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1.404.10 Assessments, Analyses, and Surveys

CALEA	Directive	Requirement	Purpose	Responsible Party	Distribution	Frequency
1.3.13 41.2.2	2.835.70 2.145.65	Analysis of use of force incidents Analysis of pursuit incidents	To indicate training needs &/or policy modifications	IA	Chief	Annually
15.3.1	1.428	Briefing chief on crime patterns or trends	To aid in crime control & prevention objectives, assist in long range planning efforts, and identification of police hazards	Information Services & Community Outreach Bureau (ISCOB)	Chief	As Needed
16.1.2	1.436.10	Periodic workload assessments	To encourage the equalization of individual workloads among and within organizational components	Police Services Bureau	Chief	Annually
25.1.3	1.444.60	Analysis of grievance issues	To observe trends and to take steps to minimize the causes of future grievances	IA	Chief	Annually
31.2.2	1.430.05	Progress towards affirmative action plan objectives	To examine if objectives in the plan are being met	Support Services Bureau	Chief	Maximum of Biennially
31.2.3	1.430.05	Analysis of agency employment directives, practices & procedures impact on women & minorities	To determine if objectives are being met	Support Services Bureau	Chief	Annually
32.2.7 32.2.8	1.432.20	Medical, emotional stability, & psychological fitness examination prior to appointment	To certify general medical and mental health	Support Services Bureau	Chief	Prior to Appointment
41.2.2	2.145.65	Critique of motor vehicle pursuits	To indicate disciplinary, training, &/or policy modifications	Police Services Bureau	Chief	After Each Incident
45.1.1	2.410.10	Evaluating effectiveness of crime prevention programs	To establish agency accountability for crime prevention activities	ISCOB	Chief	As Needed (Ongoing)
45.2.4	2.410.20	Survey of citizen's attitudes & opinions	To establish agency effectiveness, accountability, and to assist in the development of the agency's short term and long term goals.	ISCOB	Chief	Triennially (Ongoing)
46.1.11	2.704.48	Documented analysis of Incident Command System incidents and training effectiveness	To ensure effectiveness of system and review and critique agency performance.	Police Services Bureau	Chief	Triennially
55.1.2	2.312.2	Analysis of victim/witness assistance needs	To determine the needs of victims & witnesses that can & should be met by the agency	ISCOB	Chief	Triennially
61.1.1	2.412	Analysis of collisions & enforcement actions for selective enforcement actions	To direct appropriate enforcement efforts toward violations in terms of their occurrence in collision situations and traffic related needs identified in the agency's jurisdiction	ISCOB	Chief	As Needed
91.1.1	1.1400	Risk assessment and analysis for loss due to criminal activity, accidents, property loss, and liability.	To review the university's risks for loss due to criminal activity, accidents, property loss, and liability and distribute report to appropriate officials outside of UMDPS	ISCOB	Chief	Triennially
91.1.8	2.1400	Security camera annual reevaluation of incidents and locations	To determine need for additional cameras or change in camera locations	Technology Services Bureau	Chief	Annually
91.1.9	2.1200	Emergency phones needs review based on a documented security survey	To determine need for additional emergency phones or changes in locations of phones.	Technology Services Bureau	Chief	Triennially

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1.404.20 Inspections and Audits

