

Cobb County Police Department

Policy 1.07

ADMINISTRATIVE REPORTING

Effective Date: October 1, 2019	Issued By: Chief C.T. Cox
Rescinds: Policy 1.07 (January 6, 2019)	Page 1 of 3
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

I. PURPOSE

Effective administrative practices ensure the efficient flow information within the Department; assisting management in making decisions that are based on the best available information. A good administrative reporting system includes the flow of information between individuals, units, sections, divisions, and the Office of the Chief of Police. This system includes reports of the law enforcement function, such as incidents, arrests, traffic crashes, and reports relating to personnel activities and needs. The administrative reporting system will be utilized for, but not limited to, determining personnel allocation and needs, resource needs, predicting workloads, and preparing budgets.

II. POLICY

Each component of the Department will adhere to an administrative reporting system, whereby statistical and informational summaries of pertinent activities relative to their operations are reported and forwarded to the appropriate authority.

III. REPORT MANAGEMENT

A schedule of required reports is listed in the table at the end of this chapter. The table identifies all administrative and accreditation/certification reports, reviews, and inspections that are time sensitive. It shall be the respective precinct/unit commander's responsibility to ensure that all reports assigned to their division be submitted prior to their respective due date. All reports will be sent through the chain of command to the designated individual.

ADMINISTRATIVE REPORTING

<u>Frequency</u>	<u>Description</u>	<u>Action</u>	<u>Standard</u>	<u>Policy</u>	<u>Assigned To</u>	<u>Sent To</u>
Annual	Bias free policing review*	Review	1.2.9	5.02	Chief's Office	Chief
Incident	Use of force occurrence*	Report	4.2.1	5.20	Officers	Training
Incident	Review of use of force reports*	Review	4.2.2	5.20	Supervisors	Training
Annual	Use of force activities, polices, practices*	Analysis	4.2.4	5.20	Training	Chief
Annual	Review of assaults on officers*	Review	4.2.5	5.20	Training	Chief
Weekly	Unit status reports	Report	11.4.1	1.07	Unit Commanders	Chief
Bi-weekly	CAPS reports	Report	11.4.1	1.07	Unit Commanders	Chief
Quadrennial	Multi-year plan*	Report	15.1.3	---	Special Projects	Chief
Annual	Formulate/update written goals and objectives for agency and each organizational component*	Report	15.2.1	1.06	Command Staff	Chief
Annual	Budget recommendations by major functions*	Report	17.2.2	1.06	Command Staff	Chief
Quadrennial	Documented review of all job descriptions*	Review	21.2.2	SOP	Special Projects	Internal
Quadrennial	Periodic workload assessments*	Assessment	21.2.4	SOP	Special Projects	Chief
Annual	Analysis of grievances, policies, and practices*	Analysis	22.4.3	---	Chief's Office	Chief
Annual	IA investigation/complaint statistical summary*	Summary	26.2.5	---	Internal Affairs	Director
Annual	Analysis of recruitment plan*	Analysis	31.2.2	---	Internal Affairs	Director
Annual	Performance evaluation*	Evaluation	35.1.2	---	Supervisors	HR
Quarterly	Probationary employee observation report*	Evaluation	35.1.3	6.02	Supervisors	Chief
Annual	Evaluation of early warning system*	Report	35.1.9	9.01	Internal Affairs	Director
Bi-weekly	Analysis of crime data*	Analysis	15.3.1	6.08	Crime Analysis	Chief
Annual	Criminal intelligence procedures and process*	Review	40.2.3	MCS	MCS Intelligence	Internal
Incident	Review of pursuit report*	Review	41.2.2	5.15	Supervisors	Training
Annual	Documented analysis of review of pursuit reports, policies, and reporting procedures*	Analysis	41.2.2	5.15	Training	Chief
Incident	Review of pursuit intervention tactics*	Review	41.2.3	5.15	Supervisors	Training
Monthly	Review of in-car/body-worn camera videos*	Review	41.3.8	3.08	Supervisors	Chief
Biennial	Evaluating effectiveness of crime prevention*	Evaluation	45.1.1	---	Community Education	Chief

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Quarterly	Community involvement report*	Report	45.2.1	---	Community Education	Chief
Triennial	Citizen survey summary*	Report	45.2.5	---	Special Projects	Chief
Incident	After action report (critical incidents)*	Report	46.1.3	4.01	On-Scene Commander	Chief
Monthly	Critical incident equipment readiness*	Inspection	46.1.8	1.05	Unit Commanders	Chief
Annual	Active threat policy and training needs*	Review	46.1.8	4.07	Training	Chief
Incident	VIP security plans*	Plan	46.2.6	4.13	Special Operations	Participants
Incident	Special event plans*	Plan	46.2.7	4.14	Special Operations	Participants
Monthly	Line inspections*	Report	53.1.1	1.05	Shift/Unit Supervisors	Chief
Quadrennial	Staff inspection (all precincts/units)*	Report(s)	53.2.1	1.05	Special Projects	Chief
Biennial	Review of victim/witness needs and services*	Report	55.1.2	---	Victim/Witness Unit	Internal
Annual	Review of selected traffic enforcement*	Report	61.1.1	5.16	STEP Commander	Internal
Incident	Reports to be prepared concerning escape of prisoners while being transported*	Report	70.1.7	5.13	Officer	Supervisor
Monthly	Documented holding cell inspections*	Inspection	71.4.3	3.02	Unit Commanders	Chief
Annual	Administrative review of temporary detention facilities and procedures*	Report	71.4.3	3.02	Special Projects	Chief
Semiannual	Property control procedures by evidence/property custodian*	Inspection	84.1.6	3.12	Evidence Custodian	Internal
Incident	Inventory all evidence/property when new custodian takes over*	Audit	84.1.6	3.12	New Evidence Custodian	Chief
Annual	Supervisor not directly connected to function*	Audit	84.1.6	3.12	Auditing Supervisor	Chief
Annual	Unannounced inspection-property storage areas*	Inspection	84.1.6	3.12	Inspecting Officer	Chief
Annual	CALEA annual report*	Report	---	---	Special Projects	CALEA
Annual	CALEA statistical tables*	Report	---	---	Special Projects	CALEA
Annual	GACP annual pursuit report**	Report	5.35	---	Special Projects	GACP
Annual	GACP state certification annual report**	Report	---	---	Special Projects	GACP

*CALEA Required **GACP Required