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- I. Policy
  - II. Procedures
  - III. Reports and Forms: Management/Accountability

- I. Policy

Information management is critical to providing reliable reports to be used in management decisions. An administrative reporting system is necessary to provide all members of the Division with information regarding the Division's activities and trends. It is the policy of this Division that information regarding significant occurrences and statistical and data summaries will be provided by way of daily, monthly, quarterly, and annual reports.

- II. Procedures

- A. Definitions

1. Operations Manual - An official manual, *written or electronic*, issued by the Division, intended to contain all Directives and other official operational communications of the Division.
2. Division Directive - A document, *written or electronic*, issued by the Chief, Park Police Division, that announces the adoption and/or revision of specific Divisional policies and procedures. Division Directives will contain all mandatory current policies and procedures of the Division and will be issued to all employees to whom they pertain. Only the Chief, Park Police Division, has the authority to issue, and approve written directives.
3. Interim Directive - A document, *written or electronic*, issued by the Chief, Park Police Division, that announces or establishes procedures relating to a specific event or circumstance of a temporary or self-canceling nature. Interim Directives may also contain any mandatory policy or procedure, which is either known or expected to last six (6) months or less.
4. Personnel Order - A document, *written or electronic*, issued to announce personnel changes and/or transfers within the Division. They may be issued by an Assistant Chief or the Chief, Park Police Division.
5. Division Memorandum - A document, written or electronic, issued to provide information, clarification or general information to all or selected Division employees. Division Memoranda may be issued by any command staff. Memorandums may be used to establish or modify procedures for an individual unit/section.

NOTE: The Assistant Chief, Support *Branch* has authority to establish Division policy for all personnel by issuance of Division Memoranda. Any document issued under this authority will have the same effect and meaning as a Division Directive until rescinded or superseded by a new or revised Directive.

6. Standard Operating Procedure (SOP) - A set of procedures issued by a Section Commander or unit supervisor, after approval by the respective branch Assistant Chief, which guides the daily operation of a specific section or unit and is issued to only the Division employees to whom it pertains.
  7. Administrative Reports – Reports, *written or electronic*, designed to provide information within the Division on a day-to-day operational basis, as well as, provide a mechanism to report Divisional activities outside the immediate structure of the Division. Examples of administrative reports include daily reports, monthly reports, annual reports, and so on.
  8. Written Communication - Any or all of the above items *in written or electronic formats*.
  9. Employee - all sworn and civilian Division personnel.
- B. Control and Distribution
1. All employees will be issued Division Directives, Interim Directives, personnel order, memoranda and standard operating procedures.
  2. Document Control
    - a. *Internal Affairs* will maintain the original signed Division Directives and Interim Directives.
    - b. The Office of the Chief, Park Police Division, will maintain the master file of all Division personnel orders.
    - c. The originator will maintain the master copy of Division Memoranda.
    - d. *Internal Affairs* will be provided with a copy of all SOPs and revisions issued by the respective unit/section commander/supervisor.
- C. Responsibility
1. All employees will read and become familiar with all written communications which are issued to them. It is the responsibility of each employee to contact their immediate supervisor if they do not understand any specific Directive, memorandum, procedure or order and obtain any necessary clarification.
  2. Within seven working days of issue, effected employees will sign on the appropriate form for all Division and Interim Directives which they are issued acknowledging receipt and review thereof.
  3. Sworn personnel will immediately place all issued Division and Interim Directives in their Operations Manual and will maintain their manual in an updated and accurate condition.
  4. Civilian employees will maintain an updated file of those written communications which are issued or given to them.

5. Line supervisors will conduct periodic inspections of the operations manuals of their employees to ensure that they are accurate and up-to-date.
  6. The authority to issue and approve all Directives is vested in the Chief, Park Police Division, only, unless otherwise specifically delegated during the Chief's absence.
- D. Preparation of Written Communications
1. All Division Directives and Interim Directives will be reviewed by effected command staff and the most knowledgeable Division personnel and others, as necessary, to ensure consistency with any other practices, procedures, laws, regulations, and so on, prior to their issue. A written record of this review will be maintained by the Administrative Section.
  2. All issued Directives will be endorsed with the following:  
    "Approved Park Police Document  
    Signed Original on File  
    End of Document"  
The signed original will be the final authority for all Division Directives.
  3. All Directives will be written in narrative outline form.
  4. A procedure number will be assigned to every Directive for the purpose of indexing and maintaining the system in an orderly manner.
  5. *Internal Affairs* will maintain a master copy of all Division Directives. Division Directives are available on the shared drive in the Directive file.
- E. Review, Revision and Cancellation
1. All Division Directives will be periodically reviewed by the *Administrative Section* and at the Chief's direction, by the appropriate Section Commander and updated or revised as necessary.
    - a. The *Administrative Section* will review and amend those Directives necessary to ensure compliance with any changes in the collective bargaining agreements.
    - b. All Interim Directives will contain a review date no later than six months after the issue date.
  2. When obsolete or rescinded Directives are replaced by another Directive, this will be so noted at the beginning of the new Directive. Employees will purge all obsolete or rescinded Directives from their operations manuals.

