	Alexandria Police Department	
	Directive 1.9	

ADMINISTRATIVE REPORTS

Effective Date: 12-04-2015		Cancels: 05-01-2012	
Updated Date: 06-19-2019	Section(s):		SME Review Date:
Updated Date:	Section(s):		2022
Updated Date:	Section(s):		

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1.9.01   PURPOSE AND POLICY

The purpose of this directive is to identify and list the administrative reports and activities conducted within the Department. The requirement for these reports and/or activities is located in various police directives and/or CALEA standards.

It is the policy of the Department to maintain informational reports and records that measure, analyze, or provide an accounting of activities performed or conducted, as well as provide a mechanism to report agency activities outside the immediate structure of the Department.

1.9.02   DEFINITIONS

Administrative Report – Those required periodic reports and special activities, such as reviews or inspection activities that require a report to be prepared, for compliance with a police directive. Examples include, but are not limited to, the list of activities and reports found in the Appendices of this directive.

Accreditation Manager – The employee designated by the Chief of Police who shall be responsible for monitoring required activities and periodic reports, reviews, inspections, and other activities mandated by applicable police directives and/or

accreditation standards. He or she will also assign related accreditation tasks to commanders and supervisors as necessary for the agency to maintain accreditation readiness.

Bureau Report – A compilation of information from all Divisions, Units, and Sections within a Bureau reported globally in one document for the entirety of the Bureau. Examples of bureau reports include, but are not limited to: annual formal line inspection reports, annual uniform and equipment inspection reports, quarterly call back and succession of command lists, annual goals and objectives progress reports, and workload assessments.

1.9.03	PROCEDURES AND RESPONSIBILITIES	[11.4.1.]

A. **The Accreditation Manager will:**
   1. Notify affected personnel in writing of all new or modifications to accreditation standards that impact administrative reporting;
   2. Provide guidance to the appropriate staff for necessary policy revisions;
   3. Determine reporting adjustments as necessary;
   4. Maintain master list of Administrative Reports Appendix as necessary; and
   5. Notify police staff through email and PowerDMS when the Administrative Reports Appendix has been updated.

B. **Administrative Report Originators will:**
   1. Ensure the activity is completed on or before the due date;
   2. Forward the original report to the recipient through appropriate chain of command; and
   3. Forward a copy of the report to the *Audits,* Accreditation and Directives Section. (The preferred method of sending the report copy to the *Audits*, Accreditation and Directives Section is via email or electronic scanning.)

C. **Report recipient (or designee) will:**
   1. Review and make comments on the received report, review, or inspection;
   2. Scan or copy the report to the *Audits*, Accreditation and Directives Section as an official copy of the final document. Exception: Administrative reports of confidential nature or employee evaluations are not copied or scanned to the *Audits*, Accreditation and Directives Section; and
   3. Return the original report to the report originator.

D. All employees are charged with the responsibility of familiarizing themselves with the activities required of their assignment and completing the associated tasks listed in the police directives and specifically the appendices to this directive.

E. The master list of administrative reports/activities shall contain:
   1. A statement as to the person(s) or position(s) responsible for the formulation of the report(s);

2. A statement of the purpose of the report;

3. A statement of the frequency of the report(s); and

4. A statement of the distribution of the report.   **[11.4.1]**

F. The Accreditation Manager monitors compliance with administrative reporting tasks by utilizing PowerDMS Standards software. Many per incident reports such as Incident Command System activation occurrences, vehicle pursuits, escapes, special events, and various use-of-force incidents are reported on the Daily Watch Commander reports, which are distributed to the Accreditation Manager for accreditation applicability and follow-up. Other regular periodic reports occurring monthly, quarterly, semi-annually, annually, biennially, and triennially are recorded on an automated calendar so that courtesy reminders can be generated in a timely manner to ensure reporting deadlines are accomplished. Email is the primary method used to correspond with report originators when modifications are necessary and/or when delinquencies occur.   **[11.4.3]**

