

Approved Date: April 24, 2009

By: Wayne Ringer
Office of the City Attorney



**City of
Norfolk**

Prescribed Date: 5/8/09

By: Jessica H. Williams
City Manager/Director of Public Safety

Departmental General Order ADM-448
Norfolk Police Department

Subject: Report Management

Office of Preparation: Strategic Management Division

Supersedes:

1. G.O. 90-006, dated October 23, 1990
2. Memo 90-19, dated January 31, 1990
3. Memo 90-62, dated March 30, 1990
4. Any previously issued directive conflicting with this order

Related Documents:

1. G.O. ADM-370: Leave
2. G.O. ADM-399: Allocation of Personnel
3. G.O. OPR-750: Field Command
4. G.O. PRE-90-020: Central Records Division
5. CALEA Standards Chapters 1 and 13

Order Contents:

- I. General Information
- II. Management Information System
- III. Administrative Reporting Program

Attachments:

1. PD 786, Daily Assignment Sheet
2. Arrest and Significant Events report
3. PD 670, Twenty-Four Hour Arrest Report
4. Twenty-Four Hour Summary Sheet
5. PD 598, Field Commander's Daily Report

A handwritten signature in black ink, appearing to read "B. Marquis".

Bruce P. Marquis
Chief of Police

BPM/sm

Purpose:

The purpose of this order is to establish responsibilities for the collection, analysis and distribution of general management information.

I. General Information

- A. The Central Records Division, being the repository of Departmental records (e.g., calls-for-service records, offense reports, arrest reports, and Uniform Crime Reports) will be responsible for the coordination and maintenance of a Departmental Management Information System.
- B. Central Records will utilize the services of the Operations Analysis Unit and Systems Development Unit in fulfilling these responsibilities.
- C. All commands will participate in an administrative reporting program as outlined herein.

II. Management Information System

- A. The Department's Management Information System is described as those programs, methods, procedures and processes utilized to collect, analyze, and disseminate reliable information to be used in management decision making.
- B. Central Records will ensure that the system includes:
 - 1. statistical and data summaries of Departmental activities; and
 - 2. an administrative reporting program.
- C. For the purpose of the Management Information System, Central Records, at a minimum, will maintain data regarding:
 - 1. calls-for-service;
 - 2. offense reports;
 - 3. arrest records; and
 - 4. Uniform Crime Reports.

- D. Through the use of the Management Information System, the Operations Analysis Unit will provide for:
1. workload predictions;
 2. the identification of manpower and other resource needs; and
 3. budget preparation assistance.

III. Administrative Reporting Program

The Department's administrative reporting program will consist of the following reporting processes:

A. Daily Reports

1. Daily Assignment Sheet (Attachment 1) completed by all divisions; forwarded to the Chief of Police.
2. Arrest and Significant Events Report (Attachment 2) completed by Central Records with input from all commands; forwarded to the Chief of Police.
3. Twenty-Four Hour Arrest Report (Attachment 3) completed by Central Records with input from all commands; forwarded to the Chief of Police.
4. Twenty-Four Hour Summary Sheet-Offense Reports (Attachment 4) generated by Information Systems; forwarded to the Chief of Police by Crime Analysis.
5. Field Commander's Daily Report (Attachment 5) completed by Central Records with input from daily Field Commanders; forwarded to the Chief of Police.

B. Monthly Reports

1. All commands will submit via the chain of command monthly reports summarizing the following:
 - a. principal accomplishments;
 - b. problems encountered that would hinder progress of any major project;
 - c. budgetary trends;
 - d. matters of particular sensitivity; and

e. any other matters felt to be significant

2. Monthly reports will be submitted to the Chief of Police no later than the 1st day of the succeeding month.

C. Quarterly Reports

1. All commands will submit quarterly reports summarizing their efforts on assigned departmental and divisional goals and objectives.
2. These goal and objective quarterly reports will be submitted to the Chief of Police by the 16th of October, January, April, and July.

D. Annual Reports

1. The Central Records Division will, each year, prepare an Annual Report for the Norfolk Police Department.
2. All commands will submit information and statistics to the Central Records Division for inclusion in the Department's Annual Report.
3. Submissions are due in Central Records by February 1st of each year. The completion date for the Annual Report will February 22nd.
4. All commands will also submit an annual summary report regarding their assigned departmental and divisional goals and objectives. These reports will be due in the Chief's Office each July 16th.



