



California State University, Los Angeles
Department of Public Safety

NUMBER: I-22 APPROVED: _____
Joseph Curreri, Chief of Police

EFFECTIVE: April 19,2012

SUPERSEDES: 5/1/2010 Reviewed/Revised: _____ April 19,2012

SUBJECT: **Administrative Reporting**

I. PURPOSE.

To establish the administrative reporting system for University Police and the responsibility for formulating required reports.

II. POLICY

It is the policy of this Department to provide proper documentation and reporting of pertinent administrative/operational activities.

III. PROCEDURES.

A. Types of Reports

1. Reports can be required either based on specific incidents or according to an established time line.
2. Some examples of reports that are based on specific incidents that are documented by the supervisor on duty or the involved officer and forwarded to the Lieutenant of Operations for review are:
 - a. Pursuit reports.
 - b. Use of force reports.
 - c. After-action reports for special events or unusual occurrences.
 - d. Reports documenting the escape of a prisoner.
 - e. Reports documenting crime scene processing.
3. Many reports that are required based on a timeline are analytical reports that are utilized to assist the administration in budget justifications or for statistical comparisons.

B. Time Sensitive Reports and Analyses

1. Daily Reports

- a. Daily Radio Log
 - 1) Prepared by the on duty Dispatcher.
 - 2) Used to note all activity of patrol shifts.
 - 3) Distributed to the Lieutenant and shift supervisor.

- b. Daily Media Log
 - 1) Prepared by the on duty Dispatcher
 - 2) Provides public information on activities from previous 24 hours.
 - 3) Used by the media and public.
 - c. Daily Trainee Reports
 - 1) Prepared by Field Training Officers on trainees.
 - 2) Used as a weekly observation report to note progress.
 - 3) Distributed to the Training Supervisor.
 - d. Daily Watch Commander Reports
 - 4) Prepared by the on-duty Watch Commander.
 - 5) Used to report significant Watch activities and supervisory action.
 - 6) Distributed to the Chief of Police through the Lieutenant.
2. Monthly Reports
- a. Unusual Occurrence Equipment Operational Readiness Inspection
 - 1) Performed by the Sergeant assigned to Emergency Preparedness.
 - 2) Used to note operational readiness of all equipment utilized by the department in the event of an unusual occurrence or disaster.
 - 3) Distributed to the Chief and Accreditation Files.
 - b. Alternate Power Source Testing
 - 1) Performed by the Automotive Supervisor (Facilities) and followed up by the day work Watch Commander.
 - 2) To ensure the continued operation of emergency communications equipment in the event of a power failure.
 - 3) Distributed to the Chief and Accreditation Files.
 - c. Activity Reports for Investigation Unit
 - 1) Prepared by Sergeant in charge of Investigations Unit
 - 2) Used to track crime prevention activities for inclusion in the Department annual report. Investigations report tracks closure rate and status on assigned cases.
 - 3) Distributed to the Chief of Police.
 - d. Fiscal Management Status Reports
 - 1) Prepared by the Lieutenant, with input from General Fund Accountant.
 - 2) Used to track expenditures, encumbrances, and balances of all Department fiscal accounts.
 - 3) Distributed to the Chief of Police.
 - e. Monthly Leave Balance Totals
 - 1) Prepared by the Records supervisor.

- 2) Used to track sick, vacation and CTO balances for all Department personnel.
 - 3) Distributed to the Chief of Police, and the Lieutenant, and posted for review by all employees.
- f. Monthly Uniform Crime Report
- 1) Prepared by the Communications/Records Supervisor.
 - 2) Used to document criminal activity and arrests that occur on campus.
 - 3) Distributed to the Chief of Police, Chancellor's Office, DOJ and FBI.
3. Quarterly Reports
- a. Community Involvement Report
- 1) Prepared by the Sergeant in charge of Investigations.
 - 2) Used to determine current concerns of the community.
 - 3) Distributed to the Chief of Police.
- b. Performance Evaluation Report on Probationary Employees
- 1) Prepared by employee's supervisor.
 - 2) Used to determine suitability for current position.
 - 3) Distributed to employee, Lieutenant, Chief of Police and Personnel file.
4. Semi-annual Reports
- a. Inspection of Evidence/Property Rooms
- 1) Conducted by the Chief of Police.
 - 2) Used to determine adherence to policies and procedures reference the control of property.
 - 3) Distributed to Evidence Custodian and Accreditation files.
- b. Line Inspection Report
- 1) Prepared by Shift Supervisors a minimum of twice each year.
 - 2) Used to determine condition of issued equipment.
 - 3) Distributed to the Lieutenant of Operations.
5. Annual Reports
- a. Annual Update and Review of Attainment of Goals and Objectives.
- 1) Prepared by Supervisors of each organizational component.
 - 2) Used to prepare department report and establish measurable objectives for the coming year.
 - 3) Distributed to the Chief of Police who will prepare department report for inclusion in Department Annual Report.
- b. Annual Analysis of Use of Force Incidents
- 1) Prepared by the Lieutenant of Operations

