

3. The report will be published both within the Department and for public information outside the Department. Copies will be made available to all members of the Department, the Mayor and Board of Aldermen, and to interested parties who make specific requests.
4. Concurrent with the publication of the Annual Report, the Professional Services Division will publish a report summarizing its complaint experience for the previous calendar year. Copies will be made available to members of the Department and of the public who request them.

.20 ACCREDITATION PROCESS TRACKING SYSTEM:

1. All activities, inspections, audits, reports, reviews, or other administrative functions required under CALEA standards will be tracked by the Accreditation Coordinator.
2. The Accreditation Coordinator will maintain a database to enable management of all tracked information. The system will include:
 - A. title/type of activity,
 - B. person/position responsible for completion;
 - C. purpose of the report;
 - D. frequency of the report/activity;
 - E. due date; and,
 - F. distribution.
3. The Division Commander, or his designee, having responsibility over each activity will be responsible for completing the activity/report in a timely fashion and forwarding the documentation to the Accreditation Coordinator at the prescribed time. **ALL REPORTS AND DOCUMENTATION OF ACTIVITIES LISTED IN THIS ORDER EXCEPT THOSE REQUIRED "EACH OCCURRENCE" WILL BE COPIED TO THE ACCREDITATION COORDINATOR.**

.30 ACCREDITATION COORDINATOR RESPONSIBILITIES:

1. The Accreditation Coordinator will ensure that the documentation is placed in the appropriate file(s) as "proof of compliance" for that standard.
2. The tracking system will be updated to reflect the documentation.
3. If documentation is not received in a timely manner, the Accreditation Coordinator will notify the responsible position or appropriate authority.
4. Notification will be sent monthly to division commanders reminding them of reports which are due the next month. This notification will not include reports that are due for "each occurrence," e.g., traffic Stop reports.

.40 REQUIRED ADMINISTRATIVE/ACCREDITATION REPORTS:

The attached chart lists required "time sensitive" reports mandated by CALEA and/or administrative reports required by the Department.

TITLE	RESPONSIBILITY	PURPOSE	FREQUENCY	DUE DATE	DISTRIBUTION	WRITTEN DIRECTIVE	CALEA
Traffic Stop	Officer Involved	Document information pertaining to stop	Each Occurrence	Immediately after each incident	Immediate Supervisor Crime Analyst	G.O. 314	1.2.9
Review of Bias Based Profiling	PSD Commander	Review of agency practices	Annually	March	Command Staff Chief of Police	G.O. 314	1.2.9
Md. Justice Center Analysis	PSD Commander	Compile data per MD law	Annually	February	Command Staff Chief of Police	G.O. 314	1.2.9
Use of Force	Officer Involved	Documentation	Each Occurrence	Immediately after each incident	Chain of Command	G.O. 705	1.3.6
Use of Force Administrative Review	Supervisor	Review of "Use of Force" reports by supervisor	Each Occurrence	Immediately after each incident	Chain of Command Chief of Police	G.O. 705	1.3.7
Use of Force Policy Lethal and electronic Weapon Proficiency	Supervisor of Training Division	Policy is reviewed and Training/proficiency conducted	Annually	December	Chain of Command MPTC	G.O. 1732	1.3.11
Use of Force Policy Less Lethal Weapon & Weaponless Proficiency	Supervisor of Training Division	Policy is reviewed and training/proficiency conducted	Annually	December	Chain of Command MPTC	G.O. 710	1.3.11
Analysis of Use of Force	PSD Commander	Evaluate training/policy issues	Annually	March	Command Staff Chief of Police	G.O. 705	1.3.13
Organizational Chart and Roster	Admin. Staff – OCP	Keep information current	Each Occurrence	When a change occurs	Command Staff Chief of Police	G.O. 1001	11.1.2
Daily Bulletin	Supervisors	Timely information for all personnel	Daily	Before end of tour of duty	Chain of Command Chief of Police	G.O. 1186	11.4.1
Daily Occurrence	Supervisors	Timely information to Chief about noteworthy events	Daily	Before end of tour of duty	Chain of Command Chief of Police	G.O. 1131	11.4.1
Yearly Goals and Objectives	Command Staff	Updating for Agency and each organizational component	Annually	October	Planning Commander Chief of Police	G.O. 1150	15.2.1
Progress toward goals	Command Staff	Evaluation of each command's progress toward meeting their goals	Annually	October	Planning Commander Chief of Police	G.O. 1150	15.2.2
Multi-year Plan	PSD Commander	Plan for future	Every year evenly divisible by 3	October	Command Staff Chief of Police	G.O. 1150	15.1.3
Review of General Orders and SOPs	Command Staff	To review, correct, and delete G.O.'s and SOP's	Annually	Designated month	Command Staff Chief of Police	G.O. 1181 G.O. 1183	12.2.1
Analysis of crime data	Crime Analyst	Temporal and geographic distribution of selected crimes	Monthly		Command Staff Chief of Police	G.O. 151	15.3.1
Workload Assessment	Command Staff	To allocate personnel effectively	Every year evenly divisible by 3		Command Staff Chief of Police	G.O. 1220	16.1.2
Review of specialized assignments	Command Staff	To determine need to continue	Annually	December	Command Staff Chief of Police	G.O. 1852	16.2.1
Budget recommendations by Division	Command Staff	Budget preparation	Annually	January	Command Staff Fiscal Mgr. Chief of Police	G.O. 1030	17.2.2
Fiscal Management status reports	Fiscal Manager	Accounting approval of each account	Monthly		Chief of Police	G.O. 120	17.4.1

