



GREENBELT POLICE DEPARTMENT GREENBELT, MARYLAND

ADMINISTRATIVE REPORTING SYSTEM Reports

CALEA	Directive	Requirement	Purpose	Responsible Party	Distribution	Frequency
1.3.6	616	Use of Force Occurrence	To ensure that each even is properly documented whenever an employee is involved in an incident of this nature.	Involved Officer	Chief of Police	Each Occurrence
1.3.1	616	Use of Force Directive Review and Weapons Proficiency	To conduct critical refresher training and to demonstrate weapons proficiency.	Range Master Training	Administrative Services Division Commander	Semi-Annually
11.5.1	312	Updating Written Goals and Objectives for Agency and Each Organizational Component.	To serve as an essential component of effective agency management and to assess progress toward established goals.	As Assigned	Chief of Police	Annually
11.5.2	312	Evaluating Progress Towards Meeting Goals and Objectives.	To provide evaluative information on progress toward meeting agency goals and objectives.	As Assigned	Chief of Police	Annually
11.6.3	309	Planning and Research Analytical Reports Distributed to Affected Units.	To ensure appropriate notification and accountability.	As Assigned	As Assigned	As Needed
17.2.2	308	Budget Recommendations by Major Functions.	To ensure commanding officers are held accountable for those portions of the Department's budget that relate to their functions.	Division Commanders	Chief of Police	Annually
17.4.1	308	Fiscal Management Status Reports.	To ensure fiscal responsibility of all agency accounts.	Admin Services	As Assigned	Monthly
33.5.1	403	Legal Updates	To conduct critical refresher training.	Training	All	Annually
35.1.2	409	Performance Evaluations	To standardize the nature of the personnel decision-making processes, ensure the public that the Department's personnel are qualified to carry out their assigned duties and provide job incumbents with necessary behavior modification, if necessary, to allow them to maintain behaviors that are appropriate and to eliminate inappropriate behaviors.	Division Commander Squad and Unit Supervisor	Human Resources Chief of Police Division Annually Commanders Squad/Unit Supervisors Employee	



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35.1.3	409	Entry Level Employee Performance Evaluation.	To determine, at the earliest point, employee's suitability of the current position.	Division Commanders Squad/Unit Supervisors	Chief of Police	Quarterly
43.1.6	665	Advising Chief of Police on Vice/Drugs/Organized Crime Activities.	To ensure the Chief is aware of vice/drug/organized crime activities and investigations.	MD State Police Task Force and Assigned Task Force Officer	Chief of Police	As Needed
45.2.2	502	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.	Crime Prevention Officer	Chief of Police	Quarterly
46.1.2	647	After Action Reports Following Disasters, etc.	To review and critique agency performance as a critical planning component in advance of future events.	Incident Commander	Chief of Police	Each Incident
46.1.4	647	After Action Report Following Hostage/Barricade.	To review and critique agency performance as a critical planning component in advance of future events.	Incident Commander	Chief of Police	Each Incident
46.1.10	647	After Action Report Following Special Event	To review and critique agency performance as a critical planning component in advance of future events.	Incident Commander	Chief of Police	Each Incident
52.1.5	635	Status Report Advising Progress of IA Investigations.	To ensure Chief is advised of investigation progress and outcome.	Internal Affairs	Chief of Police	Each Incident
52.1.11	635	IA Statistical Summary Made Available to Employees and the Public.	To inform agency employees and community members that allegations of inappropriate employee activities are being responded to appropriately.	Accreditation Manager	Chief of Police	Annually
71.1.7	605	Reports to be Prepared Concerning Escape of Prisoners Being Transported.	To review and critique agency performance as a critical planning component in advance of future events, to promote officer and prisoner safety.	Involved Officer	Chief of Police	Each Incident



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**ADMINISTRATIVE REPORTING SYSTEM
Reports**

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83.2.6	643	Crime Scene Processing Report.	To ensure accurate record of events that transpires at scenes in connection with investigations.	Processing Officer	Records Unit	Each Incident
84.1.1	627 628	Evidence/Property Receipt Report.	To ensure that all property and evidence coming into Department custody is accounted for and disposed of properly.	Custody Officer	As Directed	Each Incident
84.1.6	627 628	Evidence/Property Custodian Report.	To ensure adherence to evidence/property control procedures to ensure evidence room and property locker is being maintained properly, integrity of the evidence/property is being protected from damage or deterioration.	Evidence/Property Officer	Chief of Police Administrative Division Commander Special Operations Division Commander	Semi-Annually
84.1.6	627 628	Inventory Report Following Change in Evidence/Property Custodian.	To ensure continuity of custody and assure the new custodian that records are current and properly annotated.	As Assigned	Chief of Police Administrative Division Commander Special Operations Division Commander	Occurrence
84.1.6	627 628	Third Party Audit of Property and Evidence.	To ensure system integrity on a yearly basis.	As Assigned	Chief of Police	Annually
84.1.6	627 628	Unannounced Inspection of Evidence and Property.	To ensure system integrity on an unannounced basis.	As Assigned	Chief of Police	Unannounced