

1.402 ADMINISTRATIVE REPORTING SYSTEM (11.4.1, 11.4.3)

- A. The agency's administrative reporting system is established in order to:
1. List critical administrative reports;
 2. List the persons or positions responsible for completing reports;
 3. List purposes of the reports;
 4. List report frequencies;
 5. List report distribution; and
 6. Assist in ensuring all time sensitive activities required by agency and accreditation standards are accomplished.
- B. Time sensitive activities include, but are not limited to documented:
1. **Analyses:** Systematic, structured processes for dissecting events into their basic parts to identify any patterns or trends. Analyses should reveal patterns or trends that could be predictive or could indicate program effectiveness, training needs, equipment upgrade needs and/or directive modification needs;
 2. **Audits:**
 - a. Samplings and reviews of financial records and practices that conform to legislation or to generally accepted accounting procedures; and
 - b. Significant samplings and reviews of various records to ensure compliance with established protocols;
 3. **Evaluations:** Careful appraisals and studies to determine the significance and/or worth or condition, and to draw conclusions pertaining to items, projects, undertakings, or performance;
 4. **Inspections:** Careful and critical examinations; formal reviews of all components of a particular requirement and examinations of their applications;
 5. **Inventories:** Detailed, itemized lists, reports, or records of items to ensure items are accounted for and records can reasonably be assured to be correct.
 6. **Reports:** Statements describing in detail events, situations, or the like, usually as the result of observations, inquiries, etc; and

7. **Reviews:** Examinations or studies that are less formal than analyses that do not require developing patterns, trends, etc., but may result in the development of recommendations or action plans.
- C. Administrative reporting and time sensitive requirements are assigned by authority of the Chief or Deputy Chief, individually described throughout the agency's directive system, and are largely consolidated in an electronic only version of **1.402.50 Administrative Reporting Requirements**.
1. Employees are responsible for complying with orders by ensuring all administrative reporting and time sensitive activities assigned to them are completed consistent with the nature, requirements, intent, and timeliness of the required activities.
 2. The Police Planner is authorized to send timely notification reminders to employees who are responsible for administrative reporting and time sensitive activities.
 3. Employees will report delinquencies through their respective chains of command to the Chief.
- E. Commanders who approve administrative reports are responsible for ensuring the reports are:
1. Distributed to all appropriate parties;
 2. Retained consistent with the agency's records retention and destruction schedule; and
 3. Provided to the accreditation manager as necessary for policy review and accreditation purposes.

1.402.02 Critical Incident Reviews

(11.4.5, 41.2.2)

- A. This critical incident review system will be used by the agency when it is necessary or prudent to review certain occurrences that include, but are not limited to:
1. Detainee escapes or attempted escapes;
 2. Situations that immediately threaten the safety of detainees or the safety or security of the temporary detention area or any person therein;
 3. Injuries to suspects or detainees that require more than routine examinations;
 4. Departmental accidents that involve:

- a. Fatalities;
 - b. Hospitalizations; or
 - c. Significant disabling damages to departmental vehicles;
5. Vehicle pursuits;
 6. Substantial damage to property caused as the result of agency related activities; or
 7. Other incidents as determined by a commander where there may be:
 - a. Questions about the agency's liability;
 - b. Heightened community interest; or
 - c. Other significant interest to the agency.
- B. This review process will **not** be used for incidents that have separate review processes and forms such as:
1. **1.432 Resource Care & Maintenance;**
 2. **2.820 Reporting Use of Force;** or
 3. If it is determined on notification to a commander that the investigation will be conducted as an internal affairs investigation consistent with **1.720 Punitive Discipline.**
- C. Officers will:
1. Immediately notify the on-duty patrol supervisor; and
 2. Complete incident reports and other documents that are necessary to document the incidents.
- D. Non-sworn employees, such as Police Aides, will:
1. Immediately notify the on-duty patrol supervisor; and
 2. Provide necessary information, statements, cooperation, etc., to reporting officers who are documenting the incidents.
- E. Supervisors will:
1. Respond to incident scenes;
 2. Ensure required notifications are made consistent with **2.424 Notifications;** and
 3. Unless otherwise required by this directive or ordered by a commander, initiate, complete, and submit to their commander within 24 hours a:
 - a. **Critical Incident - Preliminary Review (UPO.111.D);** and
 - b. **Critical Incident – Involved Citizen (UPO.112.D)** for each involved citizen.
- F. Commanders will:
1. Review completed preliminary investigations;
 2. Select and designate supervisory ranked officers not involved in the incidents to conduct follow-up administrative reviews; and
 3. Determine any further courses of action after follow-up administrative reviews have been completed.
- G. Officers who conduct follow-up administrative reviews will:
1. Consult as necessary with the commander responsible for the review;
 2. Complete, and submit directly to the commander within 10 business days **Critical Incident – Administrative Review (UPO.113.D).** Commanders may extend the 10 day deadline based on investigators' reasonable, prudent, and objectively based written requests.
- H. The commander responsible for the professional standards function will:
1. Consult with employees' commanders to determine any further courses of action after administrative investigations have been completed; and
 2. Ensure appropriate steps are taken to implement final recommendations;
 4. Route completed investigations through the Chief and other commanders for their review; and
 3. Ensure that completed packets are securely retained three years from:
 - a. Occurrence dates; or
 - b. When any related litigation is resolved.