



Apex Police Department General Order



Title General Management and Administration Reports		Order Number 404-13
Effective Date: November 15, 2013	Amends:	
CALEA Standard: 11.4.1, 11.4.3	Rescinds:	
Reference: Appendix A – Time Sensitive and Administrative Reports Matrix	Pages: 2 + addendum	
Forms:		

General Management and Administration Reports

Purpose

The purpose of this directive is to formulate policies and procedures that address management principles of a general nature and to establish the Administrative Reporting Program.

Policy

It is the policy of the Apex Police Department to establish procedures for the agency's administrative report system, accreditation maintenance, and agency forms.

Definitions

Administrative Report – Any document that is essential to the management of a division, unit, squad, function, activity, or program. Administrative reports provide information about service demands, workloads, expenditures, and personnel. They may be issued daily, weekly, monthly, quarterly, annually, or at an interval deemed appropriate by the Chief of Police.

Procedures

Management Information System

1. The Apex Police Department uses a management information system to provide reliable information for management decision making.

2. The management information system is comprised of the Records Management System, Computer Aided Dispatch System, and other investigative and administrative systems that provide statistical and data summaries of department activities.
3. The Accreditation Manager will maintain a matrix of administrative reports and manage the timely notification and submission of required reports and other time sensitive documents.
 - The Accreditation Manager is responsible for ensuring that periodic reports, reviews, and other activities mandated by applicable accreditation standards and departmental written directives are accomplished. (11.4.3)
 - The department will use approved software (i.e. CACE-L, Power DMS, etc.) to assist in this process.
4. Use of the management information system assists in predicting workloads, determining work force levels, determining other essential resources needs, and preparing budgets. Examples of data sources are calls-for-service reports, offense reports, arrest reports, and uniform crime reports.

Administrative Reporting Program

1. The Administrative Reporting Program is designed to provide information within the agency on a day-to-day operational basis, as well as provide a mechanism to report department activities outside the immediate structure of the department. The program consists of a listing of those reports required by written directive, statute, accreditation standard, or other rule or regulation, as well as the accompanying written directive.
2. The attached addendum, Time Sensitive & Administrative Reports Matrix, outlines the following:
 - A listing of all administrative reports (11.4.1 (a))
 - A statement as to the person(s) or position(s) responsible for the formulation of the report(s) (11.4.1 (b))
 - A statement of the purpose of the report(s) (11.4.1 (c))
 - A statement of the frequency of the report(s) (11.4.1 (d))
 - A statement of the distribution of the report(s) (11.4.1 (e))
3. Employees will submit all necessary reports on time and in accordance with established departmental procedures. No employee will knowingly submit, enter, or cause to be submitted or entered, any inaccurate, false, or improper report or information.

Text in “Green” denotes a significant change in policy

BY ORDER OF:



John W. Letteney
Chief of Police