3. All minimally modified Directives will be indicated by a mark or notation to the section/part that is modified unless the changes effect a substantial portion of the Directive. If this occurs, a declaratory statement to that effect will appear at the beginning of the Directive.
4. Minor changes to Directives may be accomplished by the issuance of page revisions, after review by the appropriate chain of command, with the approval of the Chief, Park Police Division.

III. Reports and Forms: Management/Accountability

A. Types of Division Reports (component responsible for distribution in parentheses; unless otherwise indicated, reports are distributed to all units):

1. Weekly Reports

A Region Wrap-Up report, completed by the Crime Analyst, is due each Monday for incidents/events occurring during the previous seven days. The report is disseminated to all officers, via e-mail, and sent to M-NCPPC Region Managers. This report serves as a summary of the noteworthy calls for service in a particular region for the preceding week, and highlights “hot spots” and trends.

2. Monthly Reports

- a. Firearms Inspections Reports from all applicable sections/units to the Range Master
- b. Uniform Crime Reporting (UCR) – to be completed by the Records Section, forwarded to the Maryland State Police by the fifteenth day following reporting month as required by state law

3. Quarterly Reports

Crime Report - tracks crime statistics, arrests, citations, accidents, calls for service, overtime hours, number of POP projects and assignment plans, civilian volunteer hours utilized, and provides a comparative analysis with the previous quarter’s activity - distributed to command staff and the fiscal affairs manager

The Quarterly Crime Report from the Crime Analyst is due on the fifth day of the new month for incidents/ events occurring during the previous quarter.

## 4. Annual Reports

Annual reports provide information for crime analysis, workload and productivity assessments, training requirements, and planning and budgetary processes. The following annual reports are due as directed:

- a. Annual Crime Report
- b. Canine Annual Report
- c. Professional Standards Annual Report to Chief, Park Police Division

## 5. Periodic Reports

Periodic reports serve as notification of specific actions taken by agency personnel, or incidents, investigations, or conditions, which directly effect or involve agency personnel. The following reports are prepared when and as needed:

- a. Commander's Report - to all command staff, supervisors, and Media Relations Office.
- b. Reports of Investigation for Use of Force, Division vehicle collisions and pursuits, and Complaint's concerning police practices - through appropriate chain of command to Chief, Park Police Division.
- c. Worker's Compensation First Report of Injury - completed *via telephone* for any injured Park Police employee and event documented on Police Information Report disseminated through chain-of-command.
- d. Investigative report for follow-up investigations - disseminated and approved by ISS supervisor, ISS Commander, and Assistant Chief, Support *Branch*
- e. Vehicle Seizure Recommendation report by detective assigned to the vehicle seizure investigation - disseminated and approved by the ISS supervisor, ISS commander, and Assistant Chief, *Operations Branch* prior to being sent to the Chief, Park Police Division
- f. Press releases - disseminated after approval of Chief, Park Police Division or designee.

## B. Division Forms: Management/Accountability

The forms management function is designed to ensure that only necessary and essential forms are retained in use and that others are eliminated.

1. The management and control of forms maintained by the Division will be the responsibility of the *Administrative Section*. The *Administrative Section* will be responsible for:
  - a. Keeping a list of all Divisional forms in use.
  - b. Monitoring the need for a particular type of form.

2. Since the use of a form is usually described in a policy or procedure, the Assistant Chief, Support *Branch*, will carefully analyze the need for any new form before the related policy is approved.
3. Division personnel wishing to design and implement new forms, or revise an existing form, will submit a copy of the proposed form to the *Administrative Section* which will be responsible for:
  - a. Ensuring that the format is consistent with the records maintenance/data processing requirements of the Division.
  - b. Ensuring that the information captured on the form is not duplicative.
  - c. Overseeing the review process for new or modified forms to include input from the Division components that will use the forms.
  - d. Obtaining approval or disapproval for the form by the Assistant Chief, Support *Branch*.
  - e. Providing the appropriate form number.
  - f. Deleting any form(s), which the new or revised form may rescind.
  - g. Ensuring that a Division Memorandum is issued with procedures for use of the new form, if necessary.
4. The *Administrative Section* will schedule and implement a review and evaluation process annually to revise and update Divisional forms, as necessary.
5. Accountability must be maintained for certain pre-numbered forms and citations used by the Division's officers in the performance of their duties. This accountability is a function of the Park Police Records Section and detailed within the unit's Standard Operating Procedure.

**Approved Park Police Document  
Signed Original on File**

**End of Directive**