

**ADMINISTRATIVE REPORTING SYSTEM**  
**Index Code 203, Appendix A**  
**Effective Date: 11-06-06**  
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<b>PERSON/POSITION RESPONSIBLE</b>	<b>REQUIREMENT/PURPOSE</b>	<b>FREQUENCY &amp; MONTH</b>	<b>DISTRIBUTION</b>	<b>CALEA AND/OR RELATED DIRECTIVE</b>
Accreditation Unit	Survey of Citizen Attitudes on Agency Performance	Triennial	Chief; Accreditation Unit	45.2.4
All Components	Review/Update of Written Directives	Annual: December	Chief; Accreditation Unit	12.2.1
All Components	Review/Update of SOPs	Annual: November	Accreditation Unit	IC 205.2
All Components	Review of Departmental Forms	Annual: September	Accreditation Unit	11.4.2
All Components	Progress Report: Attainment of Goals & Objectives	Annual: <i>September</i>	Bureau Cndr; Mgmt & Planning	15.2.2 IC 612
All Components	Update Annual Goals & Objectives	Annual: September	All Personnel	15.2.1 IC 612
All Components	Operating Budget; Request for New Positions	Annual: November	Chief; Mgmt & Planning	17.2.2 IC 612
All Specialized Components	Documented Workload Assessment	Annual: November	Mgmt & Planning, via budget process	16.1.2 IC 611
Captains (District Commanders)	Description of Current Community Concerns, Potential Problems Affecting Law Enforcement Activities, & Statement of Recommended Actions to Address Same	Quarterly	Chief; Accreditation Unit	45.2.2 IC 900
Captains (District Commanders)	Documented Test of Holding Facility Fire Equipment	Semi-Annual	Accreditation Unit	72.3.1 IC 2004
Captains (District Commanders)	Rehearsal of Mobilization Plan	Annual: January	Accreditation Unit	IC 2306
Cash Fund Custodians	Accounting of Agency Cash Fund Activities	Monthly	Staff Inspections/AVNU	17.4.2 IC 619.1
Central Records	UCR Report	Monthly	Chief;	82.1.4

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Central Records	Quarterly Part I Crimes Report	Quarterly	MSP/FBI UCR Chief; Accreditation Unit; Mgmt & Planning; News Media	SOP SOP
Central Records	Annual Part I Crimes Report	Annual: March	Chief; Accreditation Unit Mgmt & Planning; News Media	SOP
CID (Victim/Witness)	Analysis of Victim/Witness Needs & Available Services	Annual: November	Chief; State's Attorney; Accreditation Unit	55.1.2 IC 1602
Communications	Documented Inspection & Test of Alternate Power Source	Weekly	Accreditation Unit	81.3.2 IC 1103
Crime Prevention	Evaluation of All Crime Prevention Programs	Annual: November	Chief; Bureau Cndr; Accreditation Unit	45.1.1 IC 901
Evidence Management Section	Inspection of Adherence to Property Control Measures	Quarterly	Accreditation Unit	84.1.6 IC 1200
Evidence Management Section	Inventory of Property & Property Records	Upon Reassignment of Property Custodian	Accreditation Unit	84.1.6 IC1200
Internal Affairs	Statistical Summary of IAU Cases & Dispositions	Annual: January	Chief; Accreditation Unit Agency Employees; the Public	52.1.5
Management & Planning	Overtime Status Report	Monthly	Command Staff	SOP

