	GAITHERSBURG POLICE DEPARTMENT	
	Administrative Reporting System	
	GENERAL ORDER 104.1	**Related CALEA Standards:** 1.3.6, 11.4.1, 11.4.3, 22.2.5, 41.1.3, 55.2.6
	Effective Date 11/13/2013	
Authorized by: Mark P. Sroka CHIEF OF POLICE	SIGNATURE	DATE

I.   PURPOSE

The purpose of this directive is to outline the various administrative reports that are used for the collection and reporting of data, to sources both within the Department and to be disseminated to the City government, other organizations and the public.

II.   POLICY

The Chief of Police is responsible for assembling data and other information to effectively and efficiently operate the Department. The Department uses an administrative reporting system as a tool to assist with continuous improvement in the services provided by Department personnel and the attainment of established goals and objectives.

III.   DEFINITIONS

This directive does not contain any terms deemed to require special definition.

IV.   PROCEDURE

A.   Annual Report

1.   The annual report provides an overview of the Department's accomplishments for the year. The Administrative Support Supervisor is responsible for preparing and publishing this report.

2.   The annual report is made available to members of the Department, the City Manager, elected officials and anyone requesting a copy.

B.   Monthly Report

1.   The Administrative Support Supervisor is responsible for compiling data to publish a comprehensive report to account for Department activities during each month.

   a)   Line supervisors provide monthly summaries of their shifts' activities, which provide much of the data for this

report.

  b) The line supervisors' monthly summaries are based upon data collected through daily activity reports.

  c) Supervisors of Specialized Units will determine best methods to capture required monthly data based upon the unit's unique assignment.

2. Copies of the monthly report are made available to members of the Department, the City Manager and elected officials.

C. Daily Activity Report

1. Operations Bureau Officers compile and submit to their line supervisors, on a daily basis, a report that summarizes their activities during their tour of duty. This report documents daily activity including, but not limited to, the following:

  a) Date, assignment and radio car number;

  b) Number of calls for service handled;

  c) Number of reports written;

  d) Number of arrests, citations and warnings issued;

  e) "Check on Patrol" assignments completed;

  f) Amount of time engaged in various activities, such as training, details and court.

2. Operations Bureau Supervisors compile and submit, their shift's daily/monthly Activity Reports to their Bureau-Commander to be entered into the Department's database.

3. Daily activity reports are not distributed outside the Department but the data gathered through their use may be contained in other types of reports.

D. Required Accreditation Reports

1. The administrative reporting system includes reports required by applicable accreditation standards. The Accreditation Manager is responsible for compiling and formulating data for accreditation reports in accordance with a schedule developed and maintained by the Accreditation Manager.

2. A matrix of CALEA time sensitive reports is included as an appendix to this directive and indicates:

a) The nature of the report or evaluation;

b) The applicable CALEA standard to which the report or evaluation pertains and the report's purpose;

c) The Department member responsible for the report or evaluation;

d) The date/interval the report or evaluation is due; and

e) To whom the report is distributed.

E. Required Reporting System

1. In addition to the report matrix that appends this directive, the Accreditation Manager utilizes email and other resources to ensure that periodic reports, reviews, evaluations and other activities mandated by applicable CALEA standards and Department policies are accomplished and submitted at required intervals.

2. The Accreditation Manager shall monitor the system to ensure compliance and may also use other methods to track due dates of reports and to ensure their completion and submission.