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Wilkesboro Police Department

Electronic Written Directives Document

I. PURPOSE

To formulate policy and procedures that address management principles of a general nature.

II. POLICY

It is the policy of the Wilkesboro Police Department to establish procedures for the agencies administrative report system, accreditation maintenance and agency forms. The department shall also maintain a strategic plan, outlining the department's long term goals and objectives and associated task plans.

III. ADMINISTRATIVE REPORTING

- A. Employees will submit all necessary reports on time and in accordance with established departmental procedures. No employee will knowingly enter or cause to be entered and inaccurate, false, or improper information.
- B. The agency shall prepare and publish an annual report. The formulation of the report shall be the responsibility of the administrative staff, including but not limited to the Chief of Police, Deputy Chief of Police, Captains and Lieutenants.
- C. The purpose of the report will be to provide information to the Town Council at their annual Retreat, Community Workshop, news media, community watch groups and other citizens.
- D. The report shall be for the year and will be prepared at the end of the calendar year. Information from the report will be presented at staff meetings, and as requested to the public and news media.
- E. Analytical reports shall be distributed to the affected organizational units. The Master Control List shall determine distribution lists.
- F. The Professional Standards Unit is responsible for ensuring periodic reports, reviews, and other mandated activities are completed by the responsible person. A master control list shall be maintained listing all required reports, reviews and other activities. The control list shall include responsible person, due date, date completed and a distribution list.

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IV. DEPARTMENTAL FORMS

The Professional Standards Section shall be responsible for the development and control of Wilkesboro Police Department Forms. This procedure should ensure that information captured on agency forms is not duplicated; that forms are reviewed and modified through an orderly process, ensuring the process is consistent with the records maintenance or data processing requirements of the department and all forms will be approved by the Chief of Police or his designee prior to use.

V. ACCREDITATION MAINTENANCE

- A. The Wilkesboro Police Department will utilize the CALEA Accreditation Compliance Express-L (CACE-L) Software to ensure that periodic reports, reviews and other activities mandated by Accreditation Standards are accomplished.
- B. The CACE-L Software Program can be used to set-up alert notices on when reports or reviews are due to maintain compliance with the standards.
- C. Once the alert is received, the Accreditation Manager will send an e-mail to the affected personnel along with a copy of the applicable standard.
- D. The e-mail will contain a timeline for the requested information. If the timeline is not met the Accreditation Manager will notify their immediate supervisor who will determine the appropriate course of action needed to obtain the necessary documentation for accreditation compliance.
- E. The Accreditation Manager will be responsible for fulfilling this function.

VI. DIVERSION PROGRAMS

- A. The Wilkesboro Police Department will divert individuals from the criminal justice process when appropriate. Employees are provided a comprehensive listing of Human Service Agencies that serve Wilkes County, Wilkesboro, and the surrounding community. Directories of these services are located in the Supervisor's Office.
- B. All Department employees are expected to review this directory to become familiar with available resources and services.
- C. The referral of individuals to other criminal justice or human service agencies will be based on the following criteria:

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1. Victims/witnesses in need of additional support beyond the resources of the department
2. Indigent individuals in need of assistance
3. Individuals requesting services not provided by the Department
4. Detoxification for drugs and alcohol
5. Drug abuse
6. Mental Health
7. Individuals in situations addressed by federal and state law enforcement relationships.

VII. GOALS AND OBJECTIVES

- A. The Wilkesboro Police Department shall formulate, update, and distribute to all personnel, written goals and objectives for the agency and each organizational component within the agency on an annual basis.
- B. The Wilkesboro Police Department will hold staff meetings to evaluate attainment of goals and objectives by reviewing completion of task assignment related to stated goals and objectives. Also divisional supervisors will on an annual basis review the previous year's goals and objectives for the purpose of evaluating the progress made toward the attainment of goals and objectives and prepare a written report that will be reviewed by the Chief of Police.

VIII. MULTIYEAR PLAN

The Wilkesboro Police Department will maintain a multiyear plan to include the following:

- A. Long term goals and operational objectives;
- B. Anticipated workload and population trends;
- C. Anticipated personnel levels;
- D. Anticipated capital improvements and equipment needs; and
- E. Provisions for review and revision as needed.

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IX. REFERENCES

CALEA 11.4.1, 11.4.2, 11.4.3, 15.1.3, 15.2.1 and 15.2.2