

# Accreditation Process Standard Operating Procedure

## 221.1 PURPOSE AND SCOPE

The purpose of this Standard Operating Procedure (SOP) is to outline the concept of accreditation, describe the reaccreditation process, and define the roles and responsibilities of personnel within the University of Maryland, Baltimore Police Department (UMBPD). While Policy 1105 (CALEA and Accreditation Process) establishes the core principles of the accreditation process, this SOP details the procedures for its implementation.

## 221.2 POLICY

It is the policy of the UMBPD to meet or exceed all applicable standards published by the Commission on Accreditation for Law Enforcement Agencies (CALEA) and the International Association of Campus Law Enforcement Administrators (IACLEA). Refer to Policy 1105 (CALEA and the Accreditation Process) for additional information.

## 221.3 DEFINITIONS

**Accredit** – To declare that an entity has met specific requirements through the issuance of certification credentials.

**CALEA** – Commission on Accreditation for Law Enforcement Agencies is an internationally recognized organization that promulgates standards, determines agencies' compliance, and accredits law enforcement agencies accordingly.

**IACLEA** – International Association of Campus Law Enforcement Administrators is the largest professional association devoted to excellence in campus public safety and law enforcement.

**Appendix 8.4.1** – This document delineates the reports required to fulfill corresponding accreditation standards on a biennial, annual, semiannual, quarterly, and monthly basis. See attachment: Appendix 8.4.1 - UMBPD Administrative Reports 1.pdf

**PowerDMS** – A web-based computer software program used by CALEA and IACLEA to manage their electronic publications, including standard manuals. Updates are quickly published after amendments, enabling accreditation managers to maintain compliance with the latest standards.

## 221.4 RESPONSIBILITIES

**Professional Standards Bureau Commander** – A Major appointed by the Chief of Police to oversee the management, direction, and control of the Professional Standards Bureau (PSB). The PSB Commander is responsible for overseeing the accreditation process.

**Accreditation Manager** – The Accreditation Manager (AM) is appointed by the Chief of Police to manage the department's accreditation program, ensuring that UMBPD meets or exceeds established standards. While assigned to the PSB, the AM is tasked with managing the law

# University of Maryland, Baltimore Police Department

## Procedures Manual

### *Accreditation Process Standard Operating Procedure*

---

enforcement accreditation process, coordinating the submission of required reports by designated members, and serving as the department's liaison with CALEA and IACLEA. The AM will facilitate the implementation of new and revised standards, evaluate the impact of these changes on current policies, identify the need for new policies, and perform all related duties as required.

**Accreditation Ambassadors** – Members designated by the Chief of Police or authorized designee to assist with the accreditation process and will be identified in a Personnel Order issued in January each year. These members are responsible for completing accreditation reports and collecting proofs of compliance from various UMBPD bureaus, sections, divisions, or units. The completed reports and collected proofs are then submitted to the AM for uploading into PowerDMS.

- (a) Operations Bureau Ambassador – A member or members responsible for compiling proofs of compliance associated with this bureau. A detailed list of standards associated with Operations are published in Appendix 8.4.1. [See attachment: Appendix 8.4.1 - UMBPD Administrative Reports 1-10-25.pdf](#)
- (b) Support Services/Security Bureau Ambassador – A member or members responsible for compiling proofs of compliance associated with this bureau. A detailed list of standards associated with Support Services/Security are published in Appendix 8.4.1.
- (c) Professional Standards Bureau Ambassador – A member or members responsible for compiling proofs of compliance associated with this bureau. A detailed list of standards associated with Professional Standards are published in Appendix 8.4.1.
- (d) Office of the Chief of Police – A member or members responsible for compiling proofs of compliance associated with the Office of the Chief of Police. A detailed list of standards associated with the Office of the Chief of Police are published in Appendix 8.4.1.

#### **221.5 PROCEDURES**

The accreditation process for CALEA and IACLEA operates on a four-year cycle. For UMBPD, the accreditation cycle begins on September 1<sup>st</sup> and concludes on August 31<sup>st</sup> each year, culminating at the end of the fourth year.

- (a) Each December, the AM will publish a list of proofs of compliance due for the upcoming calendar year. The list will be comprised of quadrennial, biennial, annual, and monthly reports and their respective due dates. If extensions are needed, the Accreditation Ambassador or applicable member must notify the AM via their written request.
- (b) If a member or Accreditation Ambassador misses a submission deadline, the AM will notify the PSB Commander, who will inform the Chief of Police and the member's respective Bureau Commander/Director of the missed or late submission. The respective Bureau Commander/Director or designee will ensure the member provides the proof of compliance within five business days.
- (c) The AM will ensure the time sensitive proofs of compliance are completed by July 1<sup>st</sup> of each year. All other proofs of compliance are due by September 1<sup>st</sup>, marking the start of the new accreditation period.

