PARKER POLICE DEPARTMENT POLICY AND PROCEDURE MANUAL

2.23	EFFECTIVE: August 1, 2013	
	REVISED: March 15, 2023	James Tsurapas, Chief of Police

SUBJECT: ADMINISTRATIVE REPORTING	

CALEA: 1.1.2; 1.2.9; 4.21; 4.2.4; 11.4.1; 11.4.3; 15.1.3; 15.2.1; 15.2.2; 16.1.2; 25.1.3; 35.1.9; 40.1.1; 41.2.2; 44.1.3; 45.2.2; 46.1.8; 46.1.10; 52.1.5; 53.1.1; 61.1.1; 82.1.4; 82.1.6;	PAGE: 1 of 9

2.23.1 PURPOSE <11.4.1 c.>

The purpose of this policy is to establish frequency and accountability of Department reports.

2.23.2 POLICY <11.4.1>

It is the policy of the Department to establish an efficient and accurate flow of information within the Department. This is accomplished using various administrative reports prepared daily, weekly, quarterly, annually or per incident. The descriptive requirements of each report will identify the person or position responsible for preparing the report, the purpose of the report, the frequency of each report and the distribution of the reports. <11.4.1>

2.23.3 PROCEDURE <11.4.1>

A. Daily Reports

Daily Equipment Check-In/Check-Out. This is completed by the commissioned officer to document all assigned equipment for the day. This is completed electronically and will be forwarded by the shift supervisor to the Communications Section daily.

B. Bi-Weekly Reports

Payroll Report - The Administrative Manager or assigned administrative assistant prepares the payroll bi-weekly report using KRONOS. The payroll report is approved by the Chief of Police or designee and forwarded to the Finance Department.

C. Monthly Reports

1. The Records Section will submit National Incident Based Reporting System (NIBRS) reports to the Federal Bureau of Investigation (FBI) by the 7th day of each month. These reports are generated using the Records Management System (RMS) and include data on the occurrence of reported crimes. <82.1.4>

2. Crime Analysis Report - The crime analyst prepares these reports which include information on the dates/times, locations, modus operandi, suspect/suspect vehicles, victim, property and other data on reported crimes. These reports are distributed to the Chief of Police and supervisory staff and discussed at monthly staff meetings. <40.1.1 b.,c.>

3. Evidence Section Purging Report - This report will be completed by the assigned supervisor and will be a monthly documentation of the approved items that were purged during that months' time frame in the property and evidence room.

D. Quarterly Reports

This report affords management a broad view of activities and actions necessary for decision making.

1. Community Services Report - The Community Outreach Coordinator will complete this report and will reflect the concerns voiced by the community and problems that have a bearing on law enforcement activities. A statement of progress being made to address these concerns and recommended actions will also be included. This report will be forwarded to the Chief of Police. <45.2.2 a.,b.,c.,d.>

2. Status of Emergency Preparedness Equipment - The assigned Commander who oversees Emergency Management or authorized designee will submit a quarterly report on the status of equipment necessary to handle emergency situations. This report ensures readiness in the event of an emergency. <46.1.8>

3. Vehicle Inspection Report - The operations service technician will inspect all vehicles to include take home cars used by Department members assigned to them for conditions, operation of vehicle equipment, and accountability of vehicle supplies at least quarterly. These reports will be kept by the assigned Commander and a copy will go to the Accreditation Manager in the Administrations Division. <53.1.1 c.>

E. Annual Reports

Annual Reports are used to summarize the activities and actions of the Department, assess achievement of our goals and objectives, identify training needs, and to plan future programs. These reports include:

1. Departmental Annual Report - This report is prepared by the Administrative Manager in the Administrations Division. The report includes material submitted by each division and summarizes the overall operations of the Department during the past year. This report is distributed to all Department members and posted on the Department's website.

