

	BRIDGEPORT POLICE DEPARTMENT POLICY AND PROCEDURE GENERAL ORDER	Distribution	General Order Number
		ALL PERSONNEL	2.05
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Order Title: MANAGEMENT AND ADMINISTRATION		Accreditation Standard:	Section
		POSTC: 3.3.4, 3.3.11, 3.4.1, 3.4.2	2
		Section Title	
		ORGANIZATION AND MANAGEMENT	
Rescinds: 1.4.11, 1.4.11.1 - 1.4.11.4, 1.4.12.1, 1.4.12.2, 1.5.2.14		Armando J. Perez, Chief of Police	

This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting

I. PURPOSE

The purpose of this General Order is to establish an administrative reporting program designed to provide management information on various activities of the Bridgeport Police Department.

II. POLICY

It is the policy of the Bridgeport Police Department to have an *Administrative Reporting Program (ARP)*, which provides timely information needed for the effective management of the Department. The Department has a responsibility to the community to provide effective and efficient police services. This requires an effective *Administrative Reporting Program (ARP)* in order to determine the demands on the Department, services provided by the Department, and the resources expended to provide for those services and demands.

III. PROCEDURES

A. Agency Administrative Reporting

The Department maintains an *Administrative Reporting Program (ARP)* that provides information on the activities of the Department and will reflect comparative data on activities and trends. Such a system is effective in ensuring communications through the chain of command.

1. Administrative Reporting System

- a. The Administrative Reporting Program (ARP) is designed to ensure that information regarding daily, weekly, monthly, quarterly, and annual operational activities and statistics are communicated

throughout the Department and to any mandated outside agencies. The ARP is also used to show our continued compliance with the appropriate standards. Included in this system are:

- (1) Computer Aided Dispatch (CAD) system to track call-for-service records;
- (2) Computerized police record files to track offense and incident reports, arrests, citations, traffic accidents and other information; and
- (3) Computerized police management system records from the Department's computer system

Data from these files is used for management decision-making, and to prepare any required management reports.

- b. It is the responsibility of all officers and/or employees to ensure that those materials utilized for the compilation of such summaries are thorough and accurate. Additionally, it is the responsibility of each supervisor to review every report submitted to verify the integrity of the reported statistics. Such summaries shall be used for the purpose of predicting workloads, determining staffing and other resource needs, and the preparation of the annual budget.

The Department's *Administrative Reporting System* shall include:

- (1) Incident Generated Reports
- (2) Shift Commander's Reports
- (3) Periodic Management Reports
- (4) Evaluation and Analytical Reports
- (5) Department Annual Report
- (6) Project Reports

B. Person Responsible for Completion of Report

1. The Chief of Police will designate the Division Commanders to oversee the Administrative Reporting System and assure that reports are completed on the deadlines as outlined in the Directive system and the attached Reporting Matrix (See Appendix A).
2. Per Incident Reports: The supervisors are responsible for ensuring that personnel complete the appropriate reports for each incident. These reports are then forwarded through the normal channels as required by the individual report.
3. All Other Reports as Required by This Policy: To verify that the reports required in this policy are completed on a timely basis, all personnel responsible for the completion of agency reports shall:
 - a. Complete the appropriate report as required

- b. Forward a copy of the completed report to the appropriate person
 - c. Forward a copy of the report to their immediate supervisor
- C. Timeline for Submission of Reports: All reports shall be submitted with strict adherence to deadlines.
- 1. In the event that a report cannot be completed within the allotted time, personnel responsible for completion of the report will make a written request through the Chain of Command, which outlines the reason(s) for the delay and the time required to complete the report.
 - 2. When the Chief of Police does not receive a required report by the date due, the Chief or designee shall send a memorandum to the person responsible for the report notifying him/her that the report is overdue.
 - a. The memorandum will contain:
 - (1) The name of the required report;
 - (2) A brief outline of the contents of the required report;
 - (3) The date the required report was due; and
 - (4) Indicate a new due date for the required report which will be two (2) weeks from the original due date.
 - 3. The Supervisor shall investigate the matter and ensure that:
 - (1) The required report is completed by the new due date;
 - (2) A copy of the completed report is forwarded to the appropriate person; and
 - (3) A copy of the required report is forwarded to the Professional Standards Unit, along with a cover Memo indicating why the report was not completed and submitted by the required due date, and what actions were taken to remedy the situation and prevent it from reoccurring.