# University of Maryland, Baltimore Police Department

## Procedures Manual

### *Accreditation Process Standard Operating Procedure*

---

- (d) In November each year, CALEA will conduct its web-based accreditation assessment via PowerDMS, except during the fourth-year when the assessment will be conducted in either April or May.
- (e) During the fourth year of the accreditation cycle, CALEA will also conduct an on-site assessment in July or August. This assessment focuses primarily on interviews, with a review of standards only as necessary.
- (f) Following the on-site assessment, the Chief of Police and designated members will attend the CALEA Fall Commission Conference, normally held in November, where the Commission will decide on the department's reaccreditation status.
- (g) Following the CALEA Fall Commission Conference, UMBPD has five months from the date of the CALEA award to complete the IACLEA review. Once IACLEA receives the award, they will conduct its four-year web-based assessment. During this web-based assessment, IACLEA will review the proofs of compliance for the four-year assessment cycle.

## Attachments

**Appendix 8.4.1 - UMBPD  
Administrative Reports 1-10-25.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 <b>Time Sensitive</b>
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 <b>Time Sensitive</b>
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 <b>Time Sensitive</b>
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 <b>Time Sensitive</b>

## 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 <b>Time Sensitive</b>
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 <b>Time Sensitive</b>
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 <b>Time Sensitive</b>
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 <b>Time Sensitive</b>
<b>Monthly Reports</b>	<b>Information gathered from the beginning to the end of the month</b>	<b>Unless otherwise specified, reports, reviews, analysis, etc. are due by the 7<sup>th</sup> of the following month. For example, data collected for February is due by March 7<sup>th</sup>.</b>		
60 Day Crime Log	To provide crime statistic information from other agencies, within the agency jurisdiction.	Monthly - Between the 7 <sup>th</sup> and 15 <sup>th</sup> 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 <b>Time Sensitive</b>

## 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



## 8.4.1 UMBPD Administrative Reports

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
<b>Quarterly Reports</b>	<b>Information gathered from the beginning of a quarter to the end of the quarter.</b>	<b>Unless otherwise specified, reports, reviews, analysis, etc., are due as indicated</b> <b>January 1st - March 31st is due by April 30th</b> <b>April 1st - June 30th is due by July 31st</b> <b>July 1st - September 30th is due by October 31st</b> <b>October 1st - December 31st is due by January 31st</b>		
Cash Funds Report	To provide accountability of cash funds received into the Agency.	Quarterly	Support Services/Security Bureau	17.4.2.f <b>Time Sensitive</b>
Community Involvement Report to CEO	To provide the CEO information regarding community concerns.	Quarterly	Operations Bureau	45.2.1.e <b>Time Sensitive</b>
Evaluation of Community Relations Activities	To identify training needs and is Agency practices bearing on police- community relations can be improved.	Quarterly	Operations Bureau	45.2.1
Fiscal Management Status Report	To provide a quarterly review of the Quartermaster records to determine whether internal control procedures are being administered effectively.	Quarterly - January EOM, April EOM, July EOM, & October EOM	Support Services/Security Bureau	17.3.1

## 8.4.1 UMBPD Administrative Reports

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 <b>Time Sensitive</b>
Performance Evaluations - Probationary	To determine if the person can do the job	Quarterly - based on date of hire	Employee's Supervisor	35.1.3 <b>Time Sensitive</b>
UMMC - Supplemental Public Safety Services	To provide data as required by contract	Monthly	Support Services/Security Bureau	3.1.1.c
<b>Semi-Annual Reports</b>	<b>Unless otherwise specified, information gather from January 1st to June 30th and July 1st to December 31st</b>	<b>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</b>		

## 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 <b>Time Sensitive</b>
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 - <b>dates determined by UMB Fleet Management</b>	Operations Bureau	41.3.2
<b>Annual Reports</b>	<b>Unless otherwise specified, information gathered for a full calendar year.</b>	<b>Unless otherwise specified, reports, reviews, analysis, etc., are due as indicated January 1st - December 31 report is due by January 31st</b>		

## 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 <b>Time Sensitive</b>
All Hazard Plan Training Report	To ensure all members have received the required training.	Annual	Professional Standards Bureau	46.1.9.a <b>Time Sensitive</b>
Alternate Power Source Full Load Test	To ensure continuous emergency communications capability.	Annual	Support Services/Security Bureau	81.3.2 <b>Time Sensitive</b>
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 <b>Time Sensitive</b>
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 <b>Time Sensitive</b>
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 <b>Time Sensitive</b>

## 8.4.1 UMBPD Administrative Reports

Type Of Report, Review, Analysis, Survey	Purpose	When Due	Responsible Person/Section/Bureau	CALEA Standard
Checks / Money Orders Log and Deposits Audit	To ensure proper handling of funds received by comparing the log, deposit receipts, and copies of checks and money orders.	Annual	Support Services/Security Bureau	NA
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 <b>Time Sensitive</b>
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

## 8.4.1 UMBPD Administrative Reports

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 <b>Time Sensitive</b>
Grievances Analysis	To observe trends and to take steps to minimize the causes of future grievances.	Annual	Office of the Chief	22.4.3 <b>Time Sensitive</b>
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 <b>Time Sensitive</b>
Juvenile Enforcement & Prevention Program	To determine effectiveness of current prevention methods and need for continuance of juvenile programs.	Annual	Support Services/Security Bureau	44.1.3 <b>Time Sensitive</b>
Legal Update Training Activity Documents	To comply with MCPTC requirements for sworn members.	Annual	Professional Standards Bureau	33.5.1 <b>Time Sensitive</b>
Lethal Weapons Proficiency and Use of Force Police Review Activity	To document affected personnel's proficiency and training. <span style="margin-left: 150px;">Annual July EOM</span>	Annual	Professional Standards Bureau	4.3.3 <b>Time Sensitive</b>
Personnel Early Warning System Analysis	To determine the effectiveness of the system.	Annual	Professional Standards Bureau	35.1.9.e <b>Time Sensitive</b>

## 8.4.1 UMBPD Administrative Reports

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 <b>Time Sensitive</b>
Property & Evidence Audit	To ensure system integrity.	Annual.	Professional Standards Bureau	84.1.6.c <b>Time Sensitive</b>
Property & Evidence Storage Area Inspection	To ensure the accountability of all lost/found property.	Annual	Professional Standards Bureau	84.1.6.d <b>Time Sensitive</b>
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 <b>Time Sensitive</b>
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 <b>Time Sensitive</b>
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

## 8.4.1 UMBPD Administrative Reports

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 <b>Time Sensitive</b>
Specialized Risk and Response Training Activity Review	To determine training needs and policy changes.	Annual	Professional Standards Bureau	91.3.1.d <b>Time Sensitive</b>
Use of Force Annual Analysis	A review of all reports to determine training needs &/or policy modifications.	Annual	Professional Standards Bureau	4.2.4 <b>Time Sensitive</b>



## 8.4.1 UMBPD Administrative Reports

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
<b>Annual Evaluation</b>	<b>Information gathered for a 12-month period</b>	, the rating will default to " ".		
Performance Evaluations	For determining merit raises, promotions, career development, etc..	Annual - March 31st	Supervisors at all levels	35.1.2 <b>Time Sensitive</b>
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 <b>Time Sensitive</b>
Job Description Recommendations	To make recommended changes in support of the function and efficiency of the agency.	Annual - <b>Part of Budget recommendations</b>	Bureau Commanders	NA
UMB Schools Referrals for Disciplinary Action - Review	To collect required data for the Clery report and file statistical report to the Department of Education..	Annual - March 15 <sup>th</sup>	Support Services/Security Bureau	NA

## 8.4.1 UMBPD Administrative Reports

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 <sup>Annual, May 15th</sup> Clery reportable	Annual – May 15 <sup>th</sup>	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 <sup>st</sup>	Support Services/Security Bureau	NA
Clery Report due to Dept. of Education and published to Campus community	To comply with reporting requirements.	Annual - October 1 <sup>st</sup>	Support Services/Security Bureau	91.4.1.a & d <b>Time Sensitive</b>
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 <b>Time Sensitive</b>
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

## 8.4.1 UMBPD Administrative Reports

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
<b>Biennial Reports</b>	<b>Information gathered for two full calendar years</b>	<b>Reports, reviews, analysis, etc, are due as indicated January 1st of year 1 - December 31st of year 2 The report is due by January 31st following the end of the two year cycle All Biennial Reports are Time Sensitive - due in 2018 &amp; 2020</b>		
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

## 8.4.1 UMBPD Administrative Reports

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) <b>The date is determined by UMB Financial Services</b>	Support Services/Security Bureau	17.5.1.a
<b>Quadrennial Reports</b>	<b>Information gathered for three full calendar years</b>	<b>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</b>		
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

## 8.4.1 UMBPD Administrative Reports

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.c
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