

CALEA and the Accreditation Process

1105.1 PURPOSE AND SCOPE

The purpose of this policy is to recognize the role of the Commission on Accreditation for Law Enforcement Agencies (CALEA) and the International Association of Campus Law Enforcement Administrators (IACLEA) at the University of Maryland, Baltimore Police Department (UMBPD).

1105.2 POLICY

It shall be the policy of the UMBPD to adhere to policies and procedures that are consistent with current law enforcement practices, which mirror best practices as outlined with CALEA and IACLEA standards, and to support the department's accreditation process.

1105.3 CALEA

(a) History

1. In 1929, the Wickersham Commission in Congress made recommendations to improve on weaknesses noted in police service. As a follow-up to these recommendations, several different organizations including the American Bar Association and the National Advisory Commission on Criminal Justice, unsuccessfully attempted to write standards for policing. In 1979, the International Association of Chiefs of Police, the National Organization of Black Law Enforcement Executives, the National Sheriff's Association, and the Police Executive Research Forum (PERF) joined forces to create CALEA.

(b) Grants

1. CALEA obtained a grant from the Federal Government to write standards for law enforcement agencies with the objective of improving police delivery of services and to create a greater standardization for administrative and operational practices.

(c) Diverse Standards

1. While the original standards varied widely, each organization contributed by drafting specific sections, which were then reviewed and approved by the others, helping to build consensus. The standards were subsequently field-tested, refined, and accepted. In 1984, CALEA began accepting applications for accreditation.

1105.4 BENEFITS OF ACCREDITATION

(a) Civil Liability

1. Accreditation greatly reduces civil liability by the adherence to a set of professionally recognized and internationally accepted set of law enforcement policies and procedures.

(b) Positive Evolution

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1. Accreditation promotes a continuous positive evolution of law enforcement policies and procedures that helps to establish a proven management system of Written Directives, sound training, clearly defined lines of authority, and routine reports that support decision-making and resource allocation.
- (c) Professional Excellence
 1. Agencies that are accredited have attained professional excellence and are recognized on a national, state, and local level.
- (d) Enhances Coordination
 1. Accreditation enhances coordination of mutual and cooperative law enforcement efforts with neighboring agencies and other members of the criminal justice system.
- (e) Advocacy
 1. Accreditation increases advocacy through a forum in which police and citizens work together to prevent and control crime. Partnerships that help citizens understand the challenges confronting law enforcement gives the UMBPD clear direction about community expectations.
- (f) Surveys
 1. Community surveys can be conducted to gauge citizens' perceptions about UMBPD efforts to protect and make their communities safe. Internal surveys can be used to measure members' perceptions about crime suppression efforts, internal organizational structure, and other department information not otherwise readily available.
- (g) Fiscal Resources
 1. Accreditation improves the ability of the UMBPD to better manage its fiscal and material resources through nationally established cost-effective policies and procedures.
- (h) Promotes Confidence
 1. Accreditation promotes confidence in government officials and in the UMBPD. It provides guidelines for an efficient department operation that meets the community's needs through its commitment to excellence in leadership, resource management, and delivery of services.
- (i) Employee Morale
 1. Accreditation sustains and improves employee morale by symbolizing professionalism, excellence, and competence.
- (j) Keeping Employees Informed
 1. Required written directives strive to keep employees informed about policies and practices to ensure safety and safeguard rights.
- (k) Taking Pride in the Agency

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1. Our employees take pride in our agency, knowing that it represents the very best in law enforcement.
 - (I) Quality of Life Issues
 1. Accreditation improves the overall quality of life in the community and positively influences growth for those individuals desiring to work and attend the University of Maryland, Baltimore (UMB).

1105.5 ACCREDITATION PROCESS

1105.5.1 RECEIVING STATUS

- (a) On November 23, 1996, the UMBPD received status as an accredited law enforcement agency with CALEA. In addition, UMBPD met the requirements for accreditation by IACLEA in May 2019, resulting in UMBPD having dual accreditation status.

