

Advanced Accreditation Training:
CIMRS



Improving Operations, Effectiveness, and Management

Attorney Joseph A. Race
Daigle Law Group, LLC
(860) 270-0060

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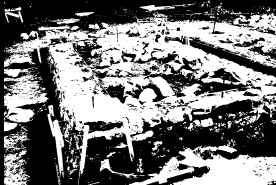
Hey Joe! We are not CALEA. Should I listen to this?
YES!

- The discussions in this module will provide you with insight to make the reporting process easier for any public safety accreditation period.
- Every accreditation program requires some sort of annual reporting and analysis. This discussion will provide you with insight into the type of data you should be tracking.
- Even if its not for accreditation (we don't do it just for accreditation), these are best practices to determine the health of the agency
- This is the minimum information necessary to complete annual reports 

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Foundation

- The data that is entered into CIMRS (or as we discuss here for non-CALEA agencies) is the foundation of the reports to follow!



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CALEA Information Management & Reporting System

Accreditation • Communications • Training Academy • Campus Security

• What is it?

CALEA Information Management & Reporting System

• Why is it important?

The information contained in CIMRS will be the foundation for many of the other reports you will need to complete throughout your accreditation!



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CIMRS – Statistical Data Tables

- Every data table is attached to a MANDATORY accreditation standard.
- Any significant changes need to be explained in the summary section. – Tell the Assessor “why” the change occurred!
 - If a piece of data is prohibited by state law, explain that in the summary section.

No Blanks without an Explanation!



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CIMRS – Data Collection Period



- Up to the Department.
- Needs to be a full calendar year.
- Must be consistent throughout the accreditation period...but can vary by table.
 - Make it work for your organization!



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[illegible][illegible]

Traffic Warnings and Citations			
Race/Gender	Warnings	Citations	Total
White non-Hispanic			
• Male			
• Female			
Black non-Hispanic			
• Male			
• Female			
Hispanic/Latino any race			
• Male			
• Female			
Other			
• Male			
• Female			
TOTAL			

CALEA 61.1.2



Unlawful or Improper Bias in Public Safety (Biased Policing)

CALEA 1.2.9

Biased policing: The selection of an individual(s) for enforcement action based in whole or in part on a trait common to a group, without actionable intelligence to support consideration of that trait. This includes, but is not limited to, race, ethnic background, national origin, gender, sexual orientation/identity, religion, economic status, age, cultural group, or any other identifiable characteristics.

VS.

Unlawful or improper bias in public safety: is the application of police authority based on a common trait of a group. This includes but is not limited to race, ethnicity, national origin, religion, age, gender, gender identity/expression, sexual orientation, immigration status, disability, housing status, occupation, or language fluency.

BIASED POLICING

- **Traffic Contacts:** Includes all complaints of bias related traffic stops whether or not a citation or warning was issued
- **Field Contacts:** Includes all complaints of bias related to citizen contacts during field interviews, investigative stops, etc.
- **Asset Forfeiture:** Includes all complaints of bias related cases of criminal or civil asset forfeiture

Biased Based Policing Complaints	
Complaints from:	
Traffic contacts	
Field contacts	
Asset forfeiture	

Data Collection Period: _____

May see an increase due to the change of definition – if so make sure that is explained in the summary



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Previous Standard

1.2.9 (LEI)

(M M M M) (LEI) Bias Policing

The agency has a written directive governing biased policing and, at a minimum, includes the following provisions:

- a. a prohibition against biased policing;
- b. initial training and annual training for affected personnel in biased issues including legal aspects; and
- c. a documented annual administrative review of agency practices including citizen concerns and any corrective measures taken.

NEW (2023)

1.2.9 (LEI)

(M M M M) (LEI) Unlawful or Improper Bias in Public Safety

The agency has a written directive governing unlawful or improper bias in public safety and, at a minimum, includes the following provisions:

- a. a prohibition against unlawful or improper bias in public safety;
- b. initial training prior to assignment and annual refresher training in biased issues including legal aspects, for all affected personnel; and
- c. a documented annual administrative review of activities with potential for bias to include, but not limited to, traffic and field contacts, asset forfeiture efforts, citizen complaints and any corrective measures taken.

