



GENERAL ORDER ADM-46 ADMINISTRATIVE REPORTS

EFFECTIVE JUNE 9, 2020

This General Order contains the following numbered sections:

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I. POLICY

The Howard County Department of Police (HCPD) shall maintain an administrative reporting system to ensure the monitoring, progress, and review of administrative management activities. This program shall include the compilation and review of statistical data, progress reports, and analytical reports.

II. ADMINISTRATIVE REPORTING SYSTEM

The HCPD shall ensure that administrative reports are completed on a timely basis and include the following:

- A. A statement as to the person(s) or position(s) responsible for the formulation of the report(s);¹
- B. A statement of the purpose of the report(s);²
- C. A statement of the frequency of the report(s);³ and
- D. A statement of the distribution of the report(s).⁴

III. RESPONSIBILITIES OF ORGANIZATIONAL COMPONENTS

The following organizational components are responsible for the timely completion, approval, and distribution of the listed reports and analyses:⁵ An up-to-date listing of required reports, analyses, and evaluations shall be maintained as Appendix A of this directive.⁶

- A. Office of the Chief
 1. Internal Affairs Division
 - a. Annual analysis of use of force incidents to the Chief of Police by March 1. The "Use of Force" Analysis shall include all incidents involving any discharge of a firearm by an employee (training purposes excluded); any employee action that resulted in, or was alleged to have resulted in, injury or death of another person; any incident when a member applied force through the use of lethal or less-than-lethal weapons or applied weaponless physical force through tactics. This analysis will include a review of incidents to reveal any potential patterns or trends that could indicate training needs, equipment upgrades and/or policy modifications.⁷

¹ CALEA 11.4.1b

² CALEA 11.4.1c

³ CALEA 11.4.1d

⁴ CALEA 11.4.1e

⁵ CALEA 11.4.1 a, b

⁶ CALEA 11.4.1a

⁷ CALEA 1.3.7, 1.3.13

- b. Annual report to the Chief of Police on internal affairs investigations and dispositions. The statistical summary will be made available to both the public and Departmental members by February 15;⁸

2. Research and Planning Section

- a. Publish compilation, to all commanders and supervisors, of the approved goals and objectives in accordance with General Order ADM-64 HCPD Goals and Objectives;
- b. Six-month and final compilation reports to the Chief of Police, on the progress towards meeting goals and objectives in accordance with General Order ADM-64 HCPD Goals and Objectives; and
- c. Annual report outlining the agency's current Accreditation compliance status and significant events shall be completed by August 31. The report shall be forwarded to the Commission on Accreditation for Law Enforcement Agencies, after approval from the Chief of Police.

3. Quality Assurance Section

- a. General inspection report, and any follow-up reports, to the Chief of Police, in accordance with General Order ADM-06 Staff Inspections, within thirty (30) days of the completion of the inspection;
- b. Special Inspection Report, and any follow-up reports, to the Chief of Police, in accordance with General Order ADM-06, within thirty (30) days of the completion of the inspection; and
- c. Spot Inspection Report, and any follow-up reports, to the Chief of Police, in accordance with General Order ADM-06, within thirty (30) days of the completion of the inspection.

4. Office of Public Affairs

HCPD's Annual Report to the County Executive and citizens, after approval from the Chief of Police, highlighting the Department's activities of the previous year by April 30.

B. Administration Command

1. Budget Fiscal Section

An update on the fiscal management status of the Department shall always be available to the Chief of Police and each Deputy Chief of Police. Captains may also access budget status reports for their respective commands.

2. Education and Training Division

Report to the Deputy Chief of Police Operations Command on the coordination and effectiveness of the Field Training and Evaluation Program, in accordance with General Order ADM-27, Field Training and Evaluation Program.

⁸ CALEA 52.1.5

3. Human Resources Bureau
 - a. Monthly strength and vacancy reports; and
 - b. Annual analysis of all grievances filed within the past calendar year.⁹ This analysis is intended to identify any potential trends in filed grievances and identify steps to minimize the causes of such grievances. This analysis shall be completed by February 1.
 4. Records Section
 - a. The Records Section shall prepare all Uniform Crime Reporting (UCR) reports by the established due dates. UCR data shall not be released until approved by the Chief of Police. The Records Section shall submit Class I & Class II data directly to the Maryland State Police monthly. The Department will also produce a crime report on a quarterly basis. The quarterly reports are referred to as the following: First Quarter Crime Report, Semi-Annual Crime Report, Nine-Month Crime Report, and Annual Crime Report.
 - b. The State mandated Annual Traffic Stop Data Report will be completed and submitted to the state by March 1 of each calendar year.
- C. Operations Command
1. Deputy Chief for Operations
 - a. At least quarterly, the community involvement function will prepare and submit to the Chief a report that includes current concerns voiced by the community; potential community problems; recommendations; and, progress regarding previously identified concerns.¹⁰
 - b. An annual analysis of all crime prevention efforts provided to the citizens of Howard County within the last year. This analysis shall be conducted annually and the results will be forwarded to the Chief of Police. The analysis shall be completed by February 28.
 2. Operations Support Section

