

**NEW CANAAN POLICE DEPARTMENT**

**Subject:** GENERAL MANAGEMENT

**GENERAL ORDER NUMBER:** 91-4-92

**FILE:** ADM 1

ORGANIZATION & MANAGEMENT

**I PURPOSE/POLICY**

The purpose of this general order is to describe the general administrative practices and procedures of the New Canaan Police Department.

**II RESPONSIBILITY**

It is the responsibility of all departmental personnel to adhere to this general order. It is the additional responsibility of the command and supervisory personnel to ensure compliance.

**III PROCEDURES (GENERAL MANAGEMENT)**

**A** The police department will maintain a data management information system and administrative reporting program.

**1.** The data management information system will provide relevant and accurate information to command and supervisory personnel on the activities of the department to be used in management decision-making. Such information is necessary when predicting workloads, manpower and resource needs, or other administrative tasks.

**a.** The gathering of information for the data management information system will primarily be accomplished using data generated by an automated records system.

**1)** This data will consist of statistical summaries as appropriate which may include, but are not limited to:

- a)** Calls for service
- b)** Traffic accidents
- c)** Officer/Shift Performance
- d)** Criminal arrests
- e)** NIBRS Reports

**2)** Other sources of data shall be derived from information, written or oral, between officers, shifts, sections, divisions and the Chief of Police.

b. The administrative reporting program shall be the responsibility of the Commander of the Staff Services Division or his/her designee. The program is designed to be detailed and effective in ensuring communications up the chain of command through the use of regular reports. The frequency of reports within the program include:

- 1) Daily Report - The daily report will consist of a computer-generated daily log which will report all department activity, excluding administrative functions, which occurred within the past twenty-four (24) hour period.
  - a) A Copy of the daily log will be placed in binders located within the Records Unit so that it is readily accessible to departmental personnel and the general public.
  - b) Shift supervisors are responsible for notifying the oncoming shift supervisor of important activities that occurred during their tour of duty. The oncoming shift supervisor will review the Shift Information Binder or automated daily log for previous shift's activity.
- 2) Monthly Report - Monthly reports will consist of a data analysis summary and year to date data analysis for comparative study. Monthly reports will be completed as prescribed by Appendix I.
- 3) Quarterly Report - Quarterly reports will normally be compiled in the same manner as manner as monthly reports with their respective time frame. Quarterly reports will be completed as prescribed by Appendix I.
- 4) Semi-Annual Report - Semi-Annual reports are normally used in areas, which do not have high levels of activity or many dynamic changes during the course of the calender year. Semi-Annual reports will be completed as prescribed by Appendix I.
- 5) Annual Report - Annual reports will summerize department operations and/or activites for the calander year and normally will contain complete data which can be used for comparative analysis. The Annual Report will be the primary report distributed to the public and entities outside the Department. Annual reports reports will be completed as prescribed by Appendix I.

**B** The Commander of the Staff Services Division, or designee, shall be responsible for the development, modification, management and accountability of all forms utilized by the department. Forms supplied by outside agencies or forms controlled by another level of government shall be excluded from this requirement.

1. The Forms Management function requires that said Division commander:
  - a. Maintain a current list of all departmental forms in use
  - b. Assign form numbers to each type of form
  - c. Monitor the need for a particular type of form

- d. Ensure that there are adequate supplies of all forms available to the personnel
2. Departmental forms will be reviewed and evaluated annually to ensure that they are consistent with records maintenance and state statute requirements and that only essential forms remain in use.
3. When necessary, command and supervisory staff will, through a coordinated effort, draft appropriate forms. The final proposal shall be forwarded to the Chief of Police for approval.
  - a. All personnel are encouraged to pass on any recommended changes in existing forms to their supervisor.
4. All departmental forms must be approved by the Chief of Police prior to their use.
  - a. Once approved, a memorandum will be distributed to all effected personnel. The memorandum will explain the specifics of the new or revised form.

## **VI DISTRIBUTION**

This general order will be reproduced in electronic and traditional media. All sworn personnel shall have access to Department general orders through a read-only file on their individual domain of the Department's computer network. Printed copies and/or CD's will also be placed in locations throughout headquarters so that they are easily accessible to all personnel.

## **V EFFECTIVE DATE**

This general order approved by the Police Commission on  
February 20, 1991 and is effective March 4, 1991.  
Revised July 2000  
Revised November 2000  
Updated November 2005

Per Order,

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Edward J. Nadriczny  
Chief of Police