

City of Johns Creek Police Department

<i>Subject:</i>	Planning, Research, Accreditation/Certification Maintenance and Administrative Reporting	<i>Number:</i>	03-09
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	6/11		
	01/15		
	11/15		
	05/17		
	08/18		
	06/20		

PURPOSE:

Establish the departmental planning and research function, how it is administered, assignment of responsibility, organization, and to clarify relationships. Establish an administrative reporting system that includes daily reports, monthly reports and annual reports. Establish a system for ensuring all documentation required for Accreditation/Certification is maintained.

POLICY: (03-09)

The Johns Creek Police Department performs a variety of planning functions essential for effective management including crime analysis, requests for service analysis, budgeting, policy and procedures development, and other projects requested by the Chief of Police. Complex demands for law enforcement services, and demands by other City departments on City resources require this Department to carefully research operational alternatives and plan future programs.

An administrative reporting system is a collection of reliable and relevant information submitted through the chain-of-command to be used in predicting workloads, determining manpower and other resource needs, setting goals and objectives and preparing budgets.

It shall be the responsibility of every supervisor to compile and submit all monthly, quarterly and/or annual status reports, reviews, and analyses to the Chief of Police by established due dates.

The administrative reporting list, or applicable computerized system, provides the appropriate commanders, supervisors, and all other designated personnel with the report type, policy reference number, frequency of report, and date(s) due. It is the responsibility of the commander or supervisor

to ensure they are receiving reports from their subordinates when due, and for submitting the required reports to Chief of Police or other appropriate authority as designated and when due.

At least annually, each unit and/or Division Commander should review the content of their forms and the required data, and determine if the content is such that the information they provide is sufficient for proper division and departmental planning. The format should be considered and modified as the Department's needs and services evolve.

The Accreditation Manager, or such person designated by the Chief of Police, shall be designated as the primary consultant in the development and revision of all forms, reports, policies, procedures and shall ensure all information submitted is compatible with other formats and computerized systems.

Scope: This policy applies to all employees of the Johns Creek Police Department.

PROCEDURES:

Planning and Research Operations (03-09-01)

Planning and research activities are usually begun at the request of the Chief of Police, however, any member of the Department staff can begin a project with approval of the Chief.

The operational and organizational placement of the planning and research function falls under the direction of the Office of the Chief of Police. One of the primary functions of the Office of the Police Chief in the planning and research function is to ensure planning and research has an uninterrupted flow of information coupled with easy accessibility to agency records and databases that are deemed applicable to the given project. The Accreditation Manager, who is directly assigned to the Office of the Chief, has direct access to the Chief of Police as it relates to the planning and research function; and will update reports, as needed, on planning and research activities.

Planning and research committees/units may, theoretically, be in size from one member to as many as deemed necessary. The size of the committee shall be determined by depth of the project and personnel availability. This will allow a constant flow of new view points, at the same time enabling any employee of the Department an opportunity to participate in career building activities.

Activities carried out by planning and research functions include but are not limited to:

- A. Crime analysis (see also "Records" section "Crime Analysis")
- B. Multi year planning (primarily a function directed by the Chief Executive)
 1. Goals and objectives
 2. Budget
 3. Capital improvements
- C. Equipment needs and testing of same
- D. Anticipated workload and population trends.
- E. Policy review, CALEA Accreditation and State Certification Compliance
- F. Training Programs and Annual Training Requirements

Unit activities dealing with specific subjects will usually be under the direction of a specialty unit within the Department; for instance, the Traffic Safety Unit; C.I.D.; Uniform Patrol; etc.

Any reports generated by any unit, either ad hoc or permanent (for example: Monthly Calls for Service Report) will be forwarded to the Chief of Police, Division Commanders, any supervisor or section affected by the activity and any other individual who has a need to know.

The Chief's Advisory Council may also play a role in the planning and research function by performing surveys, polling members and submitting ideas and requests during council meetings.

A comprehensive workload assessment shall be conducted at a minimum every four years. The Chief of Police may request an assessment be conducted at any time based on conditions within the City.