1105.5.2 ASSESSMENT AND COMPLIANCE

- (a) As an accredited agency, the UMBPD is responsible for continuous assessment and compliance with accreditation standards. The UMBPD Accreditation Manager is responsible for monitoring progress and providing liaison with CALEA and IACLEA.
- (b) This on-going self-assessment ensures the directives guiding the UMBPD are current in the form of being consistent with modern law enforcement policies and remain current with the most recent court rulings affecting law enforcement.
- (c) Each year, a CALEA Compliance Service Member (CSM) will review and assess the proofs of compliance for twenty-five (25) percent of all applicable standards via an electronic files review. The CSM will also review all time-sensitive standards for proof of compliance.
- (d) Re-accreditation by CALEA is achieved every four years through a successful annual review of electronic files and a quadrennial site visit from CALEA Site-Based Assessment Team Members during the fourth year of the accreditation process.
- (e) Re-accreditation by IACLEA is achieved every four years through successful biennial reviews of electronic files and obtaining a successful CSM Report from CALEA during the fourth year of the accreditation process.

1105.5.3 ACCREDITATION STANDARDS

- (a) Compliance with CALEA accreditation standards is the responsibility of the Chief of Police. The Accreditation Manager functionally manages the department's compliance efforts and reports to the Professional Standards Bureau Commander.
- (b) Although accreditation standards are assigned to all components of the department, the following components are considered key:
 1. Deputy Chief of Police
 2. Director of Support Services/Security Bureau
 3. Operations Bureau Commander

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4. Professional Standards Bureau Commander
5. Fire Marshal
6. All Lieutenants
7. All First-Line Supervisors and Section Supervisors

(c) The Accreditation Manager shall maintain an up-to-date CALEA Standards Manual that lists all reports, reviews, and other activities mandated by the Commission on Law Enforcement Accreditation.

1105.5.4 REQUIRED REPORTING

- (a) The key personnel listed above will review written directives for accreditation applicability, ensure that the required reports and activities take place, and identify and correct instances where requirements were not met.
- (b) The procedure to ensure that documentation is completed in a timely manner by the personnel responsible for reports, reviews, inspections, or other activities will include ongoing review of Appendix 8.4.1, administrative reports and the CALEA Standards Manual. All required reports shall be submitted timely on or before the due date listed in the appendix. [See attachment: Appendix 8.4.1 - UMBPD Administrative Reports.pdf](#)
- (c) When reports are not received by the due date, the Accreditation Manager or designee will notify the Professional Standards Bureau Commander of the discrepancy.
- (d) Once reports and inspections are complete and reviewed for the approval process, the reports will be distributed as indicated in Appendix 8.4.1. They shall also be utilized as needed as proofs of compliance for CALEA and IACLEA Standards in the assessment section of PowerDMS.

Attachments

Appendix 8.4.1 - UMBPD Administrative Reports.pdf

8.4.1 UMBPD Administrative Reports

Type Of Report, Review, Analysis, Survey	Purpose	When Due	Responsible Person/Section/Bureau	CALEA Standard
Weapons Inspections	To ensure daily operational readiness of individual officers' firearms.	Daily – Each Shift	Operation Bureau	NA
60 Day Crime Log	To provide statistical information on crimes, arrests, and other required data.	Daily - each business day	Support Services/Security Bureau	91.4.1.c
Emergency Phone Checks	To provide documented verification of the functionality or lack thereof for the emergency Blue Light phones located on campus.	Weekly, submitted first business day of the week	Support Services/Security Bureau	91.1.8.b
Prisoner Escape during Transportation	To document the event for officer action and incident evaluation.	Each Incident - Same day	Officer (s) involved	70.1.7.b Time Sensitive
Use of Force Report	To ensure that each event is properly documented whenever an employee is involved in an incident of this type.	Each Incident - Same day	Officer (s) involved	4.2.1 Time Sensitive
After Action Reports on Critical Incidents	To review and critique agency performance as a critical planning component in advance of future events and after disasters.	Each Incident - within 7 days	Operations Bureau	46.1.3.i Time Sensitive
Hostage-Barricade Incident - Events After Action	To assess the actions of members and determine needs for policy revision and / or training needs.	Each Incident - within 7 days	Operations Bureau	46.1.3.i Time Sensitive

