

	MIDDLETON POLICE DEPARTMENT	DATE March 4, 2013	POLICY 1.3.05
	SUBJECT: Administrative Reporting Program	REVIEWED September 20, 2017	<i>MRR</i>

History: 3/2013, 10/14
[WILEAG \(5th Ed.\) Standards: 1.3.5](#)

PURPOSE

This policy establishes an administrative reporting program, which requires the preparation of periodic reports of the department's activities and data summaries, based on such reports.

POLICY

It is Department policy that management decision making be facilitated by applying relevant information and communicating it to all participants in the decision making process. This will be accomplished through the completion and distribution of administrative reports and regular staff meetings.

PROCEDURE

Daily Reports

1. *MIPD Journal* is available on demand and derives from CAD CFS.
2. *Shift Briefing/Roll Call* Meetings held by the supervisor at the beginning of every operational period.
3. *Briefing Bulletins* relating to recent incidents of current or future relevance which are prepared by operational personnel and saved to the Share Point Briefing folder.
4. *Funds Transfer to Treasurer Report* prepared by the Office Manager when collected funds are transferred to the Finance Department.
5. *Funds Transfer to Treasurer Credit Cards Report* prepared by the Office Manager when collected funds via credit card and transferred to the Finance Department.

Work Period Reports

1. *Hours Worked Reports* submitted by non-exempt employees.
2. *Employee Time Card Report* prepared by the Office Manager.
3. *Employee Pay Summary* prepared by the Office Manager.

Monthly Reports

1. *Staff Meetings*
 - a. Projects Update
 - b. Strategic Plan Review and Update
 - c. Training Update

- d. Event Horizon
 - e. Neighborhood Reports
 - f. Community Projects/Programs
 - g. Investigative Services Report
 - h. New Topics for Discussion
2. **Probationary Employee Assessments** prepared by supervisors and submitted through the chain of command.
 3. **Cumulative Frequency Report**, prepared by the Administrative Captain or designee, is a series of charts of monthly year to date running totals of crimes by type, citations, accidents, classes of incidents and calls for service which compares the current year to the two previous years.
 4. **Uniform Crime Reports (UCR)**. The senior Records Clerk is responsible for the completion of UCR, copies of which are routed to the FBI via WI OJA.

Annual Reports

1. **MIPD Annual Report** prepared by the Office Manager under the direction of the Chief based on the sub-set of content submitted by staff member.
 - a. Chief's Report
 - b. Mission Statement
 - c. Organization Chart
 - d. Significant Events
 - e. Field Services
 - f. Traffic Safety
 - g. Schools
 - h. Training
 - i. Communications Center
 - j. Community Awareness
 - k. Awards
 - l. Department Statistics
2. **Employee Assessment Reports** prepared by employees and supervisors and submitted through the chain of command.
3. **Budget Submittal**

On-Demand Reports

1. CAD Squad Report
2. CAD Unit Status Report
3. CAD Call Nature Summary
4. CAD Messenger Audit Report
5. CAD Event Log
6. CAD Media Report
7. RMS Public Accident List
8. RMS Arrest Totals by Officer and Violation
9. RMS Call for Service Totals by Officer and Nature
10. RMS Case Management Report

11. RMS Citation Totals by Officer and Violation
12. RMS Department Activity Summary
13. RMS Incident Totals by Officer and Violation
14. RMS Officer Activity Report
15. RMS Quick Searches
16. RMS Advanced Searches
17. RMS Saved Searches
18. RMS UCR Return A Part 1
19. PASS Directive Report
20. PASS Personnel Report
21. PASS Exception Report
22. ScheduleSoft Kiosk
23. RaidsOnline Police Incident Data
24. Caselle General Ledger and Line Item Account Reports