2. Traffic Unit Report - This report is prepared by the Patrol Sergeant assigned as the Traffic Unit supervisor with the assistance of the crime analyst. This report includes an analysis of the monthly crash and enforcement data, based on reports, citations and arrests entered into the RMS, which includes information on selective traffic enforcement activities. This report is submitted to the Patrol Commander(s), Deputy Chief and Chief of Police and is discussed at staff meetings. This report is available to the public and should be posted on the Department's website. <61.1.1 a.,b.,c.,d.,e.,f.>

3. Use of Force Annual Report - This report is prepared each year by the Administrations Division and is submitted to the Chief of Police and the command staff. The report is an annual analysis and summary of the use-of-force incidents occurring during the previous years, as documented in the Department's use of force reports. This report is available to the public and should be posted on the Department's website. This report is used to identify patterns of abuse and/or the need for additional training in the proper use of force. <4.2.4> This report includes the following in all Use of Force that results in death or Serious Bodily Injury:

     a. Date, time, location;

     b. Perceived demographic information of subject (race, ethnicity, sex, approximate age);

     c. Type of force used;

     d. Severity and nature of subject injury;

     e. Severity and nature of member injury;

     f. Whether the officer was on duty;

     g. Whether a weapon was unholstered;

     h. Whether a firearm was discharged;

     i. Whether there was an internal affairs investigation and the result;

     j. Whether there was a citizen complaint and the result.

4. Allegation of Misconduct Annual Report - This report is prepared each year by the Administrations Division and is submitted to the Chief of Police and command staff. This report summarizes allegations of misconduct made against Department members and used to identify patterns of misconduct and/or the need for additional training. <52.1.5>

5. Annual Summary of Employee Grievances - This analysis report is prepared each year by the Administrations Division of Department member grievances made to the Chief of Police. This report is used to identify problems in the organization, which may be corrected by addressing the causes of the grievances. <25.1.3>

6. Annual Pursuit Analysis and Pursuit Policies and Reporting Review - This analysis is prepared each year by the assigned Commander and is submitted to the Chief of Police. This report is an annual analysis on all police pursuits initiated by the Department. The report should also include a review of policy and reporting procedures. This report is used to identify compliance with the Department pursuit policy. <41.2.2 l.>

7. Annual Training Report - To ensure proper training and the professionalism of the Department, the training coordinator will submit to the Chief of Police an annual report of the Department training. The report will include a summary of POST continuing training for each commissioned officer, summary of in-service training conducted by the Department, summary of the review of policy and procedures and any other issues relevant to the training function.

8. Annual Update of Goals and Objectives - Each Division Commander will be responsible for the formulation and annual updating of goals, objectives, functions, and specialized training assignments within their respective divisions in January of each calendar year. The annual review will be used to measure progress made towards previous goals and objectives, and to generate updated goals and objectives, which will be disseminated to all Department members. The Goals and Objectives will be updated mid-year and at the end of the calendar year. <15.2.1> <15.2.2>

9. The updated goals and objectives will be included as an element of the Department's long-range Strategic Plan, reviewed annually during budget preparation, and will include for three (3) to five (5) years: <15.1.3 e.>

    a. long-term goals and operational objectives; <15.1.3 a.>

    b. anticipated workload and population trends; <15.1.3 b.>

    c. anticipated personnel levels; and <15.1.3 c.>

    d. anticipated capital improvements and equipment needs. <15.1.3 d.>

11. Annual Audit of Evidence - An annual audit of the property and evidence room involving a random sampling of evidence. This audit ensures the proper storage of evidence and the integrity and security of the evidence process. The audit should be performed by an assigned commissioned supervisor not directly connected with control of property of evidence. A report will be submitted to the Accreditation Manager, via the Chief of Police. <84.1.6 c.>

12. Identification and Intervention Report - The Administrations Division will submit to the Chief of Police a review and evaluation of the Identification and Intervention Program. The report should detail the number of instances where Department intervention was needed in regard to problem Department members and an evaluation of the effectiveness of the Identification and Intervention Program. <35.1.9 c.>

13. Anti-Bias Profiling Report - The Administrations Division will submit this report to the Chief of Police. This report will consist of citizen allegations of bias-based profiling, a summary of the investigation and findings, and statistical demographic data included in the Annual Report to the Colorado Division of Criminal Justice. This report is available to the public and should be posted on the Department's website. <1.2.9 c.>

14. Annual Report on Delinquent Offenses on School Grounds - This report completed by the Records Section will include cases handled by the Department on school grounds, in a school vehicle, or at a school activity or sanctioned event, and will be completed prior to August 1st each calendar year. The report shall include, at a minimum:

    a. the number of students investigated for delinquent offenses, including the number of students investigated for each type of offense;

    b. the number of students arrested by commissioned officers, including the offense for which each such arrest was made;

    c. the number of summonses or tickets issued by commissioned officers to students; and

    d. the age, gender, school and race or ethnicity of each student who the commissioned officer arrested or to whom the officer issued a summons, ticket or other notice requiring the appearance of the student in court or at the Department for investigation relating to an offense allegedly committed.

