


<p><b>Accreditation Standards: 11.4.1, 11.4.3</b></p> <p><b>Revisions: 08/97; 05/07; 11/07; 02/15; 09/16; 07/20; 08/20; 9/23; 4/25</b></p> <p><b>References:</b></p>	<p><b>University of Florida Police Department</b></p>  <p><b>Department Standards Directive</b></p>	<p><b>Responsibility: Administration</b></p> <p><b>Pages: 04</b></p> <p><b>Related Documents:</b></p>
<p><b>TITLE: ADMINISTRATIVE REPORTS</b></p>		

## 1050. Administrative Reports

**1050.1 Purpose.** The purpose of this directive is to establish and maintain an administrative reporting system to ensure that reports, reviews, and other activities mandated by applicable accreditation standards and national best practices are accomplished, and to establish guidelines for administrative reporting within the department.

**1050.2 Discussion.** To predict workloads, determine personnel and other resource needs, and prepare budgets, a law enforcement agency should maintain a system to provide agency management with information on the activities of the agency. Data sources used include incident reports, calls for service records, nationally reportable crime data, and any other crime reporting documents. Departmental administrative reports should reflect comparative data on activities and trends, and support effective communications through the chain of command.

The information provided shall assist the Chief in formulating budgetary needs and requests as well as provide a source of statistical information for use outside the department.

**1050.3 Policy.** Data and information collected shall be used in the development of departmental goals and objectives, management decision-making, and operational planning.

### 1050.4 Procedure.

#### A. Administrative Reports.

1. When applicable, Shift Commanders shall be responsible for electronically disseminating a report to Command Staff and On-Call Commanders for any major incidents, unusual occurrences, or personnel issues bearing on department operations during their operational period.
2. **Daily Reports.** The Shift Report Review (SRR) is a daily summary of all incidents handled by the Department during that shift's operational period. The SRR ensures that personnel are informed on a day-to-day basis of crimes, accidents, arrests, and other important activities handled by the Department.
  - a. The Shift Commander or designee shall be responsible for electronically disseminating the daily report to Command Staff, department supervisors, and other identified university officials.
  - b. The SRR shall be emailed at the end of their operational period.
  - c. Division commanders and supervisors shall use the information in the SRR to monitor and evaluate the activities of personnel under their command or supervision.
3. **Quarterly Reports.** The quarterly report summarizes division activities that have occurred during the previous quarter.
  - a. The following positions are responsible for submitting quarterly reports.
    - (1) Patrol Commander.
    - (2) Communications Section Manager.
    - (3) Community Services Division Commander.
    - (4) Office of Victim Services Supervisor.
    - (5) Training Division Commander.
    - (6) Special Events Division Commander.
    - (7) Criminal Investigations Division Commander.
  - b. The Quarterly Reports are due January, April, July, and October, and must be submitted to the Chief by the 10<sup>th</sup> of the applicable month. Extensions may be approved by the Chief or designee.
4. **Annual Reports.**
  - a. An agency Annual Report is a summary of the productivity and activities for the preceding year. The annual report shall be submitted to the Chief or designee by September 15th of each year.
  - b. The agency budget shall be completed as described in 1200- Fiscal Management.
  - c. The agency goals and objectives shall be submitted as described in 1000 –

Department Goals and Objectives.

**5. Multi-Year Reports.** Agency multi-year documents shall be completed as described in articulated directives.

- a. The agency Workload Assessment shall be completed every four years as described in 2011 – Allocation and Distribution of Personnel.
- b. The agency Strategic Plan shall be completed at least every four years as described in 1110 – Planning and Research.

**B. Accreditation Reports and Reviews.**

1. The Accreditation Manager shall send reminders advising applicable personnel of required or time sensitive documents and training. In cases where the document is more involved, the Accreditation Manager shall send two reminders, one with a “Due soon” designation and the other “Due”. This reminder shall provide the following information:
  - a. Accreditation standards number;
  - b. Type of report;
  - c. Due date(s); and
  - d. An example of a prior proof, when necessary.
2. Personnel responsible for the generation of any accreditation report, review, or other activity shall complete the activity on or before the due date.
3. The personnel responsible for the above information shall electronically route the document through the chain of command and copy Accreditation.
4. If the required information is more than 15 working days overdue, the Accreditation Manager shall forward a memorandum to the Chief.
5. The Accreditation Manager shall review the report, review, or other activity to ensure that the requirements under the standards are being met.

**C. Distribution of Reports.** Reports to be distributed department-wide shall be emailed or placed into the online distribution system. Some reports may also be available to the public on the department website.

**1050.5 Glossary.**

**Comparative** – Relative; examine to note the similarities or differences in a systematic number.

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**Approved:** \_\_\_\_\_  
**Bart Knowles, Chief**

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