By Authority Of:

Michael L. Brown
Chief of Police

Administrative Reports and Activities with Calendar Month Due Date

Month / Date Due	Frequency/Activity Description (CALEA standard)/Directive	Person/Position Responsible	Distribution	Purpose
January	Monthly Community involvement (civic association) report (45.2.2) PD 12.1	Assigned Liaisons	Chief's Aide	Informational
January	Monthly Fiscal Management status reports (17.4.1) PD 1.7	Account Administrators	Fiscal Officer	Planning
January	Monthly Unusual occurrence equipment readiness inspection and function test (46.1.8) PD 6.9 Appendices A, B, and D	SOT, HNT, TSU(robots)	Emergency Readiness & Operations Planning Division Commander, Accreditation	Preparedness
January	Annual Vehicle Pursuit Analysis (41.2.2j) 10.11. B	Safety Committee Chairperson	Chief of Police, Accreditation	Identify training or policy issues
January	Annual Review of Policy and Reporting Procedures. (41.2.2k) 10.11. B	Safety Committee Chairperson	Chief of Police, Accreditation	Identify training or policy issues
January	Annual evaluation of crime prevention programs (45.1.1c) Community Relations SOP	Community Relations, and Patrol	Chief of Police, Accreditation	Initiative monitoring
January	Annual Personnel Early Warning System Evaluation (35.1.9c) PD 4.19	Office of External Affairs and Professional Responsibility Commander, Human Resources Commander	Chief of Police, Accreditation	Policy review and/or validation
January	Annual Review of criminal intelligence procedures and processes (42.1.6i) PD 10.2	Office of External Affairs and Professional Responsibility Commander	Chief of Police, Accreditation	Policy review and/or validation
January	Annual Analysis of the Police Officer Recruitment Plan (31.2.2) HR SOP-Sworn P.O Recruitment and Selection	Recruiter, Human Resources Division Commander	Chief of Police, Accreditation	Progress and revision assessment
January	Annual documented review and evaluation of all juvenile enforcement and prevention programs (44.1.3) CIS SOP 1.4a	Youth Unit Supervisor, Crime Prevention	Chief of Police, Accreditation	Initiative Monitoring
January	Annual Radio Failure Plan Policy Review (81.2.2) PD 10.23	Patrol Captains	FOB Assistant Chief, DEC, and Accreditation	Preparedness

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Administrative Reports and Activities with Calendar Month Due Date

Month / Date Due	Frequency/Activity Description (CALEA standard)/Directive	Person/Position Responsible	Distribution	Purpose
January	Annual Audit of automated systems access and passwords (82.1.6) PD 3.2	Technology, Data and Analysis	Accreditation	Internal Monitoring
January	Annual Volunteer Unit report (16.4.1) PD 4.12.04A	Volunteer Coordinator	Chief of Police, Accreditation	Informational
January	Annual Review of Active Threats, Policy and Training needs. (46.1.10e) PD 11.10	Special Operations Commander	Chief of Police, Accreditation	Identify training or policy issues
January – March	Quarterly accounting of agency cash activities (17.4.2f) PD 1.7, 10.31	Fiscal Division Commander	Chief of Police, Accreditation	Internal Accounting
January – March	Quarterly entry-level probationary employee performance evaluation (35.1.3) PD 4.14	Supervisor	Personnel	Performance Monitoring
January – March	Quarterly inspection of Patrol Weapons. (1.3.9c) PD 7.0	Patrol	Chief of Police, Accreditation	Internal Accounting
January – June	Semi-annual inspection of property control procedures (84.1.6a) PD 10.28	Property Supervisor	Chain of Command, Accreditation	Internal Monitoring
January 15	Biannual Succession of Command Emergency Call Back Roster (12.1.2, 81.2.5) PD 1.3, 10.8, 13.3	Division Commanders	Accreditation, DEC	Preparedness
February	Monthly Community involvement (civic association) report (45.2.2) PD 12.1	Assigned Liaisons	Chief's Aide	Informational
February	Monthly Fiscal Management status reports (17.4.1) PD 1.7	Account Administrators	Fiscal Officer	Planning
February	Monthly Unusual occurrence equipment readiness inspection and function test (46.1.8) PD 6.9 Appendices A, B, and D	SOT, HNT, TSU(robots)	Emergency Readiness & Operations Planning Division Commander, Accreditation	Preparedness
February 1	Annual Formal Line Inspection (53.11) PD 1.8	Division Commanders	Assistant Chief, Accreditation	Planning & Preparedness
February	Annual Analysis of employee grievances (25.1.3) HR SOP-Grievance Procedures	HR Division Commander	Chief of Police, Accreditation	Informational

