

Title (i.e., Professional Standards Bureau, PSB)

Brief Summary

Keep this short and sweet. We want to know what your division's role is and its objective.

(i.e., The objective of the Professional Standards Bureau (PSB) is to receive and investigate complaints and allegations of employee misconduct and inappropriate behavior, and conduct fair and impartial investigations, while protecting employees' rights and the professional image of the employees and the MCSO.)

Noteworthy Info

Here's where you list any noteworthy events/stories /accomplishments you division took part in.

(i.e., In 2020, the PSB started using a survey to collect demographic information from complainants to ensure that those who file complaints are treated fairly. The PSB provided voluntary paper and online surveys to members of the community. At the conclusion of 254 investigations; 11 surveys were returned to the PSB.. etc.)

Statistics

Relevant stats relating to your division. For example, PSB would include their total number of investigations, complaints, etc.

Photos

Lastly, any photos you deem relevant to share in the report. Instructions for submitting photos will be forthcoming.

Also, please make sure you use complete sentences and full titles. We do not know what every acronym stands for. As a reminder, the annual report is shared with the public so keep that in mind as you write your content.