

CHAPTER 13  
ADMINISTRATIVE REPORTING PROGRAM

DISCUSSION: A properly functioning administrative reporting system provides management information on the activity of the agency. Administrative reports will reflect imperative data, trends on activities and will insure proper and effective communication of information throughout the Department.

13.1 GENERAL MANAGEMENT

13.1.1 Administrative Reports

A. Daily Reports:

The daily report is a summary of important occurrences during the previous 24 hours. The purpose of this report is to keep key personnel informed of major crimes, accidents, arrest and other important activities.

1. The daily report shall cover each 24 hour period and is presented/distributed to each Chief, Bureau Commander and Division Head.
2. It shall be the responsibility of Crime Analysis or other designated person to prepare the Daily Report for the previous 24 hours.
3. The Daily Report shall be prepared in a written format as prescribed by the Chief of Police that will clearly present pertinent data from crimes and incidents from the previous day.
4. It shall be the responsibility of each Bureau Commander, Division Head or section/unit supervisor to insure that all members under their command are kept current by reviewing the activity from the previous day and made aware of any crime or incident that relates to the operation of his/her Unit/Section.

B. Monthly Bureau Reports:

The Bureau Report provides the supervisors of organizational components an opportunity to account for the activities of their units. Administrative matters may be discussed in the report and comparative data on activities of the previous month, same month in the previous year and year to date data are valuable sources of management information. This report also provides a means for the commanders of organizational units to identify the goals and objectives of their units and the extent to which these goals and objectives have been fulfilled.

1. A Report shall be prepared by each Division and submitted to the appropriate Bureau Commander each month.

2. The exact form and content of each component's report will vary out of necessity due to the difference in size and activity of each component. The exact form and content of each monthly report shall be as prescribed and approved by the Chief of Police.
3. A review of each Bureau's reports by the Executive Command Staff will occur monthly as scheduled by the Chief of Police.
4. Bureau Reports provide an opportunity for the Commander of that particular component to:
  - a. Prepare and report on unit goals and objectives.
  - b. Identify problems and concerns related to employees or equipment.
  - c. Identify trends, concerns or issues related to the components activities.
  - d. Make or justify budgetary expenses or request realignment of manpower or line items within their budget.
  - e. Request, justify, or present new programs or procedures.

C. Annual Report:

The annual report is a summary of key issues and concerns that have arisen over the previous year, a summary of important or critical events that have occurred and a summary of statistical information and comparative data that may indicate trends in the activities and demands placed on the organization.

1. The Annual Report shall be prepared by the Chief of Police or his designee. The Annual Report is a summary of concerns, issues, activities and comparative data and statistics reflecting the extent to which the Department has accomplished its mission.
2. The Department Annual Report shall be based on the fiscal year.
3. The Department Annual Report shall be in a format as approved by the Chief of police.
4. The Hattiesburg Police Department Annual Report shall be distributed to each Bureau and Division within the department.

13.1.2 Accountability of Departmental Forms

- A. The Technical Services Section Manager is responsible to ensure accountability for all Departmental forms and forms utilized by the Department except citations issued through Municipal Court.
- B. The Technical Services Section Manager shall:
  - 1. Maintain a Reporting Manual consisting of all existing forms.
  - 2. Review for modifications or delete those forms no longer in use and include active forms not currently being used in the forms control system.
- C. Any employee of the department can submit revisions to existing forms or develop new forms for Departmental use. The final approving authority for the development of new forms, revisions or deletions of existing forms shall rest with the Chief of Police.
- D. Periodic mandated reports, reviews, evaluations and etc. are tracked through the CACE program by the Accreditation Manager.

### 13.2 GOALS AND OBJECTIVES

#### 13.2.1 Formulation

- A. Each Bureau Commander and Division Head shall prepare organizational goals and objectives to address concerns for each year.
- B. The goals and objectives shall be submitted to the Chief of Police.
- C. The department goals and objectives are available to any member and may be attained through the office of the Chief of Police.

#### 13.2.2 Evaluation

- A. An annual review of the goals and objectives will be performed by the Executive Command Staff and any other member(s) as requested by the Chief of police.
- B. The annual review shall include:
  - 1. An evaluation of the progress made toward the attainment of the goals and objectives from the previous year.
  - 2. Establishment of the goals and objectives for the next year.
  - 3. Any concerns that the Chief of Police may have with regard to the overall operation of a particular unit.

4. To insure that each component of the Hattiesburg Police Department is constantly striving to meet the goals and objectives set forth in the annual review. A quarterly review shall be made of the goals and objectives.

### 13.2.3 Multiyear Plan

- A. The Office of the Chief shall maintain a current long term multiyear plan which includes the following:
  1. Long-term goals and operational objectives
  2. Anticipated workload and population trends
  3. Anticipated capital improvements and equipment needs
  4. Anticipated personnel levels
- B. Review and revision
  1. An annual review/revision shall be made during the annual review of department goals and objectives.
  2. The multiyear plan shall be revised when;
    - a. Current goals and objectives are attained.
    - b. There is any occurrence that would substantially affect the long-term plan.[i.e. Annexation.]
    - c. Directed by the Chief of Police.
    - d. Changes are made necessary during the annual review of goals and objectives.