

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**

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ADMINISTRATIVE REPORTING SYSTEM**201.00 PURPOSE**

The purpose of this General Order is to establish the administrative reporting system which is designed to provide information within the Ferguson Police Department on a day-to-day basis as well as provide a mechanism to report department activities outside the immediate structure of the agency.

201.01 POLICY

It is the policy of the Department to establish an efficient and accurate flow of information within the Police Department. This is accomplished using various administrative reports prepared on a daily, weekly, quarterly, annual, or per incident basis.

201.02 DAILY REPORTS

Daily Reports provide management and employees with timely information necessary to decision making and the daily operation of the department. These include:

- A. Daily Log - Generated by the computer aided dispatch system, this report details calls for service and crime reports during the past twenty-four (24) hours. These reports may be used by commanders to keep officers abreast of current crime reports.
- B. Daily Assignment Summary - Daily Rosters are completed by each shift supervisor to document the duty hours, assignment, and assigned vehicle for all patrol, special operations officers. A copy of this summary is kept in dispatch and the original is kept on a clipboard in the Shift Commander's office.
- C. Desk Book Activity - Shift Commanders obtain desk book entries to note arrests, crimes, or other incidents which all personnel should be made aware at roll call

briefings. All officers may review desk book entries in P.A.S.S. using the in-car computer terminals.

201.03 WEEKLY REPORTS

Weekly Reports provide management timely information necessary to decision making and operation of the department. These include:

- A. Facility Inspection Report - The Division of Administration Commander is responsible for insuring the weekly inspection of the police facility to insure cleanliness. The inspections also include operable mechanical systems, operable safety systems, and building security. These reports are filed with the Chief of Police via department memorandum when discrepancies are found.
- B. Communications Maintenance Report - To maintain communications readiness, the day shift dispatchers will inspect and test all communications room equipment each Monday and report to the Communication Supervisor via memorandum when discrepancies are found.
- C. Vehicle Inspection Report - The day watch shift supervisors in D.F.O. and B.O.S. will inspect all vehicles for conditions and operations of vehicle equipment, accountability of vehicle supplies, at least once weekly. These reports are forwarded to the Ferguson City Garage for repair and the Commander of D.F.O. via e-mail when discrepancies are found. Mobile Radio repair will be reported to the communications supervisor.
- D. Holdover Inspection Report - The Bureau of Operational Support Commander is responsible for insuring the holdover is inspected every Monday for cleanliness, condition, operations of life safety systems, security, weapons, contraband, and supplies.

201.04 BI-WEEKLY REPORTS

Bi-Weekly Reports provide management timely information necessary to decision-making and the daily operation of the department. These include:

- A. Payroll Report - The Administrative Assistant to the Chief of Police reviews bi-weekly payroll using supervisor's time sheets, from PAYCHEXs system then submits summaries of vacation, overtime, compensatory time etc. to the Chief of Police.

201.05 MONTHLY REPORTS

Monthly Reports provide summaries of activities by components of the Department. These include:

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A. Uniform Crime Reports - The Administrative Assistant to the Chief of Police submits UCR reports to the Missouri State Highway Patrol. It is the responsibility of the Missouri State Highway patrol to submit the UCR information to the FBI. These reports are generated using the CARE Computer System and includes data on the occurrence of reported crimes.

The Chief's Administrative Assistant is responsible for the collection, collation, analysis, dissemination of crime data as recorded in the CARE database. Commanders are encouraged to request the Chief's Administrative Assistant to query specific crimes and patterns for the development of tactics, strategies and long term plans.

B. Holdover Monthly Activity Report – The Commander of the B.O.S. is responsible for insuring that a monthly report is submitted by the 5th of the following month to the Administrative Assistant to the Chief of Police. The report will include the number of prisoners, number of meals served and costs during the month for incarceration. The report is for inclusion of a monthly report to the City Manager.

C. Bureau of Investigation Monthly Report - This report is prepared and submitted by the Commander of the B.O.S. and is due by the 5th of the following month. The report includes a summary of the monthly activity of the B.O.S. and includes information on the status of particular investigations and crime patterns not covered in the Crime Prevention Officers report. The report is submitted to the Administrative Assistant to the Chief of Police for preparation of a monthly report to the City Manager.

The Commander of the B.O.S. shall provide both regular and special briefings to the Chief of Police and Commander of Field Operations regarding crime trends or patterns as determined by the department's criminal reports. Crime trends and patterns will be distributed to squad commanders so that manpower, directed patrol assignments and other decisions can be made from this information.

D. Accounting Ledger - The Administrative Assistant to the Chief of Police maintains the status of all accounts in the department budget. The Administrative Assistant meets with the Chief of Police to discuss the financial status of the department. The Department Budget is a part of the central accounting system of the City of Ferguson. This system ensures an orderly, accurate, and complete documentation of the flow of funds. Each appropriation and expenditure is classified according to function, organizational component, activity, object, and program.

E. Status of Emergency Preparedness Equipment - The Commander assigned as Coordinator of Emergency Management, will submit to the Chief of Police a monthly report on the status of equipment necessary to handling unusual occurrences. This report insures readiness in the event of an emergency.

F. Compliance Officer's Monthly Report - The Compliance Officer will submit a monthly report which will identify the current status of the MPCCF certification process to include number of standards completed and identifying those standards which are assigned to other commanders for review. The report will also contain a list of internal administrative investigations (IAD) conducted, employee grievances and their findings, use of force / pursuit reports, training reports and a copy of any staff inspection reports conducted during the month.

G. Traffic Safety Monthly Report - The Traffic Commander (Commander of Administration) or his designate will prepare a monthly report which will identify the activities of the traffic safety unit during the preceding month. This report will contain the total number of traffic crashes occurring in the city broken down by property damage, injury and fatality. The report will contain the enforcement efforts of the traffic safety unit to include the number of traffic tickets issued, warnings and traffic accidents investigated.

