GENERAL ORDER

PORT WASHINGTON POLICE DEPARTMENT

SUBJECT:	**ADMINISTRATIVE REPORTING AND LEGAL ADVICE**	NUMBER:	1.3.2
		ISSUED:	5/1/09
SCOPE:	All Police Personnel	EFFECTIVE:	5/1/09
DISTRIBUTION:	General Orders Manual, and All Police Personnel	☐ RESCINDS	
		☐ AMENDS	
REFERENCE:		WILEAG 3rd EDITON STANDARDS: 1.3.5, 1.3.6	

INDEX AS: Administrative Reporting
Legal Advice

PURPOSE: The purpose of this policy is to establish an administrative reporting program, which requires the preparation of periodic reports of the agency's activities and data summaries, based on such reports. The Department shall also have ready access to legal advice by both the office of the city attorney and the district attorney. In rare cases the Attorney General's Office of the State of Wisconsin may also be contacted.

I. ADMINISTRATIVE REPORTING PROGRAM:

The Department's administrative reporting system includes the following information:

a. a listing of all administrative reports
b. a statement as to the person or positions responsible for the formulation of the report
c. a statement of the purpose of the report
d. a statement of the frequency of the report
e. a statement of the distribution of the report

Administrative Reports are those reports submitted on a regular basis and shall include at a minimum:

1. Daily Reports:

(a). CAD Log. Records Clerk will produce a log, listing calls for service. It will be used for each shift's roll call and be kept in the Shift Summary binder in the Roll Call Room for no more than 30 days.

(b). Shift Summary Binder. Shift supervisors will maintain a loose-leaf binder containing the CAD logs, extra attention matters, missing persons,

apprehension requests, stolen vehicles, and report copies pertinent to shift(s) operations. It is maintained in the Roll Call Room.

(c). Roll Call Whiteboard. Shift supervisors will record and display information on the whiteboard, which affects Department operations, special events, etc.

2. Weekly Reports:

(a) Warrant Listing. Warrants are filed in the Records Bureau. A list of wanted persons is kept in the Records Bureau, Lieutenant's Office, Officers' Area, and the Court Clerk's Office.

(b) Court Calendar. The Court Clerk or Administrative Assistant will route court notices and subpoenas to affected personnel from the pertinent court and prosecutor. The Court Clerk will record court appearances on the court calendar in the officers' area.

3. Bi-weekly Reports:

Payroll Records: The Administrative Assistant will prepare/submit payroll records to the payroll clerk at city hall on a timely basis.

4. Monthly Reports:

(a) The Administrative Assistant shall prepare a Uniform Crime Report (UCR) on a monthly basis. A copy of the report will be transmitted to the State of Wisconsin CIBR.

(b) Statistical Summary. The report will be made available to personnel via the department network server.

(1) A monthly statistical summary will be prepared by the Records Clerks and shall include the following:

Calls for Service.
UCR Incidents and Clearances.
Adult /Juvenile Arrests/Apprehensions.
Traffic Crash Summary.
Traffic Enforcement Summary.

(c) A copy of Recordable Vehicular Crash reports will be transmitted to the State of Wisconsin Department of Transportation by the Administrative Assistant.

(d) The Crime Analyst shall complete a Crime Analysis Report each month

(e) The Crime Analyst shall prepare a Monthly Report for the Chief of Police, which summarizes activities within the Police Department. Information will be comparative by month and year. The report shall be distributed to all supervisors.

5. Annual Reports:

(a) The Administrative Division will complete the Department's Annual Report. It will be made available to personnel electronically via the department network server with copies provided to the Chief, Mayor, Common Council, Board of Police and Fire Commissioners, and the City Library.

6. Department Meetings:

The following meetings will be held on a regular basis for the purpose of ensuring open lines of communications and the passing of information throughout the Department.

(a). Leadership Team meetings: meetings composed of the Chief, Captain, Lieutenants, and Administrative Assistant.

(b) Annual Department Meetings. A mandatory attendance department meeting will be held in February or March each year. A voluntary attendance department meeting will be held each fall.

7. Special Reports:

As needed, the Chief of Police may request various reports on selected topics. These reports will be completed in a timely fashion and distributed to the appropriate personnel.

8. Accountability:

The Captain of police or his/her designee shall:

(a) Maintain inventory control of forms.

(b) Replenish supplies of forms for general distribution and inventory.

(c) Be responsible for modifications and development of forms and reports.

(d) Submit new reports or forms to the Chief of Police for review and approval prior to use.

9. Accreditation:

The Accreditation Manager or his/her designee, shall maintain a manual that lists all reports, reviews and other activities mandated by accreditation standards. The procedure to ensure that all documentation is completed in a timely manner is as follows:

(a) Personnel responsible for reports, reviews, inspections or other activities will be given a copy of the WILEAG mandated report/review list applicable to their unit/function.

(b) Personnel shall submit required WILEAG reports on a timely basis by the due date.

(c) If documentation is not received in a timely fashion, the Accreditation Manager shall follow up with the responsible employee.

(d) Documentation once completed and reviewed by appropriate personnel and affected units will be filed in the appropriate WILEAG file.

II. LEGAL ADVICE:

Procedure:

1. City Attorney

(a) The City Attorney's office is the legal counsel for the City and as such may be consulted for question or concerns regarding:
(1) Municipal ordinances.
(2) Adopted State statutes.
(3) City operations and departments.
(4) City liability issues.

(b) This office represents the City and its officers as the prosecuting attorney for ordinance and adopted statutory violations.

2. District Attorney

(a) The DA's office may be consulted for questions or concerns regarding:
(1) Requesting State Attorney General's opinions.
(2) State statutes not adopted by ordinance.
(3) Intake Court related matters.
(4) Warrant (search or person) request.

(b) The DA's office represents the State and is the prosecuting attorney for statutory offenses.

3. Attorney General
(a) In rare cases an opinion by the Attorney General's Office may be sought with the approval of the Captain of Police and in consultation with the District Attorney's Office.

4. Availability
Both attorney offices are available for consultation either during normal business hours or, after hours, at their homes. Such numbers are available in

the Records Bureau. Calls to either attorney's office, both during normal as well as after- business hours, must be pre-approved by the shift commander prior to calling.

APPROVED:	**DATE:**
Chief Richard P. Thomas	5/1/09