City of Norfolk

Inter Department Correspondence Sheet

TO: **CHIEF OF POLICE**

FROM: **CENTRAL RECORDS DIVISION - WORD PROCESS CENTER**

COPIES TO:

SUBJECT: **ARREST AND SIGNIFICANT EVENTS FOR PAST TWENTY-FOUR HOURS**

The attached Arrest Sheets are hereby submitted from the Investigative Divisions for the past twenty-four hours.

During the past twenty-four (24) hours, the following significant events were reported to the Word Process Center and are hereby forwarded for your information.

24 HOUR SUMMARY SHEET
0500 HOURS 09/25/90 TO 0500 HOURS 09/26/90

JOB NUMBER 20522

CLASSIFICATION	VICTIM	LOCATION OF OFFENSE	APT	PCT	PD	DFN
0006	PERSON				52	9009344527
0014	CRIMINAL OFFENSE				42	9009344590
0014	CRIMINAL OFFENSE				53	9009344592
1200	ROBBERY - INDIVIDUAL				66	9009344748
1200	ROBBERY - INDIVIDUAL				66	9009344744
1300	SIMPLE ASSAULT				66	9009344430
1300	SIMPLE ASSAULT				66	9009344471
1300	SIMPLE ASSAULT				66	9009344423
1301	AGGRAVATED ASSAULT				38	9009344423
1303	SHOOT INTO OCCUPD DWELL				70	9009344518
1303	SHOOT INTO OCCUPD DWELL				0	9009344511
2200	BURGLARY - RESIDENCE				19	9009344548
2200	BURGLARY - RESIDENCE				89	9009344525
2200	BURGLARY - RESIDENCE				37	9009344483
2200	BURGLARY - RESIDENCE				84	9009344484
2200	BURGLARY - RESIDENCE				53	9009344488
2200	BURGLARY - RESIDENCE				81	9009344525
2200	BURGLARY - RESIDENCE				74	9009344531
2200	BURGLARY - RESIDENCE				33	9009344322
2200	BURGLARY - RESIDENCE				52	9009344537
2200	BURGLARY - RESIDENCE				72	9009344537
2200	BURGLARY - RESIDENCE				54	9009344543
2200	BURGLARY - RESIDENCE				51	9009344072
2200	BURGLARY - RESIDENCE				51	9009344431
2200	BURGLARY - RESIDENCE				34	9009344431
2200	BURGLARY - RESIDENCE				38	9009344431
2200	BURGLARY - RESIDENCE				50	9009344452
2200	BURGLARY - RESIDENCE				7	9009344203
2200	BURGLARY - RESIDENCE				21	9009344506
2200	BURGLARY - RESIDENCE				13	9009344509
2201	BURGLARY - COMMERCIAL				58	900934478
2203	BURGLARY - NONRESIDENCE				14	9009344504
2203	BURGLARY - NONRESIDENCE				15	9009344510
2200	LARCENY				35	9009344521
2200	LARCENY				05	9009344505
2200	LARCENY				409	9009344409
2200	LARCENY				79	9009344458
2200	LARCENY				87	9009344468
2200	LARCENY				53	9009344475
2200	LARCENY				55	9009344476
2200	LARCENY				58	9009344479
2200	LARCENY				22	9009344482
2200	LARCENY				22	9009344492
2200	LARCENY				72	9009344492
2200	LARCENY				24	9009344311
2200	LARCENY				48	9009344411
2200	LARCENY				17	9009344417
2200	LARCENY				16	9009344425
2200	LARCENY				27	9009344429
2200	LARCENY				27	9009344455
2200	LARCENY				34	9009344456
2200	LARCENY				74	9009344457
2200	LARCENY				74	9009344461
2200	LARCENY				77	9009344462
2200	LARCENY				31	9009344467
2200	LARCENY				480	9009344480
2200	LARCENY				51	9009344481
2200	LARCENY				17	9009344485
2200	LARCENY				38	9009344489
2200	LARCENY				21	9009344492
2200	LARCENY				11	9009344495
2200	LARCENY				11	9009344498
2200	LARCENY				11	9009344499
2200	LARCENY				24	9009344508
2200	LARCENY				15	9009344510
2200	LARCENY				25	9009344512
2200	LARCENY				31	9009344514

FIELD COMMANDER'S DAILY REPORT

.....
Field Commander

..... Platoon

..... Relief

..... M

..... M

.....
Date

TIME

OBSERVATIONS & ACTIVITIES

SPECIAL NOTATIONS: