

TITLE: MANAGEMENT INFORMATION

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PURPOSE

The purpose of this directive is to establish and maintain an administrative reporting system to provide reliable information to be used in the management decision making process.

DISCUSSION

To predict workloads, and prepare budgets, a law enforcement agency should maintain a system to provide management with information on activities of the agency.

Administrative reports should reflect comparative data and trends.

POLICY

It is the policy of the Santa Fe Police Department to maintain a Management Information System that includes statistical and data summaries of agency activities, as well as an administrative reporting system.

PROCEDURE**9.1.01 SYSTEM**

A. The Santa Fe Police Department Management Information System shall consist of the following components:

1. City of Santa Fe Computer System (AS 400)
 - a. Transportation Information
 - b. Financial Information

- c. Intra-Departmental Information
2. RECC Computer System (AS 400)
 - a. Local Crime Statistic Information
 - b. Case Management System
 - c. Staff Reviews (daily reports)
 - d. Citation/Arrest Statistics
 - e. Property Information
 - f. Citation Tracking Program
 - g. Property Inventory And Status Report
3. Computer Aided Dispatch Reporting
 - a. Officer Availability Information
 - b. Calls for Service
 - c. On-Scene Status
 - d. Area/Census Tract Breakdown
 - e. Hazardous Address Information

9.1.02 E-911 System

A. Emergency Calls For Service Statistics

9.1.03 ADMINISTRATIVE REPORTING SYSTEM

A. Administrative and Management reporting are governed by the requirements outlined in each area. The Administrative Reporting System includes daily, monthly, annual reports; specific incident reports; minutes of weekly Staff Meetings. Reporting procedures are as follows:

1. Each responsible member shall ensure appropriate data input into one or more of the Management Information Component(s). (Subject to supervisory review)
2. The responsible commander/officer shall also be responsible for ensuring the accuracy of all data and that all reports reflect information based on departmental needs. (Subject to supervisory review)

9.1.04 DAILY REPORTS

A. Daily reports shall consist of significant occurrences during the previous 24 hours. The purpose of this report is to inform personnel of major crimes, accidents, arrests, and other

important activities. The following methods shall be utilized for preparation of the daily report:

1. Santa Fe Police Department Media Sheet, Inclusion in the departmental Media Sheet folder for briefing of all Units, Bureaus, and Divisions, as well as for press release purposes.
2. Departmental Memorandum, operation by civilian, officer, supervisor, or commanding officer directed to the appropriate internal area and not for dissemination to the media.
3. Personnel Briefings - Information directly relayed due to sensitivity of subject matter and/or the relative seriousness of a particular situation.
4. Staff Reviews - Preparation by CAD and distributed to appropriate unit, bureau, or division by the on-duty Regional Emergency Communications Center Supervisor or designee. The staff review shall include individual case numbers, types of offenses being reported, handling officer(s), arrests, alarm calls, fire/ambulance assists, and report submission or entry into CAD.
5. Case Assignment - Daily entries to indicate case status and assignment will be made by the Investigations Division.
6. Investigations daily report – information regarding significant cases or investigations provided to the Chief, by the Investigations Lieutenant or designee.

9.1.05 MONTHLY REPORTS

- A. Monthly reports consolidate daily activities and reflect year-to-date information. This will allow unit commanders an opportunity to account for the activities in their units during the previous month and to identify the objectives of their units for the next month. Monthly reports shall consist of:
 - B. Activity Reports - The Crime Analyst will provide a monthly activity report to the Operations Captain, Accreditation Unit, Department Divisions, Sections, Teams, and Units. Said report reflects:

1. Daily Field Activity Reporting, to include: team summary, team report by officer, service time, out of service time, busy time, enforcement activity by officer/team, number of calls received/handled, dispatch time, enroute time, on-scene time, type of calls, reporting areas, traffic enforcement time, court time, training time, arrest time, E911 calls received, and any other pertinent Information requested by the Chief of Police.
2. Investigations Monthly Report- the Division Commander shall be responsible for submission of the monthly report to the Office of the Chief of Police. Said report shall contain the following elements:
 - a. Assigned cases, cleared cases and method of clearance, cleared cases from previous months, arrests (by severity of crime), referrals, search/arrest warrants obtained/served, days worked by detective, training time by detective, time spent assisting other agencies/detectives, and recovery totals.
 - b. Accounting of all expenditures^{3%} of contingency funds for burglary/narcotics investigations, including the case number, detective, and amount.
3. The Animal Services Division, Crime Prevention Unit/Police Community Relations (Total Quality Survey), Training Unit, and the Records Division shall submit quarterly reports. In addition. The Animal Services function shall provide a weekly report on owner pet recovery.
 - a. Individual reports shall reflect activities by officer and overall totals for the Units/Divisions.

9.1.06 QUARTERLY REPORTS

- A. Property/Evidence- the Property/Evidence Custodian shall submit a quarterly status sheet that reflects monthly inventory. Said sheet shall be obtained through the Automated Evidence Program.