D. Purpose of Reports

The purpose of the various reports is the collection, maintenance, analysis, evaluation, review, and dissemination of statistical and incident data, which is used to determine adjustments and allocations of resources and planning.

E. Frequency of Reports

The Chief of Police, or designee, determines the frequency of reports in conjunction with applicable state, federal, or accreditation standards. There are seven types of reporting frequencies:

- 1. Per Incident and Daily: These reports are completed as soon as possible after each occurrence of the incident, or on a daily basis. These reports include:
 - a. Incident Reports

- b. Daily verbal briefings
 - c. Daily automated reports
- 2. Monthly: Monthly reports are due for completion by the fifteenth (15th) of each month for the previous month. Monthly reports include:
 - a. Monthly recaps of activity
 - b. Case management status reports
 - c. Monthly project updates
 - d. Uniform Crime Report (UCR)
- 3. Quarterly: Quarterly reports are due for completion by the fifteenth (15th) of the month following the completion of the reporting quarter. Quarterly reports include:
 - a. Quarterly progress reports on attainment of strategies and objectives that support Department goals
 - b. Quarterly project updates
- 4. Semi-Annual: Semi-annual reports are due for completion by the fifteenth (15th) of the month following the completion of the reporting period.
- 5. Annual: Annual reports are due for completion by February 1 of the following year or as scheduled. Annual reports include:
 - a. Standards analysis
 - b. Crime rate statistics
 - c. Fiscal activity recap
 - d. Any other report directed by the Chief of Police
- 6. Biennial: Biennial reports are due for completion by February 1 after the end of the two (2) year period or as scheduled.
- 7. Triennial: Triennial reports are due for completion by February 1 after the end of the three (3) year period or as scheduled.

F. Annual Report

1. The *Annual Report* is an overall summary of the Department's activities for the past year. The Executive Officer, under the direction of the Chief of Police, shall prepare the *Annual Report*. The *Annual Report* shall consist of a compilation/summary of the Department's monthly reports for the current year, may include manpower and personnel reports, and other information as directed by the Chief of Police.
2. The report shall include those pictures, illustrations, graphs and tables that are necessary to clarify and better explain the statistical information. The report shall be submitted to the Chief of Police by March 1st of each year. After review and approval by the Chief of Police, copies of the report shall be

distributed as follows:

- a. Supervisors
- b. Distributed for all officers and/or employees to review
- c. Mayor and City Council members
- d. Any news media making such a request with the approval of the Chief of Police
- e. Any citizen upon request
- f. As directed by the Chief of Police

G. Distribution of Reports

Reports are distributed to applicable units within the agency depending on the report and to entities outside the agency, if required, by Department rules and regulations or other governing factors.

H. Accountability of Agency Forms

1. In order to ensure accountability for departmental forms, the Department shall review all existing forms, delete those no longer active, and include all active forms in a department wide forms control system. These procedures ensure:
 - a. The purpose and use for forms are based upon a justifiable need;
 - b. Information captured on forms is not duplicated;
 - c. Elimination of redundancy;
 - d. Elimination and/or update of unnecessary or outdated form; and
 - e. The format is consistent with any mandated records maintenance or data-processing requirements of the Department.
2. The Chief of Police, or designee, is required to approve all forms prior to use; any modifications to existing forms; or the elimination of existing forms. It is the responsibility of the Record Room Supervisor to coordinate the development, revision, or elimination of forms on a day-to-day basis.
3. All employees are encouraged to suggest ideas concerning new forms, revision of forms, or elimination of forms. Whenever a member of this Department recognizes a need for a new form or modification of an existing form, that person shall submit a report detailing the need, through the chain of command, to his commanding officer, who shall evaluate the request and if appropriate, forward the request to the Chief of Police or his designee. The report should be accompanied by a draft of the new recommended form if possible. In addition to the involvement of and review by the Command Staff, new or revised forms are to be developed with the assistance of personnel most likely to use the form.

