

MITCHELL POLICE DIVISION

CHAPTER 9

GENERAL MANAGEMENT

PURPOSE: A properly functioning administrative reporting system provides management information on the activity of the agency.

9.1 ADMINISTRATIVE REPORTING SYSTEM

A. Incident Recording

All calls for service will be recorded by dispatch and assigned a case report number.

1. Calls for Service (CFS) dispatch may include:
 - a. Date and time of initial reporting
 - b. Name (if available) of reporting person and/or victim
 - c. Location of occurrence
 - d. Nature of incident
 - e. Officer(s) assigned
 - f. Time of dispatch
 - g. Time of arrival
 - h. Time cleared
 - i. Disposition
2. The daily log will be a summary of all significant events that have transpired during the previous 24 hours.
3. The Case Report number shall appear with each log entry.
4. The Communications Director will submit a monthly report to the City Council, Chief, Major and Lieutenant. This report is intended to keep personnel informed of major crimes, accidents, arrests, and other important activities.

- B. All handwritten reports will be approved by a Sergeant or the Officer in Charge.
- C. When Patrol Officers are assigned a case report, that report must be returned to the Lieutenant within set time frame. If unable to complete the investigation in that amount of time, leave the Lieutenant a notice of the status of the investigation.
- D. In the event that the officer turns the case over to another officer it is the assigned officers responsibility to notify the Lieutenant.
- E. At the conclusion of a investigation the victim will be notified of the outcome of the investigation by the officer.
- F. Sergeant will approve follow up case reports prior to being turned into the Lieutenant.

9.2 PERSONNEL INFORMATION

- A. The Chief will record, maintain and disseminate employee personnel information.
- B. New employees must fill out a personal history form and return it to the Supervisor.
- C. Changes in employees' personal information will be forwarded to their Division Commander as soon as possible.
- D. The Chief or Division Commander will distribute changes in Employee status to the Secretary, Communications Center, and City Finance Office and Human Resources as necessary.

9.3 FORMS ACCOUNTABILITY

- A. The policy of the Mitchell Police Division is to ensure accountability for all agency forms.
- B. A form is defined, for the purpose of this system, as a printed document with blank spaces for insertion of required or desired information, and requests, in MPD format.

- C. The Mitchell Police Division "**Command Staff (i.e. Chief, Major, Lieutenant, Communications Director)**" is charged with developing new and revamping old forms within the Division. The **Command Staff** will have input from all sections of the Division.
- D. Any division form may require the approval of the Command Staff Commander, (i.e. Patrol assignment sheets, division inventories). If the form is to be utilized by more than one section, it will require staff review and approval of the Chief of Public Safety.

9.4 **INPUT ON GOALS AND OBJECTIVES**

The Division shall provide a communication mechanism for all personnel to have input into the development of the Mitchell Police Division annual goals and objectives.

- A. Before the goals and objectives meeting, which is held January of each year, or as soon as possible after the first of the year, the Chief of Public Safety will draft a letter informing all personnel of the goals and objectives process. All Division personnel will have the opportunity to contribute to the management and operation of the agency.
- B. Any pertinent comments concerning the setting of goals and objectives for the upcoming year should be addressed in writing through the chain of command to the Chief of Public Safety.
- C. The Division Supervisors (Sergeant and above) will participate in the general the setting and implantation of goals and objectives for the entire Division.