



Greenbelt Police Department – General Order

	Title: Administrative Reporting System		Order #: 320	
	Effective Date: May 21, 2015 Original Issue: April 27, 2006	Review Date: September 11, 2007 September 28, 2007		
	<input type="radio"/> New	<input checked="" type="radio"/> Amends	<input type="radio"/> Rescinds	
Approved by: Chief James Craze			CALEA 5 th Edition	
CALEA Standard: 11.4.1 11.4.3			Pages: 1	

01 PURPOSE: The Department’s Administrative Reporting System is established in order to:

- A. List all administrative reports; (CALEA 11.4.1.a)
- B. List the person or position responsible for completing reports; (CALEA 11.4.1.b)
- C. List the purpose of the reports; (CALEA 11.4.1.c)
- D. List report frequencies; (CALEA 11.4.1.d)
- E. List report distribution; and, (CALEA 11.4.1.e)
- F. Assist in ensuring all time sensitive activities required by accreditation standards are accomplished.

02 LISTINGS: The listings contained in Addendum A, reflects time sensitive items otherwise established in Department General Orders.



03 ACTIVITIES: Time sensitive activities may be listed under more than one category. The categories are:

- A. Assessments, analyses and surveys;
- B. Inspections and Audits;
- C. Plans;
- D. Reports; and,
- E. Reviews.

04 STAFF RESPONSIBILITIES: Department personnel are responsible for ensuring all time sensitive activities assigned to them are completed in accordance with this directive.

05 ACCREDITATION MANAGER RESPONSIBILITIES: The Accreditation Manager shall ensure that periodic reports, reviews and other activities mandated by applicable CALEA Standards are accomplished. The maintenance system will be accomplished as follows:(CALEA 11.4.3)

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- A.** Monthly the Accreditation Manager or his/her designee will email notice~~d~~ to employees responsible for periodic reports, reviews and other activities mandated by the CALEA standards;
- B.** The Accreditation Manager or his/her designee will keep a master spreadsheet for each month of the year noting the following:
1. The standard number;
 2. The action required (review, report, analysis, inspection, etc.);
 3. The topic of the action (Workload Analysis, Specialized Assignment Review, etc.);
 4. The responsible party for the action;
 5. The frequency of the action;
 6. The due date of the action;
 7. Date the action is due;
 8. The date the responsible party was reminded by email; and,
 9. Date received.
- C.** Any delinquencies will be reported to the appropriate Division Commander and the Office of the Chief of Police.

