

## **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/Coordinator 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
  4. The distribution of the required report
- 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
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 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 that require review.
3. **ANNUAL REPORT:** When funding is available, the Deputy Chief of Police (or designee) will prepare an annual report for distribution for 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:** Several 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/Coordinator 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/Coordinator is notified of any changes needed to the Index. The Accreditation Manager/Coordinator will ensure that the Index is periodically updated and redistributed.