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Administrative Reports and Activities with Calendar Month Due Date

Month / Date Due	Frequency/Activity Description (CALEA standard)/Directive	Person/Position Responsible	Distribution	Purpose
February	Annual Use of Force Analysis (1.3.13) PD 1.9	Office of External Affairs and Professional Responsibility Commander	Chief of Police, Accreditation	Trends, Equipment needs, Training, Policy Review
February	Annual Bias Based Profiling Review (1.2.9d) PD 2.4	Office of External Affairs and Professional Responsibility Commander	Chief of Police, Accreditation	Department Practice Review
February	Annual audit of all currency stored in Property and Evidence PD 10.28	Property Supervisor	Chief of Police, Accreditation	Internal Monitoring
March	Monthly Community involvement (civic association) report (45.2.2) PD 12.1	Assigned Liaisons	Chief's Aide	Informational
March	Monthly Fiscal Management status reports (17.4.1) PD 1.7	Account Administrators	Fiscal Officer	Planning
March	Monthly Unusual occurrence equipment readiness inspection and function test (46.1.8) PD 6.9 Appendices A, B, and D	SOT, HNT, TSU(robots)	Emergency Readiness & Operations Planning Division Commander, Accreditation	Preparedness
March	Annual meeting to affirm or modify Department goals for the following fiscal year (15.1.3) PD 1.2	Operational Planning Division Commander	Accreditation	Planning
March	Annual statistical summary of complaints made available to the public and employees (52.1.5) PD 2.3	Office of External Affairs and Professional Responsibility Commander	Chief of Police, Accreditation	Policy Compliance
April	Monthly Community involvement (civic association) report (45.2.2) PD 12.1	Assigned Liaisons	Chief's Aide	Informational
April	Monthly Fiscal Management status reports (17.4.1) PD 1.7	Account Administrators	Fiscal Officer	Planning
April	Monthly Unusual occurrence equipment readiness inspection and function test (46.1.8) PD 6.9 Appendices A, B, and D	SOT, HNT, TSU(robots)	Emergency Readiness & Operations Planning Division Commander, Accreditation	Preparedness

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Administrative Reports and Activities with Calendar Month Due Date

