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		Distribution: All
Title: ADMINISTRATIVE REPORTS		Section: Administration
Issued: 4/24/2012	Effective: 5/2/2012	Revised: 4/30/2015
Rescinds: All Previous	Amends:	
CALEA References: 11.4.1, 11.4.3		
Review: Annual	Authority: Chief Michael A. Keller	

I. Purpose

The purpose of this General Order is to provide guidelines for the department's administrative reporting system.

II. Policy

Statistical and data summaries of agency activities are important to predicting work load, in determining manpower and other resource needs, ensuring for accountability of agency policy and procedures, and in preparing budgets. In order to provide a mechanism for this information to flow within the department, certain reports must be generated and disseminated in a timely manner. It is the policy of this department that administrative, statistical and data summary reports shall be prepared and submitted in accordance with department General Orders.

III. Definitions

(This section intentionally left blank.)

IV. Regulations

- A. Administrative, statistical and data summary reports will be submitted as directed by the applicable General Order [A].

V. Procedures

A. Administrative Reports – General

1. Administrative, statistical and data summary reports are those that include daily, monthly, quarterly, annual, biennial and triennial reports. The reports provide management information on activities of the department, ensure communication up and down the chain of command, and aid in both long and short term planning. The reports originate in the department's various sections and are drafted by those employees most familiar with the functions or duties that are summarized by the report. All reports of this nature will be forwarded up the chain of command to the Chief of Police or appropriate Section Commander.
2. The purpose of each report must be clearly defined. In each case the report must meet specific department information requirements as directed by the

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applicable General Order. Members responsible for the generation of the report will ensure reports meet this criteria (11.4.1c).

3. An automated list of all administrative, statistical and data summary reports will be maintained by the Office of the Chief of Police and available for review by all personnel responsible for generating reports (11.4.1a). The list will identify the following:
 - a. The frequency of the report (11.4.1d);
 - b. The position and section responsible to complete the report (11.4.1b);
 - c. The report title, and if appropriate, the corresponding policy and CALEA standard number;
 - d. The status of the report; and
 - e. The distribution requirements for each report (11.4.1e).

B. Accountability (11.4.3)

1. All required reports, other than those generated by the Chief of Police, will be forwarded from the Section Commanders to the Office of the Chief of Police or designee, who will log receipt of reports, forward them as required, and maintain an automated database of reports required/received.
2. The Office of the Chief of Police will forward copies of reports required by CALEA standards to the Accreditation Manager in addition to other forwarding requirements.
3. Section Commanders are responsible to ensure that reports compiled in their section are submitted to the Office of the Chief of Police in a timely fashion.
4. To ensure all required reports are submitted in a timely manner, the Office of the Chief of Police will generate an annual report (CALEA Tracking Sheet) at the beginning of each year detailing, by month, all reports, analysis, reviews and inspections due for that year, and distribute these reports to individual staff members with assigned responsibilities for the completion of these tasks. Within the first five days of each quarter, all staff members with assigned tasks will submit a copy of their individual CALEA Tracking Sheet to the Office of the Chief of Police, documenting completion of all assigned tasks for the previous quarter and explanation for tasks not completed. Within the first fifteen days of each quarter, the department's Administrative Assistant will submit a report to the Chief of Police, detailing all tasks and/or reports due but not completed for the previous quarter, including individual staff members responsible for each task.