

**GENERAL ORDER**

October 2016

Immediately

**II-31**

Distribution: All Employees

Subject: **ADMINISTRATIVE REPORTING SYSTEM**

Index as:	Accreditation Reports Administrative Reports	Annual Report CALEA Annual Report	CFA Annual Reports Reports, Administrative
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Accreditation Standards: CALEA 11.3.3, 11.4.1, 11.4.2, 11.4.3  
CFA 3.02

Cross Reference:

Replaces: G.O. II-31, Administrative Reporting System (March 12, 2019)

This Order consists of the following sections:

- I. Purpose
- II. Reporting to the Chief of Police
- III. Annual Reports to Accrediting Bodies

**I. PURPOSE**

A. An Administrative Reporting System is required to inform managers of the Department about the use and availability of material resources and personnel, and to keep them apprised of work being accomplished.

B. Reports alert Department managers to emerging problems and are a source of information about the Department's activities for other City departments, community groups, the media and the official bodies which review and accredit the St. Petersburg Police Department.

**II. REPORTING TO THE CHIEF OF POLICE**

**A. Daily Reports**

1. The Assistant Chief, or designee of each Bureau will personally inform the Chief of Police of any significant occurrences during the previous twenty-four (24) -hour period.

2. Events requiring immediate notification, including those that may expose the Department to serious liability, or which may result in heightened community interest, will be brought to the attention of the Chief of Police, or designee through the Chain of Command by personal contact or through a telephone message, as soon as possible.

**B. Monthly, Weekly and Other Required Reports**

1. Certain weekly, monthly, quarterly, semi-annual, and annual reports, most of which are enumerated in [G.O. II-31, Administrative Reporting System Attachment A](#), are required as good business practice or to meet City or accreditation requirements.

2. Weekly reports, produced routinely to depict events and investigations of the immediate past, will be produced as directed by respective Bureau Commanders and routed for review by staff and other Units of the Department.

3. Required monthly, quarterly, and semi-annual reports will be submitted in a timely manner.

4. Reports will be routed to their intended recipients, through the Chain of Command, with copies distributed to others who may have use for the information provided, to improve overall efficiency, avoid duplication of effort, provide better service to the community, and increase intra-Departmental communication and coordination.

C. Department Annual Report

1. Each Bureau and staff support unit within the Office of the Chief of Police will submit, as directed by the Chief, a written annual report to the Chief of Police for inclusion in the Department's Annual Report.

2. The report will summarize the activities of the unit during the previous calendar year. This report may be a compilation of previous reports; however, it also must include comparative data where applicable, statistics, and a review of the activities of the various sub-units during the previous year.

3. Utilizing the information submitted Professional Compliance Unit will produce the Department's Annual Report. This report will contain statistics, comparative data, and a review of the Department's activities during the previous year.

4. The report will be made available within the Department, to City Government, and to the public.

D. Periodic Accreditation Reports

1. Certain inspections and reports, in addition to those discussed previously, are required on an intermittent basis to ensure the St. Petersburg Police Department remains in compliance with the Commission on Law Enforcement Accreditation (CALEA) and the Commission for Florida Law Enforcement (CFA) standards.

2. Periodic reviews and reports required to demonstrate compliance with accreditation standards will be forwarded to the Professional Compliance Unit in accordance with the timetable depicted in [Attachment A](#), or which has been otherwise established.

3. The Supervisor, Professional Compliance, will provide guidance, as may be necessary; to all units who are responsible for periodic accreditation reports should they need additional information regarding form and content of the reports.

III. ANNUAL REPORTS TO ACCREDITING BODIES

A. The Department is required to submit an annual report to CALEA in accordance with the requirements established by CALEA.

B. The Department electronically submits an annual accreditation report to the CFA Commission to report compliance efforts by January 31 each year.

C. The CALEA and CFA annual reports will be prepared by the Supervisor, Professional Compliance Unit, utilizing information provided through the Administrative Reporting System.

D. The CALEA and CFA annual reports will be approved by the Chief of Police prior to submission.

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Anthony Holloway  
Chief of Police