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## CSU FULLERTON POLICE DEPARTMENT GENERAL ORDER NUMBER 1-9

### ADMINISTRATIVE REPORTING

**SUBJECT:** Department Administrative Reports

**PURPOSE:** To establish the administrative reporting system for the CSU Fullerton Police Department and establish responsibility for formulating required reports.

**POLICY:** It is the policy of this Department to provide proper documentation and reporting of pertinent administrative/operational activities.

#### PROCEDURE:

##### I. Types of Reports

- A. Reports can be required either based on specific incidents or according to an established time line. Numbers in parenthesis after a specific report indicate applicable CALEA standards.
- B. Some examples of reports that are based on specific incidents, that are documented by the supervisor on duty or the involved officer and forwarded to the Command Staff for review are:
  - 1. Pursuit reports. [CALEA 41.2.2]
  - 2. Use of force reports. [CALEA 1.3.6]
  - 3. After-action reports for critical incidents. [CALEA 46.1.3]
  - 4. Reports documenting crime scene processing. [CALEA 83.2.6]
- C. Many reports that are required based on a timeline are analytical reports that are utilized to assist the administration in budget justifications or for statistical comparisons.
- D. The Accreditation Manager will email all time sensitive analytical reports to the assigned persons with a due date. All reports and reviews are scheduled to be due by the 25<sup>th</sup> of the month following the designated reporting period. [CALEA 11.4.3]
- E. To guarantee that reports and reviews will be completed in a timely manner, the Accreditation Manager will use the following tracking procedures [CALEA 11.4.3]:
  - 1. The first week of every month he/she will notify all applicable personnel of any reports and reviews that are due on the 25<sup>th</sup>.
  - 2. The standards will be updated in PowerDMS upon receipt of the report.
  - 3. The Chief will be notified of report past due at the end of the month.

## II. Time Sensitive Reports and Analyses [CALEA 11.4.1a]

### A. Daily Reports [CALEA 11.4.1d]

#### 1. Daily Shift Bulletin

- a. Prepared by request by the on-duty Dispatcher. [CALEA 11.4.1b]
- b. Used to note all activity of patrol shifts. [CALEA 11.4.1c]
- c. Distributed to the Command Staff and shift supervisor. [CALEA 11.4.1.e]
- d. Electronically available.

#### 2. Crime Log

- a. Prepared by request by the Records Supervisor or on duty Dispatcher. [CALEA 11.4.1b]
- b. Provides public information on crimes on campus or within University Police Department jurisdictional patrol areas to report the nature, date, time, general location of each crime and disposition of the complaint if known. [CALEA 11.4.1c]
- c. Hard copy of the most recent 6 months is available at the front counter to the public. [CALEA 11.4.1.e]
- d. Electronically available for previous months

### B. Weekly Reports [CALEA 11.4.1d]

#### 1. Weekly Evaluation Reports

- a. Prepared by Field Training Officers on trainees. [CALEA 11.4.1b]
- b. Used as a weekly observation report to note progress. [CALEA 11.4.1c]
- c. Distributed to the FTO Coordinator and Administrative Command Staff. [CALEA 11.4.1.e]

#### 2. Weekly Vehicle Inspection Report

- a. Prepared by Patrol Officers and Investigators on assigned vehicles. [CALEA 11.4.1b]
- b. Used to note damages, needed repairs and equipment needs in vehicles. [CALEA 11.4.1c]
- c. Forwarded to the Command Staff for action as needed. [CALEA 11.4.1.e]

#### 3. Media Log

- a. Prepared by Records Supervisor. [CALEA 11.4.1b]
- b. Used to notify campus administrators on police activities. [CALEA 11.4.1c]
- c. Email distribution to designated campus recipients. [CALEA 11.4.1e]
- d. Electronically available

