

BERKELEY POLICE DEPARTMENT

DATE ISSUED: July 30, 1997

GENERAL ORDER M-3

SUBJECT: MONTHLY MANAGEMENT REPORT AND ANNUAL REPORT

PURPOSE

- 1 - The purpose of this Order is to describe the Monthly Management Report and Annual Report requirements for the Berkeley Police Department.

POLICY

- 2 - The Monthly Management Report is a means of describing the activities, goals and objectives, accomplishments, crime trends, and problems of the Berkeley Police Department to the City Manager, City Council, Police Review Commission, and the community on a monthly basis. It also assists the Chief of Police in making decisions regarding personnel administration and finances, and it stands as a control document and provides a quick reference for portions of the Annual Report. The Annual Report is a means of summarizing the Department's efforts for a Calendar year.

All personnel are expected to complete the required reports for their Division, Bureau, or Unit within the guidelines of this Order.

- (a) **Unless otherwise directed by the Division Commander, all Bureaus, Units and Details in every Division shall submit a monthly report to their Division head.***

PROCEDURES

- 3 - All Monthly Management Reports shall be submitted to the Chief of Police, via the Administrative Division **Captain. After review, these reports will be routed to the Administrative Division Sergeant,*** who shall have the responsibility for preparing the final report **to the City Manager.***
 - (a) Reports shall be submitted no later than the **10th*** day of the following month. If the **10th*** coincides with a weekend or holiday, the report shall be submitted on the first working day thereafter.
 - (b) **All reports will be done in WordPerfect word processing format, the City of Berkeley's standard, for consistency and ease of manipulation.***
 - (c) **The original, one (1) copy and a disk copy of the report shall be submitted by each Division, Bureau, or unit.***
 - (d) **The report for the City Manager, etc., shall be submitted no later than the 20th of the month.***
- 4 - Division Commanders are responsible for timely submission of reports and for content, accuracy, and adherence to format.

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- 5 - The format/process for reports is as follows:
- (a) Reports shall be written in the third person; proper names of Department personnel and other City personnel and officials shall not be used; in these instances only titles should be utilized; **reports shall not include the name(s) of victim(s) or arrested person(s).**
 - (1) **An exception is made for outstanding performance or recognition, etc. In those instances officer(s) name(s) can be used.***
 - (b) When speaking of persons outside of the Department or City, it is proper to use their names and titles, and refer to them thereafter by surname.
- 6 - The following subtitles outline information to be included by submitting Divisions, Bureaus, or units. Though section(s) that do not apply for a particular Division, Bureau or Units, either in general or for a specific month should show the notation "n/a" (for not applicable).
- (a) **I.* Administrative Activities** -

This section encompass meetings with public officials, organized groups and significant committee meetings which may affect Department direction or deal with matters of concern to the City. It can also include information as needed concerning the manner of measurement of and adherence to the Performance Management System pertaining to the effectiveness and efficiency of the Police Department in attaining mandated goals and objectives.
 - (b) **II.* Crime Trends*** -

This section should contain information regarding:

 - (1) crime increase or decrease
 - (2) special crime problems
 - (3) statistical crime trends on a current and comparative basis
 - (4) specific crime trends which may be developing
 - (5) deployment of personnel and tactics employed to address crime problems
 - (6) investigations pending

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(7) significant crimes or offenses such as homicides, serious assaults, rapes, robberies, and serial crimes, **as well as matters/arrests of major importance, of notable or prominent individuals, of serious offenders and other pertinent information.***

a. **No more that two incidents per unit, except for homicides.***

(8)* **juvenile and gang activities containing information pertaining to significant juvenile or gang group problems.**

(9)* **narcotics/vice activities which should contain information regarding narcotics trafficking, prostitution, liquor, gambling, locations, etc.**

(c) **III.* Personnel Management -**

This section may incorporate information regarding:

(1) total strength of Division, Bureau or Unit and any needed replacement of personnel, vacancies, retirements, hiring, terminations and/or resignations

(2) significant personnel concerns **which impacts delivery of services.***

(3) number of sick days used collectively by assigned employees

(4) absences caused by work-related injuries

(5) number of vacation days used

(d) **IV.* Working With Other Agencies**

This section shall contain information pertaining to cooperative and coordinated efforts with other departments and agencies toward achievement of Department goals and crime reduction efforts.

(e) **V.* Community-Involved Policing -**

This section shall encompass all reported community concerns, problem areas, specific police responses and problem-solving solutions **which affect the quality of life of Berkeley citizens***; meetings held with neighborhood groups, community organizations, service clubs and other related activities.

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(f) VI.* Materials and Equipment -

This section shall address effective utilization of Department resources and communicate need for additional or other types of material.

(g) VII.*Training -

This section shall capture information concerning training administered, collectively or individually, to Department personnel. It should include:

- (1) perceived training needs
- (2) seminars, conferences and schools attended by Division, Bureau or Unit personnel
- (3) staff meetings, supervisors' meetings, counseling sessions and topics covered therein
- (4) comment on the effectiveness of training administered and whether conducted outside or in house.

(h) VIII.*Miscellaneous -

This section may be used to comment on any topic not already covered on which concerns, needs and desires shall be communicated.

CHARTS/STATISTICAL TABLES

- 7 - Because the Monthly Management Report and the Annual Report are shared with city officials and members of the community, it is important that submitting Divisions, Bureaus and Units employ charts, graphs, diagrams, and tables depicting statistical and other data whenever possible. Such items make it easier for people to understand monthly or yearly comparisons.
- 8 - **All reports completed should include a review procedure which insures that the format/process outlined is followed.***

MONTHLY MANAGEMENT REPORT FOR CITY MANAGER

- 9 - **Several of the original Monthly Management Reports are sent to the City Manager with a summary report. Among the reports which may be submitted at the discretion of the Chief of Police are:**
- (a) **Administrative Division report**
 - (b) **Community Service Bureau report**
 - (c) **Crime Analysis Unit report**

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- (d) **Internal Affairs Bureau report**
 - (e) **Patrol Division report**
 - (f) **Special Enforcement Unit report**
 - (g) **Support Services Division report**
 - (h) **Traffic Bureau report***
- 10 - **The summary Monthly Management Report to the City Manager is prepared by the Administrative Division Sergeant. The summary report contains and may take the outline form of:***
- (a) Crime Trends*: covers brief descriptions of Part 1 crimes, whether they are up/down, major series and trends.
 - (b) Cases of Interests*
 - (c) Review of Community Involved Policing Issues:*
 - (d) Administrative/Personnel Issues:* summarizes progress as noted in the monthly Department/Division Performance Measures tracking system; describes major projects being completed in the Police Department or issues of concern; summarizes personnel issues, staffing concerns and personnel strength; summarizes range projects such as Community Involved Policing, Accreditation, and Management or Capital Improvement Projects reported via the City's Project Management System.

ANNUAL HIGHLIGHTS REPORT

- 11 - During December's Monthly Management Report, each Division, Bureau or Unit shall complete an Annual Highlights Report.

This report shall be contained in the Miscellaneous section, and shall recap the highlights and events of the year.

ANNUAL REPORT

- 12 - The Chief of Police shall assign the responsibility for completing the Annual Report at the end of each calendar year. The Annual Highlights Report will serve as the framework for completion of the Annual Report. Divisions, Bureaus, and Units may be assigned to complete various portions of the report.

References: CALEA Standards
Special Order 1945-83)