



DIRECTIVE: 1.5

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ISSUED BY: Bobby L. Cummings, M.S. Chief of Police Reviewed: 8/15/2016		11.4.5			

GENERAL MANAGEMENT

MANAGEMENT INFORMATION

All Division Commanders will be responsible for providing reliable statistical data summaries to assist management in the decision making process on an as needed basis. This includes data sources such as the **Computer Aided Dispatch System** which provides data sources such as calls for service records. Management should not rely entirely on crime data, but should utilize **comprehensive** crime information, as well as other data sources to support administrative decisions relating to budgets, policies, staffing, and inter-departmental relations.

ADMINISTRATIVE REPORTING

Administrative reporting will include daily, monthly, and annual reports to be supplied by all Divisions within the Department of Police to ensure effective communications through the chain of command. For example, Uniformed Services Division and Detectives record daily, significant occurrences to be read by the appropriate personnel up the chain of command. Monthly reports are submitted by each Division providing data on activities so that information can be compared to the previous month and the same month in the previous year. The annual report will be a summary of the monthly reports. It will provide comparative data, statistical analysis, and recommendations for improving the Department's performance in various areas. Each Division will submit their yearly summary to the Planning and Research **Officer** in Human Resources Division, who will be responsible for processing the information, and generating the annual report for the Department of Police.



NOTIFICATIONS

The Chief of Police or his designee will be immediately notified of:

- a. Deaths resulting from other than natural causes (including motor vehicles, fires, etc.)
- b. Violent crimes within schools, public gatherings, businesses.
- c. Death and/or serious injury to any member of this Department, the Mayor's staff or their immediate family.
- d. Serious incidents involving any member of this Department, the Mayor's staff or their immediate family.
- e. Outstanding acts of heroism by any member of this Department;
- f. Serious incidents involving gangs, private organizations and/or religious groups.
- g. A vehicle pursuit or an aborted vehicle pursuit resulting in a traffic accident.
- h. A discharge of a Departmental firearm.
- i. Use of force resulting in serious physical injury or death.

Division Commanders will ensure that information pertaining to any of the above listed incidents, or any incident which might question the Department's liability or result in a heightened community interest is provided via their chain-of-command. (CALEA 11.4.5)

ACCREDITATION MAINTENANCE

The Human Resources Division will be responsible for ensuring that accreditation standards are being met. The Departmental Accreditation files will be maintained by the Accreditation Manager in the Human Resources Division.

All Division Commanders are responsible for ensuring that duplicate files which pertain to and assigned to his or her Division are maintained within their respective Division.

Division Commanders will ensure that all personnel under their command respond in a timely manner to all requests from the Accreditation Manager, or his or her designee for standard compliance documentation.

In an on-going effort to assist in the accreditation process, the Inspector of Investigative Operations will be kept apprised of Standards which are not in compliance.