Prepare a monthly status report on all Hate-Bias incidents and determine trends to help curb such offenses. The report will include the status of all HBI's reported in the last 12-months. A copy of the report will be provided to the Chief of Police, all Deputy Chiefs, the District Commanders, the Commander of SOB and the Office of Human Rights.
 3. Community Resource Officers
 - a. Monthly report to the Deputy Chief for Operations, through the chain of command, on structured community relation activities;
 - b. Monthly Problem Oriented Policing report in accordance with General Order OPS-25, Crime Prevention and Community Relations; and
 - c. Annual documented report detailing all crime prevention and Community Oriented Policing programs provided and the current status of the programs.¹¹ This report shall be completed by January 31 of each year.

⁹ CALEA 25.1.3

¹⁰ CALEA 45.2.2

¹¹ CALEA 45.1.1c

D. Investigations and Special Operations Command

Victim Assistance Section

An analysis of victim/witness assistance needs and available services within the Department's service area shall be conducted at least every three years. The analysis should include the extent and major types of victimization within the service area; victim assistance and related community services available within the service area; identification of unfulfilled needs; and identification of needs that are appropriate for the agency to meet. The analysis shall be submitted to the Chief of Police. Upon his approval the analysis shall be distributed to the Majors, Captains, and the Office of Public Affairs.

IV. BUREAU REPORTS

Each Command, Bureau, District, Division or other organizational component may have monthly or quarterly administrative reporting requirements as established by the current Commander.

V. AFTER-ACTION REPORTS¹²

An after-action report shall be forwarded to the Chief of Police, through the chain of command, for the following:

- A. Natural and manmade disasters, civil disturbances, or other unusual occurrences within thirty (30) days of the conclusion of the event.
- B. Hostage/barricaded subjects, from the Incident Commander assigned to any incident that results in a significant or unusual occurrence. The report should include an incident ending critique and/or written input from members involved in the incident. The body of the reports should contain a "lessons learned" section. The final report shall be completed and submitted within thirty (30) days of the conclusion of the incident.
- C. Any special events from the assigned Supervisor that results in a significant or unusual occurrence. Reports should include "lessons learned" and be completed within thirty (30) days of the conclusion of the event or occurrence.

VI. ANALYTICAL REPORTS

- A. If organizational components receive analytical data from internal or external sources, they are responsible for distributing that information within the Department, to the components most likely to benefit from the information.
 - 1. Copies of analytical data received, related to criminal activity, should always be forwarded to the Crime Analysis Section.
 - 2. Copies of collision or traffic safety data should always be forwarded to the Traffic Enforcement Section.
- B. An annual, documented analysis of pursuits submitted shall be completed by the Chief of Police's designee to reveal patterns or trends that indicate training needs and/or policy modification, in accordance with OPS-48, Pursuit Policy.¹³ The report shall be submitted to the Chief of Police, via the chain of command, by March 1 of each year. A copy of the approved analysis will be provided to Research and Planning for Accreditation purposes.

¹² CALEA 46.1.3h

¹³ CALEA 41.2.2j

- C. In accordance with the needs of the Department and compliance with the Commission on Accreditation for Law Enforcement Agencies (CALEA), certain analyses will be prepared by organizational components each year to identify trends, patterns, and/or the need for changes in policies or training.

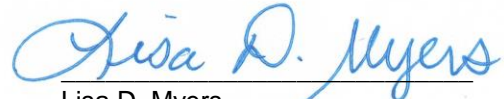
VII. DISTRIBUTION OF REPORTS

- A. Following approval, administrative reports and analysis should, at the discretion of the Commander approving these reports, be reproduced and distributed to all appropriate organizational components and the Office of the Chief.¹⁴
- B. Copies of administrative reports should be maintained in accordance with Departmental and/or County retention schedules.
- C. The Research and Planning Section should be provided with copies of administrative reports as appropriate for policy review and accreditation purposes.

VIII. CANCELLATION

This General Order will cancel and replace General Order ADM-46 Administrative Reports, dated January 31, 2012.

AUTHORITY:



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¹⁴ CALEA 11.4.1 e, 11.6.3