CALEA	Directive	Requirement	Purpose	Responsible Party	Distribution	Frequency
1.3.9	2.840	Armorer inspects & approves weapons	To establish strict agency control over all firearms, weapons, and ammunition	Support Services Bureau	Training Unit Commander	Before Carrying
17.4.2	1.618	Cash funds accounting	To ensure proper handling and accounting of cash	Fiscal Services Manager	Chief	Quarterly
17.4.3	1.610	Independent audit of agency fiscal activities	To determine the financial integrity of the agency=s fiscal control procedures	Fiscal Services Manager	Chief	Annually
17.5.3	1.614 2.502	Maintaining stored agency equipment in state of operational readiness	To ensure care, cleaning, preventive maintenance, repair, workability, and responsiveness	Logistics & Police Aux.	Bureau Commanders	Monthly
41.3.2	2.110.05	Vehicle equipment	To ensure vehicles are properly stocked and equipped	Fleet Manager	Bureau Commanders	As Needed
46.1.8	2.704.14	Unusual occurrence equipment readiness	To ensure readiness of equipment to be used in support of emergency operations and unusual occurrences	Logistics, Police Aux., & Veh. Maint.	Bureau Commanders	Monthly
53.1.1	1.456.15	Line inspections conducted	To ensure employees are acting in concert with agency requirements & as a mechanism to achieving accountability	As Assigned	Inspections	As Assigned
53.2.1	1.456.10	Staff inspection of all organizational components	To provide agency administrators with objective reviews of agency administrative and operational activities	Police Services Bureau	Chief	Triennially
53.2.1	1.456.10	Follow up inspections for noted deficiencies	To ensure corrective actions & goals are being properly addressed	As Assigned	Inspections	As Needed
70.1.2	2.606.02	Inspections for weapons /contraband of any vehicle used for prisoner transport	To ensure officer safety & agency accountability	Police Services Bureau	N/A	Start of Each Shift , Before & After Transport
	2.660.04	Temporary holding facility inspections: Panic alarm, Security, Fire equipment, Sanitary inspection, Weapons & contraband, Detainee property	To ensure officer and detainee security	Support Services & Police Services Bureaus	PSBC	Weekly
71.4.3	2.660.04	Administrative review of Temporary Holding Facility and procedures	To ensure officer and detainee security	Police Services Bureau	PSBC	Annuallly
81.3.2	2.1040	Inspection & test of communications center alternate source of electrical power	To ensure continuous emergency communications capability	Technology Services Bureau	SSBC	Weekly
	2.730	Audit of computer access, permissions, etc.	To ensure computer system access integrity	Technology Services Bureau	SSBC	Annually
84.1.6	2.530	Inspection by property custodian	To ensure adherence to property control procedures, property room is being maintained properly, integrity of the property & evidence is maintained, property is protected from damage or deterioration, property of no evidentiary value is being disposed of promptly	Logistics	SSBC	Semi-Annually
84.1.6	2.530	Inventory of property when new property custodian is appointed	To ensure continuity of custody and assure the new custodian that records are current and properly annotated	As Assigned	Chief	Each Occurrence
84.1.6	2.530	Third party inspection of property & evidence	To ensure system integrity on an unannounced basis	As Assigned	Chief	Annually & Un –announced

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1.404.30   Plans

CALEA	Directive	Requirement	Purpose	Responsible Party	Frequency
11.6.4	1.406	Multi-year plan	To serve as an essential component of effective agency management	Chief	Updated Yearly
21.2.1	1.438.02	Written job classification plan	To allow the agency to achieve more efficient administration, compensation, and equitable treatment of personnel	Office of the Chief	As Needed
22.1.1	1.438.04	Salary plan for agency	To ensure the plan takes into account agency employment standards, skill needs, and salary levels offered by other local employers	Chief	As Needed
31.2.2	1.430.05	Affirmative action plan & updates	To ensure established goals are being met	Office of the Chief	Biennially
31.2.3	1.430.155	Equal employment opportunity plan	To ensure equal opportunities for employment	Chief	Annually
33.1.4	1.510.10	Lesson plans for all training courses	To ensure the subjects to be covered in training is addressed completely and accurately and is properly sequenced with other training materials	Support Services Bureau	Each Course
	2.306.40	Written procedures for vice/drug/org. crime surveillance, undercover, decoy, & raid operations	To have contingency procedures for all types of operations & to ensure officer safety	ISCOB	Before Use
	2.700	Unusual occurrence & disaster plan: Disasters, civil disturbances, mass arrests, hostage/barricaded subjects, bomb threats, bomb emergencies, emergency mobilization, VIP security, special events	To ensure critical planning, coordination, and command protocols are established in advance of unusual occurrences and disasters	Police Services Bureau	Before Need
	2.712	Response to hostage/barricaded subject incident	To ensure critical planning, coordination, and command protocols are established in advance	Chief	"As Needed" (At least triennially)
	2.714	Response to bomb threat or bomb emergency	To ensure critical planning, coordination, and command protocols are established in advance	Chief	"As Needed" (At least triennially)
	2.660.06	Fire protection, suppression, & evacuation	To ensure safety of agency facilities, personnel, and prisoners	PSBC	"As Needed" (At least triennially)
81.2.5	2.1010	Tactical dispatching plans accessible	To communications personnel to provide instructions for directing resources and obtaining information on crimes in progress	Support Services Bureau Commander	"As Needed" (At least triennially)
91.1.6		Active gunmen and active terrorism documented annual review of plans with stakeholders	To ensure critical planning, coordination, and response to situations involving active gunmen and/or terrorism.	ALL BUREAUS	Annually