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USE OF FORCE

- **Firearm:** Includes the total number of display and actual discharge of a pistol, rifle or shotgun by an agency member on or off duty, excluding training sessions, recreational shooting, hunting or euthanizing an animal.
 - **Firearm – Display:** Includes pointing a pistol, rifle or shotgun by an agency member on or off duty for the purpose of using force for defensive actions, excluding training sessions, recreational shooting, hunting or euthanizing an animal.
 - **Firearm – Discharge:** Includes the actual firing or discharge of a pistol, rifle or shotgun by an agency member on or off duty, excluding training sessions, recreational shooting, hunting or euthanizing an animal.
- **ECW:** Includes the total number of display and actual discharge of an Electronic Conductive Weapon, such as Taser® or similar device on another person.
 - **ECW – Display:** Includes pointing of an Electronic Conductive Weapon, such as Taser® or similar device on another person for the purpose of using force for defensive actions.
 - **ECW – Discharge:** Includes the actual deployment or discharge of an Electronic Conductive Weapon, such as Taser® or similar device on another person, excluding discharges conducted during training sessions.
- **Baton:** Includes the actual use of a fixed or expandable baton, and use of any other item in a similar manner as a baton (i.e. flashlight, etc.) to strike another person, excluding training sessions.
- **Chemical (OC):** Includes the discharge of any chemical (CS, CN) or oleoresin capsaicin (OC) weapon, such as aerosol, liquid or powder, regardless of dispersal method (i.e. spray, bunched munition, hand thrown device, etc.) on another person(s), excluding training sessions.
- **Weapons:** Includes the actual use of any physical force to control another person, such as pressure points, joint manipulation, take-downs, punches, kicks, etc.
- **Canine:** The total number of canine releases and the total number of releases with bites

Use of Force

Total Uses of Force: Total of the above use of force numbers, exclude the number of suspect injuries/fatalities.

Total Number of Suspects Receiving non-Fatal Injuries: The total number of non-fatal injuries, by race and gender, of all uses of force.

Total Number of Suspects Receiving Fatal Injuries: The total number of fatal injuries, by race and gender, of all uses of force.

Total Number of Incidents Resulting in Officer Injury or Death: The total number of incidents resulting in officer injury or death.

Total Out of Force Arrests: The total number of custodial arrests related to incidents where the above force was used.

Total Agency Custodial Arrests: The total number of custodial arrests made by the agency.

Complaints: The total number of use of force complaints leveled against the agency.



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Use of Force									
Sworn Personnel	White non-Hispanic		Black non-Hispanic		Hispanic/Latino any race		Other		Total
	Male	Female	Male	Female	Male	Female	Male	Female	
Firearm									
• Discharge									
• Number of Suspects Receiving Non-Fatal Injuries									
• Number of Suspects Receiving Fatal Injuries									
• Display only									
ECW									
• Discharge									
• Display only									
Baton									
Chemical IDC									
Weaponless									
Canting									
• Release Only									
• Release and Sile									
Total Uses of Force									
Total Number of Incidents Resulting in Officer Injury or Death									
Total Use of Force Arrests									
Total Agency Custodial Arrests									
Total Use of Force Complaints									

Data Collection Period: _____

Use of Force

• Does your agency track this? If not, it will be 0 and you should indicate this in the comments section.

• This is pointing/drawing only

Does your department track ECW display? Display with or without laser? Be sure to explain in the comments.



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Use of Force									
Sworn Personnel	White non-Hispanic		Black non-Hispanic		Hispanic/Latino any race		Other		Total
	Male	Female	Male	Female	Male	Female	Male	Female	
Firearm									
• Discharge									
• Number of Suspects Receiving Non-Fatal Injuries									
• Number of Suspects Receiving Fatal Injuries									
• Display only									
ECW									
• Discharge									
• Display only									
Baton									
Chemical IDC									
Weaponless									
Canting									
• Release Only									
• Release and Sile									
Total Uses of Force									
Total Number of Incidents Resulting in Officer Injury or Death									
Total Use of Force Arrests									
Total Agency Custodial Arrests									
Total Use of Force Complaints									

Data Collection Period: _____

Use of Force

Only section for officer information

• For your own process, ensure that you are using the same terminology throughout program. This includes policies, training, Use of Force Reviews/Analysis, Assaults on Sworn Officers, etc.

• This is why we start by looking at the CIMRS requirements to ensure we are capturing the appropriate information throughout our accreditation program.

• **BE CONSISTENT**



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More on the CIMRS Use of Force Section

- The purpose of ALL CIMRS reports is to use them as a measurement tool for overall agency health.
- You **MUST** explain year to year variances and differences
 - Add context to the numbers
 - Maybe a policy change has affected the numbers, etc.
- Use the comment section in CIMRS to explain your definitions, how you determine uses of force, etc.
- CIMRS needs to be updated before your CSM review with all of the data you have – the CIMRS tables should never be blank.
- If you have questions reach out to the regional program manager.
- **EVERY WORD MATTERS**
 - Make no assumptions
 - Explain
 - Free information to your assessor to explain how your agency does things. The more information provided here, the less you will need to explain to the assessors later!