8.4.1 UMBPD Administrative Reports

Type Of Report, Review, Analysis, Survey	Purpose	When Due	Responsible Person/Section/Bureau	CALEA Standard
Pursuit Report Review	To provide an administrative review of each pursuit.	Each Incident - within 7 days	Professional Standards Bureau Review	41.2.2.k Time Sensitive
Roadblocks & Forcible Stops	Requires a written report and administrative review.	Each Incident - Report due day of event, Review due within 7 days	Professional Standards Bureau Review	41.2.3.e Time Sensitive
Use of Force Report Review Board	To determine if the officer complied with policy regarding the force used.	Each Incident - within 7 days	Professional Standards Bureau Review	4.2.2 Time Sensitive
Change of Custodian Audit	To ensure continuity of custody and ensure that records are correct and properly annotated.	Each Occurrence	In-coming & Out-going Custodians Jointly, with a designee appointed by the Chief	84.1.6.b Time Sensitive
Monthly Reports	Information gathered from the beginning to the end of the month	Unless otherwise specified, reports, reviews, analysis, etc. are due by the 7th of the following month. For example, data collected for February is due by March 7th.		
60 Day Crime Log	To provide crime statistic information from other agencies, within the agency jurisdiction.	Monthly - Between the 7 th and 15 th of each month	Support Services/Security Bureau	91.4.1.c
Alternate Power Source Inspection	To ensure continuous emergency communications capability	Monthly - Facilities Management Scheduled	Support Services/Security Bureau	81.3.2 Time Sensitive

8.4.1 UMBPD Administrative Reports

Type Of Report, Review, Analysis, Survey	Purpose	When Due	Responsible Person/Section/Bureau	CALEA Standard
Automatic External Defibrillator	To ensure equipment accountability and required maintenance is completed.	Monthly	Operations Bureau	NA
Emergency Equipment/Vehicle Inspection (Fleet Inspection)	To provide information on the condition of fleet vehicles, equipment, and maintenance.	Monthly	Operations Bureau	41.3.2
Handgun Inspections Report	To ensure daily operational readiness of individual officer's firearms.	Monthly	Operations Bureau	53.1.1
Radio Inspection	To account for agency property, serviceability and maintenance.	Monthly	Operations Bureau	17.5.1
Security Force Overtime	To provide information on the source and cost of overtime for the security force.	Monthly	Support Services/Security Bureau	22.1.1.f
Shotgun Inspection	To document the bi-weekly inspections completed by the First Line Supervisor	Monthly	Operations Bureau	53.1.1

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Type Of Report, Review, Analysis, Survey	Purpose	When Due	Responsible Person/Section/Bureau	CALEA Standard
UCR On-Line Report	To provide statistical information on crimes, arrests, and other required data.	Monthly	Support Services/Security Bureau	NA
Quarterly Reports	Information gathered from the beginning of a quarter to the end of the quarter.	Unless otherwise specified, reports, reviews, analysis, etc., are due as indicated January 1st - March 31st is due by April 30th April 1st - June 30th is due by July 31st July 1st - September 30th is due by October 31st October 1st - December 31st is due by January 31st		
Cash Funds Report	To provide accountability of cash funds received into the Agency.	Quarterly	Professional Standards Bureau	17.4.2.f Time Sensitive
Community Involvement Report to CEO	To provide the CEO information regarding community concerns.	Quarterly	Operations Bureau	45.2.1.e Time Sensitive
Evaluation of Community Relations Activities	To identify training needs and determine if practices bearing on police-community relations can be improved.	Quarterly	Operations Bureau	45.2.1

