



**CHEVY CHASE  
VILLAGE  
POLICE  
DEPARTMENT**

*Police Chief: John M. Fitzgerald*

**GENERAL ORDER: 6-3 ADMINISTRATIVE REPORTING SYSTEM**

DATE: 12/3/2012    Pages: 2    ◇ New ◇ Amended ◆ Revised—6-3

CALEA: 11.4.1-a-b-c-d-e, 11.4.3, 41.1.2

**I. POLICY**

The Chief of Police is responsible for assembling data and other information to effectively and efficiently operate the Police Department. The Chief may assign officers the responsibility to forward certain information to him. These reports have a wide variety of objectives including budget justification, workload measures, enforcement needs, criminal and traffic trends, identifying policy failures, potential liability issues, etc. (CALEA 11.4.1-c)

**II. AMINISTRATIVE REPORTS**

**A. CODY Incident Logs**

1. All employees of the Department will be responsible for making entries into the CODY Incident Logs. The actual entry will be made by the on-duty Police Dispatcher. The CODY Incident Log contains a record of all activity for each patrol shift. (CALEA 11.4.1-a-b-c-d)
2. The contents of the CODY Incident Log will be discussed by the Sergeant or the Officer-in-Charge (OIC) during shift change. (CALEA 41.1.2)
3. The CODY Incident Logs are considered an internal document and will not be distributed outside the Department without approval from the Chief of Police.

**B. Monthly Reports**

1. The following is a list of comprehensive monthly reports which reflects officers' activities for a given month and the persons responsible for completing them: (CALEA 11.4.1-a-b-c-d)
  - a. Police Activity Report for the Village will be completed by the Lead Communications Clerk.
  - b. Traffic Report for the Village and will be completed by the Lead Communications Clerk.

- c. Incident Report to include the number of alarm calls will be completed by the Lead Communications Clerk.
- d. Officer Statistical Report will be completed by the Lead Communications Clerk.
- e. Code Enforcement Report will be completed by the Lead Communications Clerk.

**2. Distribution – Village Reports**

Copies of the Village Monthly Reports will be made available to: (CALEA 11.4.1-e)

- a. Members of the Department – distributed via a 3-ring binder and placed in the Report Room. Officers will review them as part of their crime and service analysis responsibilities. (CALEA 41.1.2)
- b. Village Manager
- c. Village Board of Managers

**C. Annual Reports**

1. The following is a list of persons responsible for compiling the necessary data to publish the annual reports listed below for the purpose of highlighting the Department's accomplishments and significant incidents that occurred in the Village during a given calendar year. (CALEA 11.4.1-a-b-c-d)
  - a. The Lead Communications Clerk will be responsible for completing the following annual reports:
    - Police Activity Report
    - Traffic Report
    - Code Enforcement Report
2. Copies of the Department's Village Annual Report will be made available to: (CALEA 11.4.1-e)

- a. Members of the Department and distributed via a 3-ring binder located in the Report Room. (CALEA 41.1.2)
  - b. Villager Manager
  - c. Village Board of Managers
  - d. Village residents at the Annual Meeting in April
  - e. CALEA Staff
- D. Reports Required by Various Accreditation Standards (CALEA 11.4.3)
- 1. The Department's Accreditation *Manager* will be responsible for compiling and formulating data with which to publish various reports and evaluations required by CALEA standards and applicable to this Department. The documentation of these activities will be recorded in the CALEA *CACE* Program. (CALEA 11.4.1-a-b-c, 11.4.3)
  - 2. The reports and evaluations required by applicable CALEA standards will be evaluated to determine appropriate distribution outside the Department. (CALEA 11.4.1-e)
  - 3. The frequency of the reports and evaluations will be as required by the standard to which a particular report or evaluation pertains. (CALEA 11.4.1-d, 11.4.3)