



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Procedure 326 – Administrative Reporting Program

Office with Primary Responsibility:	COP	Effective Date:	April 5, 2021
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Office(s) with Secondary Responsibilities:	COB	Number of Pages:	5
Forms Referenced in Procedure:	None	Related Procedures:	None

### .01 INTRODUCTION

- A. This procedure establishes an Administrative Reporting Program; it identifies the types of administrative reports generated by the Department and assigns responsibilities for the production and dissemination of the various reports.
- B. The San Antonio Police Department maintains high standards of operation. Therefore, all Department employees will support the Department's role in complying with required documentation by submitting complete, timely and accurate documents, as required by this procedure.
- C. All bureaus, divisions, sections, units, shifts, details and offices will be subject to an audit, assessment, or review as determined by the Chief of Police, his designee, or when necessary as set forth in General Manual Procedure 329, *Proactive Reviews And Assessments*.
- D. In order to maintain uniform compliance throughout the Department, the Quality Assurance Unit will periodically conduct audits, assessments and reviews, adhering to General Manual Procedure 329.

### .02 PURPOSE

The Administrative Reporting Program is designed to ensure information regarding daily, weekly, monthly, quarterly, semi-annual, annual, biennial and triennial operational activities and statistics is communicated throughout the Department and to any mandated outside agencies.

### .03 DEFINITIONS

“Administrative Reports” mean reports generated on a daily, weekly, monthly, quarterly, semi-annual, annual, biennial or triennial basis, when applicable, that inform officers of operations or activities within the Department.

### .04 ADMINISTRATIVE DAILY REPORTS

	Report Name	Prepared By	Purpose of Report	Routing
A.	Daily Bulletin	Office of the Chief Records Office	Report of General Information	All Personnel
B.	Newsworthy Events Notification	Supervisors	Pursuits/ Critical Incidents/ Unusual Occurrences/ Police Incidents	Chain of Command to the Chief of Police and Police Media Services
C.	Daily Crime Statistics	Crime Analysis	Service Area Crime Statistics	Patrol Section Commanders
D.	Daily Duty Status List	Patrol Divisions	Status of Officers Injured/Special Assign.	Chief of Police Section Offices Manpower Allocations



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E.	Interoffice Memo	Any Member	To Clarify, Inform, Inquire	Within Division
F.	Interoffice Correspondence	Any Member	To Clarify, Inform, Inquire	Outside Division
G.	Interdepartmental Correspondence	Any Member	To Clarify, Inform, Inquire	Within City

### **.05 ADMINISTRATIVE WEEKLY REPORTS**

	Report Name	Prepared By	Purpose of Report	Routing
A.	Patrol Division SCHARDS Weekly Manpower List	Manpower Allocations	Service Area Manpower Listing	Chief of Police Patrol Division Offices
B.	City View Crime Statistics	Geographical Info Services	City Wide Crime Statistics	Chief of Police Command Staff
C.	Probationary Police Officer Evaluations (First 30 Weeks)	FTO Supervisor	Performance Evaluations	FTO Lieutenant

### **.06 ADMINISTRATIVE MONTHLY REPORTS**

	Report Name	Prepared By	Purpose of Report	Routing
A.	Uniform Crime Report Summary	Uniform Crime Reporting Detail	Part I and II Crime Offenses	Chief of Police DPS
B.	Officer Monthly Activity Report	All Officers	Report of Monthly Activities	Supervisors Section Office Division Office
C.	Probationary Police Officer Evaluations (Last 22 Weeks)	FTO Supervisor	Performance Evaluations	FTO Lieutenant
D.	Alternate Source of Power	Holt Caterpillar, Inc. (Private Contractor)	Inspection and Test of Alternate Power Source	Facilities Management
E.	Fiscal Management Status Report	Fiscal Services Office	Monthly Status Report	Chief of Police
F.	Use of Force Summary	Internal Affairs	Monthly Summary	Chief's Use of Force Review Board



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### .07 ADMINISTRATIVE QUARTERLY REPORTS

	Report Name	Prepared By	Purpose of Report	Routing
A.	Quarterly Cash Activity Report	Accounting and Personnel Office	Accounting of All Cash Activities	Chief of Police Service and Support Bureau
B.	Community Relations Quarterly Report	SAFFE Detail Supervisors	Statement of Community Policing Efforts	Chief of Police Patrol Divisions
C.	Inspection of Equipment for Operational Readiness	Tactical Response Teams	Inspection of Equipment Utilized for Critical Incidents	Chief of Police Tactical Support Division

### .08 ADMINISTRATIVE SEMI-ANNUAL REPORTS

	Report Name	Prepared By	Purpose of Report	Routing
A.	Held Property Inspection Report	Property Room and Asset Seizure Supervisor	Inspection of Property Held by Department	Chief of Police Service and Support Bureau

