



CHAPTER #5 GENERAL MANAGEMENT	POLICY # 5.1 ADMINISTRATIVE REPORTING PROGRAM
<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i></p>	
Date Implemented: 11/01/2019	Review Date:

POLICY

Information management

The Department maintains an information management system that includes statistical and data summaries of Department activities, and an administrative reporting system.

Administrative reporting system

This system shall include:

- A daily report in the form of an officer's Daily Shift Report completed at the end of each shift.
- A monthly report furnished by the Chief of Police to the City Council.
- A yearly report furnished by the Chief of Police that summarizes the yearly statistics.

Accountability of Department forms

To encourage accountability and proper control of Department forms, officers will be issued uniform citation books as needed. All other forms of this Department are property of the Department and shall be treated as confidential. Anyone wishing to copy or utilize Department forms must do so with the approval of the Chief of Police.