

LIST OF TIME SENSITIVE ACTIVITIES / ILEAP-Updated 2012

<u>TIER</u>	<u>ILEAP</u>	<u>DESCRIPTION</u>	<u>ACTIVITY</u>	<u>FREQUENCY</u>
II	ADM.02.05	Biased Based Profiling	Review	On-going
II	ADM.04.01	Update Written Goals & Objectives	Review	Annual
I,II	ADM.05.02	Use of Force	Training	Annual
I,II	ADM.05.03	Use of Force Occurrence (Report)	Report	Each Incident
I,II	ADM.05.03	Review Use of Force Reports	Review	Each Incident
II	ADM.06.01	Firearms Proficiency	Training	Annual
II	ADM.06.01	Other Weapons Proficiency	Training	Biennial
I,II	ADM.15.02	Fiscal Management Status Report	Report	Monthly
I,II	ADM.15.03	Cash Funds	Report	Quarterly
I,II	ADM.16.03	Property Control Procedures	Inspection	Quarterly

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I,II	ADM.16.03	Change in Property Custodian	Inventory	Each Incident
I,II	ADM.16.03	Audit by Supervisor	Audit	Annual
I,II	ADM.16.03	Unannounced Inspections per Chief	Inspection	Semi-annual
II	ADM.19.03	Stored Property	Inspection	Semi-annual
II	ADM.20.02	Agency Statistics and Activities	Report	Annual
II	ADM.24.10	Alternate Power Source	Testing	Periodic
I,II	OPR.01.10	Pursuit Reports	Review	Each Incident
I,II	OPR.07.09	Escape of Prisoner During Transport	Report	Each Incident
II	OPR.10.03	Court Emergency Alarm	Testing	Periodic
I,II	PER.05.01	Employee Performance Evaluations	Evaluation	Annual

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I,II	PER.05.01	Evaluation of Probationary Employees	Evaluation	Periodic
II	PER.09.02	AED	Testing	Periodic
I,II	TRN.02.02	Legal Update Training	Training	Periodic