

WINTER HAVEN POLICE DEPARTMENT

GENERAL ORDER 13.1

ADMINISTRATIVE REPORTS

ACCREDITATION STANDARDS: CALEA 11.4.1

EFFECTIVE DATE: June 8, 1995

RESCINDS: G.O. 13.1, June 28, 2012 and all applicable Amended/Temporary Orders prior to January 5, 2018

LAST REVISED DATE: January 5, 2018

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POLICY

It shall be the policy of the Department to establish and maintain an administrative reporting system to provide daily, monthly, and annual reports for use in management decision making. (CALEA 11.4.1a, c, d)

PURPOSE

The purpose of this order is to establish and maintain an administrative reporting system to provide reliable information to be used in the management decision making process. (CALEA 11.4.1)

SCOPE

This order shall apply to all Department members.

DISCUSSION

To predict workloads, determine member's allocation, additional resource needs, and prepare budgets, a law enforcement agency should maintain a system to provide management with information on the activities of the agency.

PROCEDURE

I. Daily Reports

Daily reports provide summaries of major incidents and other activities of interest that have occurred. The purpose of these reports is to keep members informed of major crimes, accidents, arrests and other significant activities. The Department's Record Management System has the capability to produce an end of shift report, which highlights the activity for the department. (CALEA 11.4.1c)

II. Submission of Daily Reports

All divisions will be responsible for reporting on a daily basis all major incidents and other activities of interest. Bureau Commanders shall prescribe the format for daily reports. One such format is the utilization of the staff briefing summary sheet (WHPD-81). This report shall be completed by supervisors as necessary. Upon review by Bureau Commanders, they will brief the Chief of Police of any significant events. (CALEA 11.4.1b,d,e)

III. Monthly Reports and their submission of

Each Bureau Commander, along with other organizational component supervisors, shall submit to the Chief of Police via the chain of command, a monthly report of their respective component's activities for the previous month. Copies of the monthly reports may be distributed as deemed necessary by the Chief of Police. (CALEA 11.4.1b, c, d, e)

- A.** The monthly report shall contain a summary of statistical data/ summary of significant events within the preceding month.
- B.** The monthly report shall be due by the fifteenth (15th) of the next month.

IV. Annual Reports

- A.** Bureau Commanders shall submit a members allocation/workload assessment report to the Chief of Police, no later than January fifteenth (15th) of each year, in accordance with General Order 16.1, Members Allocation and Distribution. (CALEA 11.4.1b, d)
- B.** Bureau Commanders shall submit by February 1, an annual summary of the monthly reports. This report shall also provide an account for the activities of the Bureau, and provide comparative data and statistics that account for the activities of each component. (CALEA 11.4.1a, c)
- C.** The Department's Public Information Officer will compile and prepare the Department's Annual Report for publication. Copies of the annual reports may be distributed as deemed necessary by the Chief of Police. (CALEA 11.4.1e)

V. Definitions:

- A. *Comparative* – Relative, examine to note the similarities or difference.
- B. *Operational* – Engaged in field activities
- C. *Successive* – Following or next

APPROVED 

Charles E. Bird
CHIEF OF POLICE