Workload assessments shall be completed by the Accreditation Manager, or other position designated by the Chief of Police, and shall cover all position classifications within the Police Department.

Factors to be considered when completing a workload assessment will include but not be limited to the following:

1. Task responsibility.
2. Time required to complete the task on average.
3. Frequency of task.
4. Complexity of task.
5. Availability of employee to complete task (i.e. hours worked per day, month, year).
6. Geographical considerations.
7. Work being completed requires sworn officer or civilian personnel.

Workload assessments shall include references to the materials utilized to complete the assessment as well as an outline of the calculations used to determine the workload.

Workload assessments shall be submitted to the Chief of Police for final review and revision. The Office of the Chief of Police shall produce the finalized document summarizing the workload assessment for use in other documents (i.e. Annual Budget, Multi-Year Plan, etc.).

The Chief of Police may make personnel allocation decisions and requests for additional personnel based in part from the information contained in the workload assessment.

Administrative Reporting (03-09-02)

Each listed applicable division, section and unit will submit such administrative reports as required using the listed methods and frequencies of reporting.

- A. Daily Reports** – The daily CAD report and Daily Activity Report (DAR) include a summary of calls for service during the shift. The CAD system compiles a daily report from these calls and the shift supervisor or commander compiles the summary of significant occurrences from the patrol officer's daily report, in order to complete the DAR. These reports serve as a way to keep personnel informed of any major events concerning their respective unit or division. The summary report is forwarded through the chain-of-command to the division commander and the Chief of Police.
- B. Monthly Reports** - Monthly reports will provide management an opportunity to account for activities in their divisions during the previous month. The monthly reports should contain summaries of data related to the specific component of the division and comparative data on activities of the previous month, the same month in the previous year and year-to-date statistics. Monthly reports may also contain administrative matters that may allow management to identify needs and objectives for the upcoming month. All monthly reports will be compiled by the unit supervisors or division commanders. These reports will be forwarded to the Chief of Police through the chain-of-command and copies distributed to any unit of division affected.

C. Quarterly Reports – The quarterly reports, when requested, will be a summary and in some cases an analysis of activities, use of force, pursuits, bias-based profiling, discipline, comparative data and statistics. The report should also account for the activities of each unit or division and include community concerns, equipment issues and any other information deemed necessary to be reviewed and distributed. The reports/analysis will be forwarded to the Chief of Police through the chain of command. In most cases the quarterly review, when necessary, shall be accomplished during staff meetings.

D. Annual Reports - The annual reports will be a summary of all monthly reports for the year being reported. These reports should provide an accounting for the activities of the entire division including accomplishment of divisional goals, objectives, etc. Comparative data and statistics from the previous years and data from the current year will be included. These reports will be forwarded to the Accreditation Manager through the chain-of-command. The Accreditation Manager will ensure completeness and forward all reports, analysis, etc. to the Chief of Police.

Departmental Forms (03-09-03)

The Department and its divisions and units have numerous forms utilized by employees for specific reasons. The Executive Administrative Assistant is responsible for maintaining a master listing of all agency forms, revising forms and ensuring no form is duplicated and is reviewed by the Accreditation Manager for compliance. He/she is also responsible for maintaining sufficient quantity of forms and ordering additional forms as needed. If any division or unit has need to update, amend, rescind or create a new form, the unit supervisor or his/her designee will ensure the form is not duplicated and input has been received from all affected units or divisions that may use the form. Once a form has met with the Chief’s approval the form will be forwarded to the Executive Administrative Assistant who is responsible for assigning an index number, implementing the changes and placing the form on the police P drive to be distributed to all personnel. All forms must have a number and be listed in the master list of agency forms. Agency personnel are not permitted to use unauthorized/unapproved forms or create their own forms, cover sheets, letterhead, etc. for departmental matters or activities. The Executive Administrative Assistant will continuously review agency forms to ensure continued compliance.

Documents and Forms Accountability (03-09-04)

During the course of conducting daily business and operations, the Department uses and amasses many forms in the documentation of the activities performed. Most of the completed forms are filed and maintained in the Central Records Section while some are maintained by the individual component, unit or section. To facilitate accountability of departmental forms, they are divided into two classes:

A. Strict Accountability:

Strict accountability is required for these forms, whether blank, electronic and/or completed and is subject to audit.