15. Annual Report on Juvenile Programs – This report completed by an assigned Patrol Commander requires a written evaluation of all enforcement and prevention programs relating to juveniles. This evaluation should consider quantitative and qualitative elements of each program, lending itself to decisions regarding whether a specific program should function as is, be modified or discontinued. <44.1.3>

16. Active Threats Annual Review of policy and training needs – This report completed by the assigned Commander who oversees Emergency Management. Situations involving active threats are serious in nature and can occur in any environment. This may include settings such as educational campuses, malls, businesses, special events, the general workplace, and can include physical or virtual threats. Training and policy needs should be documented in this review. <46.1.10 e.>

17. Annual Report to the Colorado Division of Criminal Justice (§24-31-903) – The Administration Division, Office of Professional Standards will submit this report to the Colorado Division of Criminal Justice, the Chief of Police, and Command Staff. This report will consist of the following:

    a. Demographic and other information in all use of force incidents involving death or serious bodily injury to include:

       Date, time, location;

       Perceived demographic information of subject (race, ethnicity, sex, approximate age);

       Names of all commissioned officers on scene, if not directly involved in force ID by POST number;

       Type of force used;

       Severity and nature of commissioned officer injury;

       Whether the commissioned officer was on duty;

       Whether a weapon was unholstered;

       Whether a firearm was discharged;

       Whether there was an internal affairs investigation and the result; and

       Whether there was a citizen complaint, and the results.

    b. Commissioned officers that resign while under investigation for policy violation(s). Commissioned officers that are terminated for cause.

    c. Data regarding contacts and interactions with individuals, whether or not they are in a motor vehicle, initiated by a commissioned officer, whether consensual or nonconsensual, for the purpose of enforcing the law or investigating possible violations of the law. Contacts for the purposes of this section to not include:

Routine interactions with the public at the point of entry or exit from a controlled area;

Witness initiated contact with a commissioned officer (unless the witness is believed to be suspected of committing a crime;

Interaction with a reporting party (unless the reporting party is believed to be suspected of committing a crime);

Social or casual engagement with any individual, not related to a case or investigation;

Telephone or similar interactions that are not face-to-face or in person; and

Brief interactions with individuals, such as knocking on doors, in an attempt to locate the source of a call/complaint, as long as the interaction is nothing more than a short conversation indicating that the individual was not involved or only directs the commissioned officer toward the proper location.

d. Data that will be collected regarding contacts and interactions:

Perceived demographic information (race, ethnicity, sex, approximate age);

Whether the contact was a traffic stop; (only the driver's information should be collected, unless there is another legal basis for passenger contact);

Time, date, and location;

Duration;

Reason for the contact legal basis (consensual contact, reasonable suspicion, probable cause);

Suspected crime; and

Result of the contact; e.g., no action, warning, citation, property seizure, arrest:

Warning provided or violation cited if one given;

If arrested, the offense(s) charged; and

If the contact was a traffic stop, the driver's information.

e. Actions of the commissioned officer during the contact:

Whether the commissioned officer asked for consent to search the person, vehicle, property; and if consent was provided;

If there was a search, that basis of the search and anything discovered;

Whether any property was seized, if so, the type of property and the basis for seizure;

Whether a weapon was unholstered;

Whether a firearm was discharged;

f. Unannounced entry (with or without a warrant) data:

Date, time, and location;

Perceived demographic information (race, ethnicity, sex, approximate age);

Whether a weapon was unholstered; and

Whether a firearm was discharged.