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Type Of Report, Review, Analysis, Survey	Purpose	When Due	Responsible Person/Section/Bureau	CALEA Standard
Goals & Objectives - Quarterly Progress Report	To review the progress toward achieving the annual agency goals.	Quarterly	Each Bureau	15.2.2
Recruitment Progress Report	To document all recruitment activities and progress to agency goals.	Quarterly	Support Services/Security Bureau	NA
Victim / Witness Liaison Report	To report the results of liaison contacts	Quarterly	Operations Bureau	NA
Unusual Occurrences Equipment Inspection	To ensure readiness of equipment to be used in support of emergency operations and unusual occurrences	Quarterly	Operations Bureau	46.1.8 Time Sensitive
Performance Evaluations - Probationary	To determine if the person can do the job	Quarterly - based on date of hire	Employee's Supervisor	35.1.3 Time Sensitive
UMMC - Supplemental Public Safety Services	To provide data as required by contract	Monthly	Support Services/Security Bureau	3.1.1.c
Semi-Annual Reports	Unless otherwise specified, information gather from January 1st to June 30th and July 1st to December 31st	Unless otherwise specified, reports, reviews, analysis, etc. are due as indicated January 1st - June 30th report is due by July 31st July 1st - December 31st report is due by January 31st		

8.4.1 UMBPD Administrative Reports

Type Of Report, Review, Analysis, Survey	Purpose	When Due	Responsible Person/Section/Bureau	CALEA Standard
Property Control Procedures by Custodian	To ensure adherence to property control procedures; to ensure property room is being maintained properly, integrity of the property and evidence is maintained, that property is being protected from damage or deterioration, and that property of no evidentiary value is being disposed of promptly.	Semi-Annual - January & July	Support Services/Security Bureau	84.1.6.a Time Sensitive
Sensitive Items Inventory	To account for agency sensitive items such as firearms and all police & security badges.	Semi-Annual - January & July	Support Services/Security Bureau	53.1.1
Juvenile Holding Log	To provide information on juvenile arrest and contacts in compliance with Maryland law	Semi-annual - Due by the April 15th (for October 1st thru March 31st) and Due by October 15th (for April 1st thru September 30th)	Support Services/Security Bureau	44.1.2
Property Evidence Inventory & Disposal Report	To account for property held by agency and document disposal of property no longer required by law	Semi-Annual - due by May 1st (for October 1st thru March 31st) due by November 1st (for April 1st to September 30th)	Support Services/Security Bureau	84.1.7
UMB Vehicle Inspection	To comply with UMB policies of fleet vehicles	Semi-Annual - dates determined by UMB Fleet Management	Operations Bureau	41.3.2
Annual Reports	Unless otherwise specified, information gathered for a full calendar year.	Unless otherwise specified, reports, reviews, analysis, etc., are due as indicated January 1st - December 31 report is due by January 31st		

8.4.1 UMBPD Administrative Reports

Type Of Report, Review, Analysis, Survey	Purpose	When Due	Responsible Person/Section/Bureau	CALEA Standard
Active Threat / Gunman & Terrorism Plan Review	To determine needs for policy / plan modifications.	Annual	Professional Standards Bureau	46.1.10.e Time Sensitive
All Hazard Plan Training Report	To ensure all members have received the required training.	Annual	Professional Standards Bureau	46.1.9.a Time Sensitive
Alternate Power Source Full Load Test	To ensure continuous emergency communications capability.	Annual	Support Services/Security Bureau	81.3.2 Time Sensitive
Assaults on an Officer Review	To determine trends or patterns, with recommendations to enhance officer safety, revise policy, or address training issues.	Annual	Professional Standards Bureau	4.2.5 Time Sensitive
Bias Based Profiling - Review	To identify any problems found, detail any corrective actions taken and make recommendations for any changes in policy or training that may be needed.	Annual	Support Services/Security Bureau	1.2.9.c Time Sensitive
Career Development Program Review	To provide a summary report to the Chief on all training completed by agency members, including In-Service and Specialized training.	Annual	Professional Standards Bureau	NA
Central Records Computer System Audit	To ensure computer system access integrity.	Annual	CASS - IT	82.1.6.d Time Sensitive