### .09 ADMINISTRATIVE ANNUAL REPORTS

	Report Name	Prepared By	Purpose of Report	Routing
A.	Annual Report	Police Media Services	Annual Statistics	Chief of Police City Manager
B.	Annual UCR Summary	Uniform Crime Reporting Detail	Annual UCR Statistics	Chief of Police Records Office DPS
C.	Performance Evaluations	Supervisory Officers	Annual Evaluations	Manpower Allocations Accounting and Personnel
D.	Use of Force Analysis	Internal Affairs Unit	Analysis of Use of Force Reports	Chief of Police
E.	Use of Force Policies Training and Proficiency with Lethal and Electronic Controlled Weapons	Training Academy	Training on Use of Force Policies and Proficiency with Lethal and Electronic Controlled Weapons	Chief of Police
F.	Statistical Summary of IA Investigations	Internal Affairs Unit	Statistical Summary of IA Investigations of Complaints Against Officers	Chief of Police Public
G.	Juvenile Programs Evaluations	SAFFE Detail Supervisors	Evaluation of Programs Related to Juveniles	Chief of Police Patrol Divisions



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H.	Test of Alternate Power Supply	Holt Caterpillar, Inc. (Private Contractor)	Ensure Continued Operation of Emergency Communication Equip.	Chief of Police Facilities Management
I.	Annual In-Service Training Summary	Training Academy	Notification to TCOLE of Officers Completing In-Service Training	Chief of Police TCOLE
J.	Annual Training Committee Summary	Training Advisory Board	Identification of Training Needs	Chief of Police Training Academy
K.	Goals and Objectives	Bureau Commanders Division Commanders	Update of Goals and Objectives	Chief of Police Bureau Offices
L.	Unit Budget Recommendations	All Unit Directors	Yearly Budget Process	Fiscal Services Office Division Offices Section Offices
M.	Specialized Assignment Evaluations	Patrol Divisions and Tactical Support Division Commanders	Evaluation of Specialized Assignments in Divisions	Chief of Police Bureau Commanders
N.	Property Room/ Asset Seizure Detail Property Audits	By Supervisor Not Assigned to Property Control Function	Audit of Property Held by Department	Chief of Police Service and Support Bureau
O.	Property Room/ Asset Seizure Detail Property Unannounced Inspection	As Directed by Chief of Police	Inspection of Property Storage Areas	Chief of Police Service and Support Bureau
P.	Racial Profiling Report (State mandated)	Research and Planning Geographical Info. Serv.	Administrative Review of Agency Practices	Chief of Police
Q.	Employee Grievance Analysis	Office of the Chief Human Resources	Analysis of Grievances for Sworn and Civilian Employees	Chief of Police
R.	Officer Concern Program Evaluation	Officer Concern Program Coordinator	Evaluation of the Officer Concern Program	Chief of Police Professional Standards
S.	Analysis of Vehicle Pursuits	Patrol Division Offices	Analysis of Vehicle Pursuits Reports	Chief of Police Operations Bureau
T.	Review of Criminal Intelligence Procedures and Processes	Southwest Texas Fusion Center	Review of Procedures and Processes	Chief of Police Fusion/Intel. Section
U.	"All Hazard" Plan Training	Homeland Security and EOC Sect. Commander	Report on Training for Affected Agency Personnel	Chief of Police Tactical Support Div.



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V.	Locations of Adult School Crossing Guards	School Crossing Guard Supervisor	Identification of Locations Requiring Adult School Crossing Guards	Tactical Support Division
W.	Central Records Computer System Audit	Information Systems	Audit of Passwords	Service and Support Bureau
X.	Evaluation of Selective Traffic Enforcement Activities	Traffic Section Commander	An evaluation of all Current Selective Traffic Enforcement Activities	Chief of Police Patrol Divisions Tactical Support Division
Y.	Standard Operating Procedures	Bureau/Division/Section Commanders	Reflect most current guidelines for achieving uniformity in the performance of tasks and improving job awareness among members of a bureau, division, section, unit, shift, detail or office within a particular division	Through Chain of Command; to Division Commanders and the Quality Assurance Unit

### .10 ADMINISTRATIVE BIENNIAL REPORTS

	Report Name	Prepared By	Purpose of Report	Routing
A.	Ethics Training	Training Academy Human Resources Dept.	Document Ethics Training for All Agency Personnel	Chief of Police
B.	Training on Use of Force Policies and Less Than Lethal Weapons Proficiency	Training Academy	Report on In-Service Training on Use of Force Policies and Less Than Lethal Weapons	Chief of Police TCOLE

### .11 ADMINISTRATIVE TRIENNIAL REPORTS

	Report Name	Prepared By	Purpose of Report	Routing
A.	Workload Assessments	Division Offices	Periodic Workload Assessments of Divisions	Chief of Police Bureau Commanders
B.	Training on Dealing with Persons Suffering from Mental Illness	Training Academy Records Office	Training of Agency Personnel on Dealing with Persons Suffering from Mental Illness	Chief of Police
C.	Crime Prevention Programs	SAFFE Detail Supervisors	Evaluation of Crime Prevention Programs	Chief of Police Section Commanders
D.	Citizen Survey	As Directed by the Chief of Police	Survey of Citizen Attitudes and Opinions in Reference to Agency Performance	Chief of Police Public
E.	Victim / Witness Assistance Needs	Victim Advocacy Office	Review of Victim/Witness Assistance Needs and Available Services	Chief of Police