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1.404.40   Reports

CALEA	Directive	Required Report	Purpose	Responsible Party	Distribution	Frequency
1.3.6	2.835.10	Use of force occurrence	To ensure that each event is properly documented whenever an employee is involved in an incident of this type	Involved Officer	Chief	Incident
1.3.11	2.820.20	Use of force directive review & weapons proficiency	To conduct critical refresher training & to demonstrate weapons proficiency	Training	Chief	Semi-Annually
11.4.1 11.4.3	1.404	Administrative reporting system	To provide information within the agency on a day-to-day operational basis as well as provide a mechanism to report agency activities outside the immediate structure of the agency	As Assigned	As Assigned	A/SA/Q/M/ W/D/ Incident
15.2.1	1.406	Updating written goals & objectives for agency & each organizational component	To serve as an essential component of effective agency management & to assess progress toward established goals	As Assigned	Chief	Annually
15.2.2	1.406	Evaluating progress toward meeting goals & objectives.	To provide evaluative information on progress toward meeting agency goals and objectives.	Office of the Chief	Chief & Bureau Commanders	Annually
	1.426	Planning & research analytical reports distributed to affected units	To ensure appropriate notification & accountability	As Assigned	As Assigned	As Needed
17.2.2	1.604	Budget recommendations by major functions	To ensure commanding officers are held accountable for those portions of the agency's budget that relate to their functions	Bureau Commanders	Chief	Annually
17.4.1	1.608	Fiscal management status reports	To ensure fiscal responsibility of all agency accounts	Fiscal Services Manager	Chief	Monthly
32.2.9	1.432.20	Physical/psychological exam reports retained	To ensure proper testing procedures are followed and to provide data for continuing research and legal defense, if needed	Support Services Bureau	Chief	Each Exam
33.5.1	1.520	Legal updates & firearms requalifications	To conduct critical refresher training & to demonstrate weapons proficiency	Training	Chief	Semi-Annually
35.1.2	1.440.05	Performance evaluation	To standardize the nature of the personnel decision-making process, ensure the public that the agency's personnel are qualified to carry out their assigned duties, and provide job incumbents with necessary behavior modification information to allow them to maintain behaviors that are appropriate and to eliminate inappropriate behaviors	Unit Commanders	Chief	Semi-Annually
35.1.3	1.440.55	Entry level employee performance evaluation	To determine, at the earliest point, employees suitability for the current position	Unit Commanders	Chief	Bi-Monthly
35.1.9	1.440.65	Evaluation of Personnel Early Identification System	To ensure the system is utilizing appropriate input & decision making criteria	IA	Chief	Quarterly and Annually
	2.306.40	Advising chief of vice/drug/org. crime activity	To ensure the chief is aware of vice/ drug/org. crime activities & investigations	CIU Commander	Chief	As Needed
45.2.2	2.410.05	Community relations report	To provide information on conditions in the community and to allow the chief to react in a timely manner to alleviate concerns and avert problems	ISCOB	Chief	Quarterly
	2.704.44	After action reports following disasters, etc.	To review & critique agency performance as a critical planning component in advance of future events	Incident Commander	Chief	Each Incident

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CALEA	Directive	Required Report	Purpose	Responsible Party	Distribution	Frequency
	2.704.44	After action reports following hostage/barricade	To review & critique agency performance as a critical planning component in advance of future events	Incident Commander	Chief	Each Incident
	2.708	After action reports following special Events	To review & critique agency performance as a critical planning component in advance of future events	Incident Commander	Chief	Each Incident
52.1.4	2.904.05	Status reports to advise progress of IA investigations	To ensure chief is advised of investigation progress and outcomes	IA	Chief	Each Incident
52.1.5	2.922	IA statistical summary made available to employees & the public	To inform agency employees and community members that allegations of inappropriate employee activities are being responded to appropriately	IA	Chief	Annually
53.1.1	1.456.15	Line inspection reports	To ensure employees are acting in concert with agency requirements & as a mechanism to achieving accountability	Bureau Commanders	As Directed	A/SA/Q/M
53.2.1	1.456.10	Deficiencies found & recommended improvements following staff inspections	To promote an objective review of agency administrative and operational activities, facilities, property, equipment, and personnel outside the normal supervisory and/or line inspections	Police Services Bureau	Chief	Each Inspection
53.2.1	1.456.10	Follow up report concerning corrections on noted deficiencies during staff inspections	To ensure corrective actions were taken	Police Services Bureau	Chief	Each Inspection
61.3.1	2.220	Special reports to traffic engineering authorities referring complaints & recommendations	To ensure that proper action is taken to investigate complaints, evaluate suggestions, and correct deficiencies or refer them to proper authorities for correction	As Assigned	As Directed	As Needed
61.4.2	2.232	Reports to appropriate authority to correct highway hazards	To ensure hazardous situations are mitigated	As Assigned	As Directed	As Needed
70.1.7	2.606.10	Reports to be prepared concerning escape of prisoners being transported	To review & critique agency performance as a critical planning component in advance of future events, to promote officer and prisoner/detainee safety	As Assigned	Chief	Each Incident
	2.660	Holding facility report of incident or threat to facility or person therein	To review & critique agency performance as a critical planning component in advance of future events, to promote officer and prisoner/detainee safety	As Assigned	Chief	Each Incident
	2.602	Detainee's property inventory	To ensure a proper accounting of detainees' property	Police Services Bureau	Records	Each Incident
83.2.6	2.514.45	Crime scene processing reports	To ensure an accurate record of events that transpire at scenes in connection with investigations	ISCOB	Records	Each Incident
84.1.1	2.506.30	Property receipt reports	To ensure that all property & evidence coming into agency custody is accounted for & disposed of properly	Logistics	As Directed	Each Incident
84.1.6	2.506.30	Property custodian report	To ensure adherence to property control procedures to ensure property room is being maintained properly, integrity of the property & evidence is maintained, that property is being protected from damage or deterioration, and that property of no evidentiary value is being disposed of promptly	Logistics	Chief	Semi-Annually
84.1.6	2.530.10	Inventory report following change in property custodian	To ensure continuity of custody and assure the new custodian that records are current and properly annotated	Support Services Bureau	Chief	Occurrence

