

Hamden Police Department General Orders

Policy Number: 004-002

Effective Date: August 01, 2005

Section: General Management

Rescinds:

Title: Administrative Reporting
System

Approved By:

Approval Date:

PURPOSE

To establish an Administrative Reporting System to be used for management decision making.

POLICY

The Administrative Reporting System will be composed of daily reports, monthly divisional activity reports and annual divisional activity reports. All required reports will be in compliance with the procedures set forth below and will be submitted on time.

Procedures

A. Staff Meetings

1. When deemed necessary the Chief of Police or, in his absence the Deputy Chief of Police, shall conduct a staff meeting that will include each Divisional Commander and any other employee designated by the Chief.
2. Personnel attending this meeting will be prepared to report for their specific Division or Section. These reports will cover any significant occurrences within the last week.

B. Monthly Reports

1. Division Commanders will compile a monthly report of activities of all Sections under their command and submit this report to the Deputy Chief of Administration.

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C. Annual Reports

1. Once a year the Division Commanders will utilize the monthly reports and submit an annual summary of activity involving their Division to the Deputy Chief.