

Time-Sensitive Activities

207.1 POLICY

Agency Content

The purpose of this policy is to establish reporting and filing deadlines for various Departmental activities and administrative reports, so that all members may adequately prepare for activities, and submit required reports on time.

It is the policy of the Syracuse Police Department to inform members of time sensitive activities, and that members comply with the policies and procedures of the Department as required.

207.2 TIME-SENSITIVE ACTIVITIES

Agency Content

The Division of Technology & Program Management is responsible for notifying Department members of time sensitive activities by distributing the appropriate written directive in advance of the upcoming activity. All members will respond to directives, on time, as instructed. Time Sensitive Activities are as follows:

DESCRIPTION	ACTION	FREQUENCY	RESPONSIBILITY	DUE DATE
Departmental Goals & Objectives	Report	Annual	1. Office of Chief 2. Division of Technology & Program Management	January 7
Employee Performance Evaluations: Civilians, Police Officers, Sergeants And Lieutenants Captains, Inspectors, Deputy Chief's Probationary Police Officers Probationary Sergeants	Report	Annual	1. Human Resources Division	January Per-Directive Monthly 12 & 24 Weeks
Analysis of Use of Force Reports	Analysis	Annual	1. Patrol Services Division 2. Office of Professional Standards	January

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Use of Force Policies	Report	Annual	1. Training Division 2. Office of Professional Standards	January
Annual Report Data & Activity Indicators Submitted to the Division of Technology & Program Management	Report	Annual	1. Division of Technology & Program Management 2. All Organizational Components	January 15
Analysis of Vehicle Pursuits	Analysis	Annual	1. Patrol Services Division 2. Division of Technology & Program Management	January
Analysis of Employee Grievances	Analysis	Annual	1. Human Resources Division	January
Internal Affairs Investigation Summary Report	Report	Annual	1. Office of Professional Standards	January
Critical Incident Equipment Readiness	Inspection	Monthly	All Organizational Components	Monthly
Test of Critical Systems Backup Power Source	Inspection	Annual	1. Central Records Division 2. Division of Technology & Program Management	February
Annual Report Draft to Chief	Report	Annual	1. Division of Technology & Program Management	February 15
Daylight Savings Time Notification	Directive	Annual	1. Division of Technology & Program Management	March
Staff Inspection of All Organization Components	Inspection	Annual	1. Inspection Division	March

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Annual Report Publication	Report	Annual	1. Division of Technology & Program Management	April 15
Commendations and Medal Awards Notification	Directive	Annual	All Organizational Components	April
Less than lethal weapons and lethal weapons proficiency	Training & Analysis	Twice-yearly	1. Training Division	Spring and Fall
Purchase Order Cut-off Date	Directive	Annual	1. Division of Technology & Program Management	May
Review of Specialized Assignments	Report	Annual	1. Office of Chief of Police 2. Specialized Components	October
Halloween Notifications	Directive	Annual	1. Division of Technology & Program Management	October
United Way-Combined Health Appeal	Directive	Annual	1. Human Resources Division	October
Activity Indicators	Report	Annual	1. Audit and Budget Control Division 2. All Major Components 3. Office of Chief of Police	October
Budget Requests & Recommendations	Report	Annual	1. Audit and Budget Control Division 2. All Major Components 3. Office of Chief of Police	October 15
Less than lethal weapons and lethal weapons proficiency	Training & Analysis	Twice-yearly	1. Training Division	Spring and Fall

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Daylight Savings Time Ends Notification	Directive	Annual	1. Division of Technology & Program Management	November (First Sunday)
Snow Emergency Detail	Directive	Annual	1. Division of Technology & Program Management	December
Rest Group Schedules	Directive	Annual	1. Division of Technology & Program Management	December
Department Inventory	Report	Annual	1. Property Division	December
Property Room Audit	Inspection Report	Annual	1. As assigned by the Chief of Police	December
Computer Systems Audit - Password, Access Codes & Violations	Audit	Annual	1. Division of Technology & Program Management 2. Central Records Division	December