TITLE	RESPONSIBILITY	PURPOSE	FREQUENCY	DUE DATE	DISTRIBUTION	WRITTEN DIRECTIVE	CALEA
Audit of Cash Funds Accounting	Fiscal Manager	Ensure proper procedures	Quarterly	January April July October	SSB Commander Chief of Police	G.O. 1260	17.4.2
Independent audit of fiscal activities	City's Finance Dept.	Outside source to monitor activities	Annually	November	Fiscal Mgr. Chief of Police	G.O. 1260	17.4.3
Inventory and Control of Agency property	Fiscal Manager	To ensure agency property is accounted for	Annually	November	Fiscal Mgr. SSB Commander	G.O. 1125	17.5.1
Inspection of stored equipment	Supervisors Fiscal Manager	To ensure stored property is in state of operational readiness	Per Directive	Per Directive	Command Staff Chief of Police	G.O. 1125	17.5.3
Medical Examination	Human Resources Commander	Physical exam required	Each occurrence (order)		HRD Commander Chief of Police	G.O. 1910	22.3.1
Secondary Employment Contract	City Legal Services	To ensure contract is legally appropriate	Annually	June	PSD Commander Chief of Police 2 nd Employ. Coordinator	G.O. 1672	22.3.4
Labor Contract	PSD Commander	To provide copies of signed contract to affected personnel	Each occurrence when change occurs		All Sworn Personnel Accreditation Mgr.	G.O. 1680	24.1.2
Documented Analysis of Employee Grievances	Human Resources Commander	Analysis for corrective actions	Annually	January	Chain of Command Chief of Police	G.O. 1835	25.1.3
Evaluation of Recruitment and Affirmative Action Plan	Human Resources Commander	Evaluate progress toward objectives	Every year evenly divisible by 3	January	Chain of Command, Chief of Police, Human Relations Comm., Mayor, City Legal Services	G.O. 1800	31.2.2
In-Service Training and Legal Updates	Training Commander	To document In-Service Training of sworn personnel	Annually	December	Chain of Command Chief of Police MPTC	G.O. 1701	33.5.1
Shift Briefing Training	Training Commander	To document roll call training – mandated subjects	Held monthly and collected annually by Training	January	Chain of Command Chief of Police	G.O. 1710	33.5.2
SRT Training	SRT Commander	To document SRT training	Monthly		Chain of Command Chief of Police	SOP-SOD-10	33.6.2
Training of Newly Promoted Personnel	Training Commander	To document training of newly promoted personnel	Each Occurrence		Chain of Command Chief of Police	G.O. 1701	33.8.2
Promotion Announcements	Human Resources Commander	To announce a promotional process	Each Occurrence		Agency Wide	G.O. 1810	34.1.5
Employee Performance Evaluation Report	Supervisor	Documentation of work performance	Annually	Employee's birth date (sworn) or date of hire anniversary (civilian)	Chain of Command HRD Commander Chief of Police	G.O. 1830	35.1.2
Entry level Employee Performance Evaluation Report	Supervisor	Documentation of work performance	Quarterly	For 6 month probationary period- civilians and 2 year probationary period- sworn	Chain of Command HRD Commander Chief of Police	G.O. 1830	35.1.3
Evaluation of	PSD Commander	Review based on	Annually	July	Chain of	G.O. 1600	35.1.9