- C. Monthly Reports [CALEA 11.4.1.d]
1. Fiscal Management Status Reports [CALEA 17.4.1]
    - a. Prepared by the CALEA Coordinator. [CALEA 11.4.1b]
    - b. Used to track expenditures, encumbrances, and balances of all Department fiscal accounts. [CALEA 11.4.1c]
    - c. Distributed to the Chief of Police. [CALEA 11.4.1e]
    - d. Maintained in both computer & hard copy.
  2. Alternate Power Source [CALEA 81.3.2]
    - a. Performed by the appropriate Command Staff responsible for the Communication Unit. [CALEA 11.4.1b]
    - b. To ensure the continued operation of emergency communications equipment in the event of a power failure. [CALEA 11.4.1c]
    - c. Distributed to the Chief and Accreditation Files. [CALEA 11.4.1e]
  3. Monthly Uniform Crime Report
    - a. Prepared by the Records Supervisor. [CALEA 11.4.1b]
    - b. Used to document criminal activity/arrests that occur on campus. [CALEA 11.4.1c]
    - c. Distributed to the Chief of Police, Chancellor's Office, DOJ and FBI. [CALEA 11.4.1e]
- D. Quarterly Reports [CALEA 11.4.1.d]
1. Equipment Inspection [CALEA 46.1.8]
    - a. Performed by the Emergency Management Coordinator. [CALEA 11.4.1b]
    - b. Used to note operational readiness of all equipment utilized by the Department in the event of an unusual occurrence or disaster. [CALEA 11.4.1c]
    - c. Distributed to the Chief and Accreditation Files. [CALEA 11.4.1e]
  2. Quarterly Progress Report [CALEA 45.2.2]
    - a. Prepared by the Community Services Corporal. [CALEA 11.4.1b]
    - b. Used to determine current concerns of the community. [CALEA 11.4.1c]
    - c. Distributed to the Chief of Police and Accreditation Files. [CALEA 11.4.1e]
  3. Quarterly Evaluation of Probationary Employees [CALEA 35.1.3]
    - a. Prepared by employee's supervisor. [CALEA 11.4.1b]
    - b. Used to determine suitability for current position. [CALEA 11.4.1c]
    - c. Distributed to employee, Command Staff person in the individual's chain of command, Chief of Police and Personnel file. [CALEA 11.4.1e]
- E. Semi-annual Reports [CALEA 11.4.1.d]

1. (LE1) Inspections and Reports [CALEA 84.1.6a]
    - a. Conducted by the Evidence Custodian & Property Custodian. [CALEA 11.4.1b]
    - b. Used to determine adherence to policies and procedures in reference to the control of property. [CALEA 11.4.1c]
    - c. Distributed to Chief of Police and Accreditation files. [CALEA 11.4.1e]
  
  2. Line Inspection Report [CALEA 53.1.1]
    - a. Prepared by the Shift Supervisor in January & July of each year. [CALEA 11.4.1b]
    - b. Used to determine condition of issued equipment. [CALEA 11.4.1c]
    - c. Distributed to the appropriate Command Staff and Accreditation files. [CALEA 11.4.1e]
- F. Annual Reports [CALEA 11.4.1.d]
1. Biased Based Profiling. [CALEA 1.2.9]
    - a. Prepared by the Chief of Police. [CALEA 11.4.1b]
    - b. Used to reveal trends that could indicate corrective training needs. [CALEA 11.4.1c]
    - c. Distributed to the Accreditation files. [CALEA 11.4.1e]
  
  2. Annual Updating/Goals and Objectives. [CALEA 15.2.1]
    - a. Prepared by supervisor of each organizational component. [CALEA 11.4.1b]
    - b. Used to prepare Department report and establish measurable objectives for the coming year. [CALEA 11.4.1c]
    - c. Distributed to the Chief of Police who will prepare Department report for inclusion in Department Annual Report. [CALEA 11.4.1e]
  
  3. Analyze Reports from 1.3.6 [CALEA 1.3.13]
    - a. Prepared by the Command Staff. [CALEA 11.4.1b]
    - b. Used to reveal trends that could indicate training needs, equipment upgrades, and/or policy modifications. [CALEA 11.4.1c]
    - c. Distributed to the Chief of Police and Accreditation files. [CALEA 11.4.1e]
  
