DIRECTIVE 11.4
GENERAL MANAGEMENT AND ADMINISTRATION

Issue Date: 04/23/2020	By Order of Chief of Police
Rescinds: (Issue 03/11/2019) Pages: 3	CALEA Standards Referenced: 11.4.1; 11.4.2; 11.4.3; 11.4.4 & 11.4.5

This directive consists of the following sections:

11.4.1 Administrative Reporting Program
11.4.2 Accountability For Agency Forms
11.4.3 Accreditation Maintenance
11.4.4 Computer Software Policy
11.4.5 Electronic Data Storage - N/A by Function

POLICY & PROCEDURE

11.4.1 Administrative Reporting Program

Miami Township has an administrative reporting system for the timely and reliable collection and distribution of information to be used in decision-making by management personnel and for predicting the needs and directing the resources of the department.

Monthly Report

The monthly report has several components that provide a mechanism to report department activities both within and outside the immediate structure of the department. Significant events and/or statistical information are provided for the following:

- Successes of the Month;
- Calls for Service;
- Criminal Offense Data;
- Traffic Crash & Traffic Enforcement Data;
- Criminal Enforcement Activities;
- Community Relations & Crime Prevention Activities;
- Quality Control & Improvement.

The monthly report is sent to the Township Administrator for distribution.

Annual Report

The annual report highlights challenges, accomplishments and statistical information of the previous year to summarize progress toward achieving the department's mission and goals. The annual report is sent to the Township Administrator for distribution.

The monthly and annual reports are prepared by the Administrative Assistant and any other person directed by the Chief of Police. Copies of the reports are available to citizens and employees requesting a copy.

11.4.2 Agency Forms Accountability

The Accreditation Manager is responsible for forms development, modification, control, review and approval. The Accreditation Manager will ensure that the information captured on department forms is not duplicated and that the forms are reviewed to ensure that all the necessary information is collected.

Form Development

Any member of the department may request that a new form be implemented that will assist in managing the information and data required to be maintained by the department. Whenever a form is developed, it shall be forwarded to the Accreditation Manager for review then forwarded to the Chief of Police for final approval. If the form is implemented, the training coordinator may cause training to be conducted on the new form.

Form Modification

Any form requiring modification shall also be submitted to the Accreditation Manager for review and forwarded to the Chief of Police for final approval.

Form Approval

Prior to form issuance or modification, forms must be approved by the Chief of Police or his designee.

Form Review

Department forms are reviewed as a part of the review of all Miami Township directives. The forms used in conjunction with the directive under review shall be assessed and modified if necessary, to comply with any changes in the requirements of the directive or to provide for a more efficient collection, distribution or management of such information collected or controlled by the form. The Accreditation Manager conducts this review.

Form Control

Controlled forms are those forms that generally have a number imprinted on them and/or may be the subject of an audit. Controlled forms include but are not limited to traffic

citations, warning citations, misdemeanor and minor misdemeanor citations. These forms are under the control of records personnel and require a signature for issuance.

Forms that are not pre-numbered and are used by the department to conduct business both within and outside of the department do not require a signature for issuance.

11.4.3 Accreditation Maintenance

The Accreditation Manager reviews CALEA Appendix E 'List of Time Sensitive Activities' quarterly in order to ensure that periodic reports, reviews and other activities mandated by applicable accreditation standards are accomplished.

All reports, reviews and documented activities mandated by accreditation standards shall be submitted to the Accreditation Manager and copied to the supervisor of the person creating the report. Reports are due as directed by department policy. The Accreditation Manager shall review the submitted report and forward it to the Chief of Police for final approval. Upon the Chief of Police approval, the Accreditation Manager shall be responsible for causing the distribution to all appropriate personnel.

The Accreditation Manager will assist and train, if necessary, those employees that are responsible for the generation of reports/reviews/activities.

11.4.4 Computer Software Policy

The introduction of external data or software from non-secure sources could result in a corruption of the Miami Township computer system.

All installed software must be registered and licensed to the Township. License information and the original media must be stored with the Multi-Media Coordinator. It is permissible to make a single copy of any Township software for reference or back-up purposes. There will be no downloading or installing of any external data or software that is not used for Township business. The communication system shall not be used to knowingly send, upload, or receive any unauthorized copyrighted materials, including, but not limited to, trade secrets, proprietary financial information, or similar materials without appropriate authorization of the Township Administrator or their designee.

11.4.5 Electronic Data Storage – N/A By Function

Miami Township Police Department does not participate in Electronic Data Storage.