



# Garner Police Department Written Directive

**Chapter:** 200 - Administration

**Directive:** 210.01 - General Management of Reports

**Authorized by:** Chief Brandon Zuidema

**Effective Date:** October 1, 2015

**CALEA Standards:** 11.4.1 and 11.4.3

**Last Revision:** May 1, 2014

## 210.1.1 - Purpose

The purpose for this directive is to establish guidelines for completing daily, monthly, quarterly, and annual reports.

## 210.1.2 - Policy

The policy of the Garner Police Department is to utilize audits, data analysis, inspections, reports, and surveys to ensure effective information and data sharing among employees.

## 210.1.3 - Management Information System (11.4.1; 11.4.3)

- A. Department supervisors have specific responsibilities for providing reliable administrative, statistical, and/or data summaries to aid management in the decision-making process relating to budgets, policies, staffing, and interagency relations. Sources of this information include (but are not limited to):
1. The Department's records management system provides data sources including but not limited to calls for service records, offense reports, and arrest reports.
  2. The Department's CALEA administrative reports provide data related to various Department activities.
  3. The Department's internal affairs tracking system provides data related to employee activities and performance.
  4. The Town's performance evaluation system provides data related to employee activities and performance.
- B. The Accreditation Specialist maintains a list of these reports and is responsible for notifying the appropriate personnel of the following information:
1. The report title;
  2. The frequency of the report;
  3. The report format;
  4. The person responsible for the report and to whom the report is to be distributed; and
  5. The Department directive that requires the report and explains its purpose.

- C. A complete list of these documents is included in the addendum to this directive. The list is maintained and updated by the Accreditation Specialist.

#### **210.1.4 – Compliance with Reporting Requirements**

##### A. Reporting Due Dates

1. Daily Reports and Reports per Incident
  - a. Daily reports and reports per incident are due no later than 10-days after the day of occurrence, including verbal briefings by the Captains to the Chief of Police.
  - b. Patrol shifts provide information on significant incidents that occur during their tours of duty by sending e-mail messages to the Chief, Operations Captain and other appropriate personnel.
2. Monthly Reports - Monthly reports are due no later than 20 days after the end of the month, including verbal briefings by the Captains to the Chief of Police.
3. Quarterly and Semi-Annual Reports - Quarterly and Semi-Annual Reports are due no later than 30 days after the end of reporting period.
4. Annual Reports - Annual reports are due March 15th of each year unless specified otherwise.

##### B. Ensuring Compliance

1. The Accreditation Specialist is responsible for ensuring that all reports are submitted in accordance with the above guidelines.
2. The Accreditation Specialist will utilize the chain-of-command for notification when reporting deadlines are not met.

#### **210.1.5 - Periodic Review of Reports**

- A. The Accreditation Specialist is responsible for reviewing and modifying the list of reports at least annually.
1. Modifications will be based on the following:
    - a. The need for and usefulness of the information being collected, and
    - b. Changes in the requirements set forth by CALEA.
  2. The Accreditation Specialist will notify the individual(s) responsible for the completion of the report of any changes made.