



**CHEVY CHASE
VILLAGE
POLICE
DEPARTMENT**

GENERAL ORDER: 6-3 ADMINISTRATIVE REPORTING SYSTEM

DATE: 2/6/2020 Pages: 1 ♦ New ♦ Revised—6-3

DISTRIBUTION: **ALL PERSONNEL**

Police Chief: John M. Fitzgerald

I. POLICY

The Chief of Police is responsible for assembling data and generating reports to

- assist the chief in efficiently and effectively running the Department, and
- provide information to the Village Manager, the Board of Managers and the public about the Police Department for a variety of reasons.

II. AMINISTRATIVE REPORTS

A. 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:
 - a. Police Activity Report (pie chart) for will be completed by the Lead Communications Clerk.
 - b. The Incident Report Summary, which includes a count of calls for service, collisions, traffic enforcement activities, etc. will be completed by the Lead Communications Clerk.
 - c. Officer Statistical Report will be completed by the Lead Communications Clerk and provided the the Chief and the Lieutenant.
2. Distribution of Police Monthly Reports
 - A. Hard copies of Monthly Reports will be kept in a 3-ring binder and placed in the Report Room.
 - B. Additional copies shall be provided to:
 - The Village Manager
 - Each member of the Board of Managers
 - The general public by posting on the Village website

B. Annual Reports

1. 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:
 - a. Members of the Department and distributed via a 3-ring binder located in the Report Room.
 - b. Villager Manager
 - c. Village Board of Managers
 - d. Village residents at the Annual Meeting in April
 - e. The general public via the website.

This directive voids the previous version dated 12/3/2012.