

# Annapolis Police Department



## GENERAL ORDER

**Number: B.10**

**Issue Date: June 2016**

**TO:** All Personnel

**SUBJECT:** Administrative Reporting System

### **PURPOSE**

The purpose of this General Order is to establish an administrative reporting system with which to provide all members of the department 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 division 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.

**Weekend Deployment Report**- The purpose of this electronic mail report is to inform supervisors 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.

**Quarterly / Semi-annual / Annual Report**- The purpose of this report is to inform the

Chief of Police and all commanders of any crime trends and statistical information as required by the FBI uniform crime report. This report shall be completed quarterly/semi-annually/annually by the Administrative Services Division.

**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 his/her designee.
5. The Commander will compile the reports and forward a report to the Chief of Police.

### **C. Weekend Deployment Report**

1. The Weekend Deployment Report by electronic mail shall be completed by the Commanders as outlined in **General Order A.3.**
2. This Deployment Report shall be submitted to the Chief's Office as outlined in **General Order A.3.**

3. The Chief of Police or his/her designee is responsible for the formulation of the Weekend Deployment Report.

D. Quarterly Report/Semi-annual/Annual

1. The Quarterly Report shall be completed by the Commander of the Administrative Services or his/her designee and submitted to the Chief's office.
2. This report shall include but not limited to the information listed under definitions.
3. The Commander of the Administrative Services Division or his/her designee is responsible for the formulation of the Quarterly Report, Semi-annual Report and Annual Report.

E. Annual Report

1. The Annual Report shall be completed by Division 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 his/her designee will compile all pertinent data and forward the report to the Mayor's office.
4. The Chief of Police or his/her designee is responsible for the formulation of the Annual Report.

F. Accreditation Report

1. The Accreditation Manager shall file an annual report with The Commission on Accreditation for Law Enforcement Agencies as required by CALEA.

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 shall then be submitted through the chain of command to the Chief of Police or his/her designee who will approve, modify, reject or send back for additional work. Upon approval of the Chief of Police or his/her 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.

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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 his/her designee.

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

**III. Recurring Reports**

Refer to appendix A.

References
1. Accreditation Standards: None 2. General Order A.3 Commanders Weekend Coverage

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

**General Order B.10 Appendix A**

Written Directive	CALEA Standard	Requirement	Responsibility	Distribution	Due Dates
General Order C.4	1.2.9 (d)	Bias based profiling <b>PER INCIDENT</b> Corrective measures if profiling occurs; <b>ANNUAL</b> Review of agency practices and citizen concerns	All  Major Baker	Chief of Police, Internal Affairs	<b>Per Incident</b>  <b>JANUARY</b>
General Order C.3	1.3.6	<b>PER INCIDENT</b> Use of Force Report	All sworn	Chief of Police, Internal Affairs, Administrative Services	<b>After each incident</b>
General Order C.3	1.3.7	<b>PER INCIDENT</b> review of Use of Force Reports	All supervisors	Chief of Police, Internal Affairs, Administrative Services	<b>After each incident</b>
General Order C.3	1.3.13	<b>ANNUAL</b> analysis of Use of Force activities, policies and practices	Internal Affairs	Chief of Police	<b>JANUARY</b>
General Order B.8	15.2.1	<b>ANNUAL</b> updating of goals and objectives for the Department and divisions	All divisions	Office of the Chief	<b>As determined by Chief's Office</b>
General Order B.21 & L.2	17.4.2 (f)	<b>QUARTERLY</b> accounting of agency cash activities	Administrative Services Division, Special Operations	Division Commanders	<b>QUARTERLY</b>
N/A	31.2.2	<b>ANNUAL</b> analysis of recruitment plan	Capt. Of Administrative Services	Chief of Police	<b>JANUARY</b>
General Order N.1	35.1.2	<b>ANNUAL</b> performance evaluation	All divisions, sections & units	Chief of Police	<b>As required by due date</b>
General Order G.4	35.1.9 (c)	<b>ANNUAL</b> evaluation of the Early Warning System reporting requirements of conduct and behavior	Internal Affairs	Chief of Police	<b>JANUARY</b>
General Order F.2	41.2.2 (i)	<b>PER INCIDENT</b> report and administrative review of each pursuit	All divisions, sections & units	Chief of Police Internal Affairs	<b>PER INCIDENT</b>

General Order F.2	41.2.2 ( j)	<b>ANNUAL</b> analysis of pursuit reports	Internal Affairs	Chief of Police	<b>JANUARY</b>
General Order F.2	41.2.2 ( k)	<b>ANNUAL</b> review of policies and reporting procedures	Internal Affairs	Chief of Police	<b>JANUARY</b>
General Order L.9	42.1.6 (c)	Training of enforcement personnel on procedures and processes related to criminal intelligence information	Training Unit	Division Commander	<b>Per hiring schedule</b>
General Order L.9	42.1.6 (i)	<b>ANNUAL</b> review of procedures and processes related to criminal intelligence information	Intelligence Unit	Division Commander	<b>January</b>
General Order H.1	46.1.3	<b>PER INCIDENT</b> after action report hostage/barricaded subjects	Incident supervisor A.S.E.T. Commander	Commander of the Operations Division	<b>PER INCIDENT</b>
General Order H.14	46.1.10 (e)	<b>ANNUAL</b> review of Active Threat policy and training needs	Operations Division Commander	Chief of Police	<b>JANUARY</b>
General Order C.18	70.1.7 (b)	<b>PER INCIDENT</b> reports to be prepared concerning escape of prisoners being transported	Transporting officer Supervisor of transporting officer	Chief of Police Commander of the Operations Division Internal Affairs	<b>PER INCIDENT</b>
General Order C.5	71.4.3	<b>Weekly</b> inspection of temporary detention facility	Administrative Services	Accreditation Manager	<b>WEEKLY</b>
General Order C.5	71.4.3	<b>TRIENNIAL</b> review of temporary detention facility and procedures	Administrative Services Division Commander	Accreditation Manager	<b>JANUARY</b>
Administrative Services Division SOP #4-02.04	81.3.2	<b>WEEKLY</b> inspection of communications alternate source of power	Administrative Services Division	Accreditation Manager	<b>WEEKLY</b>
Administrative Services Division SOP #4-02.04	81.3.2	<b>ANNUAL</b> test of alternate source of power under full load	Administrative Services Division	Accreditation Manager	<b>ANNUAL</b>

General Order I.4	82.1.6 (d)	<b>ANNUAL</b> audit of RMS & CAD systems security	Information Systems Manager or designee	Division Commander	<b>NOVEMBER</b>
General Order K.1	84.1.6 (a)	<b>SEMI-ANNUAL</b> inspection property control procedures	Commander of the Administrative Services or his/her designee	Division Commander	<b>SEMI-ANNUALLY</b>
General Order K.1	84.1.6 (b)	Audit of all evidence/property when new custodian takes over	New property custodian & designee of Chief of Police	Commander of the Administrative Services Division	<b>PER INCIDENT</b>
General Order K.1	84.1.6 (c)	<b>ANNUAL</b> audit by supervisor not in property, of property/evidence	Chief's Office	Commander of the Administrative Service Division	<b>ANNUAL</b>
General Order K.1	84.1.6 (d)	<b>UNANNOUNCED</b> inspections as announced by the CEO	Chief's Office	Commander of the Administrative Services Division	<b>ANNUAL</b>