


<p>RABUN COUNTY SHERIFF'S OFFICE</p>  <p>General Order Number: 1.09</p>	<p>Date of Issue</p> <p>2/23/2016</p>	<p>Effective Date</p> <p>2/23/2016</p>	<p>Revision Date</p>
<p>Subject: ADMINISTRATIVE REPORTING PROGRAM</p>	<p>Amends:</p>	<p>Rescinds:</p>	
<p>Index as: Administrative Reporting Program</p>	<p>State Certification Standards: 1.23, 2.8, 3.1, 3.8, 5.35, 6.11</p>		

PURPOSE

The purpose of this General Order is to prescribe the Rabun County Sheriff's Office policies and procedures regarding the Administrative Reporting Program and Procedures.

STATEMENT OF POLICY

The Rabun County Sheriff's Office shall maintain an administrative reporting system. This General Order shall specify a listing of all administrative reports, a statement as to the person(s) or position(s) responsible for the formulation of the report(s), a statement of the purpose of the report, a statement of the frequency of the report(s) and a statement of the distribution of the report(s).

DISCUSSION

Reports and forms are designed to provide information within the department on a day-to-day basis as well as on an on-going basis. Reports and forms also provide a mechanism by which the department's activities can be reported as needed to an outside organization.

Reports and forms also have to be uniform to ensure that all units of the department are using the current and correct version of the report or form. Accountability is necessary to insure that the information on the reports and forms is not duplicated; that the review for new or modified reports and forms includes the functions for which the reports and forms should be used for; that the functions of the reports and forms are consistent with records maintenance or data processing requirements of the department; and that there is a designated person or position to approve reports and forms prior to use.

I. ADMINISTRATIVE REPORTING PROGRAM

The following are the administrative reports used to provide information within and outside the Sheriff's Office:

A. Annual Report

1. Responsibility: Sheriff or designee(s);
2. Purpose: to provide historical information about the general operations of the department and to highlight major accomplishments and significant problem areas;
3. Frequency: annually, immediately following the end of the calendar year; and
4. Distribution: general public, governing authority and civic groups, employees and Certification Manager.

B. Annual Grievance Analysis

1. Responsibility: Sheriff or designee(s);
2. Purpose: to discover recurring problems or possible trends related to employee morale and discipline;
3. Frequency: annually, immediately following the end of the calendar year; and
4. Distribution: Sheriff and Accreditation Manager.

C. Annual Use Of Force Analysis

1. Responsibility: Office of Professional Standards;
2. Purpose: to identify patterns or trends in the application of deadly and non-deadly force that may require training and/or policy adjustments;
3. Frequency: annually, immediately following the end of the calendar year; and
4. Distribution: Sheriff and Command Staff.

D. Annual EEO Analysis

1. Responsibility: Sheriff or designee(s);
2. Purpose: to review the department's employment policies, practices, and procedures relevant to their impact on the employment of minorities and women;
3. Frequency: annually, prior to December 31 of each calendar year; and
4. Distribution: Sheriff and Accreditation Manager.

E. Annual Evidence & Property Audit

1. Responsibility: Commander, Criminal Investigations Division;

2. Purpose: to account for all evidence and property under the control of the Evidence and Property Officer;
 3. Frequency: annually, prior to the end of the calendar year; and
 4. Distribution: Sheriff and Accreditation Manager.
- F. Annual Community Relations Report
1. Responsibility: Community Outreach Unit supervisor;
 2. Purpose: to provide information about current public concerns and potential problems bearing on law enforcement received from community groups and citizens;
 3. Frequency: annual; and
 4. Distribution: Command Staff and Accreditation Manager.
- G. Uniform Patrol Division Monthly Report
1. Responsibility: Commander, Uniform Patrol Division;
 2. Purpose: to provide statistical information on the calls for service and activity initiated by the members of Uniform Patrol Division, and other details as needed;
 3. Frequency: monthly; and
 4. Distribution: Command Staff and Accreditation Manager.
- H. Criminal Investigations Division Monthly Statistical Report
1. Responsibility: Commander, Criminal Investigations Division;
 2. Purpose: to provide statistical information concerning the number of cases assigned, cleared, and amount of property stolen/recovered, and other details as needed;
 3. Frequency: monthly; and
 4. Distribution: Command staff and Accreditation manager.
- I. Detention Center Division Monthly Statistical Report
1. Responsibility: Commander, Detention Center Division;
 2. Purpose: to provide statistical information concerning the number of inmates received and released, daily and average Jail population, and other details as needed;
 3. Frequency: monthly; and
 4. Distribution: Command Staff and Accreditation manager.
- J. Court Services Division Monthly Statistical Report

