FLORENCE POLICE DEPARTMENT
GENERAL ORDER

Subject: **ADMINISTRATIVE REPORTING PROGRAM**	Procedure: General Order 4.4.1 CALEA 11.4.1	Total Pages: 3
Authorizing Signature: Original with Authorizing Signature on File	**Effective:** 01/01/2011	
	(X) **New** ( ) **Amended** ( ) **Rescinds**	

I.   POLICY

It is the policy of this Department to maintain an administrative reporting system to provide information within the agency on a day to day operational basis. The system will also provide a mechanism to report agency activities outside its immediate structure.

II.   PURPOSE

This written order establishes the Department's administrative reporting system and ensures that periodic reports, reviews, and other actions mandated by applicable accreditation standards are accomplished.

III.   SCOPE

This written order is applicable to all personnel.

IV.   RESPONSIBILITY

A.   The Chief of Police will ensure that periodic reports, reviews, and other activities required by accreditation standards for effective management of agency personnel and resources are accomplished.

B.   All agency personnel with reporting responsibilities will ensure timely submission of reports and completion of required activities.

V.   PROCEDURES

A.   INDEX – The Accreditation Manager will maintain an index of administrative reports and activities and make the index available to personnel responsible for completing them. For each listing, the index will identify at a minimum:

1.   The person(s) or position(s) responsible for formulating the report or meeting the requirement;

2.   The purpose;

3.   The frequency; and

4.   The distribution of the required report(s).

B.   SOURCE DATA: Statistical and data summaries are essential to the administrative reporting system. Summaries of agency activities are used to predict workloads, allocate personnel, determine workforce and other resource needs and prepare budgets. Examples of data sources include:

    1.   Calls for service records;

    2.   Time in service information;

    3.   Offense reports;

    4.   Arrest reports;

    5.   Uniform Crime Reports; and

    6.   Other sources according to applicability.

C.   BASIC ADMINISTRATIVE REPORTS: Administrative reports provide management with information on Department activities. Where appropriate, these reports will include comparative data on activities and trends, and will be designed to ensure effective communications. Others may be assigned as needed to meet a specific reporting need, but reports to be completed on an ongoing, long term basis should be added to the Administrative Reports Index.

    1.   DAILY SHIFT REPORTS: A daily shift report will be completed by a shift supervisor, or designee and provides a brief summary of significant events over the previous shift.

    2.   DIVISION REPORTS: Each Captain will formulate reports as needed or as directed by the Chief of Police to document progress toward achievement of goals and objectives and, where appropriate, make budget, personnel, and/or management recommendations. These reports will update the Chief of Police on recent reports within each Division.

    3.   MONTHLY REPORTS: Records personnel prepare monthly reports and forward them to the Chief of Police, both Deputy Chiefs of Police, and Division Captains.   The monthly reports provide statistical data on departmental activities, information for comparison and for the assessment of allocation and distribution of personnel.

    4.   QUARTERLY REPORTS: Records personnel prepare, from a summary of monthly reports, Quarterly Reports for all of the Command Staff. Quarterly Reports may include, but not be limited to, departmental statistical data, budget reports, and Division Reports.

    5.   ANNUAL REPORT: When funding is available, the Community Policing Unit will prepare an annual report for distribution to the public and FPD employees.

      a.   This report will provide information about the Department's operations, goals, and activity.

      b.   It may include any statistics or other information likely to enhance the community's understanding of the Department's role, responsibilities and operations.

      c.   This report will be completed on or before May 15 for the previous calendar year and will be made available to agency employees and the public.

6.   MISCELLANEOUS REPORTS: (this is not an all inclusive list)

      a.   BOLO's;

      b.   Patrol Requests;

      c.   After Action Reports;

      d.   UCR data;

      e.   Staff meeting minutes;

      f.   Goals and Objectives;

      g.   Performance Evaluations;

      h.   Vehicle Inspections; and

      i.   MVR reports.

D.   OTHER REPORTS, REVIEWS AND ACTIVITIES: A number of other time sensitive reports, reviews, activities, inspections, plans and systems are required under accreditation standards. The administrative reports index will include listings as needed to assist responsible personnel in meeting applicable requirements.

1.   COMPLIANCE DOCUMENTATION: The Accreditation Manager will maintain compliance files for reports and activities required by accreditation standards. Personnel identified as responsible for each item will ensure that documentation is available upon request or forwarded as specified in the Index.

2.   CHANGES TO INDEX INFORMATION: Positions identified as responsible for a requirement listed on the Index will ensure the Accreditation Manager is notified of any changes needed to the Index. The Accreditation Manager will ensure that the Index is periodically updated and redistributed.

3.   ADDITIONAL REPORTS OR ACTIVITIES: The Index is not exhaustive. Other reports not listed on the Index may be assigned as needed to meet specific reporting needs or as required by specific written directives.