (b) GO 10.1.1
Evidence Manager	Audit of all property held by the agency along with QA for annual audit	Annual Sheriff, Undersheriff, Accreditation	CALEA 84.1.6 (C) GO 10.1.1
Fiscal Management Chief Financial Officer (CFO)	Federal Equitable Sharing Agreement Certification Reports	Annually – due November 30th	CFA 30.03 GO 17.1.4
Fiscal Management CFO	Fiscal Management Status Reports	Monthly/ Sheriff, Undersheriff Accreditation	CALEA 17.4.1 GO 17.1.4
Fiscal Management CFO, Petty cash custodians, Investigative Fund Custodian, personnel authorized to collect cash	Accounting of cash activities	Quarterly/ Sheriff, Undersheriff, Fiscal Management, Accreditation	CALEA 17.4.2 (f) CFA 5.05 GO 17.1.4 GO 16.1.8
Fiscal Management CFO	Independent audit of agency's fiscal activities	Annually/ Sheriff/ Undersheriff Accreditation	CALEA 17.4.3 CFA 5.03 GO 17.1.4
General Assignment Section Commander	Crime Analysis Analytical reports	Bi-monthly/ Sheriff, Undersheriff, Division/ Section Commanders	CALEA 15.3.1 (b) GO 16.1.1
General Assignment Section Commander	Briefing Sheriff on crime patterns/ trends	Bi-monthly	CALEA 15.3.1 (c) GO 16.1.1
General Assignment Section Commander	Documented Review of the effectiveness and utilization of crime analysis information	Annually/ Sheriff, Undersheriff, Accreditation	CALEA 15.3.1 (b) GO 16.1.1

Responsibility	Activity/Purpose	Frequency/ Distribution	Reference
High Risk Incident Commander or designee	Documented annual training on "All Hazard" plan	Annually/ Sheriff, Undersheriff, Accreditation	CALEA 46.1.9 CFA 17.01 (F) GO 6.2.25
Human Resources Division Commander	Infectious Disease Refresher Training	Triennially Accreditation	CFA 29.02
Human Resources Division Commander	Update written task analysis of each employee class	As needed	CALEA 21.1.1 GO 4.6.8
Human Resources Division Commander	CALEA Data Reports on Sworn officer promotion	Annually, Accreditation	CALEA Assessment
Human Resources Division Commander	Analysis of employee grievances, to include CALEA data table.	Annually/ Sheriff, Undersheriff, Accreditation	CALEA 25.1.3 GO 5.1.1
Human Resources Division Commander	Staffing Report	Monthly/ Sheriff, Undersheriff, Division Commanders, Accreditation	CALEA 16.1.1 GO 4.6.15
Human Resources Division Commander	Documented Review of classification and pay plan	Periodically/ Sheriff, Undersheriff,	GO 4.6.3 GO 4.6.8
Human Resources Division Commander	CALEA Data Report on Personnel Actions	Annually, Accreditation	CALEA Assessment
Human Resources Division Commander	CALEA Data Report on Demographics	Annually, Accreditation	CALEA Assessment
Human Resources Division Commander	Analysis of Recruitment Plan,	Annually Sheriff, Undersheriff, Accreditation	CALEA 31.2.2 SO 55.0
Human Resources Division Commander	CALEA Data Report Sworn Officer Selection Activity	Annually, Accreditation	CALEA Assessment
Human Resources Division Commander	Documented Review of Exposure Control Plan	Annually/ Command Staff, Accreditation	CFA 29.01 GO 4.7.2
Human Resources Division Commander	Infectious disease vaccination made available	Within 10 days of initial assignment	CFA 29.04 GO 4.7.2
Human Resources Division Commander	EEOP Form, Analysis of employment policies, practices, and procedures impact on minorities & women	Annually / Sheriff, Undersheriff, Accreditation	CALEA 31.2.3 SO 55.0

Responsibility	Activity/Purpose	Frequency/ Distribution	Reference
Human Resources Division Commander	Training for agency members who have occupational exposure	Time of initial assignment / Triennially Accreditation	CFA 29.02 GO 4.7.2
Human Resources Division Commander	Documented Review to identify locations requiring adult school crossing guards	Annually/ Accreditation	CALEA 61.3.4(e) GO 6.3.0
Incident Commander	After action report for critical incidents	Each incident/ Sheriff, Undersheriff, Bureau Commander, Division Commander, Accreditation	CALEA 46.1.3 (h) 46.1.3 (i) GO 6.2.28
Informational Management Services Director	Audit of Software programs are properly being used for intended applications	Annually/ Accreditation	CALEA 11.4.4 GO 13.1.4
Informational Management Services Director	Audit of Access to Criminal Record and Criminal History Records (FCIC/NCIC)	Annually/ Accreditation	CALEA 42.1.3 GO 16.1.3 GO 13.1.4 GO 15.1.3
Informational Management Services Director	Annual audit of central records computer system for verification of all passwords, access codes, or access violations	Annually/ Sheriff, Undersheriff, Accreditation	CALEA 82.1.6 (d) GO 15.1.3 GO 13.1.4
Intelligence Section Commander	Documented Review of criminal intelligence procedures and process	Annually	CALEA 42.1.6(i) GO 18.1.3 SO 30.0
Legal Services	Legal update training	Annually	CALEA 33.5.1 GO 4.6.2
Major Case Section Commander	Refresher training for Crime Scene Investigators	Periodically	CFA 27.03 (B) GO 10.1.0
Material Control/Supply Director	Annual Inventory of Orange County Sheriff's Office property	Annually/ Accreditation	CALEA 17.5.1 GO 9.1.0 FS 274.02
MBI Director	Reporting to Sheriff on Vice, Drug, and Organized Crime activities	Monthly/ Sheriff, Undersheriff, Accreditation	CALEA 43.1.1 (d) GO 16.1.9