  4. Annual Review [CALEA 16.2.1]
    - a. Prepared by the Chief of Police. [CALEA 11.4.1b]
    - b. Used to determine whether each specialized assignment should be continued. [CALEA 11.4.1c]
    - c. Distributed to Accreditation files. [CALEA 11.4.1e]
  
  5. Functional Recommendations to Budget [CALEA 17.2.2]
    - a. Prepared by the Supervisor of each organizational component. [CALEA 11.4.1b]
    - b. Used to determine overall Department needs and priorities for the budget cycle. [CALEA 11.4.1c]

- c. Distributed to the Chief of Police. [CALEA 11.4.1e]
6. Annual Analysis [CALEA 25.1.3]
  - a. Prepared by the Chief of Police. [CALEA 11.4.1b]
  - b. Used to analyze trends and take steps to minimize causes. [CALEA 11.4.1c]
  - c. Distributed to Accreditation files. [CALEA 11.4.1e]
7. Pursuit of Motor Vehicles [CALEA 41.2.2]
  - a. Prepared by the Command Staff. [CALEA 11.4.1b]
  - b. Used to reveal patterns or trends that indicate training needs and/or policy modifications. [CALEA 11.4.1c]
  - c. Distributed to the Chief of Police and Accreditation files. [CALEA 11.4.1e]
8. Activities [CALEA 45.1.1]
  - a. Prepared by the Community Services Corporal. [CALEA 11.4.1b]
  - b. Used to determine what programs should continue as is, be modified, or discontinued. [CALEA 11.4.1c]
  - c. Distributed to the Chief of Police, Command Staff and Accreditation files. [CALEA 11.4.1e]
9. Annual Summaries; Public Availability [CALEA 52.1.5]
  - a. Prepared by the Chief of Police. [CALEA 11.4.1b]
  - b. Indicates allegations and findings of all Internal Affairs Investigations. [CALEA 11.4.1c]
  - c. Published in the Annual Report and made available to the public and Department employees. [CALEA 11.4.1e]
10. (LE1) Computer File Backup and Storage [CALEA 82.1.6]
  - a. Arranged by the CALEA Coordinator and conducted by the Information Technology department. [CALEA 11.4.1b]
  - b. Used for verification of all passwords, access codes and access violations. [CALEA 11.4.1c]
  - c. Distributed to the Command Staff and Accreditation files. [CALEA 11.4.1e]
11. (LE1) Inspections and Reports [CALEA 84.1.6c]
  - a. Performed by a supervisor not connected with control of property. [CALEA 11.4.1b]
  - b. Used to determine integrity of evidence/property control functions. [CALEA 11.4.1c]
  - c. Distributed to the Chief of Police, Evidence Custodians and Accreditation files. [CALEA 11.4.1e]
12. (LE1) Inspections and Reports [CALEA 84.1.6d]
  - a. Performed by a supervisor designated by the Chief of Police. [CALEA 11.4.1b]

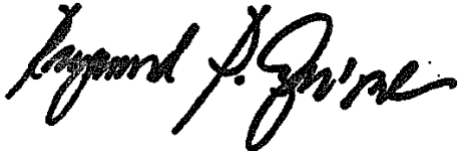
- b. Used to determine integrity of evidence/property control functions. [CALEA 11.4.1c]
    - c. Distributed to the Chief of Police, Evidence/Property Custodians and Accreditation files. [CALEA 11.4.1e]
  - 13. (LE1) Annual Evaluation [CALEA 35.1.2]
    - a. Prepared by employee's supervisor. [CALEA 11.4.1b]
    - b. Used to determine if employees are qualified to carry out their assigned duties and provides necessary behavior modification information to the employee. [CALEA 11.4.1c]
    - c. Distributed to employee, Command Staff person in the individual's chain of command, Chief of Police and Personnel file. [CALEA 11.4.1e]
  - 14. Department Annual Report
    - a. Prepared by the Assistant to the Chief with information supplied by the Chief and organizational components. [CALEA 11.4.1b]
    - b. Used to inform members of the Department and the University community of activities and statistics for previous fiscal year. [CALEA 11.4.1c]
    - c. Distributed to Department members and University Administrators. [CALEA 11.4.1e]
  - 15. Annual Security Report
    - a. Prepared by the Records Supervisor and Campus Clery Director with input from the Chief, Command Staff, Emergency Management Coordinator and organizational components by September 15 of each year. [CALEA 11.4.1b]
    - b. Statistical report required by federal law that notes crime statistics on campus and satellite campuses. Also notes such things as procedures for reporting sexual assaults, resources available and crime prevention programs offered. [CALEA 11.4.1c]
    - c. Available on the Department web page and in hard copy with distribution to all current and prospective students and employees. [CALEA 11.4.1e]
  - 16. Chancellor's Report
    - a. Prepared by the Records Supervisor each year. [CALEA 11.4.1b]
    - b. Statistical report required by the CSU Chancellor's Office that notes crime/arrest statistics on campus and satellite campuses. [CALEA 11.4.1c]
    - c. Available at the Chancellor's office or the Department upon request. [CALEA 11.4.1e]
- G. Multiyear Reports [CALEA 11.4.1.d]
- 1. Procedures [CALEA 53.2.1]
    - a. Prepared by the staff inspection team every three years. [CALEA 11.4.1b]