Included with the report will be an identification of the highest accident locations and what enforcement efforts are employed to reduce accidents at those locations. Additionally, included in the report there will be a summary of red light camera summons issued broken down by location. If the police department is operating under a Missouri Division of Highway Safety Grant, a copy of the grant monthly report will be attached.

H. Division of Administration Report - The Commander of the Division of Administration is to insure that a monthly report is due by the 5th of following month regarding training completed, community relations updates and school resource activity. This report will be submitted to the Administrative Assistant to the Chief of Police and is inclusive in the monthly report to the City Manager.

201.06 ANNUAL REPORTS

Annual Reports are used to summarize the activities and actions of the department, assess achievement of our goals and objectives, identify training needs, and to plan future programs. These reports include:

A. Department Annual Report - This report is prepared every January by the Chief of police. The report includes material submitted by each bureau and summarizes the overall operations of the department during the past year. This report is directed to the City Manager and distributed to the Mayor and City Council and is available to the general public upon request.

B. Use of Force Annual Report - This report is prepared each year by the Office of Compliance and is submitted to the Chief of Police and the Bureau Commanders. This report summarizes use of force incidents during the previous year, and is used to identify patterns of abuse and or the need for additional training in the proper use of force.

- C. Allegation of Misconduct Annual Report - This report is prepared by the Office of Compliance and submitted to the Chief of Police and Bureau Commanders. This report summarizes allegations of misconduct made against department employees, and is used to identify patterns of misconduct and or the need for additional training. GO 301.10 specifies that the results will be made available to the public and agency employees.
- D. Annual Summary of Employee Grievances - The Office of Compliance will prepare a summary report of employee grievances made to the Chief of Police. This report is used to identify problems within the organization which may be corrected by addressing the causes of the grievances.
- E. Annual Pursuit Report - The Commander of the D.F.O. will submit to the Chief of Police, an annual report on police pursuits initiated by the department. This report is used to identify compliance with the department pursuit policy.
- F. Annual Training Report - To insure proper training and the professionalism of the department, the Commander of the Training Coordinator will submit to the Chief of Police an annual report of the department's training. The report will include a summary of P.O.S.T. continuing education for each officer; summary of in-service training conducted by the department; summary of the review of policy and procedures; and any other issues relevant to the training function.
- G. Annual Update of Goals and Objectives - The Bureau Commanders will meet annually with the Chief of Police to review the goals, objectives, functions, and specialized assignments within their respective bureaus and the department overall.
- H. Annual Audit of Evidence Rooms - The Chief of Police will direct annually a supervisor not currently supervising the Evidence Room, to conduct an audit of the evidence/property rooms. This audit insures the proper storage of evidence and the integrity and security of the evidence process. A report will be submitted to the Chief of Police.
- I. Annual Traffic Safety Report - The annual Traffic Safety Report will be prepared by the Supervisor of the Traffic Safety Unit and will be submitted to the Chief of Police by January 31 each year. The report contains the total number of traffic crashes reported during the previous year broken down by type to include:
 - 1. Number of injury accidents
 - 2. Total number injured
 - 3. Number of fatal accidents

4. Total number killed
5. Economic loss to the community using formula established by N.H.T.S.A.

The annual Traffic Safety Report will also reflect the total number of D.W.I. arrests made by officers on the department for the preceding year. The top five accident locations and their causal factors will be identified and what actions the department is taking to reduce crashes at those locations.

J. Annual Bias Based (Racial) Profiling Report - The Administrative Assistant will prepare and submit, through the Office of the Chief of Police, the annual statistical database report on Bias Based (Racial) Profiling. This report will then be submitted to the Missouri Attorney General's Office as specified by Missouri State Law.

201.08 INCIDENT REPORTS

Incident Reports are prepared each time a specific incident occurs and are used to determine compliance with policy and procedure, review of policy and procedure, and effective planning for future events and incidents. These reports are prepared and submitted in accordance with related policy and procedure and include:

- A. Use of Force Report - Form 080 will be prepared by the immediate supervisor of the officer(s) involved, to insure that the related police report contains all information relative to compliance with policy and procedure on the use of force. The report is forwarded through the Chief of Police to the Office of Compliance for inclusion in the annual use of force report.
- B. Pursuit Report - Form 080P will be prepared by the immediate supervisor of the officer(s) involved in a pursuit. The investigation and report are to insure compliance with policy and procedure on pursuits. The form is forwarded to the Commander of the D.F.O. and copied to the Office of Compliance for inclusion in the annual pursuit report.
- C. Allegation of Employee Misconduct - Form 056 is prepared by the supervisor or commander taking the complaint of alleged misconduct. The form is the initiation of the investigation into the complaint and will be forwarded to the Chief of Police for assignment of the investigation.
- D. Escape of Prisoner Memorandum - This memorandum will be prepared by the immediate supervisor of the officer(s) involved in the transportation of a prisoner who escapes from custody. The investigation and memorandum are to insure compliance with policy and procedure on the handling of prisoners. The Memorandum will be forwarded to the Chief of Police.
- E. Supervisor's Accident Investigation Report for Worker's Compensation - The immediate supervisor of any officer(s) or employee(s) injured on duty will

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immediately prepare an investigative report on the injury. The 2-part form is provided by city administration. The report form, with any related police reports, will be forwarded to the City Human Resource Office through the Chief of Police.

G. Memorandums - Additional reports or information not otherwise defined herein, may be reported in the form of a memorandum generally addressed to the Chief of Police and submitted through the chain of command. Information contained in the memorandum will be transmitted to the appropriate function.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

MPCCF Reference 10.1