



**PARADISE VALLEY POLICE
GENERAL ORDER**

Administrative Reports

Order Number

11.10

Date

09-18-20

11.10 Administrative Reports

The following *reports shall* be produced as indicated:

1. The *Chief shall* complete an annual *report* regarding the activities of the agency, to be presented to the *Town Manager* and Mayor and Council;
2. Annual statistical summaries, based upon records of internal affairs investigations, to be made available to the public and agency employees;
3. Administrative review, at least every three years, of temporary detention areas and procedures.
4. Patrol supervisors shall report their squad's activities for the day to the incoming squad supervisors. Daily and monthly reports of the Department's patrol activities, location, date and time shall be completed and available to personnel.

