



GREENBELT POLICE DEPARTMENT GREENBELT, MARYLAND

ADMINISTRATIVE REPORTING SYSTEM Inspections and Audits

CALEA	Directive	Requirement	Purpose	Responsible Party	Distribution	Frequency
1.3.9	617	Armorer Inspects/Approves Weapons.	To establish strict agency control over all firearms, weapons and ammunition.	Range Master	Administrative Services Commander	Prior to Carrying
17.4.2	308	Cash Fund Accounting.	To ensure proper handling and accounting of cash	Responsible Party for Individual cash funds.	Chief of Police	Quarterly
17.4.3	308	Independent Audit of Department Fiscal Activities.	To ensure proper handling and accounting of cash.	Finance Department	Chief of Police	Annually
41.3.2	701	Vehicle Equipment Inspections.	To ensure vehicles are properly stocked and equipped.	Unit Supervisors	Office of Accreditation	Quarterly
46.1.6	647	Unusual Occurrence Equipment.	To ensure readiness of equipment to be used in support of emergency operations and unusual occurrences.	As Assigned	Office of Accreditation	Monthly
81.3.2	613	Inspection and Test of Communications Center Alternative Source of Electricity Power.	To ensure continuous emergency communications capability.	Vendor	Admin Services	Manufactures Recommendations
82.1.6	ADMIN 05	Audit of Computer Access, Permission, etc.	To ensure computer system access integrity.	Information Technology	Chief of Police	Annually
84.1.6	627 628	Inspection by Evidence/Property Custodian.	To ensure adherence to property control procedures, evidence room and property locker is being maintained properly, integrity of the property and evidence is maintained and evidence/property is protected from damage.	Evidence Custodian/Property Custodian	Accreditation Manager	Semi-Annually
84.1.6	627 628	Inventory of Property when New Property Custodian is Appointed.	To ensure continuity of custody and assure the new custodian that records are currently and properly annotated.	As Assigned	Command Staff	Each Occurrence
84.1.6	627 628	Third Party Inspection of Property/Evidence.	To ensure system integrity on an unannounced basis.	As Assigned	Command Staff	Annually/ Unannounced



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