Month / Date Due	Frequency/Activity Description (CALEA standard)/Directive	Person/Position Responsible	Distribution	Purpose
April	Annual proposed revisions to Goals and Objectives are completed (15.1.3) PD 1.2	Operational Planning Division Commander	Accreditation	Planning
April	Annual Mobilization Drill No CALEA standard, but associated with 81.2.5, PD 13.3 Annex 1	Special Operations Commander	Chief of Police, Accreditation	Preparedness
April	Annual Crime Statistical Report No CALEA standard but associated with 15.3.1. No directive, but could be included with PD 10.7 Crime Analysis	Crime Analysis Supervisor	Chief of Police, Assistant Chief, Division Commanders, PIO, Accreditation	Annual Report
April - June	Quarterly accounting of agency cash activities (17.4.2f) PD 1.7, 10.31	Fiscal Division Commander	Chief of Police, Accreditation	Internal Accounting
April - June	Quarterly entry-level probationary employee performance evaluation (35.1.3) PD 4.14	Supervisor	Personnel	Performance Monitoring
April - June	Quarterly inspection of Patrol Weapons. (1.3.9c) PD 7.0	Patrol	Chief of Police, Accreditation	Internal Accounting
May	Monthly Community involvement (civic association) report (45.2.2) PD 12.1	Assigned Liaisons	Chief's Aide	Informational
May	Monthly Fiscal Management status reports (17.4.1) PD 1.7	Account Administrators	Fiscal Officer	Planning
May	Monthly Unusual occurrence equipment readiness inspection and function test (46.1.8) PD 6.9 Appendices A, B, and D	SOT, HNT, TSU(robots)	Emergency Readiness & Operations Planning Division Commander, Accreditation	Preparedness
May	Annual proposed Goals and Objectives contributions/ Feedback (15.1.3) PD 1.2	Operational Planning Division Commander	Accreditation	Planning
May	Annual Uniform & Equipment Inspection (53.1.1) PD 1.8	Supervisors	Property, Accreditation	Preparedness
June	Monthly Community involvement (civic association) report (45.2.2) PD 12.1	Assigned Liaisons	Chief's Aide	Informational
June	Monthly Fiscal Management status reports (17.4.1) PD 1.7	Account Administrators	Fiscal Officer	Planning

Administrative Reports and Activities with Calendar Month Due Date

Month / Date Due	Frequency/Activity Description (CALEA standard)/Directive	Person/Position Responsible	Distribution	Purpose
June	Monthly Unusual occurrence equipment readiness inspection and function test (46.1.8) PD 6.9 Appendices A, B, and D	SOT, HNT, TSU(robots)	Emergency Readiness & Operations Planning Division Commander, Accreditation	Preparedness
June	Annual Proposed Goals and Objectives are submitted for review (15.1.3) PD 1.2	Operational Planning Division Commander	Chief of Police, Accreditation	Planning
June	Annual Final Goals and Objectives are submitted for Chief of Police approval (15.1.3) PD 1.2	Operational Planning Division Commander	Chief of Police	Planning
July	Monthly Community involvement (civic association) report (45.2.2) PD 12.1	Assigned Liaisons	Chief's Aide	Informational
July	Monthly Fiscal Management status reports (17.4.1) PD 1.7	Account Administrators	Fiscal Officer	Planning
July	Monthly Unusual occurrence equipment readiness inspection and function test (46.1.8) PD 6.9 Appendices A, B, and D	SOT, HNT, TSU(robots)	Emergency Readiness & Operations Planning Division Commander, Accreditation	Preparedness
July 31	Annual Goals and Objectives progress reports for July – June of previous fiscal year (15.1.3, 15.2.1, 15.2.2) PD 1.2	Operational Planning Division Commander	Chief of Police, Accreditation	Planning
July - September	Quarterly accounting of agency cash activities (17.4.2f) PD 1.7, 10.31	Fiscal Division Commander	Chief of Police, Accreditation	Internal Accounting
July - September	Quarterly entry-level probationary employee performance evaluation (35.1.3) PD 4.14	Supervisor	Personnel	Performance Monitoring
July - September	Quarterly inspection of Patrol Weapons. (1.3.9c) PD 7.0	Patrol	Chief of Police, Accreditation	Internal Accounting
July - December	Semi-annual inspection of property control procedures (84.1.6a) PD 10.28	Property Custodian	Chain of Command, Accreditation	Internal Monitoring
July 15	Biannual Succession of Command Emergency Call Back Roster (12.1.2, 81.2.5) PD 1.3, 10.8, 13.3	Division Commanders	Accreditation, DEC	Preparedness

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Administrative Reports and Activities with Calendar Month Due Date