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Type Of Report, Review, Analysis, Survey	Purpose	When Due	Responsible Person/Section/Bureau	CALEA Standard
Civilian Positions - Review	To determine whether a designation as civilian is in the best interest of the Agency; to insure that law enforcement officers are not assigned to positions that do not require law enforcement authority.	Annual	Support Services/Security Bureau	NA
Cold Case Analysis	To review the original case files and determine if there are any new information or technologies available that would provide new leads.	Annual	Operations Bureau	42.2.7
Crime Analysis	To evaluate if the products are effective tools for combating crime.	Annual	Operations Bureau	40.1.1
Criminal Intelligence Procedures & Process Review	To ensure that all procedures and processes are being accomplished in accordance with all applicable state, federal and local laws.	Annual	Operations Bureau	40.2.3.e Time Sensitive
Discharge of Firearms other than for Training or Recreational Purposes - Review	To assist in determining training needs, equipment upgrades and/or the necessity of policy modifications.	Annual	Professional Standards Bureau	4.2.1.a
Emergency Operations Manual Inspection & Unusual Occurrences	To ensure plans are updated if necessary and information concerning available equipment remains updated as changes occurred.	Annual - January EOM	Operations Bureau	NA

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Type Of Report, Review, Analysis, Survey	Purpose	When Due	Responsible Person/Section/Bureau	CALEA Standard
Evaluation of Incidents & camera locations	To make recommendations on camera locations based on crime trends and patterns.	Annual	Support Services/Security Bureau	91.1.7.f Time Sensitive
Grievances Analysis	To observe trends and to take steps to minimize the causes of future grievances.	Annual	Office of the Chief	22.4.3 Time Sensitive
Internal Affairs & Complaint Investigation Report	To inform agency employees and community members that allegations of inappropriate employee activities are being responded to appropriately.	Annual	Professional Standards Bureau	26.2.5 Time Sensitive
Juvenile Enforcement & Prevention Program	To determine effectiveness of current prevention methods and need for continuance of juvenile programs.	Annual	Operation Bureau	44.1.3 Time Sensitive
Legal Update Training Activity Documents	To comply with MCPTC requirements for sworn members.	Annual	Professional Standards Bureau	33.5.1 Time Sensitive
Lethal Weapons Proficiency and Use of Force Police Review Activity	To document affected personnel's proficiency and training.	Annual	Professional Standards Bureau	4.3.3 Time Sensitive
Personnel Early Warning System Analysis	To determine the effectiveness of the system.	Annual	Professional Standards Bureau	35.1.9.e Time Sensitive

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Type Of Report, Review, Analysis, Survey	Purpose	When Due	Responsible Person/Section/Bureau	CALEA Standard
Persons with Mental Health Issues Refresher Training Activity	To document training was conducted for all personnel as required by the Police Training Commission & CALEA best practice.	Annual	Professional Standards Bureau	41.2.7.e Time Sensitive
Property & Evidence Audit	To ensure system integrity.	Annual.	Professional Standards Bureau	84.1.6.c Time Sensitive
Unannounced Property & Evidence Storage Area Inspection	To ensure the accountability of all lost/found property.	Annual	Professional Standards Bureau	84.1.6.d Time Sensitive
Pursuit of Motor Vehicles Report Analysis, to include a review of policy & reporting procedures, approved by the CEO (will include reference to use of Roadblocks)	To reveal any patterns or trends that may indicate the need for additional or remedial training and / or policy revisions.	Annual	Professional Standards Bureau	41.2.2.1 Time Sensitive
Recruitment Plan Analysis	To determine if the goals of the plan were achieved and the plan support the applicable policies of the agency and UMB.	Annual	Support Services/Security Bureau	31.2.2 Time Sensitive
Requests for Crime Reports From BPD - Clery Related	To aid in the development of crime prevention strategies and Clery report development.	Annual	Support Services/Security Bureau	NA
Segway Maintenance Program - Report	To provide an annual summary of equipment maintenance and to ensure required maintenance was performed.	Annual	Operations Bureau	41.1.3.c

