

	<b>DELMAR POLICE DEPARTMENT</b>	
	<b>Policy 1.6 Departmental Reports / Forms</b>	
	<b>Effective Date: 01/01/15</b>	<b>Replaces: N/A</b>
	<b>Approved: <u>Ivan Barkley</u> Chief of Police</b>	
	<b>Reference: N/A</b>	

## I. POLICY

The department is required to maintain records of operations for purposes of investigation, prosecution of offenders, as well as the internal operations of the department. It is the intent of the Department to provide a reporting system through which quality management and administrative decisions may be made.

## II. PURPOSE

The purpose of this order is to describe the periodic reports and records prepared by the department and their retention schedules.

## III. ADMINISTRATIVE REPORTS

### A. Monthly Report

The Division Commanders shall provide or shall cause to be provided monthly reports from each department unit to the Chief of Police. These reports contain information specified by the Chief of Police.

### B. Monthly U.C.R.

A monthly U.C.R. (Uniform Crime Report) for Maryland is compiled by the Senior Administrative Assistant or a designee and a copy provided to the Chief of Police for review and approval. The original of this report is submitted to the Maryland State Police. Departmental U.C.R. for the state of Delaware is compiled electronically by the Delaware State Bureau of Identification based on departmental reports created through LEISS.

### C. Monthly Police Council & Commission Report

The Monthly Police Council & Commission Report is compiled by the Chief of Police. The report contains a monthly summary from the previous month's activities and other information which is required by both policy and law. The Monthly report is forwarded to the Town Manager and presented to the Council & Commission by the Chief of Police.

The Monthly Report is used to document:

1. Personnel Allocations;
2. Monthly summary of activities related to the patrol, investigative and communications operations;
3. Statistical information on other related activities and problems;
4. Financial Status, by line item;
5. Overtime;
6. Attendance;
7. Personnel and Training;
8. Personnel Recognitions/Accommodations;
9. Fleet Status;
10. Update on any special events or circumstances.

### D. Annual Report

The Annual Report is compiled by the Chief of Police. The report contains an annual summary of various monthly police activities and other information which is required by both policy and law. The Annual Report is forwarded to Town Manager and presented to the Council & Commission by the Chief of Police.

The Annual Report is used to document:

1. Personnel allocation;
2. A summary of activities related to the patrol, investigative and communications operations;
3. Statistical information on other related activities and problems; and

4. Tracks established performance measures for insertion into the annual city budget document.

#### **IV. POLICE RECORDS**

A single sequential incident number is assigned to each call for service. Any field report, incident report, offense report, accident report and citations is assigned this number. The number is unique to each separate incident to ensure the efficient recovery of the report.

#### **V. DESTRUCTION AND RETENTION OF RECORDS**

Maryland and Delaware State Law provides a criminal penalty for willful destruction, mutilation or alteration of public information. Destruction or removal of documents and records of the department shall be made only in accordance with the State Retention Schedules.

#### **VI. DEPARTMENTAL FORMS**

- A. The department shall develop standard forms to be used by officers to assure uniform and consistent reporting of enforcement and enforcement related activities, and to satisfy the requirements of State and Federal Agencies.
- B. Any unit requesting the creation, revision, and/or amendment of any department form shall forward such request, through their chain of command, to their respective division commander. The division commander makes a recommendation regarding the request and forwards all approved requests to the Administrative Division.
- C. The Administrative Division may revise, amend or create any form upon concurrence with the affected unit.
- D. The Chief of Police must approve all departmental forms.

#### **VII. OTHER DEPARTMENT FORMS**

- A. **Business Cards.** Only the business cards issued by the Department are authorized. The approved business card consists of:
  1. The Department badge;
  2. Department name, address, and telephone number, email address; and
  3. The officer's name, rank, and assignment (if applicable).
- B. Each officer of the Department will be issued the approved business cards. The Chief of Police may, at his discretion, authorize business cards for other members of the Department, including civilians. No other business cards are authorized.

C. **Stationary.** Only approved departmental stationary will be used for official correspondence.