

Chapter 7

ADMINISTRATIVE REPORTING

These standards address management information systems.

7.1 Administrative Reporting

7.1.1 The department has a management information system, which includes:

- o statistical and data summaries of department activities; and
- o an administrative reporting program.

Comments: The management information system should provide reliable information to be used in management decision making. This is important in predicting workloads, determining manpower and other resource needs, and preparing budgets. Examples of data sources are calls-for-service records, offense reports, arrest reports, and UCR reports. (M M M)

7.1.2 A written directive specifies the department administrative reporting program, and includes:

- o daily report;
- o monthly report; and
- o annual report.

Comments: The administrative reporting system should provide management information on the activities of the department. Properly designed administrative reports will reflect comparative data on activities and trends. An administrative reporting system is effective in ensuring communications up the chain of command.

The daily report should be a summary of significant occurrences during the previous 24 hours. The purpose of the report is to keep personnel informed of major crimes, accidents, arrests, and other important activities. The daily report may be designed to include current data and statistics.

The monthly report should provide heads of organizational components an opportunity to account for the activities in their units during the previous month. 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 are valuable sources of management information. The monthly report may also permit the heads of organizational units to identify the objectives of their units for the next month.

The annual report may be a summary of the monthly reports. The report should provide comparative data and statistics and account for the activities of the department. (M M M)

7.1.3 **The department has a system to ensure forms meet current requirements.**

Comments: The intent of this standard is to ensure that forms facilitate operational and administrative needs. (M M M)