

Annapolis Police Department



GENERAL ORDER

Number: B.10

**Issue Date: October
2018**

TO: All Personnel

SUBJECT: Administrative Reporting System

PURPOSE

The purpose of this General Order is to establish an administrative reporting system in which to provide all members of the department with information regarding the department's activities and trends.

POLICY

It shall be the policy of the Annapolis Police Department that information regarding significant occurrences and statistical and data summaries be provided by way of daily, monthly, and annual reports. Commanders shall ensure that the reports fit the needs and goals of the police department. As outlined in this policy the reports will be forwarded to the respective section commanders. The commanders will then compile the received information and complete the incident summary report(s). The commanders will then forward the report(s) to the Chief of Police.

DEFINITIONS

Daily Summary Report – At the conclusion of each shift the supervisor will send details of the shift's significant events to command staff via electronic mail. The purpose of this mail is for a synopsis of any serious or unusual events during the course of the supervisor's shift.

Monthly Report- Each division commander and the Professional Standards director will submit a monthly report to the Chief of Police. The purpose of this report is for a synopsis of monthly events within each division or section. The report should also include any upcoming events or details of which the Chief should be made aware. The report will also include crime trends and statistical information as required by the FBI Uniform Crime Reports.

Evening Deployment Report- The purpose of this electronic mail report is to inform the commanders of any significant or unusual events which occurred over the weekend when a commander is on duty. This deployment report shall be completed as outlined in

General Order A.3 and shall be completed every weekend that a commander is on duty.

Annual Report- The purpose of this report is to include, but not be limited to any unusual events, any serious offenses, personnel matters, notable changes in the affected section or division and any other matters which are deemed important. This report shall be completed annually.

Accreditation Report- The purpose of this report is to inform the Commission on Accreditation for Law Enforcement Agencies whether or not the department is in compliance with all accreditation standards. This report shall be completed annually by the accreditation manager as outlined by the Commission on Accreditation for Law Enforcement Agencies.

Administrative Report- The purpose of this report is to facilitate general information not included in other reports through the chain of command. This report shall be completed on an as need basis.

Recurring Reports- Refer to appendix A of this General Order.

I. Required Action

A. Daily Summary Reports

The Daily Summary Report shall be completed at the end of each tour of patrol duty or by other supervisors when a significant event occurs which should be brought to the attention of the Chief of Police. Significant events include most Part I crimes, significant arrests, operations, and search warrants. Minor crimes such as shoplifting, simple assaults, etc. do not have to be included in the report.

B. Monthly Reports

1. The Monthly Reports shall be completed by supervisors as directed by the commanders of that section.
2. Section Commanders shall determine information to be included in the report using the above definitions.
3. Section Commanders shall create their own monthly report form which will facilitate the goals and objectives of that section.
4. Unless otherwise indicated this report shall be forwarded to the Section Commander or the designee.
5. The Commander will compile the reports and forward a report to the Chief of Police.

C. Evening Deployment Report

The Evening Deployment Report by electronic mail shall be completed by the Commanders as outlined in **General Order A.3**.

D. Annual Report

1. The Annual Report shall be completed by Section Commanders and

forwarded to the Chief's office.

2. This report shall include but is not limited to the information listed above.
3. Upon receipt of all information the Chief or the designee will compile all pertinent data and forward the report to the Mayor's office.
4. The Chief of Police or the designee is responsible for the formulation of the Annual Report.

E. Accreditation Report

The Accreditation Manager shall file an annual report with The Commission on Accreditation for Law Enforcement Agencies as outlined in the Accreditation Process book.

G. Administrative Report

1. The Administrative Report shall be used by all personnel who want to disseminate information through the chain of command.
2. This report shall be used for but not be limited to requests for training, and reporting changes of personal information of personnel.

II. Development, Modification, Approval, and Review of Reports/Forms

A. Any department member may develop a report or form which may facilitate the operation of the police department. This report or form then shall be submitted through the chain of command to the Chief of Police the designee who will approve, modify, reject or send back for additional work. Upon approval of the Chief of Police or the designee the report or form will then be forwarded to the Accreditation Manager to determine if it is applicable to any accreditation standards.

B. The report or form may then be modified to fit any applicable accreditation standards or may be modified to fit the needs of the department. If applicable, the report or form will be sent for review to the affected division, section or unit.

Upon review by the division, section or unit the report or form will then be returned to the Accreditation Manager. Based on any comments the report or form may be revised. The report or form will then be forwarded to the Major for a final review and approval before being submitted to the Chief of Police or the designee.

C. The Chief of Police or the designee may approve, modify, reject or return the report/form for additional work.

III. Recurring Reports

Refer to appendix A.

S. Baker

Scott Baker
Chief of Police

References
1. Accreditation Standards 11.4.1, 11.4.2 2. General Order A.3 Commanders Coverage

Revision: This General Order replaces General Order B.10 Administrative Reporting System dated December 2015 and Appendix B.