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Management & Planning	Independent Audit of Agency Fiscal Activities	Annual: July	Chief; Accreditation Unit	17.4.3
Management & Planning	Update Agency Organizational Chart	Annual:	All Personnel; Accreditation Unit	11.1.2 IC 201
Management & Planning	Documented Workload Assessment - Patrol Division	Annual: November	Chief, via budget process	16.1.2 IC 611
Management & Planning	Multi-Year Plan	Annual: November	Chief; Command Staff; Accreditation Unit	15.1.3 IC 602
Management & Planning	Report of Agency Accomplishments (Department's Annual Report)	Annual	Chief; Command Staff; Accreditation Unit	SOP
<b>Management &amp; Planning (Crime Analysis)</b>	Report of Crime Pattern & Trends	<b>Quarterly</b>	Chief; Accreditation Unit	15.3.1
<b>Management &amp; Planning (Crime Analysis)</b>	Crime Analysis Program – Feedback Analysis & Program Evaluation	Annual: January	Chief; Bureau Cmdrs; Accreditation Unit	15.3.1
Narcotics/VICE	Report of Vice, Drug & Organized Crime Activities	Quarterly	Chief; Accreditation Unit	43.1.1 IC 1620
Personnel	Position Status Report	Monthly	Mgmt & Planning	16.1.1 SOP
Personnel	Injured & Light Duty Report	Monthly	Chief; Mgmt & Planning	SOP
Personnel	Progress Report on the Hiring of Minority & Female Police Officers	Semi-Annual	Chief; Accreditation Unit	31.2.2
Personnel	Grievance Analysis	Annual: January	Chief; Accreditation Unit	25.1.3 IC 708

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Personnel	Review of Skills, Knowledge, & Abilities List	Annual: May	Accreditation Unit	33.6.1
Personnel	Review/Update of Affirmative Action & EEO Plan	Annual: July	Accreditation Unit	31.2.2 & 31.2.3
Public Information Officer	Summary of Previous Day's Events (Morning Report)	Daily	Command Staff	SOP
Special Operations Division	Review/Revision of Dept's Emergency Response Plans & Emergency Operations Manual	Annual: January	Accreditation Unit	46.1.1 IC 2301
Special Operations Division	Review/Revision of Dept's Hostage/Barricade Incident Plans	Annual: January	Accreditation Unit	IC 2308
Special Operations Division	Review/Revision of Dept's Bomb Procedures	Annual: January	Accreditation Unit	IC 2310
Staff Inspections	Analysis of Vehicular Pursuits	Annual: January	Chief: Accreditation Unit; Training Academy	41.2.2 SOP
Staff Inspections	Analysis of Uses of Force	Annual: January	Chief: Accreditation Unit; Training Academy	1.3.13 SOP
Staff Inspections	Inspection of Property Storage Areas	Annual: Unannounced	Accreditation Unit	84.1.6 IC 1200
Staff Inspections	Audit of Property Held by Agency	Annual: September	Accreditation Unit	84.1.6 IC 1200
Staff Inspections	Staff Inspection of All Components	Triennial	Chief: Accreditation Unit	53.2.1 IC 603

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Supervisors (Sworn)	Inspection of Equipment Used in Unusual Occurrence Situations	Monthly	Accreditation Unit	46.1.8 IC 501
Supervisors	Performance Evaluation of Each Subordinate	Annual: As Required	Employee; Reviewer; Personnel	35.1.2 IC 707
Supervisors	Performance Evaluation of Probationary Employee	Bimonthly	Employee; Supervisor	35.1.3 IC 707
Sworn Officers & PTOs	Mechanical & Safety Examination of Prisoner Transport Vehicles	Beginning of Shift	Supervisors	70.1.2 IC 2003
Teletype	Hot Sheet: Recent Crimes, Lookouts, Police Hazards	Beginning of each shift	Department-Wide	41.1.2 IC 203.1
Traffic Safety	Evaluation of Selective Traffic Enforcement Activities	Annual: January	Field Ops Cmdr; Accreditation Unit	61.1.1 IC 1902
Training Academy	Inspection of Weapons	Annual: In-Service Training	Accreditation Unit	1.3.9
Training Academy	In-Service Training: Review of Dept's Use of Force Policies; Requalification with All Approved Firearms; & Legal Updates	Annual: In-Service Training	Chief; Accreditation Unit	1.3.11 & 33.5.1
<i>Training Academy</i>	<i>In-Service Trainings: Requalification with Less Lethal Weapons</i>	<i>Biennial</i>	<i>Chief; Accreditation Unit</i>	<i>1.3.11</i>
<i>Training Academy</i>	<i>Ethics Training</i>	<i>Biennial</i>	<i>Chief; Accreditation Unit</i>	<i>1.1.2</i>

**CANCELLATION:**      *This document replaces Appendix A to Index Code 203, dated 08-16-99.*