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Type Of Report, Review, Analysis, Survey	Purpose	When Due	Responsible Person/Section/Bureau	CALEA Standard
Segway Training Report	To document annual certification for riders and to provide the list of certified riders to the Operations Commander.	Annual	Professional Standards Bureau	41.1.3.b
Special Purpose Vehicle - Bicycle - Standards Test	To document annual operator testing and certification.	Annual	Professional Standards Bureau	41.1.3.b
Special Purpose Vehicle - Bicycle - Maintenance Report	UMBPD owned bicycles will be sent to an approved bicycle repair facility for maintenance checks every six (6) months or 1500 miles.	Annual	Operations Bureau	41.1.3.c
Specialized Assignments - Review	To identify each assignment, determine if the assignment should be continued and address any training needs and requirements.	Annual	Support Services/Security Bureau	NA
Selective Traffic Enforcement Activity Review	To determine the effectiveness of Traffic Enforcement Programs enforcement efforts.	Annual	Operations Bureau	61.1.1.f Time Sensitive
Specialized Risk and Response Training Activity Review	To determine training needs and policy changes.	Annual	Professional Standards Bureau	91.3.1.d Time Sensitive
Use of Force Annual Analysis	A review of all reports to determine training needs &/or policy modifications.	Annual	Professional Standards Bureau	4.2.4 Time Sensitive

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Type Of Report, Review, Analysis, Survey	Purpose	When Due	Responsible Person/Section/Bureau	CALEA Standard
Victim/Witness Services Report	To summarize the quarterly reports provided by the Victim/Witness Coordinator.	Annual - January EOM	Operations Bureau	NA
Weapons Maintenance/Inspections Report	Thoroughly inspect all weapon to ensure proper care, operation and maintenance.	Annual - January EOM	Operations Bureau	NA
Annual Evaluation	Information gathered for a 12-month period			
Performance Evaluations	For determining merit raises, promotions, career development, etc..	Annual - March 31st	Supervisors at all levels	35.1.2 Time Sensitive
Budget Recommendations Report	To aid in the development of the Agency annual budget request to UMBPD.	Annual- March to April timeframe	Bureau Commanders and designated components	17.2.2 Time Sensitive
Job Description Recommendations	To make recommended changes in support of the function and efficiency of the agency.	Annual - Part of Budget recommendations	Bureau Commanders	NA
UMB Schools Referrals for Disciplinary Action - Review	To collect required data for the Clery report and the statistical report to the Department of Education.	Annual - March 15 th	Support Services/Security Bureau	NA

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Type Of Report, Review, Analysis, Survey	Purpose	When Due	Responsible Person/Section/Bureau	CALEA Standard
Criminal Arrest Records - Review - Clery Related	To determine the arrests that are ^{Annual} _{May 15th} Clery reportable	Annual – May 15 th	Support Services/Security Bureau	NA
Naloxone Overdose Reversal Medication Administration	To provide a summary of incident of Naloxone administration by agency members to the UMB OCA.	Annual - July 31st	Support Services/Security Bureau	NA
Clery Act Reportable statistical data - Review	To review for accuracy all statistics being reported by the UMBPF in the annual Clery report.	Annual - Aug. 1 st	Support Services/Security Bureau	NA
Clergy Report due to Dept. of Education and published to Campus community	To comply with reporting requirements.	Annual - October 1 st	Support Services/Security Bureau	91.4.1.a & d Time Sensitive
Training Committee Meeting	To report to the Chief on recommendations and proposals for training to meet all agency and member needs.	Annual - October EOM (Meeting) Annual - November EOM (Report submission)	Professional Standards Bureau	33.1.1
Goals & Objectives - Submission for coming year	To establish the goals for each Bureau..	Annual - November EOM	Office of the Chief & Each Bureau	15.2.1 Time Sensitive
Training Plan	The Education and Training Lieutenant will create lesson plans for in-house training or will obtain a syllabus on outside training for the training file.	Annual - November EOM	Professional Standards Bureau	NA

