


NORTHAMPTON POLICE DEPARTMENT Administration & Operations Manual		
Policy: Administrative Reporting Program		AOM: A-105
Massachusetts Police Accreditation Standards Referenced: [11.4.1.a & b], [11.4.1.c,d,&e], [1.1.14], [41.2.3], [41.2.2.j]		Issuing Authority <hr/> Jody Kasper Chief of Police
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I. Introductory Discussion

A properly functioning reporting system provides management information on the activities of the Northampton Police Department. Administrative reports reflect data and trends on activities and are effective at ensuring proper communication of information throughout the department. The purpose of this chapter is to provide information on all required administrative reports, and to develop a system for tracking reports/activities required by department policy and accreditation standards.

For detailed procedures on the completion, distribution, review and maintenance of all administrative and operational reports, refer to the department's *Administration & Operations Manual (AOM)*.

II. Monthly Reports

- A. Shift/Bureau Commander's Monthly Report: Monthly reports provide an opportunity for Shift/Bureau Commanders to report on the activities of their particular shift or bureau and the status of their goals and objectives (see [*AOM A101 Department Role & Authority*](#)); to identify any proactive activities conducted; to identify problems and concerns related to employees; to identify

trends, concerns or issues related to the components' activities; to make or justify budgetary expenses; and other information as deemed appropriate by the Shift/Bureau Commander or as requested by a Division Commander. [11.4.1, a, b]

Distribution/Frequency: Shift/Bureau Commanders shall prepare a report each month, and shall submit such to the appropriate Division Commander on or before the 5th day of the following month. This report will be filed in the Captain of Operations' office. [11.4.1, c, d, e]

- B. Detective's Case Status Log: Provides information regarding the number, type, and status of all investigations conducted by members of the Detective Bureau. [11.4.1, a,b]

Distribution/Frequency: Detectives shall ensure that their case status log is updated monthly. Such log is contained on the Departmental Computer Network and is accessible to the Detective Bureau Commander for review as necessary. [11.4.1, c, d, e]

- C. Training Coordinator: Provides to the Chief of Police, a detailed summary of training attended by members of the department for each month. [11.4.1, a, b]

Distribution/Frequency: Training Coordinator shall prepare a report each month, and shall submit such to the appropriate Division Commander on or before the 5th day of the following month. These reports will be filed in the Captain of Administration's office. [11.4.1, c, d, e]

III. Annual Reports

- A. Detective Bureau Commander's Annual Report: Provides information and statistics to the Chief of Police regarding the activities and accomplishments of the Detective Bureau over a one (1) year period. Contents within this report should include monetary costs such as personnel overtime expenses and vehicle maintenance costs, investigative activity, and specialty unit activities. [11.4.1,a,b&d]

Distribution/Frequency: The Detective Bureau Commander shall submit their annual report no later than the last day of January of the following year. This report will be kept in the Chief's office for the remainder of the year, and then transferred to the archive room. [11.4.1, c,e]

- B. Records Bureau Division Report: The Records Bureau Supervisor or their designee, shall complete an annual report summarizing the year's activity through statistical data. The contents of this report shall include a summary of calls for service, accident and citation data, arrest statistics, and NIBRS Crime Overview.

Distribution/Frequency: The Records Bureau Supervisor shall submit their annual report to the Chief of Police no later than the last day of February of the following year. This report will be kept in the Chief's office for the remainder of the year, and then transferred to the archive room. [11.4.1, c, d, e]

- C. Training Coordinator's Annual Report: Provides to the Chief of Police a detailed summary of training attended by members of the department over a one (1) year

period. The data provided within should include total training hours, total training costs, as well as records of in-service requirements and certification/recertification information. [11.4.1, a,b,d]

Distribution/Frequency: The Training Coordinator shall submit their annual report no later than the last day of February of the following year. This report will be kept in the Chief's office for the remainder of the year, and then transferred to the archive room. [11.4.1, c,e]

- D. Operations Division Annual Report: Provides to the Chief of Police an overview of operations activities throughout the year focusing on data, statistics, and analysis. The purpose of this report is to review activities within the past year that may reveal patterns or trends that indicate training needs and/or policy modifications. [11.4.1] [41.2.2]. The contents of this report shall include: Hiring Activity, Employee Separation, Personnel and Call Analysis, Use of Force and Firearms Discharge, Prisoner Injury Report, Motor Vehicle Pursuit Analysis, Internal Affairs Report, and the Specialty Unit Activity Logs. [11.4.1, a,b,d]

The **Use of Force Analysis** included in the ODC Annual Report shall include the following regarding each use of force: date and time of incident, type of force or type of weapon used, type of call or encounter that resulted in force, the race, age, and gender of the subject involved, and any injuries to subjects, NPD employees, or others involved. [1.1.14]

The **Pursuit Analysis** shall include an analysis of all pursuit reports, a review of the policy, and a review of reporting procedures. [41.2.2]

Distribution/Frequency: By the end of March each year, the Operations Division Commander shall complete the Operations Annual Report and submit it to the Chief of Police. This report will be kept in the Chief's office for the remainder of the year and then transferred to the Archive room. [11.4.1, c,e]