TITLE	RESPONSIBILITY	PURPOSE	FREQUENCY	DUE DATE	DISTRIBUTION	WRITTEN DIRECTIVE	CALEA
Personnel Early Warning System		patterns of conduct			Command Chief of Police		
Review of Vehicle Pursuit Report	Supervisor	Ensure policy and procedures were followed	Each Occurrence	Immediately after each incident	Chain of Command Chief of Police	G.O. 965	41.2.2
Analysis of Vehicle Pursuits	Training Division EVOC Coordinator	Need for training or policy modifications	Annually	July	Command Staff Chief of Police	G.O. 965	41.2.2
Documented Training on Dealing with the Mentally Ill	Training Division	Documented entrance-level and in-service training	Each academy and every year evenly divisible by 3	January	SSB Commander	G.O. 540	41.2.7
Surveillance Equipment Log	DEU Supervisor	Log for authorization and distribution of surveillance equipment	Log completed after each occurrence but submitted Annually	January	SOD Commander	G.O. 445	43.1.4
Vice/Drug Information to Chief	Commander of Special Operations Division	Keep Chief informed of vice/drug/organized crime	Monthly		Chief of Police	G.O. 445	43.1.1
Analysis of Crime Prevention Programs based on Crime Data	Community Services Commander	Ensure programs are meeting the needs of the community	Annually	March	Chain of Command Chief of Police	G.O. 1304	45.1.1
Evaluation of Community Relations Programs	Community Relations Officer	Inform Chief of Community Relations Programs	Quarterly	January July	Chain of Command Chief of Police	G.O. 1302	45.2.2
After Action Report of Critical Incident	Special Operations Commander	Ensure actions were within Dept. policies and procedures	Each Occurrence	Immediately after each incident	Chain of Command Chief of Police	G.O. 460	46.1.3
Critical Incident Equipment Readiness	Special Operations Commander	Ensure equipment is ready for emergency	Monthly		Chain of Command Chief of Police	G.O. 400	46.1.8
Review of All Hazard Plan	Operational Services Bureau Commander	Reviewed and accessible to all command personnel	Annually	August	Command Staff Chief of Police	G.O. 400	46.1.9
Rehearsals for emergency mobilization	PSD Commander	Rehearsal to ensure personnel can respond to emergency situation	Periodically	As directed by the Chief of Police	Command Staff Chief of Police	G.O. 400	46.1.3
Special Events Plan/After Action Report	Supervisor in Charge of Event	Plan/ critique of event for future planning	Each Event	Before/immediately after each incident	Chain of Command Command Staff Chief of Police	G.O. 470	46.2.9
Documented Training on Agency All Hazard Plan	PSD Commander	Training for personnel in critical incidents	Yearly	October	Chief of Police Training	G.O. 400	46.1.9
Statistical Summary of PSD Investigations	PSD Commander	Statistical Summary made available to Public and Employees	Annually	February	Command Staff Chief of Police	G.O. 1610	52.1.5
Annual Report	Office of the Chief	To outline activities of the Department during the previous year	Annually	June	Department-Wide City Administration Members of the Public	G.O. 1135	52.1.5
Line Inspections	Supervisor	Ensure employees are acting in concert w/agency requirements	Daily but Documented Monthly		Division Commander	G.O. 1710	53.1.1
Letter to News Media	Public Information Coordinator	To inform media of changes in policy or procedures	As needed	Each occurrence	Chain of Command Chief of Police	G.O. 1550	54.1.2