4. All Department authorized forms shall be kept in a master file under the control and direction of the Professional Standards Unit Commander. In the case of discontinued forms, the date of discontinuance will be noted on the bottom of the form.

- a. Security and Accountability of Forms

- (1) In order to facilitate accountability of departmental forms, they are divided into two classes:

- (a) **Strict Accountability:** Those forms which, due to their nature, must be strictly accounted for in both blank and completed versions, and are subject to audit. Examples of this class are traffic and misdemeanor citations, money receipts, purchase orders, etc.; and

- (b) **General Accountability:** For which strict accountability is required only for completed forms. Examples of this class are completed incident and accident reports, written warnings, activity sheets, etc.

- (2) The Professional Standards Unit, who will generally be responsible for maintaining an adequate supply of all forms, will maintain a bulk supply of all Department forms. Strict Accountability forms will be stored in a secure manner. Officers are to obtain forms for their own use from the form files from designated areas/bins and/or from the computer system, if available.

- (3) Overall management of departmental forms for the Police Reporting System is the responsibility of the Administrative Support Captain. The Administrative Support Captain, or designee, shall maintain inventory control of all forms and replenish such supplies as needed.

- I. Crime Analysis Reporting

1. The Crime Analysis Unit is responsible for drafting, coordinating and maintaining Crime Analysis reports for the Bridgeport Police Department. Crime Analysis reports will be distributed to affected operational units, the Chief of Police and Command Staff and the Chief of Police will be advised of emerging trends and crime patterns.
2. The Crime Analysis Unit will publish Crime Analysis bulletins on a biannual – quarterly basis or whenever an emergent crime pattern is observed. The bulletin will include the following information:

- a. Frequency by type of crime;
- b. Geographic factors;
- c. Temporal factors;
- d. Victim and target descriptors;
- e. Suspect and suspect vehicle descriptors;
- f. Modus operandi factors;
- g. Physical evidence information; and
- h. Community policing and problem- oriented policing strategies

APPENDIX A

Standard Number	Compliance Status	Purpose/ Bullet	Comp	Action	Frequency	Person Assigned	Distribution
1.5.1(d)		Bias Based Profiling (D)	M	Review	Annual		Chief Acc. Mgr.
1.14.3 (d)		Use of Force occurrence	M	Report	Per Incident		Patrol Spvr.
1.14.3 (d)		Use of Force Report Administrative Review	M	Review	Per Incident		Chief Acc. Mgr.
1.14.4		Review Use of Force Policies, lethal and electronic controlled weapons proficiency	M	Report	Each qualification		Training File Acc. Mgr.
1.14.3 (e)		Use of force reports Annual Analysis	M	Analysis	Annual		Chief Acc. Mgr.
3.3.9		Update Goals and Objectives	M	Memo	Annual		All Dept. Personnel
3.3.9		Progress made toward goals and objectives	M	Quarterly Report	Quarterly		Acc. Mgr.
3.6.2		Periodic workload assessments	O	Report	Every 3 years		N/A
3.3.12		Specialized Assignments	O	Review	Annual		Chief Acc. Mgr.
3.3.14		Budget Preparation	O	Review	Annual		Exec. Off. Patrol Cmdr. Cmdr. Support Services
3.3.15		Budget Recommendations	O	Report	Annual		Chief Acc. Mgr.
3.3.16		Budget Status Reports	M	Report	Monthly		Chief Acc. Mgr.
1.10.6		Cash Funds (F)	M	Report	Quarterly		Chief Acc. Mgr.
3.3.22		Employee Grievances	M	Analysis	Annual		Chief Acc. Mgr.
1.13.2		In Service and Legal Update Training	M	Activity	Annual		Acc. Mgr.
2.6.8		Employee performance evaluation	M	Evaluation	Annual		Chief Personnel File
2.6.6		Entry level employee evaluation	M	Quarterly	Quarterly		Chief Personnel File
2.5.2		Investigative Task Force Evaluation	M	Evaluation	As Needed		Chief Acc. Mgr.
1.7.2 (k)		Pursuit Report (I)	M	Review	Per Incident		Chief Acc. Mgr.
1.7.2 (l)		Pursuit Report (J)	M	Analysis	Annual		Chief Acc. Mgr.
1.7.2 (h)		Use of roadblocks and forcible stops (E)	M	Review	Per Incident		Chief Acc. Mgr.
3.5.5		Selective Enforcement Activities	M	Evaluation	Triennial		Chief, Operations