Month / Date Due	Frequency/Activity Description (CALEA standard)/Directive	Person/Position Responsible	Distribution	Purpose
August	Monthly Community involvement (civic association) report (45.2.2) PD 12.1	Assigned Liaisons	Chief's Aide	Informational
August	Monthly Fiscal Management status reports (17.4.1) PD 1.7	Account Administrators	Fiscal Officer	Planning
August	Monthly Unusual occurrence equipment readiness inspection and function test (46.1.8) PD 6.9 Appendices A, B, and D	SOT, HNT, TSU(robots)	Emergency Readiness & Operations Planning Division Commander, Accreditation	Preparedness
September	Monthly Community involvement (civic association) report (45.2.2) PD 12.1	Assigned Liaisons	Chief's Aide	Informational
September	Monthly Fiscal Management status reports (17.4.1) PD 1.7	Account Administrators	Fiscal Officer	Planning
September	Monthly Unusual occurrence equipment readiness inspection and function test (46.1.8) PD 6.9 Appendices A, B, and D	SOT, HNT, TSU(robots)	Emergency Readiness & Operations Planning Division Commander, Accreditation	Preparedness
October	Monthly Community involvement (civic association) report (45.2.2) PD 12.1	Assigned Liaisons	Chief's Aide	Informational
October	Monthly Fiscal Management status reports (17.4.1) PD 1.7	Account Administrators	Fiscal Officer	Planning
October	Monthly Unusual occurrence equipment readiness inspection and function test (46.1.8) PD 6.9 Appendices A, B, and D	SOT, HNT, TSU(robots)	Emergency Readiness & Operations Planning Division Commander, Accreditation	Preparedness
October	Annual Crime Prevention Initiatives (45.1.1c) Community Relations SOP	Patrol Captains	Crime Prevention, Accreditation	Initiative Monitoring
October - December	Quarterly accounting of agency cash activities (17.4.2f) PD 1.7, 10.31	Fiscal Division Commander	Chief of Police, Accreditation	Internal Accounting
October - December	Quarterly entry-level probationary employee performance evaluation (35.1.3) PD 4.14	Supervisors	Personnel	Performance monitoring

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Administrative Reports and Activities with Calendar Month Due Date

Month / Date Due	Frequency/Activity Description (CALEA standard)/Directive	Person/Position Responsible	Distribution	Purpose
October - December	Quarterly inspection of Patrol Weapons. (1.3.9c) PD 7.0	Patrol	Chief of Police, Accreditation	Internal Accounting
November	Monthly Community involvement (civic association) report (45.2.2) PD 12.1	Assigned Liaisons	Chief's Aide	Informational
November	Monthly Fiscal Management status reports (17.4.1) PD 1.7	Account Administrators	Fiscal Officer	Planning
November	Monthly Unusual occurrence equipment readiness inspection and function test (46.1.8) PD 6.9 Appendices A, B, and D	SOT, HNT, TSU(robots)	Emergency Readiness & Operations Planning Division Commander, Accreditation	Preparedness
December	Monthly Community involvement (civic association) report (45.2.2) PD 12.1	Assigned Liaisons	Chief's Aide	Informational
December	Monthly Fiscal Management status reports (17.4.1) PD 1.7	Account Administrators	Fiscal Officer	Planning
December	Monthly Unusual occurrence equipment readiness inspection and function test (46.1.8) PD 6.9 Appendices A, B, and D	SOT, HNT, TSU(robots)	Emergency Readiness & Operations Planning Division Commander, Accreditation	Preparedness

Administrative Reports and Activities by frequency with no specific due date unless indicated

