4-01/020.00 - Contract City Monthly Reports

PURPOSE

This order is to define the reporting responsibilities for supplying each contract city administration with information on Departmental activity within its respective city.

REPORT CONTENTS

Each report will contain significant crime incidents, crime statistics and a traffic accident and statistical enforcement summary. The following personnel will be responsible to submit to the Operations Sergeant the material needed to compile the reports:

TRAFFIC SERGEANT

The accident statistics for the month with comparisons for the previous month, cumulative activity by fiscal year and comparative statistics from the same period of the previous year.

Enforcement statistics for the month with comparisons for the previous month, cumulative activity by fiscal year and comparative statistics from the same period of the previous year.

DETECTIVE BUREAU SERGEANT

Responsible to insure that the Crime Analyst prepares a statistical summary of criminal activity for the month, comparative statistics for the same period of the previous year, and significant criminal incidents for the month.

REPORT PREPARATION

The Operations Lieutenant oversees the information received from the indicated persons and prepares the final copy for the Station Commander's review and forwarding to the concerned city manager.