- 2) Used to reveal trends that could indicate training needs, equipment upgrades, and/or policy modifications.
 - 3) Distributed to the Chief of Police and Accreditation files.
- c. Annual Review of Specialized Assignments
- 1) Prepared by the Chief of Police, with assistance from the Training Committee.
 - 2) Used to determine whether each specialized assignment should be continued.
 - 3) Distributed to Accreditation files.
- d. Budget Recommendations
- 1) Prepared by the Supervisor of each organizational component.
 - 2) Used to determine overall department needs and priorities for the budget cycle.
 - 3) Distributed to the Chief of Police.
- e. Annual Review of Employee Grievances
- 1) Prepared by the Chief of Police
 - 2) Used to analyze trends and take steps to minimize causes.
 - 3) Included in Annual Report and distributed to Accreditation files.
- f. Annual Review of Pursuit Reports
- 1) Prepared by the Lieutenant of Operations.
 - 2) Used to reveal patterns or trends that indicate training needs and/or policy modifications.
 - 3) Distributed to the Chief of Police and Accreditation files.
- g. Annual Review of Crime Prevention Programs
- 1) Prepared by the Chief of Police, or designee.
 - 2) Used to determine what programs should continue as is, be modified, or discontinued.
 - 3) Distributed to the Command Officers..
- h. Annual Statistical Summary of Internal Affairs Investigations
- 1) Prepared by the Chief of Police.
 - 2) Indicates allegations and findings of all Internal Affairs Investigations.
 - 3) Published in the Annual Report and made available to the public and department employees.
- i. Annual Audit of Central Records Computer System
- 1) Prepared by the Records Supervisor and Administrative Manager.
 - 2) Used for verification of all passwords, access codes and access violations.
 - 3) Distributed to the Chief of Police and Accreditation files.
- j. Annual Audit of Evidence and Property Rooms

- 1) Performed by a supervisor not connected with control of property.
 - 2) Used to determine integrity of evidence/property control functions.
 - 3) Distributed to the Chief of Police, Evidence Custodians and Accreditation files.
- k. Department Annual Report
- 1) Prepared by the Chief of Police with information supplied by organizational components.
 - 2) Used to inform members of the Department and the University community of activities and statistics for previous fiscal year.
 - 3) Distributed to Department members and University Administrators.
- l. Clery Act Report
- 1) Prepared by the Assistant to the Chief with input from the Chief, Communications/Records Supervisor and organizational/campus components by October 1 of each year.
 - 2) Statistical report required by federal law that notes crime statistics on campus and satellite campuses. Also notes such things as procedures for reporting sexual assaults, resources available and crime prevention programs offered.
 - 3) Available on the Department webpage and in hard copy with distribution to all current and prospective students and employees.
6. Multiyear Reports
- a. Bi-Annual Staff Inspection Report
- 1) Prepared by the staff inspection team.
 - 2) Purpose is to report findings of bi-annual inspection.
 - 3) Distributed to the Chief of Police and Accreditation files.
- b. Analysis of Victim/Witness Needs
- 1) Prepared by the Chief of Police, or designee once every three years.
 - 2) Used to determine victim/witness assistance needs and available resources.
 - 3) Distributed to area service providers and Accreditation files.
- c. Multi-year Plan
- 1) Prepared by the Chief of Police
 - 2) Used to project long-range plans and trends beyond the current budget year. Used in budget process.
 - 3) Distributed to University Administration and Accreditation files.
- C. Authorization of Department forms.

1. It is the policy of this Department to regulate and approve all forms that will be used for Department business.
2. CSLA Police Department requires an accountability and consistency in all departmental forms including those professionally produced by an outside vendor. A centralized forms control function will be under the direct supervision of the Assistant to the Chief, assisted by the Records Supervisor.
3. The Assistant to the Chief will maintain a list and master file of all authorized departmental forms currently in use. The file will contain forms alphabetically categorized by function.
4. Procedures for the development, modification, approval and review of Department forms include:
 - a. Any member of the Department is welcome to submit written recommendations for new forms or possible revisions of existing forms.
 - b. The Chief of Police will be responsible for assigning an individual or committee of form users to design a new form and/or redesign an existing form. Input from the majority of users will help ensure the practicality and usefulness of suggested changes.
 - c. All form designs or changes will, whenever possible, attempt to consolidate and simplify, as well as eliminate duplicate information and unnecessary forms.
 - d. The Assistant to the Chief will review all forms with the majority of users, prior to any reprinting and not less than annually to ensure their continuing usefulness.
 - e. The Chief of Police will make all final decisions and approvals on new forms, and discontinuing or changing forms.
 - f. All forms to be eliminated will remain in a purge file under the custodial care of the Assistant to the Chief for 2 years from the date of discontinuance.

D. Accreditation Monitoring System

1. To ensure periodic reports, reviews, and mandated activities required by applicable standards are met, the department shall use a computer-based listing (spreadsheet) of identified activities related to the process.
2. The spreadsheet shall consist of:
 - a. standard number;
 - b. a description of the activity, report, or review required;
 - c. timing (per incident, daily, monthly, annual, etc.);
 - d. specifications (printouts, memorandum, reports, training, audit, etc.); and
 - e. a date tracking for completion of tasks that mirrors the current three-year accreditation cycle.

3. The accreditation monitoring system will be maintained in the Chief's Office within three-ring binders with electronic backup on computer-based systems (desktop computers).
4. Assignment of reports or other related activities shall reside with the Chief of Police.

Attachments: None.