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Type Of Report, Review, Analysis, Survey	Purpose	When Due	Responsible Person/Section/Bureau	CALEA Standard
Emergency Notification System Testing	To evaluate emergency plans & capabilities.	Annual - December EOM	UMB-OEM	91.1.5.e
Biennial Reports	Information gathered for two full calendar years	<p>Reports, reviews, analysis, etc, are due as indicated</p> <p>January 1st of year 1 - December 31st of year 2</p> <p>The report is due by January 31st following the end of the two year cycle</p> <p>All Biennial Reports are Time Sensitive - due in 2018 & 2020</p>		
All Hazard Plan and ICS Training using Table Top or Full-Scale Exercise Activity	To document agency training activity.	Biennial - (Every two (2) years) January EOM	Professional Standards Bureau	46.1.9.b
Crime Prevention Programs Evaluation	To conduct a documented evaluation of Agency Crime Prevention Programs.	Biennial - (Every two (2) years) January EOM	Operations Bureau	45.1.1.c
Ethics Training - Activity Documents	To ensure members receive documented training / refresher training on the Maryland Annotated Code, Title 15, Subtitle 5.	Biennial - (Every two (2) years) January EOM	Professional Standards Bureau	1.1.2
Less Lethal Weapons Proficiency and Use of Force Policy Review Activity Report	To document biennial instruction on policy and proficiency in the use of less lethal weapons.	Biennial - (Every two (2) years) January EOM	Professional Standards Bureau	4.3.3

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Type Of Report, Review, Analysis, Survey	Purpose	When Due	Responsible Person/Section/Bureau	CALEA Standard
Survey of Citizen Attitudes & Opinions on Agency, Safety & Security	To aid in the development and refinement of agency practices, policies, procedures and services.	Biennial - (Every two (2) years) January EOM	Operations Bureau	45.2.2
Victim/Witness Assistance Needs Survey	To survey victim/witness assistance needs and available services within the UMBPF jurisdiction; to analyze the results of liaison contacts.	Biennial - (Every two (2) years) January EOM	Operations Bureau	55.1.2
Capital and Sensitive/Non-Capital Assets Inventory & Report	Used to verify the presence and physical location of listed items. The report is required and provided to UMB Dept. of Financial Services.	Biennial - (Every two (2) years) The date is determined by UMB Financial Services	Support Services/Security Bureau	17.5.1.a
Quadrennial Reports	Information gathered for three full calendar years	Reports, reviews, analysis, etc, are due as indicated January 1st of year 1 - December 31st of Year 4 the report is due by January 31st following the end of the four-year cycle		
Agency Job Description Review	To ensure job descriptions are current and made available to all personnel.	Quadrennial - (Every four (4) years) January EOM	All Bureaus	21.2.2
Multi-Year Plan	To serve as a guide for future efforts in the process of defining strategy, direction, decision making, and allocation of resources.	Quadrennial - (Every four (4) years) January EOM 2018	Office of the Chief & Bureau Commanders	15.1.3

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Type Of Report, Review, Analysis, Survey	Purpose	When Due	Responsible Person/Section/Bureau	CALEA Standard
Risk Assessment & Analysis	To assess risks of property loss to UMB and to persons and to provide recommendations	Quadrennial - (Every four (4) years) January EOM	UMB-EOM	91.1.1
Security Phone Locations Review	To assess the locations of security phones based a documented survey	Quadrennial - (Every four (4) years) January EOM	Support Services/Security Bureau	91.1.8.e
Staff Inspection Report	To document the conduct of staff inspections and summarize the results of the inspections	Quadrennial - (Every four (4) years) January EOM	Professional Standards Bureau	53.2.1.e
Workload Assessment	To reassess the workload demands for each organizational function and personnel distribution & staffing	Quadrennial - (Every four (4) years) January EOM	Each Bureau	21.2.4