1. Responsibility: Commander, Court Services Division;
 2. Purpose: to provide statistical information concerning the activity of court services officers, types and numbers of civil papers served and attempted service, types and numbers of courts worked; and other details as needed;
 3. Frequency: monthly; and
 4. Distribution: Command Staff and Accreditation Manager.
- K. Formulation Of Agency Goals And Objectives
1. Responsibility: Division Commanders;
 2. Purpose: to provide strategic direction for the agency and serve to form the basis for organizational decision making;
 3. Frequency: annually prior to formal budget process; and
 4. Distribution: Command Staff and Accreditation Manager. Quarterly Objectives Progress Reports
 5. Responsibility: Command Staff;
 6. Purpose: to check the progress of stated departmental objectives;
 7. Frequency: quarterly, usually during regularly scheduled departmental staff meetings; and
 8. Distribution: Command Staff and Certification manager.
- L. Multi-Year Plan Review
1. Responsibility: Sheriff or designee(s);
 2. Purpose: to ensure effective planning for future operations and organizational requirements;
 3. Frequency: reviewed and revised by the Sheriff or designee(s) on an annual basis or as needed; and
 4. Distribution: Command Staff and Certification Manager.
- M. Crime Analysis
1. Responsibility: State Certification Manager
 2. Purpose: to identify criminal patterns, alert the general population to potential crime related problems, assist long range planning, and provide information concerning projected personnel and equipment funding requirements;
 3. Frequency: immediately when necessary, monthly, and annually; and
 4. Distribution: Command Staff, Sheriff, Patrol Division and others as needed.

N. Periodic Workload Analysis

1. Responsibility: Division Commanders;
2. Purpose: to identify staffing requirements for the upcoming budget year;
3. Frequency: annually during the beginning of the formal budget process; and
4. Distribution: Command Staff and Certification Manager.

O. Annual Specialized Assignment Review

1. Responsibility: Appropriate Division Commanders;
2. Purpose: to evaluate the initial problem or condition that required the implementation of the specialized assignment;
3. Frequency: annually prior to the beginning of the formal budget process; and
4. Distribution: Sheriff and Accreditation Manager.

P. Triennial Community Survey (required when accredited):

1. Responsibility: Certification Manager
2. Purpose: to ensure overall departmental performance, competence of departmental employees, attitudes and behaviors of employees toward citizens, public safety concerns, and suggestions for departmental improvement.
3. Frequency: Every three years; and
4. Distribution: Sheriff and Certification Manager.

Q. Unusual Occurrence After Action Report

1. Responsibility: Each Incident Commander with Chief Deputy Review;
2. Purpose: to provide general overview of incident, describe special or unique problems encountered, indicate personnel involved & expenditures, identify employees for commendation, and provide recommendations;
3. Frequency: Per incident, consolidated report to Sheriff no later than 30 days following the incident; and
4. Distribution: Sheriff and Certification Manager.

R. Monthly Unusual Occurrences Equipment Inspection

1. Responsibility: Commanders/Supervisors of all special units and teams;
2. Purpose: to ensure equipment readiness and operability;

3. Frequency: monthly; and
 4. Distribution: Certification Manager.
- S. Annual Internal Affairs Statistical Summary
1. Responsibility: Internal Affairs Officer;
 2. Purpose: to provide information to the Sheriff for inclusion in department's annual report;
 3. Frequency: annually just after end of each calendar year; and
 4. Distribution: Sheriff and Certification Manager Victim/Witness Analysis
 5. Responsibility: Victim Services in conjunction with District Attorney and State Solicitor's Office;
 6. Purpose: to identify efficiency and effectiveness of victim witness services;
 7. Frequency: annually just after end of each calendar year; and
 8. Distribution: Command Staff and Certification Manager.
- T. Selective Traffic Enforcement Analysis:
1. Responsibility: Commander, Uniform Patrol Division or designee(s);
 2. Purpose: to maximize departmental effectiveness and design appropriate prevention programs;
 3. Frequency: monthly; and
 4. Distribution: Command Staff, Shift Supervisors, as needed, Certification Manager and county engineering or road department as necessary.
- U. Triennial Court Security Survey
1. Responsibility: Commander Court Services Division or designee(s);
 2. Purpose: to identify security, equipment and/or personnel needs;
 3. Frequency: every three years; and
 4. Distribution: Sheriff, Rabun County Courthouse Complex staff as necessary and Certification Manager.
- V. Unannounced Inspection Of Evidence/Property Unit
1. Responsibility: Designee as appointed by Chief Deputy
 2. Purpose: to ensure accountability of evidence and property and that established policies and procedures are being followed;

3. Frequency: annually; and
4. Distribution: Chief Deputy and Certification Manager.

W. Quarterly Evidence/Property Inspection

1. Responsibility: Property and Evidence Officer;
2. Purpose: to ensure that all evidence and property is properly accounted for;
3. Frequency: quarterly; and
4. Distribution: Commander, Criminal Investigations Division and Certification Manager.