CALEA Chapter 4



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Grievances

GRIEVANCES
 Grievances: Include all formal complaints made by employees related to working conditions, wages, or benefits.

Formal Grievances	
Grievances	Number

Data Collection Period: _____

- Always explain the changes in the summary

CALEA 22.4.3

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Personnel Actions

PERSONNEL ACTIONS

- Suspension: Includes any loss of work hours or docking of pay as a result of disciplinary action
- Demotion: Includes any loss of rank, position, or assignment as a result of disciplinary action
- Resignation in Lieu of Termination: Means anytime an employee resigns their position rather than face disciplinary action
- Termination: Includes the discharge, termination or firing of an employee as a result of disciplinary action
- Other: Includes verbal or written warnings, reprimands, counseling, or other actions not otherwise categorized.

TOTAL: Includes the total number of the above personnel actions

- Commendations: Includes any formal commendations or awards presented to employees for their performance.

Personnel Actions

Suspension	
Demotion	
Resignation in Lieu of Termination	
Termination	
Other	
Total	
Commendations	

Data Collection Period: _____

Define based on your agency.

- Remedial training?

Don't forget commendations!

- Check your definition
- Be sure to track
- (CALEA 26.2.4)

CALEA 26.1

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Complaints and Internal Affairs

COMPLAINTS AND INTERNAL AFFAIRS

- Citizen Complaint: The total number of complaints against the agency or its employees submitted by citizens or organizations outside of the agency.
- Directed complaint: The total number of complaints against the agency or its employees submitted by a member of the agency or initiated by the agency.
- Sustained: The total number of citizen complaints which were determined to be valid and either the agency or its employee(s) is responsible for some causal act or omission
- Not Sustained: The total number of citizen complaints which were determined to be valid, however, it could not be determined whether or not the agency or its employee(s) were responsible for some causal act or omission
- Unfounded: The total number of citizen complaints which were determined not to be valid (aka the situation described did not occur)
- Exonerated: The total number of citizen complaints which were determined to be valid, however, the agency or its employee(s) acted appropriately.

Complaints and Internal Affairs Investigations

External	
Citizen	
Directed	
Sustained	
Not Sustained	
Unfounded	
Exonerated	
Internal	
Directed	
Citizen	
Sustained	
Not Sustained	
Unfounded	
Exonerated	

CALEA 26.2.5

These must be defined in your policy

Do you have other definitions that you use?

- Unfounded due to BWC footage?
- Use summary to define as necessary

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UCR/NIBRS Part 1 Crimes

UCR/NIBRS Part 1 Crimes

Part 1 Crimes	
Murder	
Forcible Rape	
Robbery	
Aggravated Assault	
Burglary	
Larceny-Theft	
Motor Vehicle Theft	
Arson	

UCR – Uniform Crime Reports

NIBRS – National Incident Based Reporting System

Explain variances/differences. If a drop was due to proactive measures, be sure to include that in the summary. Praise your Department. Use this to “sell” what you do.

CALEA 82.1.4



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Calls for Service

82.2.3 (LE1)

(M M M M) (LE1) Case Numbering System

A written directive establishes a case-numbering system, with provisions for the assignment of a unique number to every case.

Commentary

A single numbering series (case or incident number) should be employed for all incidents of law enforcement service, including traffic collision investigations, criminal investigations, and miscellaneous calls for law enforcement service. Some activities, such as the issuance of traffic citations, need not be recorded as numbered cases; the citation form itself serves as the report. The numbering system should be designed to ensure that all cases receive a number, that no numbers are omitted, and that no numbers are duplicated. (M M M M) (LE1)

CALLS FOR SERVICE: The number of criminal and non-criminal incidents reported to the law enforcement agency.