F. Quadrennial Reports (Four-Year Reports)

Every Department Commander is responsible for ensuring that a workload assessment is conducted at least once every four years for their Division and Sections. The methodology used to assess workloads should be pertinent to the operation of the component and to encourage the equalization of the individual workloads among and within organizational components. < 16.1.2>

G. Incident Reports

1. These reports are prepared each time a specific incident occurs and are used to determine compliance with policy and procedure, review of policy and procedure, and effective planning for future events and incidents.

2. Use of Force Report (§24-31-903) - This report is prepared by any commissioned officer who applies physical techniques or tactics, chemical agents, or weapons to another person, using the BlueTeam software, to ensure that the related police report contains all information relative to compliance with policy and procedure on the use of force. In this section, physical techniques or tactics do not include commissioned officer presence, verbal direction, soft empty-hand techniques, or the basic application of handcuffs. The report is forwarded through the following chain of command to the Deputy Chief. <4.2.2>

The following information must be included in any use of force report in which the use of force resulted in death or serious bodily injury:

a. Date, time, location;

b. Perceived demographic information of subject (race, ethnicity, sex, approximate age);

c. Names of all commissioned officers on scene;

d. Type of force used;

e. Severity and nature of subject injury;

f. Severity and nature of member injury;

g. Whether the commissioned officer was on duty;

    h.   Whether a weapon was unholstered;

    i.   Whether a firearm was discharged.

The following members should review the use of force report, available body worn or mobile video footage and indicate whether or not the use of force was within policy.

    a.   The on-duty shift supervisor of the commissioned officer(s) involved in the use of force;

    b.   The designated Sergeant who oversees the Departments arrest control tactics;

    c.   The commander of the commissioned officer(s) involved in the use of force; and

    d.   The Deputy Chief of Police

    e.   Once the review is completed, the Deputy Chief will submit the review to the office of professional standards for entry into the use of force tracking software.

At any point during this review, any of the above members may submit a memorandum requesting an administrative investigation be completed by the Administrations Division, whenever a possible policy violation is present.

3.   Pursuit Summary Report - This report is prepared by the on-duty Patrol/incident supervisor and the commissioned officer(s) involved in the pursuit, using the BlueTeam software. The investigation and report is to ensure compliance with the policy and procedure on pursuits. The report is forwarded through the following chain of command to the Deputy Chief. <41.2.2 k.>

The following members should review the pursuit summary report, available body worn or mobile video footage and indicate whether or not the pursuit was within policy.

    a.   The immediate supervisor of the commissioned officer(s) involved, if different than the on-duty patrol/incident supervisor in the pursuit.

    b.   The commander of the commissioned officer(s) involved in the pursuit.

    c.   The commander assigned to oversee driving training and complete the Annual Review of Pursuit Policies and Reporting Procedures.

    d.   The Deputy Chief of Police.

Once the review is completed, the Deputy Chief will submit the review to the Administrations Division for entry into the pursuit tracking software. At any point during this review, any of the above members may submit a memorandum requesting an administrative investigation be completed by the Administrations Division , whenever a possible policy violation is present.

4. Unannounced Entry Report (§24-31-903) – This report is prepared by the commissioned officer, using the BlueTeam software, to ensure that the related police report contains all information relative to compliance with policy and procedure on unannounced entry. The report is forwarded through the following chain of command to the Deputy Chief.

   The following members should review the unannounced entry report, available body worn or mobile video footage and indicate whether or not the unannounced entry was within policy.

   a. The immediate supervisor of the commissioned officer(s) involved in the unannounced entry;

   b. The commander of the commissioned officer(s) involved in the unannounced entry;

   c. The Deputy Chief of Police;

   d. Once the review is completed, the Deputy Chief will submit the review to the Administrations Division for entry into the unannounced entry tracking software.

   At any point during this review, any of the above members may submit a memorandum requesting an administrative investigation be completed by the Office of Administrations Division.

H. Time-Sensitive Tracking Systems <11.4.3>

   Periodic reports, reviews, inspections and other activities mandated by applicable accreditation standards will be managed by the Accreditation Manager or assigned Department member. The assigned member will provide timely notifications to those responsible for time-sensitive reports. It will be the responsibility of the assigned supervisor to stay current with the assigned tasks.