Responsibility	Activity/Purpose	Frequency/ Distribution	Reference
Narcotics Section Commander	Documented Review of agency practices on confidential informants	Annually/ Accreditation, Division Commander, Undersheriff, Sheriff	CFA 15.03 GO 16.1.7
Operational Services Bureau Commander	Operational readiness of critical incident equipment	Quarterly/ Accreditation	CALEA 46.1.8 SO 82.0 SO 105.0 SO 22.0 SO 67.0
Professional Standards Section Commander	Documented Review of agency practices and citizen concerns related to bias based profiling, to include CALEA data table	Annually/ Accreditation	CALEA 1.2.9 (d) GO 6.2.2
Professional Standards Section Commander	Report of use of force incidents, to include CALEA data table	Annually/ Sheriff, Command Staff, Accreditation	CALEA 1.3.13 GO 8.1.0
Professional Standards Section Commander	Evaluation of Early Identification System	Annually/ Accreditation	CALEA 35.1.9 (c) GO 17.1.3
Professional Standards Section Commander	Statistical summary of Professional Standards Investigations, to include CALEA data table	Annually/ Command Staff, Accreditation	CALEA 52.1.5 GO 5.1.2
Quality Assurance Section	Audit of all property held by the agency	Annually/ Sheriff, Undersheriff, CID, Accreditation	CALEA 84.1.6 (C) GO 10.1.1
Quality Assurance Section	Unannounced inspections of property/evidence storage areas	Annually/ Sheriff, Accreditation	CALEA 84.1.6 (D) GO 10.1.1
Quality Assurance Section	Audit of property and evidence, per CALEA guidelines, when new custodian is assigned	As needed / Sheriff, Undersheriff, CID, Accreditation	CALEA 84.1.6 (B) GO 10.1.1
Records Director	CALEA Data Report on UCR	Annually, Accreditation	CALEA Assessment
Research & Development Manager	Documented Review and update of organizational chart	As needed/ R & D, Accreditation	CALEA 11.1.2 GO 3.1.0
Section/Sector Commanders	Formal line inspections w/written report	Annually/ Division Commander, Accreditation	CALEA 53.1.1 CFA 14.08 GO 20.1.2

Responsibility	Activity/Purpose	Frequency/ Distribution	Reference
Staff Inspections	Survey of citizen attitudes and opinions	Biennial Sheriff, Accreditation	CALEA 45.2.4 GO 20.1.2
Staff Inspections	Staff inspection of each organizational component	once every accreditation cycle Sheriff, Undersheriff, Accreditation	CALEA 53.2.1(e) GO 20.1.2
Support Services Division Commander	Documented Review of victim/witness assistance needs and available services	Biennially Sheriff, Undersheriff Accreditation	CALEA 55.1.2 GO 6.4.8
Support Services Division Commander	Evaluation of the effectiveness of all Crime Prevention Programs	Triennially/ biennially Sheriff, Undersheriff, Accreditation	CALEA 45.1.1(c) GO 6.4.11
Support Services Division Commander	Report on community concerns, problems, and recommendations	Quarterly/ Sheriff, Undersheriff, Accreditation	CALEA 45.2.2 GO 6.4.11
Traffic Section Commander	Evaluation and Analysis of selective traffic enforcement activities	Annually/ Sheriff, Undersheriff, Accreditation	CALEA 61.1.1 (f) GO 6.1.6
Traffic Section Commander	Temporary detention training/ DUI Facility	Triennially/ once every four years Accreditation	CALEA 71.2.1 GO 6.1.1
Traffic Section Commander	Documented Review of temporary detention areas and procedures	Annually / Accreditation	CALEA 71.4.3 SO 20.0
Traffic Section Commander	Audit of traffic citation booklets	Quarterly	GO 15.1.5
Traffic Section Commander	Inspection of Temporary detention rooms	Weekly	CALEA 71.4.3 SO 20.0
Traffic Section Commander	CALEA Data Report Traffic Warnings & Citations	Annually, Accreditation	CALEA Assessment
Training Section Commander	Documented analysis of Vehicle Pursuit Reports, policies, and procedures to include CALEA data table	Annually/ Sheriff, Command Staff, Accreditation	CALEA 41.2.2(j-k) GO 8.1.7
Training Section Commander	Ethic's Training	Biennial/ Accreditation	CALEA 1.1.2 GO 2.1.1

Responsibility	Activity/Purpose	Frequency/ Distribution	Reference
Training Section Commander	All sworn personnel issued lethal weapons will demonstrate proficiency	Annually	CALEA 1.3.11 GO 8.1.1 GO 18.1.3 GO 8.1.2
Training Section Commander	All personnel issued less lethal weapons will demonstrate proficiency	Annually	CALEA 1.3.11 GO 8.1.1 GO 18.1.3
Training Section Commander	Analysis of use of force incidents to indicate training needs and/or policy modifications	Annually/ Sheriff, Command Staff, Accreditation	CALEA 1.3.13 GO 8.1.0
Training Section Commander	Documented review of active threat / shooter policy and training needs.	Annually/ Accreditation	CALEA 46.1.10 (e) TB 14-1
Training Section Commander	Documented training on dealing with the mentally ill	Annually/ Accreditation	CALEA 41.2.7 (e) GO 6.2.1
Training Section Commander	Response to Resistance policy familiarization and weapons proficiency for Reserve Deputies	Annually	CALEA 16.3.6 GO 19.1.3
Youth Services Section Commander	Documented Review and written evaluation of all enforcement and prevention programs relating to juveniles	Annually/ Sheriff, Undersheriff, Accreditation	CALEA 44.1.3 GO 12.1.1