



Approved:
Chief Marcia Harnden

Subject:

122. Administrative Communications

Effective:
May 4, 2018

CALEA Standards: 11.4.1, 11.4.2, 11.4.3,
12.1.4, 12.2.1

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122.1: PURPOSE AND SCOPE

The purpose of this policy is to provide members with the protocols and forms to be used for internal administrative communications. Administrative communications of this department are governed by the following policies.

122.2: ADMINISTRATIVE ORDERS

Administrative Orders may be issued periodically by the Chief of Police to announce and document all promotions, transfers, hiring of new personnel, separations, personnel and group commendations, or other changes in status.

122.3: CORRESPONDENCE

To ensure that the letterhead and name of the Department are not misused, all external correspondence shall be on Department letterhead. Personnel should use Department letterhead only for official business and with approval of a supervisor.

122.4: SURVEYS

All surveys made in the name of the Department shall be authorized by the Chief of Police or a Division Captain.

122.5: INFORMATIONAL MEMORANDA

The Chief of Police may issue memoranda to department personnel from time to time for the purpose of disseminating information to the members.

122.6: ADMINISTRATIVE REPORTING

Administrative reports are derived from the Records Management System as well as from daily officer reports and related criminal justice system data gathering. These reports give staff insight as to crime trends within the City of Albany and where to focus their policing efforts. Several reports are also available on the City of Albany Police Department website for the public review.

a. Daily Reports

- 1) Chief's Daily Briefing Report – A summary of the past 24 hours of calls responded to including the following details: report number (if applicable), what time the call was received, nature of the call, location, the primary unit that responded, district, and beat. This report is distributed by the Administrative Assistant I to all police employees each morning via email.
- 2) Daily Mission Brief – An outline of crime trends, vehicle collisions, locations of where extra patrol is needed, persons of interest, and stolen vehicles. This report is reviewed during briefing at the beginning of each shift.

b. Weekly Reports

- 1) CompStat Report – A summary of Part I crimes and arrests, Part II arrests, citations and collisions along with weekly and year to date comparisons. This report is reviewed during CompStat briefing meetings, which occur every two weeks. This report is prepared by the Crime Analyst.

c. Monthly Reports

- 1) Budget Report – A summary of the General Fund and Public Safety Levy Fund outlining the expenses to date for the FY, expenses specific to the month, any encumbrances, and budget balance. This report is prepared by the 10th of each month by the Senior Administrative Supervisor for the preceding month and is distributed to the Chief for review.
- 2) Unit Reaction Time Report – A summary of each unit's response and reaction times to priority calls. This report is prepared at the beginning of each month by the Police Support Services Manager and is distributed to the patrol lieutenants and sergeants.

d. Quarterly Reports

- 1) APD Quarterly Report – This report is published once a quarter and is distributed to community members who subscribe to receive it via email. It includes outreach efforts, highlights of various department activities and members, crime trends, and statistics. This report is prepared by the Community Engagement Program Coordinator.

e. Annual Reports

- 1) Crime Analysis Report – A summary of crime trends, calls for service, officer staffing levels, traffic, and narcotics seizures for the year as well as past years' comparisons. This report is accessible to

anyone via the Albany Police webpage, www.cityofalbany.net. This report is prepared by the Crime Analyst.

- 2) Pursuit Analysis Report – A summary of the current year's, as well as a comparison of past years, vehicle pursuits. This report is accessible to anyone via the Albany Police webpage, www.cityofalbany.net. This report is prepared by the Operations Captain.
- 3) Use of Force Report – A summary of the current year's use of force incidents, as well as a comparison of past years. This report is accessible to anyone via the Albany Police webpage, www.cityofalbany.net. This report is prepared by the Operations Captain.

122.7: AGENCY FORMS CONTROL

The Senior Administrative Supervisor will maintain a master file of all Albany Police Department forms, and will conduct a periodic review of forms with appropriate staff members as forms are revised or printed to:

- a. Minimize the overall number of forms;
- b. Minimize overlap and duplication of information;
- c. Keep forms current and updated;
- d. Maintain professional looking and legible working copies of the forms; and
- e. Ensures forms are approved by the Chief of Police or designee prior to use.

122.8: ACCREDITATION MONITORING

Accreditation monitoring will be accomplished using the CALEA Accreditation Standards and Assessment modules of PowerDMS and may also use the CALEA Standards Tracker Excel Spreadsheet. These tools help determine the steps necessary to achieve the accredited agency status and are used for the overall management of the accreditation/recognition process and to determine if we are in compliance with each of the CALEA Standards. Assessment provides a process to designate our level of compliance for each standard and to document our compliance with each standard including tracking completion status, reporting status, and responsibility for completing the compliance requirements for each standard.