TITLE	RESPONSIBILITY	PURPOSE	FREQUENCY	DUE DATE	DISTRIBUTION	WRITTEN DIRECTIVE	CALEA
Analysis of Traffic Collisions	Patrol Commander	Evaluate efforts of collision enforcement	Annually	January	Chain of Command Chief of Police	G.O. 215	61.1.1
Analysis of Selective Enforcement Activities	Patrol Commander	Evaluate efforts of selective enforcement	Annually	January	Chain of Command Chief of Police	G.O. 215	61.1.1
Comparison of Collision data and Enforcement Activity Data	Patrol Commander	Compare collision and enforcement data.	Annually	January	Chain of Command Chief of Police	G.O. 215	61.1.1
Analysis of Departmental Traffic Collisions	Supervisor of Training Section	Evaluate training issues pertaining to operation of departmental vehicles	Annually	January	Chain of Command Chief of Police	G.O. 250	61.1.1
Report to Traffic Engineering Authorities	Patrol Commander	To refer complaints and recommendations to resolve traffic engineering problems	Each occurrence	Immediately after each incident	Chain of Command	G.O. 210	61.3.1
Analysis of School Crossing Guard Positions	Community Services Commander	Recommendations to add/del crossing guard assignments	Annually	July	Chain of Command Chief of Police	G.O. 222	61.3.4
Reports concerning highway hazards	Supervisor	To correct highway hazards	Each occurrence	Immediately after each incident	Division Commander	G.O. 210	61.4.2
Report of Prisoner Escape	Supervisor	To evaluate procedures and actions taken	Each occurrence	Immediately after each incident	Chain of Command Chief of Police	G.O. 770	70.1.7
Initial/Retraining on Temporary Detention	Training Division	Operation of Temporary Holding Facility	As occurs/ Every year evenly divisible by 3	After each training	SSB Commander	G.O. 780	71.2.1
Administrative Review of Temporary Holding Facility Areas and Procedures	Patrol Commander	Review of facility and policies to consider changes	Every year evenly divisible by 3	January	OSB Commander	G.O. 780	71.4.3
Documented Inspection of Generator	Communications Supervisor	Inspection/test of Comm. Ctr. Alternate source of power	Monthly		Chain of Command	G.O. 1280	81.3.2
Documented Test of Generator under Full Load	Communications Supervisor	Ensure alternate source of power for Communications	Yearly	January	Chain of Command	G.O. 1280	81.3.2
Documented Audit of Central Records Computer System	IS/TS Manager	Verification of all passwords, access codes or access violations	Annually	October	Chain of Command Chief of Police	G.O. 975	82.1.6
Crime Scene Processing Report	Personnel Processing the Scene	Documentation of actions taken	Each occurrence	Immediately after each incident	Supervisor	G.O. 831	83.2.6
Property Receipt	Officer Involved	Document property coming into Department's possession	Each occurrence	Immediately after each incident	Supervisor	G.O. 830	84.1.1
Audit of all property/evidence	Supervisor not assigned to property	Inspection of all property/evidence when new custodian takes over	Annually	September	TSB Chain of Command Chief of Police	G.O. 833	84.1.6
Inventory when new property custodian takes	New Custodian and designee of Chief	To ensure property records are correct and properly annotated	Each occurrence	When transfer becomes effective	TSB Chain of Command Chief of Police	G.O. 833	84.1.6

TITLE	RESPONSIBILITY	PURPOSE	FREQUENCY	DUE DATE	DISTRIBUTION	WRITTEN DIRECTIVE	CALEA
over							
Inspection of Property Control Procedures	Records Supervisor	To determine adherence to procedures used for the control of property	Semi-annually	April October	TSB Chain of Command Chief of Police	G.O. 833	84.1.6
Unannounced Inspection of Property Storage Areas	IS/TS Manager	Inspect for cleanliness, orderliness and proper storage/recordkeeping.	Semi-annually	Unannounced	TSB Chain of Command Chief of Police	G.O. 833	84.1.6