



# COTTAGE CITY POLICE DEPARTMENT

## GENERAL ORDER

### SUBJECT: **ADMINISTRATIVE REPORTING SYSTEM**

### NEW REVISED RESCINDS

APPROVED: *GM*  
GEORGIA MILTENBERGER  
ACTING CHIEF OF POLICE

Effective Date 8/22/2018

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## **I. POLICY**

The Chief of Police is responsible for assembling data and other information to effectively and efficiently operate the Police Department. The Chief may assign officers the responsibility to forward certain information to him. These reports have a wide variety of objectives including budget justification, workload measures, enforcement needs, criminal and traffic trends, identifying policy failure, potential liability issues, etc.

## **II. ADMINISTRATIVE REPORTS**

### A. Daily Shift Activity Report

1. All sworn employees of the Department will be responsible for completing the Daily Shift Activity Report. The Daily Shift Activity Report contains a record of all activity for each patrol officer.
2. The contents of the Daily Shift Activity Report will be reviewed by the supervisor on duty during shift change.
3. The Daily Shift Activity Reports are considered an internal document and will not be distributed outside the Department without approval from the Chief of Police.

### B. Monthly Reports

1. The following is a list of comprehensive monthly reports which reflects officer's activities for a given month and the persons responsible for completing them:
  - a. Police Activity Report - to be completed by the Administrative Assistant for the Chief.
  - b. Significant Event Report - to be completed by the Administrative Assistant.
  - c. Code Enforcement Report - to be completed by the Code Enforcement Officer.
  - d. Officer Statistic Report - to be completed by the Administrative Assistant.

2. Distribution - Cottage City Police Reports

Copies of the Cottage City Police Monthly Reports will be made available to:

- a. Members of the Department and placed on the clipboard.
- b. Cottage City Commissioners
- c. General Public at Town Meetings

3. Distribution - Contract Area Reports

- a. Members of the Department and placed on the clipboard
- b. Town councils of any contract patrol areas

C. Annual Reports

1. The following is a list of persons who will be responsible for compiling the necessary data to publish the annual reports listed below for the purpose of highlighting the Department's accomplishments and significant incidents that occurred in the City and the contract patrol areas during a given calendar year.
  - a. Annual Police Activity Report -to be completed by the Administrative Assistant for the Chief.
  - b. Annual Code Enforcement Report -to be completed by the Code Enforcement Officer.

- c. Officer Statistics Report -to be completed by the Administrative Assistant.
2. Copies of the Department's City Annual Report will be made available to:
  - a. Members of the Department
  - b. Cottage City Commissioners
  - c. City Residents at the Town Meeting
  - d. CALEA Staff
1. The Department's Accreditation Manager will be responsible for compiling and formulating data with which to publish various reports and evaluations required by CALEA standards and applicable to this Department.
2. The reports and evaluations required by applicable CALEA standards will be evaluated to determine appropriate distribution outside the Department.
3. The frequency of the reports and evaluations will be as required by the standard to which a particular report or evaluation pertains.