

# St. Joseph, Missouri Police Department



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SUBJECT ADMINISTRATIVE REPORTING/APPROVAL		
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REVISED: 4/14/03, 7/04/05, 7/21/06, 07/16/15		DISTRIBUTION: A (All Personnel)

## I. POLICY

It shall be the policy of the St. Joseph Police Department to maintain a regular program of administrative reporting and administrative review/approval of agency forms. The purpose of this policy is to insure that both administrative and agency reports provide the intended information in an effective manner.

## II. PROCEDURE:

- A. The following are the procedures, frequency, and responsibilities involved with regular administrative reports:
  1. Monthly Budget Report- A spreadsheet documenting the budgetary status of the various divisions. This is prepared by the Administrative Assistant to the Chief of Police and provided to the Chief of Police and Commanders for review of their current financial status.
  2. Staff Meeting Minutes- The Department will have regularly scheduled staff meetings that shall be attended by representatives of all agency functions for the purpose of enhancing communication and cooperation. A report of who was present and what was discussed at the bi-weekly staff meetings shall be prepared by the Administrative Assistant or his/her designee and distributed to all divisions to keep members informed.
  3. Internal Affairs Statistical Summary- An annual report prepared by the Professional Standards Officer documenting the number of sustained complaints received in relation to member/citizen contacts. This report will also include a summary of grievances filed by Department members, documenting any trends or problems discovered through analysis. Information from this report may be included in the Department's material for the annual report, which is made available to both the public and department members.
  4. Annual Report- A yearly report presented to the City by the Chief of Police documenting the performance of the St. Joseph Police Department.

5. Accreditation Reports- The Policy Compliance Manager shall be responsible for ensuring that periodic reports and activities mandated by applicable accreditation standards are accomplished. Division Commanders will be notified when activities under their direction are required in this area.

**B. Accountability of Department Forms:**

1. While proposals for, and development of, new forms may occur from within the various police functions the Policy Compliance Manager is responsible for the development and modification of department forms.
2. Department forms will be assessed for changes annually. Forms shall be eliminated, implemented or changed immediately based on necessity.
3. The Command Staff will review department forms prior to implementation to assure their configuration and function is consistent with the Department's requirements.
4. Final approval of the forms will be made by the Chief of Police.
5. The Patrol Division Clerk is responsible for the maintenance (ordering, stocking, etc.) of department forms. The clerk maintains the department Master Forms and Letters Manual and an accessible master copy is kept in the clerk's office. The forms manual contains copies of department forms.

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Chris Connally, Chief of Police

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Date