

SPRINGFIELD POLICE DEPARTMENT

Standard Operating Guideline

Effective Date: 01/23/2020	Supersedes Policy Dated: 09/30/2016	Rescinds:	SOG Number: 102.4
Accreditation Index: 33.5.3			
Part Title: Administration		Chapter Title: Organization and Management	
Chief of Police:			

Accreditation and Administrative Reports

I Policy ¹

It is the policy of the Springfield Police Department to seek, achieve, and maintain law enforcement agency accreditation from the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA).

An Administrative Report Clearinghouse shall be maintained to ensure all administrative reports identified by policy that measure, analyze, or provide an accounting of activities performed or conducted by the department are completed in a timely manner.

II Definitions

Administrative Report – A report or completed form required per Standard Operating Guidelines or Special Orders that is essential to the management of a function, activity, and/or personnel.

Administrative Report Clearinghouse – A location on the police document management system (PowerDMS) designated as a central depository for all administrative reports required by policy. ²

III Procedure

1 ACCREDITATION ³

1 Section I, second paragraph language revised. Per Policy Change Order 19-009

2 Section II, definitions revised to reflect usage of Power DMS, Per Policy Change Order 19-009

3 Section 1, entire section revised to reflect title changes and re-numbered, Per Policy Change Order 19-009

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- 1.1 The Springfield Police Department shall maintain accreditation from the Commission on Accreditation for Law Enforcement Agencies (CALEA).
 - 1.1.1 The Chief of Police will determine which tiered law enforcement accreditation program, CALEA Law Enforcement Accreditation or CALEA Advanced Law Enforcement Accreditation.
 - 1.1.1(a) Based on the selected program, the department will remain in compliance with all applicable standards required by CALEA
- 1.2 The Support Operations Section has overall responsibility for accreditation.
 - 1.2.1 The Support Operations Section Commander will provide administrative oversight on all accreditation issues.
 - 1.2.1(a) The Support Operations Section Commander shall be responsible for managing the accreditation process and organizing accreditation activities with CALEA staff.
 - 1.2.2 The Accreditation Coordinator reports directly to the Support Operations Section Commander.
 - 1.2.2(a) The Accreditation Coordinator is responsible for the assimilation, storage, and organization of all departmental accreditation files.
 - 1.2.2(a.1) The Accreditation Coordinator has the authority to make appropriate assignments and set deadlines throughout the agency to ensure compliance with applicable accreditation standards.
 - 1.2.2(b) The Policy Corporal will assist with the accreditation process, as directed by the Support operations Section Commander.
- 1.3 The department shall conduct a mock assessment preceding an on-site visit pursuant to accreditation or re-accreditation.
- 1.4 Preceding the on-site visit associated with re-accreditation, the Support Operations Section Commander shall inform Police Department employees of the planned event and schedules.
- 1.5 Accreditation Training
 - 1.5.1 The Support Operations Section Commander, Accreditation Coordinator and Policy Corporal shall receive specialized accreditation training within one year of being appointed.
 - 1.5.2 All police department personnel shall receive accreditation training.
 - 1.5.2(a) Sworn personnel shall receive accreditation training while attending the recruit academy. (CALEA 33.5.3(a))
 - 1.5.2(b) Non-Sworn personnel shall receive accreditation training from their supervisors, within 30 days after their employment begins. (CALEA 33.5.3(a))
 - 1.5.2(b.1) It is the supervisor's responsibility to ensure this training is completed and documented on a Training Activity Report ([SPD Form # 94-SP-0157](#)), which shall be submitted to the Training

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Section to be entered into the employee's permanent training records.

2 ADMINISTRATIVE REPORTS ⁴

2.1 The Accreditation Coordinator will be responsible for maintaining a list of administrative reports included in the Administrative Report Clearinghouse System.

2.1.1 The Administrative Report Clearinghouse list will include:

2.1.1(a) Activity/purpose of the report;

2.1.1(b) Identity of the person or position responsible for completion of the report;

2.1.1(c) The frequency of the report;

2.1.1(d) Date due (month/year), if applicable;

2.1.1(e) Report distribution information;

2.1.1(f) The corresponding policy (SOG/SO);

2.1.1(g) The corresponding SPD form number or administrative report number, if applicable;

2.1.1(h) The corresponding CALEA standard, if applicable;

2.1.1(i) Location on the police document management system (PowerDMS) where the final report is to be stored.

2.1.2 The Accreditation Coordinator shall identify the reports added to the Administrative Report Clearinghouse System and will update the list as needed.

2.1.2(a) Any report required by policy can be added to the Administration Report Clearinghouse System by notifying the Support operations Section Commander or Accreditation Coordinator.

2.1.3 The Administrative Report Clearinghouse list is available in the Administrative Report Clearinghouse folder located on the police document management system (PowerDMS).

2.2 The Bureau Commander or designee having responsibility over each report will ensure a copy of the final report is saved in the appropriate Administrative Report Clearinghouse file subfolder in PowerDMS.

2.2.1 The Administrative Report Clearinghouse files will serve as historical files for all reports contained therein.

2.2.1(a) Reports containing confidential information will not be included in the clearinghouse files, historical files shall be maintained by the Bureau Commander or designee.

2.2.1(b) In order to keep files sorted in date order, all files should be saved with the following naming conventions: YYYY-MM-DD title of report (e.g. 2009-12-06 Workplace Harassment Report).

⁴ Section 2, entire section revised to reflect title changes and add references to PowerDMS, Per Policy Change Order 19-009

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- 2.2.1(b.1) Files not completed electronically shall be scanned and saved to the correct location.
- 2.3 On a monthly basis, the Accreditation Coordinator shall verify that all reports identified on the Administrative Report Clearinghouse list are completed and stored in the correct Administrative Report Clearinghouse folder.
 - 2.3.1 At the beginning of each month, the Administrative Assistant shall disseminate a list of the administrative reports due that month as well as a list of any past due administrative reports.

IV Attachments