

ADMINISTRATIVE REPORTING SYSTEM

1. **PURPOSE:** To establish the Department's administrative reporting system and ensure that periodic reports, reviews and other actions mandated by applicable accreditation standards are accomplished.
2. **POLICY:** The Department will maintain an administrative reporting system to provide information within the agency on a day-to-day operational basis. The system will also provide a mechanism to report agency activities outside its immediate structure.
3. **SCOPE:** This directive is applicable to all Departmental personnel.
4. **RESPONSIBILITY**
 - A. The Chief of Police will ensure that periodic reports, reviews, and other activities required by accreditation standards for effective management of agency personnel and resources are accomplished.
 - B. All agency personnel with reporting responsibilities will ensure timely submission of reports and completion of required activities.
5. **PROCEDURES**
 - A. **INDEX:** The Accreditation Manager will maintain an index of administrative reports and activities and make the index available to personnel responsible for completing them. For each listing, the index will identify at a minimum:
 1. The person(s) or position(s) responsible for formulating the report or meeting the requirement;
 2. The purpose;
 3. The frequency; and
 4. The distribution of the required report(s).
 - B. **SOURCE DATA:** Statistical and data summaries are essential to the administrative reporting system. Summaries of agency activities are used to predict workloads, allocate personnel, determine workforce and other resource needs and prepare budgets. Examples of data sources include:
 1. Calls for service records;
 2. Time in service information;
 3. Offense reports;

4. Arrest reports;
5. Uniform Crime Reports; and
6. Other sources according to applicability.

C. **BASIC ADMINISTRATIVE REPORTS:** Administrative reports provide management with information on Department activities. Where appropriate, these reports will include comparative data on activities and trends, and will be designed to ensure effective communications. Others may be assigned as needed to meet a specific reporting need, but reports to be completed on an ongoing, long-term basis should be added to the Administrative Reports Index.

1. **SHIFT INCIDENT REPORTS:** A shift incident report will be completed by each Shift Commander to provide a summary of significant events over the previous shift.
2. **PROGRESS REPORTS:** Bureau Commanders will formulate reports as needed or as directed by the Chief of Police to document progress toward achievement of goals and objectives and, where appropriate, make budget recommendations and provide statistical information related to budgetary updates. These reports will update the Chief of Police on any special programs or budget items in need of review.
3. **ANNUAL REPORT:** When funding is available, the Deputy Chief of Police (or designee) will prepare an annual report for distribution to the public and HPD employees.
 - a. This report will provide information about the Department's operations, goals, achievements and obstacles to achievement.
 - b. It may include any statistics or other information likely to enhance the community's understanding of the Department's role, responsibilities and operations.
 - c. This report will be completed on or before April 15 for the previous calendar year and will be made available to agency employees and the public.

D. **OTHER REPORTS, REVIEWS AND ACTIVITIES:** A number of other time-sensitive reports, reviews, activities, inspections, plans and systems are required under accreditation standards. The administrative reports index will include listings as needed to assist responsible personnel in meeting applicable requirements.

1. **COMPLIANCE DOCUMENTATION:** The Accreditation Manager will maintain compliance files for reports and activities required by accreditation standards. Personnel identified as responsible for each item

will ensure that documentation is available upon request or forwarded as specified in the Index.

2. **CHANGES TO INDEX INFORMATION:** Positions identified as responsible for a requirement listed on the Index will ensure the Accreditation Manager is notified of any changes needed to the Index. The Accreditation Manager will ensure that the Index is periodically updated and redistributed.
3. **ADDITIONAL REPORTS OR ACTIVITIES:** The Index is not exhaustive. Other reports not listed on the Index may be assigned as needed to meet specific reporting needs or as required by specific written directives.