

## TIME SENSITIVE ACTIVITIES BY STANDARD ORDER

<b><u>Standard</u></b>	<b><u>Action</u></b>	<b><u>Description</u></b>	<b><u>Frequency</u></b>
1.2	Report	Ethics Training	Annual
1.14	Report	Use of Force Occurrence	Incident
1.18	Report	Training on Use of Force Policies	Annual
1.18	Report	Weapons Proficiency – Lethal	Annual
1.18	Report	Weapons Proficiency – Less than Lethal	Biennial
1.20	Analysis	Use of Force Reports	Annual
1.20	Review	Policies & Procedure reference Use of Force	Annual
5.4 (E)	Report	Cash Funds	Annual
8.10	Activity	Legal Update Training	Annual
10.1 (C)	Report	Training on Dealing with Mentally Ill	Triennial
12.10	Report	SCCJA Report	Annual
13.2	Report	Employee Performance Evaluation	Annual
14.8	Audit	Ticket Audit	Annual
14.12	Audit	Computer Passwords	Annual
15.17	Inspection	Alternate Power Source	Monthly
15.17	Test	Alternate Power Source (Under Full Load)	Annual
16.4 (I)	Review	Pursuit Report	Incident
16.4 (J)	Analysis	Pursuit Report	Annual
16.4 (K)	Review	Policies & Procedures reference Vehicle Pursuits	Annual
21.6 (A)	Audit	Property and Evidence	Annual
21.6 (B)	Inventory	Change in Property/Evidence Custodian	Incident
21.6 (C)	Inspection	Property and Evidence	Semi-Annual
21.6 (D)	Inspection	Property and Evidence (Unannounced)	Annual
22.4 (H)	Report	After Action Report for Critical Incident	Incident
22.9	Inspection	Critical Incident Equipment Readiness	Quarterly
22.11	Report	Training on Critical Incident Plan(s)	Annual
22.13	Report	After Action Report for Special Event Agency's	Incident
22.21	Review	Active Shooter Plan	Annual
24.5 (A)	Inspection	Fire Equipment	Weekly
24.5 (A)	Test	Fire Equipment	Semi-Annual
24.5 (B)	Inspection	Fire Detection Devices and Alarms	Daily
24.5 (B)	Test	Fire Detection Devices and Alarms	Monthly
24.11	Inspection	Security of Weapons and Contraband	Weekly
24.15	Report	Threat to Facility or Person	Incident
24.25	Inspection	First Aid Kit	Weekly
25.7 (B)	Report	Escape of Prisoner being Transported	Incident
26.2 (C)	Survey	Court Security Plans & Procedures	Triennial
27.2	Activity	Background Check	Incident
27.7	Activity	Criminal Domestic Violence Training	Annual
27.11	Inventory	Equipment Acquired through Program(s)	Annual
27.11	Inspection	Operational Readiness of Acquired Equipment	Quarterly
27.11	Inspection	Listing of Equipment	Quarterly