

**TYLER POLICE DEPARTMENT
GENERAL ORDER**

ADMINISTRATIVE REPORTING

23.100

REVISED 12/03/14

EFFECTIVE 8/15/90

23.101 GENERAL

The Administrative Reporting System is established to provide a continuous and accurate flow of information between management and operational units and to provide management officials information on the activities of the department. The components of the Administrative Reporting System include:

1. Daily Reports
 - a. Computerized notification of exceptional incidents.
 - b. Daily verbal briefings.
 - c. Daily log sheets.
2. Monthly reports
 - a. Written monthly recaps of activity.
 - b. Uniform Crime Report (UCR) or National Incident Based Reporting (NIBRS).
 - c. Monthly progress reports on attainment of goals and objectives.
3. Annual Reports
 - a. Recap of yearly activity.
 - b. Major accomplishments of each organizational unit.
 - c. Crime rate statistics.
 - d. Fiscal activity recap.

23.102 DAILY REPORTS

Daily reports are a summary of the exceptional incidents occurring during the previous 24-hour period. Reports of significant and/or exceptional incidents will be made through the chain of command using the computer network whenever possible.

1. Supervisors will ensure that notifications are completed on all incidents that are noteworthy or require dissemination to other shifts.
2. Shift Commanders will ensure that the reports, as well as any other pertinent information, are passed on to relief supervisors and officers.
3. Daily log sheets are to be completed by all line personnel. This log will give an itemized recap of daily activities as well as a statistical recap of each officer's daily activity.
4. The Division Commanders should meet with the Chief as needed to pass on exceptional incidents information and information regarding the operation of their commands.

23.103 MONTHLY REPORTS

Monthly reports are a means of recapping the activity of the operational units of the Department. Monthly recaps of relevant statistics will be compiled by, and maintained at the Division level. The monthly reports include:

1. Recap of activities of the month.

2. Any significant changes in activity, calls for service or incidents of criminal activity.
3. Major accomplishments for the month.
4. New developments for the month.
5. Community problems and concerns in the City.
6. Progress toward attainment of goals and objectives.

23.104 ACCREDITATION MAINTENANCE REPORTS

A Master Reports Due listing will be sent out annually to persons responsible for completing specific time-sensitive reports as required by CALEA. This listing will specify who is responsible for completing the report, how often and to whom it is to be directed.

23.105 ANNUAL REPORTS

The Annual Report is to be completed for each calendar year of operation of the Tyler Police Department. The Annual Report will be compiled by the Crime Analysis Unit and made available to all employees and citizens of Tyler. The Annual report will include:

1. A summary of the activities of each Division.
2. Information on crime statistics and crime trends for the city of Tyler.
3. A crime trend comparison for the current year and the previous year.
4. Fiscal activity recap for the Tyler Police Department.
5. Any other pertinent statistics or activities for the operation of the Tyler Police Department.

23.106 FORMS (OTHER THAN OFFENSE REPORT FORMS)

A. Form Numbering

All Forms created and/or used by employees of the Tyler Police Department will have an identifying number assigned to them by the Data Management Supervisor.

1. The letter "T" will precede the form number on any form that is used by more than one Division in the Department.
2. The letter "A" will precede the form number on any form that is used exclusively by Administrative Services.
3. The letter "P" will precede the form number on any form that is used exclusively by the Patrol Division.
4. The letter "H" will precede the form number on any form that is used exclusively by the Chiefs Office.
5. The letter "C" will precede the form number on any form that is used exclusively by the Investigative Services Division.

B. Form Development

Any Division needing a new form that will be used exclusively by that Division will be responsible for the development of the form.

1. Once the new form has been approved by the Division Commander it will be submitted to the Data Management supervisor or designate who will assign the form a number and return it to the submitting Division Commander.
2. It will be the responsibility of the Division Commander to maintain an adequate supply of the forms used exclusively by that Division.

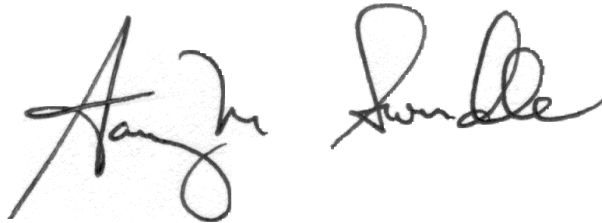
A Form that will be used by more than one Division can be developed by any Division.

1. Once the form has been approved it will be submitted to the Data Management Supervisor who will assign the form a number.
2. The Data Management Supervisor will be responsible for maintaining an adequate supply of the forms used by more than one Division within the Department.

C. Traffic and Parking Citations

1. The City of Tyler Municipal Court will be responsible for ordering and maintaining an adequate supply of Moving Traffic Citations and Parking Citations.
2. Patrol personnel will sign these out from the court in case lots to be issued to individual officers.
3. The Patrol Division will order, maintain, and issue an adequate supply of Warning Tickets.
4. Citation accountability is addressed in General Order 05.400.

Approved: 12/03/14

Two handwritten signatures in black ink. The signature on the left is written in a cursive style and appears to be 'Angie'. The signature on the right is also cursive and appears to be 'Dwaine'.