Calls for Service

(year)

(number of calls)



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Motor Vehicle Pursuits

MOTOR VEHICLE PURSUITS

- Total Pursuits: The total number of motor vehicle pursuits occurring during the annual period.
- Forcible Stopping Techniques Used: The total number of forcible stopping techniques used to terminate pursuits.
- Terminated by Agency: The total number of motor vehicle pursuits during the annual period which were terminated or ceased based on the employees own judgment or that of a supervisor.
- Policy Compliant: The total number of motor vehicle pursuits during the annual period which were in compliance with the agency's written directives.
- Policy Non-Compliant: The total number of motor vehicle pursuits during the annual period which were not in compliance with the agency's written directives.
- Collisions: The total number of collisions or crashes that resulted from or related to motor vehicle pursuits during the annual period.
- Officer Injuries: The total number employees injured as a result of or related to motor vehicle pursuits during the annual period.
- Suspect Injuries: The total number suspects injured as a result of or related to motor vehicle pursuits during the annual period.
- Third Party Injuries: The total number of people, other than employees or suspects, injured as a result of or related to motor vehicle pursuits during the annual period.
- Reason Initiated: If there are multiple charges, count only the most serious charge.
 - Traffic: The total number of motor vehicle pursuits initiated due to traffic related offenses.
 - Felony: The total number of motor vehicle pursuits initiated due to a felony or serious crime.
 - Misdemeanor: The total number of motor vehicle pursuits initiated due to a misdemeanor or minor crime.

Vehicle Pursuits

PURSUITS	
Total Pursuits	
Forcible stopping techniques used	
Terminated by agency	
Policy Compliant	
Policy Non-compliant	
Total Collisions	
Injuries	
Officer	
Suspect	
Third Party	
Reason Initiated	
Traffic	
Felony	
Misdemeanor	

Data Collection Period:

CALEA 41.2.2



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Agency-Wide Breakdown of Sworn and Non-Sworn Positions

AGENCY-WIDE BREAKDOWN OF SWORN AND NON-SWORN POSITIONS
Provide numerical data for categories given. Only include the number of full-time sworn and non-sworn positions assigned to the law enforcement function. Exclude part-time positions, volunteers, or employees assigned to corrections, fire services, or other non-law enforcement related functions.

Sworn Personnel

- Non-supervisory positions
- Supervisory
- Command: has direct authority over supervisors
- Executives: CEO and direct reports, except as noted in Command

Non-sworn Personnel

- Non-supervisory positions
- Supervisory
- Managerial: direct authority over supervisors
- Executive: CEO or direct report to the CEO



Sworn Personnel	White non-Hispanic		Black non-Hispanic		Hispanic/Latino any race		Other	
	Male	Female	Male	Female	Male	Female	Male	Female
Non-supervisory positions								
Supervisory								
Command								
Executives								
Subtotal								
Non-sworn Personnel								
Non-supervisory positions								
Supervisory								
Managerial								
Executive								
Subtotal								
TOTAL								

Data Collection Period: _____

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Sworn Officer Selection

SWORN OFFICER SELECTION

- Applications Received: Includes the total number of applications received during the year.
- Applicants Hired: Includes the number of applicants that were hired during the year.

Sworn Officer Selection

Race/Gender	Applications Received	Applicants Hired
White-non-Hispanic		
• Male		
• Female		
Black-non-Hispanic		
• Male		
• Female		
Hispanic/Latino of any race		
• Male		
• Female		
Other		
• Male		
• Female		
Total		

Data Collection Period: _____

Need a process to ensure you are accurately tracking this information

Chapter 31



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Sworn Officer Promotions

Sworn Officer Promotions

	Tested	Eligible After Testing	Promoted
White-non-Hispanic			
• Male			
• Female			
Black-non-Hispanic			
• Male			
• Female			
Hispanic/Latino of any race			
• Male			
• Female			
Other			
• Male			
• Female			

Data Collection Period: _____

Be sure to develop a process to track this information

Small agencies may not do this every year. Be sure to explain that in the Summary section.

CALEA Chapter 34



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Demographics Report

Race/ Ethnicity	Service Population		Available Workforce		Current Sworn Officers		Current Female Sworn Officers	
	#	%	#	%	#	%	#	%
White-non- Hispanic								
Black-non- Hispanic								
Hispanic- Latino of any race								
Other								
Total								

Data Collection Period: _____

Consider carefully – legal consequences
EEOC / Civil Rights considerations
42 USC 1983

- Census.Gov
- American
Community Survey



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- Start by reviewing CIMRS to ensure consistent terminology and tracking throughout your accreditation program.
- EVERY WORD MATTERS
- Each CIMRS report section is linked to a mandatory accreditation standard. Which means they have been adopted from best practices.
- These reports are bigger than accreditation. They are insight into healthy agency operations.
- We don't do things "for accreditation."



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Attorney Joseph A. Race
Daigle Law Group, LLC
Joseph.Race@DaigleLawGroup.com
(860) 270-0060 x108

DLG | LEARNING CENTER

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