

DEPARTMENT GENERAL ORDER 06-24

OFFICE of the CHIEF OF POLICE
REPLACES: General Order 03-16/03-16A
SOP 402.01.00

DATE: December 28, 2006

ADMINISTRATIVE REPORTING PROGRAM

I. PURPOSE.

To ensure the efficient and accurate dissemination of statistical information, both within the department and to external agencies, to satisfy internal management needs and to comply with state and federal reporting requirements.

II. ADMINISTRATIVE REPORTING SYSTEM.

The administrative reporting system will provide administrative and operational statistical data to a wide spectrum of users via the following reports:

A. Daily Activity Report

An automated computer report summarizing the operational activities of the Police Department for each previous twenty-four hour period (ex. 0800-0800/0000-2400).

The commander of the Administrative Division shall be responsible for the final formulation of the report, which shall be prepared and distributed on a daily basis to apprise department personnel and selected City staff with a summary of reported crimes, arrests, accidents, and other significant information.

Copies of the Daily Activity Report shall be distributed to the Chief of Police, City Manager, Mayor, bureau commanders, the Commander of the Criminal Investigations Division, and the on-coming patrol supervisor for review at roll call. Yet another copy will be placed in the Daily Activity Log book which shall be maintained by administrative personnel.

B. Uniform Crime Reports

A statistical summary report prepared by the commander of the Administrative Division will be submitted to the Missouri Uniform Crime Reporting Program via an internet database. The UCR summary is then forwarded by the State of Missouri to the Federal Bureau of Investigation in accordance with federal requirements. Reporting categories include:

1. Known Offenses.
 - a. Part I Crimes
 - b. Assaults on Officers
2. Property Stolen by Classification
3. Property by Type and Value
4. Persons Arrested Over 18 Years of Age
5. Persons Arrested Under 18 Years of Age
6. Police Disposition of Juveniles

The purpose of the UCR report shall be to provide the state and federal government with the statistical data necessary to identify trends in crime, victimization, and the effectiveness of law enforcement.

UCR reports will be prepared and disseminated on a monthly basis, with copies distributed to the MO-UCR office, departmental bureau commanders, and the Commander of the Criminal Investigations Division. Still another copy shall be entered into the department files for reference purposes.

The Chief of Police shall receive an annual statistical report compiled from data utilized for the monthly UCR reports.

C. Hate Crime Index Report

A statistical report prepared under the direction of the commander of the Administrative Division and submitted to the Missouri UCR Program Office.

The purpose of the report is to provide the FBI with a record of hate crimes.

Hate Crime Index Reports will be prepared and disseminated on a quarterly basis with a copy being forwarded to the Missouri UCR Program Office while a second copy is entered into departmental files.

D. STARS Report

A reporting system, whereby all reports involving vehicle accidents on public roads or thoroughfares are submitted to the Missouri State Highway Patrol. The commander of the Administrative Division shall be responsible to ensure that such accident reports are accurately prepared.

The purpose of the reporting system shall be to provide the Missouri State Highway Patrol with statistical data in regard to auto accidents.

State Accident Reporting System documents shall be prepared and submitted to MSHP on a monthly basis.

E. POST Certification Training Report

A status report prepared by the commander of the Investigations and Support Bureau for internal use by department personnel.

The purpose of the report shall be to inform sworn employees of their current status in regard to POST training/certification requirements.

Such reports shall be prepared and distributed semi-annually to all supervisory and command personnel within the department.

F. Department Leave Report

A status report prepared by the commander of the Investigations Division for internal use by department personnel.

The purpose of the report shall be to inform employees of the amount of leave time each has available for use.

Leave reports shall be prepared on the first working day of each month and distributed to all bureaus, divisions, and units within the department.

G. CID Monthly Activity Report

A statistical report prepared by the commander of the Investigations and Support Bureau summarizing the monthly activities of investigative personnel.

The purpose of the report shall be to apprise the Chief of Police of the number and type of cases assigned, arrests, cases cleared, restitution received, property recovered, CVSAs, and such other investigative activity which may be deemed noteworthy.

CID Activity Reports shall be prepared on a monthly basis, with copies distributed to the Chief of Police and the commander of the Field Operations Bureau.

H. Field Operations Bureau Monthly Activity Report

A statistical report prepared by the commander of the Field Operations Bureau summarizing the monthly activities of the divisions and units assigned to the bureau.

The purpose of the report shall be to apprise the Chief of Police of various statistical data involving calls for service, arrests, traffic enforcement, complaints, problem areas, training, specialized patrol, community service operations, and special events.

Field Operations Bureau Activity Reports shall be prepared on a monthly basis with copies distributed to the Chief of Police and the commander of the Investigations and Support Bureau.

I. Crime Statistics Monthly Report

A statistical report prepared by the commander of the Administrative Division providing a breakdown of calls for service (CFS) by type, and reported criminal activity by type and location.

The purpose of the report will be to provide an objective basis for proactive patrol and investigative activities.

Crime Statistic Reports shall be prepared on a monthly basis with copies distributed to the bureau commanders.

J. Criminal Exchange Report

A statistical report prepared by CID and the Administrative Division
To provide Clayton crime data to other local law enforcement
agencies.

The purpose of the report shall be to provide investigative data to external
law enforcement agencies to foster regional cooperation and action.

Criminal Exchange Reports shall be prepared on a periodic basis with an
indeterminate number of copies distributed to outside law enforcement
agencies which have elected to participate in a specific criminal exchange
meeting.

III. REPORTING ACCOUNTABILITY.

Department personnel responsible for the preparation and distribution of various
administrative and statistical reports shall be accountable for their accuracy, and that
same are submitted to the proper recipients in accordance with established schedules.

BY ORDER OF:

THOMAS J. BYRNE
Chief of Police

TJB: dld

CALEA Reference: 11.4.1