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- A. Daily CAD Report – This report is generated by the computer aided dispatch system and details all calls for service and reports. These reports can be accessed in real time, and provided to the watch commander at the end of each shift. All officers on duty will review this report at the beginning and end of each shift. The daily CAD report will be forwarded to the Division of Records for filing and data gathering for the monthly UCR report.

V. WEEKLY REPORTS

- A. Holdover Inspection Log – Every shift commander is responsible for inspecting the holdover cells and booking area for fire safety, security and sanitary conditions at some time during each shift. The log sheet, located on the interior booking room door should be checked and initialed. The log sheets run from Friday through Thursday each week. The Friday dayshift supervisor should forward the completed weekly log through the chain of command and replace it with a new log sheet. The completed logs will be filed by the Division of Professional Standards.
- B. Field Training Reports – In accordance with GO 29-02 and GO 36-16, field training instructors for both commissioned and non-commissioned probationary employees will submit weekly reports on the progress of their trainees to their immediate supervisors. Those supervisors will review and forward the reports to their respective Bureau Commanders for approval.

VI. BI-MONTHLY REPORTS

- A. Employee Time Records – Bi-weekly employee time records are to be completed by each employee, full and part time, and forwarded through the chain of command. The Employee Time Records are approved by the Chief of Police and forwarded to the City's Finance Department.

VII. MONTHLY REPORTS

- A. Staff Inspection Reports – These reports provide summaries of activities by components of the Department. This includes the key aspects of a squad, unit or division that address noted monthly activities in the areas of :
  1. Enforcement
  2. Training
  3. Personnel Issues
  4. Line Inspections consistent with GO 07-01 and 07-02
- B. Uniform Crime Report – The Division of Records will submit the UCR to the FBI and Missouri State Highway Patrol. These reports are generated using the CARE computer system and include data on the occurrence of reported crimes.

- C. Criminal Investigation Reports - This report is prepared by the Division of Criminal Investigations, and contains a summary of the monthly activity including juvenile offenses. This report is submitted to the Commander of Operational Support.
- D. REJIS Report - The Division of Records will prepare a REJIS Monthly Usage report at the beginning of each month from the data provided by REJIS. This report will indicate a breakdown of the various REJIS terminals and usage by Ballwin and Manchester. The report is submitted to the Chief of Police and the Division of Records summary is forwarded to the City's Finance Department.
- E. Report on Crime - The Division of Records will prepare the Ballwin Police Department Monthly Report of Crime report at the beginning of each month from the information obtained from the monthly UCR report and daily CAD reports. This report is submitted to the Chief of Police and forwarded to the City Administrator.
- F. Communications Report - The Division of Communications will prepare a Monthly Report at the beginning of each month from the data obtained from the CAD Crystal Report. This report will provide a breakdown of the calls for service, arrests, data entries and wanted by Ballwin and Manchester. The report is submitted to the Chief of Police and the Division of Records summary is forwarded to the City's Finance Department.
- G. Communications Center Checklist – A daily checklist (BPD 72 A-C) of operating systems, equipment and supplies to be completed by a communications officer at the beginning of each shift. The checklist will have a space for each day of the month and will be stored as a monthly report by the supervisory communications officer.
- H. Firearms Unit Inventory/Status Report - The Firearms Coordinator will provide a monthly report to the Chief of Police on the standing inventory of ammunition and firearms, and the status of any repairs conducted on firearms. This report will include the amount and type of ammunitions and who it was provided to for practice and training.
- I. TASER Report - On monthly bases the TASER Training Coordinator will download each unit's monthly data into a computer file within the Department's Share Command computer folder. This data will be retained for future maintenance and litigation requirements.
- J. Performance Appraisal Report - On a monthly bases, Performance Appraisals will be completed by the squad/unit supervisor assessing an employee's overall performance during the previous calendar month. These appraisal are not limited to line personnel, but can be used for all supervisory personnel at the discretion of the Bureau Commander. The appraisal will be reviewed by the Bureau Commanders and retained by the squad/unit supervisors for a reference in preparing the yearly Performance Evaluation.

- K. Critical Incident Equipment Inventory/Status Report – The Emergency Management Coordinator will provide a monthly report to the Chief of Police on the standing inventory and operational readiness of all equipment utilized by the Department in the event of unusual occurrence or disaster.
- L. Compensatory Time Report - The Division of Records will generate a summary report on compensatory time earned, used and accumulated of all commissioned and non-commissioned employees who qualify for compensatory time. The report will be distributed to the Bureau Commanders for compliance with the City's compensatory time accumulation limits and will be directed to the appropriate supervisors.
- M. Traffic Stop Report - The Division of Records will generate a summary report of all traffic stops by officer per the State of Missouri Racial Profiling Recording Standards. The total number of stops will be broke down into the percentage for each race (white, Asian, Hispanic, other, black, Native American), percentage for age (under 18, 18-29, 30-39 and 40 and over), and percentage for gender (male and female). It will also contain the cumulative number of stops for the department, with percentages.
- N. Evaluation Statistics Report - The Division of Records will generate a summary report of each officer's monthly statistics including the number of tickets, warnings, arrests and summonses issued. Cumulative statistics for the department will be shown, with one column for all officers and one column that excludes those officer primarily devoted mainly to specific activities (traffic officers, Special Operations Squad, etc.).