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84.1.6	2.530.20	Third party audit of property & evidence	To ensure system integrity on a yearly basis	As Assigned	Chief	Annually
84.1.6	2.530.40	Unannounced Inspections of Property & Evidence	To ensure system integrity on an unannounced basis	As Assigned	Chief	Annually
91.4.1	1.750	Clery Annual Report	To ensure compliance with the Clery Act reporting requirements	Office of the Chief	Chief	Annually

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84.1.6	2.530.40	Unannounced Inspections of Property & Evidence	To ensure system integrity on an unannounced basis	As Assigned	Chief	Annually
91.4.1	1.750	Clery Annual Report	To ensure compliance with the Clery Act reporting requirements	Office of the Chief	Chief	Annually

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1.404.50   Reviews

CALEA	Directive	Requirement	Purpose	Responsible Party	Frequency
1.2.9	2.431	Review of agency practices & citizen concerns	To ensure agency personnel are policing impartially	IA	Yearly
1.3.7	2.835.70	Review use of force reports	To evaluate the use of force for compliance with respect to legal, directive, and training concerns	IA	Each Incident
1.3.9	2.840	Review & inspection of all weapons for line of duty use	To establish strict agency control over all firearms, weapons, and ammunition	Support Services Bureau	Yearly
11.1.2	1.205	Review & revise organizational chart	To ensure the chart coincides with the written description and reflects the formal lines of authority and communication within the agency	Accreditation Manager	As Needed
12.2.1	1.402.34	Staffing of proposed and modified directives	To ensure directives are drafted, staffed, & distributed to meet the agency's needs	Accreditation Manager	As Needed
11.4.2	1.420	Review of agency forms	To ensure accountability of all forms used by the agency, to ensure information is not duplicated, formats are consistent with record maintenance requirements	Accreditation Manager	As Needed
15.1.3	1.406	Review & revision of multi-year plans	To assist in effective agency management and progress toward meeting established goals and objectives	Chief	Annually
16.2.1	1.436.15	Review specialized assignments to determine need to continue	To help avoid overspecialization and ensure the continued effective operation of agency specialization	Bureau Commanders	Annually
32.2.1	1.432.18	Review criminal history record of all candidates prior to appointment to probationary status	To meet state regulatory requirements as a component of a thorough background investigation	Support Services Bureau	Each Candidate
34.1.3	1.434.60	Promotional candidates may review results of each element of promotional process	To ensure fairness and impartiality	Promotional Process Managers as assigned	Each Promotional Process
	1.440.45	Performance evaluation reports must be reviewed by rater's unit commander	To ensure the principles of the evaluation system are being carried out appropriately, fairly, and impartially	Unit Commanders	Each Evaluation Cycle
42.2.2	2.310	Review of all preliminary reports required when conducting follow-up investigations	To ensure follow-up investigations are genuinely used to follow-up on leads, if any, and to build public confidence in agency performance	As Assigned	Each Case
	2.702.10	Emergency operations plans reviewed and updated	To review & critique agency performance as a critical planning component in advance of future events	Police Services Bureau	Triennially
81.2.8	2.1030	Reviewing recorded audio & video tapes consistent with directives	To ensure reviews are necessary and appropriate	As Assigned	As Needed
	1.710	Review of reports by supervisory personnel	To ensure that assignments have been satisfactorily completed and reported consistent with agency report writing standards and directives	Supervisors	Each Report