

Cobb County Police Department

Policy 1.07

ADMINISTRATIVE REPORTING

Effective Date: December 15, 2013
Rescinds: Policy 1.07 (January 12, 2013)
Related Orders: None
Issued By: Chief J.R. Houser Page 1 of 4
The words “he, his, him,” which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.

I. PURPOSE

Effective administrative practices ensure the efficient flow information within the Department; assisting management in making decisions that are based on the best available information. A good administrative reporting system includes the flow of information between individuals, units, sections, divisions, and the Office of the Chief of Police. This system includes reports of the law enforcement function, such as incidents, arrests, traffic crashes, and reports relating to personnel activities and needs. The administrative reporting system will be utilized for, but not limited to, determining personnel allocation and needs, resource needs, predicting workloads, and preparing budgets.

II. REPORTING

Each component of the Department will adhere to an administrative reporting system whereby statistical and data summaries of pertinent and relative information are reported and forwarded to the appropriate authority as listed below. All administrative reporting will be conducted by using the following methods:

A. Monthly Report

The monthly report provides management an opportunity to account for activities in their specific precinct/unit during the previous month. All monthly reports will be compiled by the precinct/unit commander and forwarded, through the chain of command, to the Chief of Police by the 14th of each month. Monthly reports should contain:

1. Summaries of data related to the specific component.
2. Comparative data on:
 - a. Activities of the previous month;

- b. Activities of the same month in the previous year; and
 - c. Year-to-date statistics.
3. Administrative matters that may allow management to identify needs and objectives for the upcoming months(s).
 4. Progress toward attainment of the component's stated annual objectives.

B. Annual Report

The annual report is a summary of all monthly reports of the year. Each precinct/unit shall produce an annual report by the last day of January and forward it, through the chain of command, to the Chief of Police. This report should provide:

1. An accounting for the activities of the entire component;
2. Comparative data and statistics from the previous years and the activities from the current year; and
3. A written evaluation of the progress made toward the attainment of each of the component's goals and objectives.

III. REPORT MANAGEMENT

The Special Projects Unit will maintain a system to identify all administrative and accreditation/certification reports, reviews, and inspections that are time sensitive. A schedule of required reports is listed in the table at the end of this chapter. It shall be the respective precinct/unit commander's responsibility to ensure that all reports assigned to their division be submitted prior to their respective due date. All reports will be sent through the chain of command to the designated individual.

ADMINISTRATIVE REPORTING

<u>Frequency</u>	<u>Description</u>	<u>Action</u>	<u>Standard</u>	<u>Policy</u>	<u>Assigned To</u>	<u>Sent To</u>
Annual	Bias based profiling*	Report	1.2.9	5.30	Chief's Office	Chief
Incident	Use of force occurrence*	Report	1.3.6	5.22	Officers	Training
Incident	Review of use of force reports*	Review	1.3.7	5.22	Supervisors	Training
Annual	Analysis of use of force activities, polices, practices*	Analysis	1.3.13	5.22	Training	Chief
Monthly	Unit monthly reports	Report	11.4.1	1.07	Unit Commanders	Chief
Annual	Unit annual reports	Report	11.4.1	1.07	Unit Commanders	Chief
Annual	Updating written goals and objectives for agency and each organizational component*	Report	15.2.1	1.06	Command Staff	Chief
Monthly	Analysis of crime data*	Analysis	15.3.1	6.08	Crime Analysis Personnel	Chief
Triennial	Periodic workload assessments*	Analysis	16.1.2		Special Projects	Chief
Annual	Budget recommendations by major functions*	Report	17.2.2	1.06	Command Staff	Chief
Annual	Analysis of grievances*	Analysis	25.1.3		Chief's Office	Chief
Annual	Analysis of recruitment plan*	Analysis	31.2.2		Internal Affairs	Director
Annual	Performance evaluation*	Evaluation	35.1.2		Supervisors	HR
Quarterly	Probationary employee observation report*	Evaluation	35.1.3	6.02	Supervisors	Chief
Annual	Evaluation of early warning system*	Report	35.1.9	9.01	Internal Affairs	Director
Incident	Review of pursuit report*	Review	41.2.2	5.17	Supervisors	Training
Annual	Documented analysis of review of pursuit reports, policies, and reporting procedures*	Analysis	41.2.2	5.17	Training	Chief
Incident	Review of pursuit intervention tactics*	Review	41.2.3	5.17	Supervisors	Training
Annual	Criminal intelligence procedures and process*	Review	42.1.6		MCS Intelligence	Internal
Triennial	Evaluating effectiveness of crime prevention*	Evaluation	45.1.1		Community Education	Chief
Triennial	Citizen survey summary*	Report	45.2.5		Special Projects	Chief
Incident	After action report (critical incidents)*	Report	46.1.3	4.01	On-Scene Commander	Chief
Monthly	Unusual occurrence equipment readiness*	Inspection	46.1.8	1.05	Unit Commanders	Chief

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Incident	VIP security plans*	Plan	46.2.6	4.15	Special Operations	Affected personnel
Incident	Special event plans*	Plan	46.2.7	4.16	Special Operations	Affected personnel
Annual	IA investigations statistical summary*	Report	52.1.5		Internal Affairs	Director
Monthly	Line inspections*	Report	53.1.1	1.05	Shift/Unit Supervisors	Chief
Triennial	Staff inspection of all organizational components*	Report(s)	53.2.1	1.05	Special Projects	Chief
Triennial	Review of victim/witness needs and services*	Report	55.1.2		Victim/Witness Unit	Internal
Incident	Reports to be prepared concerning escape of prisoners being transported*	Report	70.1.7	5.13	Officer	Supervisor
Monthly	Documented holding cell inspections*	Inspection	71.4.3	3.02	Unit Commanders	Chief
Triennial	Administrative review of temporary detention facilities and procedures*	Report	71.4.3	3.02	Special Projects	Chief
Annual	Annual audit of diverted controlled substances, weapons, and explosives*	Report	84.1.4	3.15	Evidence Custodian	Chief
Semiannual	Property control procedures by evidence/property custodian*	Inspection	84.1.6	3.11	Evidence Custodian	Internal
Incident	Inventory all evidence/property when new custodian takes over*	Inventory	84.1.6	3.11	New Evidence Custodian	Chief
Annual	By supervisor not directly connected to function*	Audit	84.1.6	3.11	Auditing Supervisor	Chief
Annual	Unannounced inspection of property storage areas*	Inspection	84.1.6	3.11	Inspecting Officer	Chief
Annual	CALEA annual report*	Report			Special Projects	CALEA
Annual	CALEA statistical tables*	Report			Special Projects	CALEA
Annual	GACP annual pursuit report**	Report	5.35		Special Projects	GACP
Annual	GACP state certification annual report**	Report			Special Projects	GACP

*CALEA Required **GACP Required