



## **General Order 13.1 - General Management**

**PURPOSE:** Define the department's information management system; describe the use of various administrative reports; and outline procedures to ensure compliance of required reports, reviews, and other activities..

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ISSUED BY : Sheriff Jeffrey Easter

REVIEWED BY: Standard Review Committee

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### **13.1.1 INFORMATION MANAGEMENT SYSTEM**

- A. Work performed by employees that can be used in statistical analysis includes, but is not limited to:
  - 1. Arrest reports;
  - 2. Offense report information;
  - 3. Citation information; and
  - 4. Calls for service records
- B. The information is maintained in a database and may be accessed to provide summaries and printouts for statistical purposes.

1. This data source will provide assistance in management decision making in the areas of predicting workloads, determining personnel and other resource needs, and budget preparation.

### **13.1.2 ADMINISTRATIVE REPORTS**

- A. Several daily reports are generated to provide summaries of significant occurrences during the previous twenty-four (24) hours and to aid deputies in the identification of stolen vehicles, missing persons, and runaways:

1. Daily Bulletin: To provide a quick review of the activity on each watch of the road patrol, including types of calls, locations and times, a brief summary, case number(s), and deputies on the call. The Daily Bulletin is available to the public. For more details see [Section 82.3.5](#).
2. Hot Sheet: A listing of stolen vehicles, missing persons, and runaways. (See [Section 82.3.3](#).)
3. Interwatch: Keeps all deputies informed of major occurrences during the past twenty-four (24) hours and other criminal-related information from outside agencies. (Restricted to sheriff's office personnel only.) For specifics see [Section 82.3.4](#).

- B. A monthly report will be submitted to the sheriff from each division commander in written and electronic format. The division commanders may base their reports, in turn, on monthly reports submitted to them by their supervisory staff.

1. **(R)** The report to the sheriff will be submitted no later than the fifteenth day following the end of the month.
2. The report will address the following areas in the following format: (sub categories, such as A, B, C, D, etc, are listed examples and may vary depending upon Division or relevance.)

#### **I. Work Programs**

- A. Long Term Projects and/or Special Projects
- B. Updates on previously submitted projects.
- C. Joint operations with other Divisions or Agencies
- D. Other.

#### **II. Notable Events**

- A. Notable cases/incidents (includes increase in any type of productivity)
- B. Outside assist cases.

- C. Pursuits.
- D. Excellent or special performance by individual deputy (s).
- E. Drills/searches.
- F. Internal/Community Standing Committee updates
- G. Other.

III. Areas of Concern

- A. High crime/serial crimes.
- B. Accident frequency.
- C. Coordination.
- D. Building/facility defects
- E. Traffic matters.
- F. Deaths/traffic fatalities
- G. Other

IV. Suggestions

- A. Any suggestions from deputies
  - 1. Disposition
- A. Any suggestions from supervisors
  - 1. Disposition

V. Personnel Issues

- A. Includes the following:
  - 1. Assignment change/promotion
  - 2. Medical Leave
  - 3. Military Leave
  - 4. Work place accommodations
  - 5. Resignations/terminations
- B. Inspections
  - 1. Uniform
  - 2. Vehicle equipment
  - 3. Firearms
  - 4. SCBA Packs

5. Fire extinguishers

6. Other

VI. Statistics

A. Divisional statistics

B. Other

VII. Attachments

C. The annual report will provide comparative data and statistics and account for the activities of the department.

2. Specific information on the annual report is found in [Section 1.1.1](#).

**13.1.3 OPEN**

**13.1.4 OPEN**