9.1.07 ANNUAL REPORTS

A. Annual Reports are reflective of a twelve-month period and outline the Department's administrative and operational activities for that period.

1. Each Division/section compiles its statistics according to Division/section responsibilities/duties.
2. Since the annual report reflects year-to-date statistics, and is a valuable source of management information, copies shall be distributed to the individual components upon completion.

B. All drafted statistics are turned over to the Administrative Secretary assigned to the Chief's Office for organizing its preparation for typing and review.

9.1.08 SPECIFIC INCIDENT REPORTING

A. Commanders/supervisors who are in charge of individual components are required to submit written reports on specific incidents, as directed by the Chief of Police. Such incidents include, but are not limited to:

1. Use of force
2. Pursuit Review/Reporting
3. Complaints/Disciplinary Action
4. Escape from custody
5. Injuries to Department Members
6. Major situations that reflect upon the Department

9.1.09 ANNUAL REPORT FORMAT

A. Message from Chief of Police

1. Gives a brief introduction and scenario of the Department's accomplishments for the year.

B. Table of Contents

1. Lists the index of Topics/Statistics available throughout the Annual Report.

C. Budget

1. Total operating

D. Professional Standards/Internal Affairs

1. Total number of complaints received.
2. Number investigated by Internal Affairs.
3. Number investigated by Command Officers.
4. Total number of complaints sustained (improper conduct).
5. Total number of complaints not sustained (proper conduct).
6. Total number of complaints unfounded (did not occur).
7. Total number of complaints due to policy failure.
8. Total number of complaints with insufficient evidence.

E. Accreditation/Staff Inspections

1. Explains the program, its goals, requirements and accomplishments.
2. Gives break down of policy formation, planning, programming, conferences, and training and public information sessions.

F. Special Investigations Section

1. Listing of cases referred to the Special Investigations Section for follow up and assigned cases cleared (clearance rates for each section).
2. Narcotics Report containing recovered narcotics (cash value), arrests by misdemeanor and felony, and by possession and trafficking.
3. Major case breakdown
 - a. Crimes against persons
 - b. Auto Theft
 - c. Juvenile Services
 - d. Property Crimes (burglary/white collar)
 - e. District Attorney Liaison
 - f. Cold Case Investigations
4. Recovered Property

5. Clearance rates for individual detectives and sections.
- G. Patrol Division**
1. **Teams A,B,C & Operations Support**
 - a. Calls for Service
 - b. Offense/Incident cases reported
 - c. Accidents
 - d. Citation information
 - e. Arrest Totals (Felony/Misdemeanor)
 - f. Alarms (residential/commercial).
- H. Animal Services**
1. Total cases
 2. Number by type
 3. Number of animals seized
 4. Livestock
 5. Traps set
 6. Bite cases
 7. Animals tested for disease
 8. Number of citations issued
 9. Public presentations
 10. Fines collected
 11. Impound fees paid
 12. Licenses sold
- I. Administrative Division**
1. Planning Research
 2. Number of projects
 3. Man-hours spent
- J. Training**
1. Lists all training (Advance and In-service), hours (personnel X class time equals total hours).
 2. Recruitment & Selection Report
- K. Armory**
1. Employee hours spent to repair/maintain weapons
 2. Training
 3. Firing Range
- L. Crime Prevention/Police Community Relations**
1. Public Information
 2. Number of press releases and type
 3. Number of presentations
 4. Crime Prevention
 5. Lists of Crime Prevention/Police Community Relations Programs
 6. Number of lectures
 7. Hours spent
 8. Number of persons contacted
 9. D.A.R.E./G.R.E.A.T. - (Drug Abuse Resistance Education, Gang Resistance Education And Training) A brief explanation of programs, goals, contacts, persons involved and the main beneficiaries of the program (the participating children).
 10. Crime Stoppers - reflects the calls received, cases solved, arrests, recovered property and narcotics recovered.
- M. D.U.I. School**
1. Number of persons signed up
 2. Money collected
- N. Records Section**
1. Total cases handled by agency
 2. Reports
 3. E.I.C.s
 4. Reports run
 5. Record checks
 6. Money collected
- O. Police Chaplain Program**
1. A brief introduction of program, its benefits, calls assigned and the hours involved.
- P. Support Services**

- 1. Property/Evidence
 - a. Total number items submitted
 - b. Number released
 - c. Number destroyed, auction or converted
- 2. Fleet Management
 - a. Number of vehicles in fleet
 - b. Number replaced
 - c. Total accidents (preventable/non-preventable)
 - d. Number of officers safe driving (Accident Free)

Q. Support Functions

- 1. S.W.A.T.
 - a. Number of calls
 - b. Number of arrests
 - c. Training hours by type
- 2. E.O.D. (Bomb Squad)
 - a. Number of calls received
 - b. Actual number of explosive incidents handled
 - c. Training hours by type
- 3. Honor Guard
 - a. Number of function(s)
 - b. Number of training hours

R. Yearly comparison statistics/graphical displays.

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APPROVED: 
 BEVERLY K. LENNEN
 Chief of Police

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