Standard Number	Compliance Status	Purpose/ Bullet	Comp	Action	Frequency	Acc. Mgr.	Distribution
2.5.3		Criminal Intelligence Review of Files	M	Review	Annual		Cmdr. Support Services.
1.13.1		Familiarization with Accreditation Process	M	Training	Before On-site		All Personnel.
2.4.7		Independent Audit of Fiscal Activities	M	Audit	Annual		Chief of Police Accred. Mgr.
3.3.26		Citizen Survey Summary	O	Survey	Triennial		N/A
1.7.4 (s)		After action report for critical incidents (H)	M	Report	Per Incident		Chief Acc. Mgr.
3.3.18		Critical Incident Equipment Readiness	M	Inspection	Biennial		Chief Acc. Mgr.
1.7.4		Training on "All Hazard Plan"	M	Report	Annual		Chief Acc. Mgr.
3.8.4		Evaluate Recruitment Plan	M	Report	Per Agency		Chief Acc. Mgr.
3.3.32		Staff Inspection of all organizational components (E)	O	Inspection	Triennial		N/A.
3.4.5		Victim/Witness Assistance Needs	O	Review	Triennial		Chief Accred. Mgr.
3.5.11		Need for location of adult crossing guards (E)	O	Review	Annual		N/A
1.3.17		Escape of prisoner being transported (B)	M	Report	Per Incident		Chief Acc. Mgr.
3.6.4		Task Analysis Review	M	Activity	Triennial		Police Chief, Personnel Acc. Mgr.
1.3.3a		Fire equipment insp. (A)	M	Inspection	Weekly		Acc. Mgr.
1.3.3b		Fire equipment test (Q)	M	Test	Semi-annual		Acc. Mgr.
1.3.11 b		Sanitation	M	Inspection	Weekly		Acc. Mgr.
1.3.11 c		Security Inspection for weapons and contraband	M	Inspection	Weekly		Acc. Mgr.
2.3.5		Threat to facility or person	M	Report	Per Incident		Acc. Mgr.
1.3.11 a		First-aid kit	M	Inspection	Weekly		Acc. Mgr.
1.1.4		Alternate Source of power	M	Inspection Generator	Monthly		Acc. Mgr.
1.1.4		Alternate source of power, test under full load	M	Test	Annual		Acc. Mgr.
3.3.5		Central Records Computer System Audit (D)	M	Audit	Annual		Chief Acc. Mgr.
1.2.3 a		Property control procedures by evidence/property custodian (A)	M	Inspection	Semiannual		Chief Acc. Mgr.
1.2.3 b		Change in property/evidence custodian (B)	M	Inventory	Per Incident		Chief Acc. Mgr.

1.2.3 d		By Supervisor not directly connected to function (C)	M	Audit	Annual		Cmdr. Support Services Acc. Mgr.
1.2.3 c		Inspections directed by CEO(unannounced) (D)	M	Inspection	Annual		Cmdr. Support Services Acc. Mgr.
3.3.3		NIMS Training Analysis	M	Report	Triennial		Training,
3.6.4		Task Analysis Review	M	Report	Triennial		Chief of Police Accred. Mgr.
3.3.6		Review and Update Organizational Chart	M	Review	Annual		Chief of Police