<u>Type of Form</u>	<u>Location Kept</u>	<u>Tracking Format</u>
1. Traffic Citations	Central Records	Numbered Consecutive/Officer
2. General Citations	Central Records	Numbered Consecutive
3. Logs for Traffic Citations	Central Records	Numbered Consecutive
4. Arrest Records	Central Records	Unique Number

B. General Accountability:

Accountability is required for completed forms only – forms can be electronic.

1. Incident Reports	Central Records	Assigned Case Number
2. Accident Reports	Central Records	Assigned Case Number
3. Arrest Booking Reports	Central Records	Booking Arrest Number
4. Fingerprints/Photos	Central Records	Arrest Booking File
5. Property/Evidence Forms	Property/Evidence Room	Assigned Case Number
6. Warrants/Original	Forsyth Co. S.O. /Records	Warrant Number
7. Policy/Procedures	Employee's Manual	PowerDMS
8. Activity Reports	Commander/Supervisor	Chronological by Date

Statistical and Data Resources (03-09-05)

It is the responsibility of the appropriate component assigned the task of keeping specific records of activities involving daily operations to maintain those records and provide reports or data when due or assigned. The information maintained and provided by each specific component shall be utilized in the assessment of predicting workloads, manpower and resource needs, preparation of budgets, and establishing departmental goals and objectives. Such records shall include, but are not limited to:

<u>Records Type</u>	<u>Location</u>
A. Calls for Service	Central Records/CHATComm.
B. Daily Activity	Commander/Supervisor's Office
C. Incident Reports	Central Records
D. Offense Reports	Central Records
E. Arrest Reports	Central Records
F. Traffic Accident Reports	Central Records
G. U.C.R. Reports	Central Records
H. Employee Time Sheets	Administration/Electronic ADP/HR
I. Traffic Citations/Warnings	Central Records
J. Other Statistical Reports	Assigned Components (includes Crystal Reports)
K. Active Investigations	CID
L. Closed Investigations	Central Records
M. Warrant Files/Copies	Central Records

Accreditation and Certification Activities (03-09-06)

The Accreditation Manager will be responsible for maintaining all CALEA Accreditation and State Certification files to ensure compliance with applicable standards; achieving and maintaining National Accreditation and State Certification is the responsibility of all agency employees. The Accreditation Manager, acting under the direction and authority of the Chief of Police, will continually review all documentation, policies, procedures, reports, analysis, required activities, etc to ensure continued compliance with all applicable standards. He/she will send out reminders or requests for documentation to assist in meeting compliance and update the electronic files as needed. The Accreditation Manager will keep the Chief of Police apprised of accreditation/certification activities and areas of non-compliance, if applicable. If a non-compliance is identified the Division Major, Chief of Police and Office of the Chief Captain shall all be notified of the issue resulting in the non-compliance and the corrective action(s) taken to bring the activity into compliance.

To ensure continued compliance, the Accreditation Manager will send a notice to the respective component(s) regarding review and compilation of required proofs for specific standard(s). The Accreditation Manager and the responsible unit supervisor will establish a timeline and due date and complete any training on collecting proofs, if applicable. The unit supervisor is required to review all applicable policies/procedures and practices which govern his/her units and inclusive of the standards during this process. This will ensure all policies, procedures and practices are reviewed on a consistent basis and are still applicable and up to date. The Accreditation Manager shall review the documents, proofs and policy revisions, if any, to confirm compliance and verify the collection of required proofs. Compliance updates can also be accomplished during monthly staff meetings, if applicable.

The Chief of Police may appoint a CALEA Committee that is designated with the authority to assist the Accreditation Manager with collecting required documentation, reports and scheduling agency tours, etc. The committee will be assigned tasks and activities to ensure continued compliance with all applicable standards.

11.4.1
11.4.2
11.4.3
15.1.1
15.1.2
82.2.4
82.2.5