Abington Township Police Department
Policy and Procedure Manual

Chapter:	Organization and Administration	General Order:	11.4.1
Section:	General Management and Responsibility	Original Date:	050104
Title:	Administrative Reporting Program	Re-Issue Date:	020818
Issued By:	Patrick Molloy, Chief of Police	Reevaluation Date:	122021
Signature:	*Patrick Molloy*	Expiration Date:	Indefinite
Replaces:	All Previous General Orders Relative to Subject		
Distribution:	All Members	Total Pages:	4
CALEA Standard References:		11.4.1, 11.4.2, 11.4.3	
Pennsylvania Accreditation References:			

I. **PURPOSE**

The purpose of this general order is to provide members with guidelines on the Administrative Reporting Program.

II. **POLICY**

N/A

III. **PROCEDURE**

A.   Administrative Reporting Program (11.4.1)

1.   The Police Department continually gathers data and compiles reports on Department activities. The administrative reports include the following:

a.   Traffic Enforcement Hot Sheet prepared monthly by the Traffic Safety Unit identifying problem areas for various traffic violations on each patrol beat. This report is distributed to the Patrol Division.

b.   Significant Criminal Activity Report (SCAR) compiled by members of the Detective Division on an as needed basis. Identifies crime trends, increased crime activity in each beat, as well as analysis of crime patterns for better patrol effectiveness. This report is distributed as follows:

(1)   Chief of Police
(2)   Administrative Division Commander
(3)   Community Policing Division Commander

(4)   Patrol Division Commander
(5)   Detective Division
(6)   Patrol Division
(7)   Police Department Intranet

c.   Detective Division Intelligence Bulletin -- compiled by the members of the Detective Division on an as needed basis, Intelligence Bulletins provide a synopsis of crime related intelligence information. These reports are distributed, as follows:

(1)   Chief of Police
(2)   Administrative Division Commander
(3)   Community Policing Division Commander
(4)   Patrol Division Commander
(5)   All Detectives
(6)   Patrol Division
(7)   Police Department Intranet
(8)   Other police departments, if applicable

d.   Detective Division Wanted Flyers -- compiled by the members of the Detective Division on an as needed basis. Wanted Flyers provide pertinent information and photographs of wanted persons. These reports are distributed, as follows:

(1)   Chief of Police
(2)   Administrative Division Commander
(3)   Community Policing Division Commander
(4)   Patrol Division Commander
(5)   All Detectives
(6)   Patrol Division
(7)   Police Department Intranet
(8)   Other police departments, if applicable
(9)   News Media, if applicable

e.   Monthly Report -- prepared each month by the Chief of Police, or his/her designee. The monthly report is forwarded by the Chief of Police to the Township Manager for distribution to Township Commissioners. Copies are forwarded to Platoon and Division Commanders. The monthly report includes the following information:

(1)   Offenses reported to police
(2)   Offenses cleared by adult arrest
(3)   Offenses cleared by juvenile arrest
(4)   Persons arrested and legally processed
(5)   Value of property stolen/recovered
(6)   Total calls for service
(7)   Traffic summary
(8)   Miscellaneous activity
(9)   Emergency Management Report

<div style="margin-left: 3em;">

(10)   Traffic Enforcement Report

(11)   Animal Control Report

</div>

f.   An Annual Report is completed each year under the direction of the Chief of Police. This report includes statistical data from the previous calendar year, objectives and other significant Division accomplishments. The report is distributed to Division Commanders, the Township Manager, and Township Commissioners. This report is available for review by all interested parties.

B.   Accountability for Agency Forms (11.4.2)

1.   The Police Department ensures accountability for its forms by including procedures for their development, modification, approval and review.

2.   Police Department forms are primarily stored in the following locations:

       a.   Report and Interview Rooms

       b.   Detective Division

       c.   Patrol Operations

       d.   Roll Call Room

       e.   Police Department Intranet

3.   Under the direction of the Chief of Police, The Administrative Division Commander is responsible for the review of Police Department forms in use. The Administrative Division Commander will review existing forms to ensure that there is no duplication and that they are current/consistent with records maintenance and data processing. The Chief may elect to discontinue, modify or create forms at any time (see Item 4).

4.   The creation, modification or discontinuation of Police Department forms shall be accomplished with the input of the affected Division or Unit and must be approved by the Chief of Police.

C.   Accreditation Maintenance (11.4.3)

1.   The Accreditation Manager is primarily responsible for ensuring that periodic reports, reviews and other activities mandated by applicable accreditation standards are accomplished.

2.	The Accreditation Manager or his/her designee will use the Microsoft Exchange Server to notify the positions responsible that reports are due. The Microsoft Exchange Server will be augmented with a calendar based email enhancement program to automate the transmission of reminder notices to the responsible party.

3.	The Accreditation Manager or his/her designee will track all reports based on their due date. The Accreditation Manager will notify the Chief of Police when periodic reports are overdue.