

COVINGTON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

Subject: ADMINISTRATIVE REPORTING

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I. Purpose

To provide the agency with management information that will serve as an aid in the decision-making process to determine manpower allocation and resource needs, predicting workloads and assisting in budget preparation.

II. Daily Duty Roster

Patrol Division supervisors shall be responsible for completing a daily duty roster. The roster will contain all officers assigned to work for that particular shift, area/zone assigned and the beginning and ending mileage of each vehicle used. In addition, the supervisor also may record any lookouts given, roll call information discussed, or other pertinent information shared during briefing.

The Office Coordinator shall enter the daily mileage of each vehicle into the mileage book. It shall be maintained in the Support Services Division. At the end of the month, all rosters for that month shall be filed in the records office. The Office Coordinator will forward a report of mileage totals to the City Safety Risk Manager.

III. Monthly Reports

- A. Monthly reports for the Patrol Division shall be prepared by the Senior CSR in the Support Services Division. Summary reports will be forwarded to the Chief of Police and each Watch Commander.
- B. Supervisors shall be responsible to prepare detailed reports and graphs in a PowerPoint presentation for COM Stat meetings each month. In addition, supervisors will be required to discuss the specifics of each report and graph, to include status of the cases and any trends identified.
- C. Monthly reports from the Investigative Division shall include any agency activity on the following:
 1. Homicides.
 2. Armed robberies.
 3. Forgeries.

4. Burglaries.
5. Rapes.
6. Auto thefts.
7. Criminal damage/trespass.
8. Assaults/batteries.
9. V.G.C.S.A.
10. Theft by taking.

IV. Accreditation Compliance

Maintenance of the accreditation program of the Covington Police Department requires an extensive system of periodic reports, reviews, inspections, analyses, and other activities mandated by applicable standards as set forth by the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA). The Accreditation Manager or designee shall notify personnel responsible for the required reports of the pending due dates. Personnel responsible for preparing those required reports shall do so in a timely manner so as to meet required deadlines required by the standards.

Agency personnel assigned to the accreditation process will receive specialized accreditation training within one year of being appointed to that position.

V. Annual Report

It shall be the responsibility of the Crime Analyst to prepare and publish the department's annual report. Annual reports shall reflect all data derived from monthly reports and shall be made available to employees and the public. The Chief of Police shall forward copies of the annual reports to the Mayor, City Council, and the City Manager.

This SOP supersedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE:

Stacey L. Cotton
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Chief of Police