

## CAMBRIDGE POLICE DEPARTMENT

**Title:** *ADMINISTRATIVE REPORTS*

**Procedure: 1.100**

**Date Issued:**

**Revised:**

**PURPOSE:**

To provide for an efficient and accurate flow of information within the Police Department.

To provide management information to administrative personnel as an aid in the decision making process.

**POLICY:**

Written reports permit the formal exchange of information between various operating components of the Police Department, as well as between the Department, City Government and the Public. The Police Department will make every effort to record and publish all relevant information which will reflect current trends in criminal activity, and utilize management information for the good of the Department, personnel and community.

**PROCEDURE:**

***MANAGEMENT INFORMATION SYSTEM***

1. The Department will continually gather data on various unit activities. This data will include, but not be limited to, the following:

Part I and Part II Criminal Offenses  
I-UCR Service Codes  
Traffic Violations  
Traffic Crash Reports  
Arrest Reports  
Crime Prevention Activities  
Criminal Investigation Reports  
UCR Incident Summary Reports

2. It is the responsibility of all supervisors to ensure the accuracy of the information and data gathered by members under their supervision. Additionally, Staff inspections of source documents will be

conducted to verify the integrity of reported statistics.

3. The information gathered will be utilized to prepare administrative reports, to assist in the decision making process, for determining manpower allocation, equipment needs, training requirements, predicting work load and preparing budgets.

4. Daily, monthly and annual reports are necessary to provide management information on the activities of the Department. The following are source documents and necessary reports:

***REPORT TITLE***

**DAILY**

Officer's Daily Activity Report

**MONTHLY**

Officer's Monthly Activity

Criminal Investigations Monthly Report

Crime Prevention Monthly Report

Department Monthly Report

**ANNUAL**

Department Annual Report

Criminal Investigations Annual Report

Crime Prevention Annual Report

Firearms Qualification and

Special Weapons Report

Training Committee Annual Report

Offense Summary

UCR Arrest Summary