Frequency	Activity Description (CALEA standard)/Directive	Person/Position Responsible	Distribution	Purpose
Triennial May	Periodic Workload Assessment (16.1.2) PD 4.2	Division Commanders and Direct Reports	Chief of Police, Assistant Chief, Accreditation	Planning
Triennial	Mental illness recognition – All staff training (41.2.7e) PD 11.13	Training Supervisor	Human Resources Division Commander, Accreditation	Policy Compliance
Biennial	Ethics training – All staff (1.1.2) PD 2.2	Training Supervisor	Accreditation	Policy Compliance
Annual	Use of Force policies and Less-Lethal weapons proficiency (1.3.11) PD 10.32	Defensive Tactics Supervisor	Chief of Police, Accreditation	In-service Training

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Annual	All Hazard Plan training (46.1.9) PD 13.3, 13.5	Special Operations	Chief of Police, Accreditation	Preparedness
Annual	Unannounced property inspection as directed by the Chief of Police (84.1.6d) PD 10.28	As Assigned	Chief of Police, Accreditation	Internal Monitoring
Annual	Audit of property by a supervisor not connected to property (84.1.6c) PD 10.28	As directed by the COP	Chief of Police, Accreditation	Internal Monitoring
Annual	Audit of long-term stored evidence. PD 10.28	Property Supervisor	Chief of Police, Accreditation	Internal Monitoring
Annual	Unannounced inspection of property storage areas. PD 10.28 (84.1.6d) PD 10.28	Support Services Division Commander	Chief of Police, Accreditation	Internal Monitoring
Annual	Use of Force policies and Lethal weapons proficiency (1.3.11) PD 10.32	Range Manager	Chief of Police, Accreditation	Internal Monitoring
Annual	Employee performance evaluations (35.1.2) PD 4.14	Supervisors	Personnel	Internal Monitoring
Annual	Legal Update Training (33.5.1) PD 5.4	Training Supervisor	Accreditation	Policy Compliance
Annual	Annual Documented Review of adult school crossing guard locations (61.3.4e) SCG Manual	Crossing Guard Supervisor	Chief of Police, Accreditation	Planning
Annual	Budget recommendations by major functions (17.2.2) PD 1.7	Division Commanders	Chief of Police, Fiscal Officer, Accreditation	Budget preparation
Annual	Evaluation of investigative task force results and the need for continued operations (42.2.5c) PD 4.11A, V/N SOP 1-111	Commanders of Task Force Assignments	Chief of Police, Accreditation	Internal Monitoring Planning
Bi-Annually	Interview Rooms Duress Alarms test and inspection (42.2.10. d.) PD 10.41	Facilities Security Manager	Chief of Police, Accreditation	Preparedness
Bi-Annually	Entry level training on suspected mental illness recognition (41.2.7d), PD 11.13, 4.13	Field Training	Human Resources Division Commander, Accreditation	Preparedness

Administrative Reports and Activities by frequency with no specific due date unless indicated

Frequency	Activity Description (CALEA standard)/Directive	Person/Position Responsible	Distribution	Purpose
Per Incident	After- Action Report on critical incidents and unusual occurrences (46.1.3h) PD 13.3	Incident Commander	Chief of Police, Accreditation	Informational and Planning
Per Incident	Special Event Plan and After-action report on Special Events (46.2.7) PD 10.15	Special Event Commander	Chief of Police, Accreditation	Informational and Planning

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Per Incident	Escape of detainee during transport (70.1.7b), PD 10.27	Officer with custody	Accreditation	Policy Compliance
Per Incident	Use of Stationary Roadblocks (41.2.3e) PD 10.11B	User	Chief of Police, Accreditation	Policy Compliance
Per Incident	Inventory of evidence/property when change in property custodian (84.1.6b) PD 10.28	As directed by the COP	Chief of Police, Accreditation	Policy Compliance
Per Incident	Use of Force / Discharge firearm occurrence (1.3.6a,b) PD 10.32	Supervisor of the User of Force	Chief of Police, Accreditation	Policy Compliance
Per Incident	Vehicle Pursuit (41.2.21) PD 10.11B	Patrol Supervisor	Chief of Police, Accreditation	Policy Compliance