#### VIII. ANNUAL REPORTS

These reports are used to summarize the activities and actions of the Department, assess achievement of our goals and objectives, identify training needs, and to plan future programs.

- A. Department Report - This report is prepared during the first quarter of the calendar year by the Commander of the Bureau of Administration. The report includes material submitted by each bureau and summarizes the overall operations of the Department during the past year. This report is distributed to the Mayor and Board of Alderman and is available to the general public upon request.
- B. Use of Force Analysis - This report is prepared each year by the coordinator of the Firearms Unit and is submitted to the Chief of Police and the Bureau of Administration Commander. This report summarizes use of force incidents during the previous year and is used to identify patterns of abuse and/or the need for additional training in the proper use of force.
- C. Division of Criminal Investigations Report – This report is prepared each year by the Commander of the DCI and is submitted to the Chief of Police. The report

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provides a breakdown of all activities of the Division and provides statistics as well as future goals and objectives.

- D. Allegations of Misconduct Report - This report is prepared by the Commander of the Bureau of Administration and is submitted to the Chief of Police. This report summarizes allegations of misconduct made against Department employees and is used to identify patterns of misconduct and/or the need for additional training.
- E. Pursuit Report - The Commander of the Bureau of Administration will submit to the Chief of Police an annual report on police pursuits initiated by the Department. This report is used to identify compliance with the Department's pursuit policy.
- F. Training Report - To insure proper training and the professionalism of the Department, the Commander of the Bureau of Administration will submit to the Chief of Police an annual report of the Department's training. The report will include a summary of P.O.S.T. continuing education for each officer, summary of in-service training conducted by the Department, summary of the review of policy and procedures, and any other issues relevant to the training function.
- G. Audit of Evidence Locker - The Chief of Police will direct annually a supervisor, not currently assigned to the DCI, to conduct an audit of the evidence room, involving a random sampling of evidence. This audit ensures the proper storage of evidence and the integrity and security of the evidence process. A report will be submitted to the Chief of Police.

IX. INCIDENT REPORTS

These reports are prepared each time a specific incident occurs and are used to determine compliance with policy and procedure, review of policy and procedure, and effective planning for future events and incidents. These reports are prepared and submitted in accordance with related policy and procedure.

- A. Defensive Action Report – In accordance with GO 09-01, a DAR shall be completed in all instances where members of this Department utilize non-deadly force, use deadly force or attempt to use deadly force. The officer(s) involved shall prepare the Defensive Action Report form and forward it through the chain of command to the Chief of Police. The form shall be accompanied by a copy of the original CARE report and support the conclusion by the investigating supervisor that the use of force was or was not justified if in accordance with this Order. The Defensive Action Report form will then be forwarded to the Professional Responsibility Unit and the Defensive Tactics Unit for review.
- B. Pursuit Report – In accordance with GO 19-05, the primary unit involved in a pursuit shall prepare a C.A.R.E. report detailing the circumstances of the pursuit. He will also complete a Pursuit Report (BPD# 50). A copy of the C.A.R.E report

and pursuit report shall be forwarded through the chain of command to the Commanding Officer, Bureau of Field Operations.

- C. Animal Destruction Report - Whenever an officer's firearm is discharged to stop or destroy an animal the police officer shall complete an ADR form and submit it to his on-duty supervisor for review. The supervisor shall review the form and forward it through the chain of command to the Chief of Police. The ADR shall contain the investigating supervisor's conclusion as to whether or not the discharge was justified in accordance with this General Order. The ADR shall be accompanied by all related CARE reports, except in cases involving non-domesticated animals, since no CARE report is required in such cases.
- D. Allegation Of Employee Misconduct Report – When a complaint meets the criteria in Section III of GO 30-06, the supervisor receiving the complaint will complete the Allegation of Employee Misconduct form (BPD#7) and forward it to the Chief of Police.
- E. Escape of Prisoner Memorandum - This is prepared by the immediate supervisor of the officer(s) involved in the transportation of a prisoner who escapes from custody. The investigation and memorandum are to ensure compliance with policy and procedure on the handling of prisoners. The memorandum will be forwarded to the Chief of Police
- F. First Report of Injury - Supervisors will ensure that this form is completed within twenty-four (24) hours whenever there is potential liability on the part of the City. The form is forwarded to the City Administrator through the Chief of Police.
- G. Memorandums - Additional reports or information not otherwise defined herein may be reported in the form of a memorandum generally addressed to the Chief of Police and submitted through the chain of command. Information contained in the memorandum will be transmitted to the appropriate functions.

X. ACCOUNTABILITY OF DEPARTMENT FORMS

- A. The MPCCF Certification Coordinator is responsible for the development and modification of Department forms.
  - 1. Department personnel may submit suggestions for new forms or revisions to current forms to the Coordinator. The Coordinator may design or modify a Department form.
  - 2. The Commander of the Bureau of Administration will review Department forms submitted by the Coordinator as necessary.
  - 3. Final approval of Department forms will be made by the Chief of Police.

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- B. The Commander of the Bureau of Administration is responsible for the maintenance of Department forms. A master index of Department forms will be kept by the Division of Records.

BY ORDER OF: Chief Steven Schicker 1/17/14  
Steven Schicker, Chief of Police Date

ATTESTED BY: Robert Kuntz 1/24/14  
Robert Kuntz, City Administrator Date

cc: City Attorney

MPCCF REFERENCE  
10.1