X. Departmental Forms Review

1. Responsibility: Office of Professional Standards;
2. Purpose: to ensure forms meet current requirements, identify forms that need revision or to be rescinded, and identify need for new forms;
3. Frequency: as needed; and
4. Distribution: As needed and Certification Manager.

Y. Annual Pursuit Analysis

1. Responsibility: Certification Manager;
2. Purpose: to reveal any patterns or trends that may indicate training needs and/or policy modifications;
3. Frequency: annually just after the first of the year; and
4. Distribution: Sheriff, Chief Deputy and Patrol Commander.

Z. Mobilization Exercise

1. Responsibility: Sheriff, Chief Deputy, Divisional Commanders, Certification Manager
2. Purpose: to verify employee contact numbers and check actual number of employees who are able to respond;
3. Frequency: at least once a year; and
4. Distribution: Command Staff and Certification Manager.

AA. Exempt Employee Performance Evaluation

1. Responsibility: Sheriff;
2. Purpose: to identify exempt employee performance;

3. Frequency: annually or as needed; and
4. Distribution: employee reviewed, personnel file and Certification Manager (as needed).

BB. Employee Performance Evaluation

1. Responsibility: Supervisors;
2. Purpose: to identify employee performance;
3. Frequency: annually or as needed; and
4. Distribution: employee reviewed, personnel file and Certification Manager (as needed).

CC. Annual Physical Inventory

1. Responsibility: Division Commanders;
2. Purpose: to maintain accountability of departmental property;
3. Frequency: annually, due the last working day in December of each calendar year; and
4. Distribution: Appropriate Major and Certification Manager.

DD. Annual Audit of Central Records Computer System

1. Responsibility: Records Unit Supervisor (In conjunction with Rabun County Management Information Systems)
2. Purpose: To maintain the integrity of the central records computer system by verification of all passwords, access codes or access violations.
3. Frequency: annually or as needed; and
4. Distribution: Sheriff and Command Staff (as needed).

II. REPORTS AND FORMS MANAGEMENT

- A. The Chief Deputy is responsible for the approval of all Sheriff's Office reports and forms prior to use.

The Office of Professional Standards is responsible for the Sheriff's Office's report and form management program.

- B. Division Commanders are responsible for:

Identifying the reports and forms that are necessary to perform normal routine and business and submitting new report(s) and form proposals to the Office of Professional Standards for review and approval.

- C. Development and Modification

Sheriff's Office reports and forms will be developed by the proponent unit, section, or division, based upon identified requirements to record and transmit information. Prior to use, the proponent will ensure that:

The proposed report or form is reviewed by the Chief Deputy to ensure that the format used is compatible with the Sheriff's Office's data-processing system;

- D. Approval for use is obtained from the Chief Deputy

When it becomes necessary to modify a Sheriff's Office report or form, the proponent will adhere to the same steps as outlined above for report and form development.

III. ACCOUNTABILITY FOR CERTIFICATION COMPLIANCE

- A. Maintenance of the Certification Program of the Rabun County Sheriff's Office requires an extensive system of periodic reports, reviews, inspections, and other activities mandated by applicable accreditation standards. The Certification Manager shall utilize the State Certifications guidelines set forth by the Georgia Association of Chief's of Police "schedule of time sensitive documents" report to identify reporting schedules.
- B. If, for any reason, GACP is not utilized to identify reporting schedules, the Certification Manager shall, on a monthly basis, notify the appropriate supervisors of due dates for reports and evaluations as mandated by the accreditation standards.
- C. A copy of all reports and evaluations shall be forwarded to the certification manager by the fifth working day of the designated month.
- D. In instances where reports, reviews or evaluations are not being accomplished within the given time frame, the Certification Manager shall notify the Sheriff.
- E. A copy of all memos, reports, reviews and evaluations completed by department personnel shall be forwarded to and maintained by the Certification manager to ensure compliance with certification standards.



By Order of the Sheriff: **Chad K. Nichols**
Sheriff, Rabun County