- b. Purpose is to report findings of an in-depth review of all Department components to ensure that administrative procedures are adhered to. [CALEA 11.4.1c]
    - c. Distributed to the Chief of Police and Accreditation files. [CALEA 11.4.1e]
2. Analysis, Need/Services [CALEA 55.1.2]
  - a. Prepared by the Investigations Sergeant every three years. [CALEA 11.4.1b]
  - b. Used to determine victim/witness assistance needs and available resources. [CALEA 11.4.1c]
  - c. Distributed to area service providers and Accreditation files. [CALEA 11.4.1e]
3. (LE1) Inspections [CALEA 71.4.3]
  - a. Prepared by the Chief of Police every three years. [CALEA 11.4.1b]
  - b. Used to determine adherence to policies and procedures governing temporary detention and if the use of the facility continues to be adequate for the Department's needs. [CALEA 11.4.1c]
  - c. Distributed to the Vice President of Administration and Finance, Command Staff and Accreditation files. [CALEA 11.4.1e]
4. Citizens Survey [CALEA 45.2.4]
  - a. Prepared by the appropriate Command Staff every three years. [CALEA 11.4.1b]
  - b. Used to reveal the citizen's perception, community concerns and overall Department performance. The survey will be used for Department organizational information. [CALEA 11.4.1c]
  - c. Distributed to Department members, the Chief of Police and Accreditation files. [CALEA 11.4.1e]
5. Multiyear Plan [CALEA 15.1.3]
  - a. Prepared by the Chief of Police and revised as needed. [CALEA 11.4.1b]
  - b. Used to project long-range plans and trends beyond the current budget year. Used in budget process. [CALEA 11.4.1c]
  - c. Distributed to University Administration and Accreditation files. [CALEA 11.4.1e]
6. Activities [CALEA 45.1.1]
  - a. Prepared by the Community Services Corporal every three years. [CALEA 11.4.1b]
  - b. Used to evaluate the prevention programs effectiveness in addressing community perceptions. [CALEA 11.4.1c]
  - c. Distributed to the Chief of Police, Command Staff and Accreditation files. [CALEA 11.4.1e]
7. (LE1) Annual Analysis [CALEA 31.2.2]
  - a. Reviewed and revised if needed by the Chief of Police. [CALEA 11.4.1b]

- b. Used by the Department to expand the pool for personnel recruitment. [CALEA 11.4.1c]
  - c. Distributed to all personnel in recruitment positions and the Accreditation Files. [CALEA 11.4.1e]
8. (LE1) Training of Personnel [CALEA 71.2.1]
- a. Prepared by the appropriate Command Staff, every three years. [CALEA 11.4.1b]
  - b. Used to document the training of all personnel charged with the monitoring temporarily detained individuals in the facility. [CALEA 11.4.1c]
  - c. Distributed to the Officer's training files and Accreditation Files. [CALEA 11.4.1e]

REVIEWED BY:  
J.Brockie

APPROVED:



Raymund Aguirre  
Chief of Police