
KANSAS CITY, KANSAS POLICE

GENERAL ORDER

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SUBJECT: Staff Meetings and Administrative Reporting

REFERENCE: CALEA Ch. 15.11

CROSS REFERENCE:

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I. PURPOSE

- A. To formalize procedures for conducting staff meetings at all levels of supervision.
- B. To specify the frequency of the staff meetings.
- C. To provide a means to pass on, exchange, and receive information with all components of the Department.

II. DEFINITIONS

- A. Annual Reports. The components of annual reports may include, but are not limited to:
 - 1. Summary of yearly activity.
 - 2. Major accomplishments of each organizational unit.
 - 3. Crime rate statistics.
 - 4. Fiscal activity report.
 - 5. Comparative data on activity and trends.
 - 6. Periodic Accreditation reports.
- B. Monthly Reports. The components of monthly reports may include, but are not limited to:
 - 1. Summary of monthly activity.
 - 2. Written case management status reports.
 - 3. Written monthly project updates.
 - 4. Kansas Uniform Crime Report.
 - 5. Periodic Accreditation reports.

- C. Daily Reports. The components of daily reports may include, but are not limited to:

- 1. Written exceptional incident summary reports.
- 2. Daily verbal briefings.
- 3. Daily activity log sheets.
- 4. Daily shift roster logs.

III. CHIEF'S STAFF

- A. All Bureau Directors and the Department's Legal Advisor will attend the Chief's Staff Meetings.
- B. These meetings will be held Monday and Friday at 0830 hours.
- C. These meetings will be held in the Chief's Office and chaired by the Chief or his designee.
- D. More frequent and special meetings may be called by the Chief of Police.
- E. Each Bureau Director will supply a report summarizing any significant events involving their personnel or area of responsibility that occurred since the last meeting.
- F. Crime report summaries, including the Major Crimes incident spreadsheet supplied daily by the Case Screening Unit, along with other Department resources reflecting criminal activity, will be analyzed by command staff personnel or their designees to do the following:
 - 1. Aid operational personnel in meeting tactical crime control and prevention strategies, as well as to identify potential and actual hazards to officers.
 - 2. Identify short and long term crime patterns or trends and the geographic location of such events.
 - 3. Reports dealing with crime analysis will document criminal activity by time and location.
- G. The Chief or his designee will be kept informed as to developing crime patterns or trends and strategies proposed or implemented to address an issue. Additionally, all relevant information pertaining to these issues will be distributed to the appropriate units or persons on a timely basis. The appropriate unit or division commander, or their designee, will periodically evaluate crime trends and patterns in their assigned area of responsibility to see if implemented strategies are having an effect. They will solicit feedback from the community and line officers evaluating the crime analysis.

IV. BUREAU DIRECTORS

- A. Bureau Directors will conduct at minimum, weekly staff meetings with their available Station and/or Unit Commanders.

1. The Bureau Directors will determine the frequency and location of the meetings.
 2. Information that is exchanged between Bureaus should be exchanged at these meetings to ensure cooperation between the different Bureaus. This information will be disseminated to all affected personnel to make them aware of notable events in the last 24 hours.
- B. Monthly reports will be compiled from each organizational unit to be presented to the Chief of Police and the Research and Development/Accreditation Unit. The December report will reflect or accompany the Annual Report for the Bureau.
- C. Bureau Directors will ensure that reasonable, measurable objectives are established as criteria for performance in each unit under their command, and will intervene when performance is lacking or needing attention.
- D. Bureau Directors will ensure that workload assessments are conducted for units under their command, which will be analyzed for planning purposes.
- E. Bureau Directors will actively participate in the preparation of the annual budget and preparation of goals and objectives (in accordance with General Order 10.1).

V. DIVISION COMMANDERS

- A. Division Commanders will conduct, at a minimum, monthly staff meetings with their captains
- B. The frequency and location of meetings will be determined by the Division Commanders.

VI. UNIT COMMANDERS AND FIELD OPERATIONS CAPTAINS

- A. Unit Commanders and Operations Captains will meet daily with their subordinates to pass on and receive information, prior to each shift.
- B. Bureau of Field Operations Sergeants will conduct roll calls with their subordinates prior to each shift to pass on and receive information.

VII. FULL SUPERVISORY STAFF MEETINGS

- A. The Chief will conduct a semi-annual staff meeting, which will include all supervisory personnel.
- B. The topics, dates, times and locations will be determined by the Chief of Police.

VIII. ADMINISTRATIVE REPORTING PROGRAM

- A. The Department uses the Computer Aided Dispatch/Report Management System (CAD/RMS) to store and retrieve data. The CAD/RMS provides statistical and data summaries of Departmental activities and an administrative reporting system. This is accomplished through the completion and distribution of the following reports:
 1. Daily Reports are a summary of the exceptional incidents occurring during the previous 24-hour period. Reports on significant and/or exceptional incidents will be made through the chain of command.

- (a). Field/Shift Supervisors will ensure that reports on exceptional incidents are completed on all incidents that are noteworthy or require dissemination to other shifts.
 - (b). Division/Unit Commanders will ensure that reports on exceptional incidents, as well as any other pertinent information, are passed on to their Bureau Director.
 - (c). Officer's daily activity logs are to be completed by all line personnel. This log will give an itemized summary of daily activities, as well as a statistical summary of each employee's daily activity.
 - (d). Where feasible, Division/Unit Commanders will communicate with their respective Bureau Director on a daily basis to provide information on exceptional incidents, pass along information to be forwarded up the chain of command, and keep them advised of the activities of the Division/Unit.
2. Monthly reports provide Division/Unit Commanders with an opportunity to account for work activities, discuss administrative matters, highlight achievements or problems, provide comparative data, and establish objectives for the next report period, etc.

- (a). Each organizational unit will complete a monthly report unless exempt from reporting.
- (b). Monthly reports will be forwarded to the Bureau Director where they will be compiled, reviewed, and maintained, with copies forwarded to the Chief of Police and the Professional Standards Unit /Accreditation Unit.

3. Annual reports are prepared by the Bureau Directors for the Chief of Police. These reports may summarize monthly reports and should provide comparative data and statistics that, together, account for the activities of the Department and from which an annual Department report will be prepared. The report should also reflect required periodic Accreditation activities. A copy of all annual reports will be forwarded to the Professional Standards Unit/Accreditation Unit.
4. The author of all analytical reports is responsible for distributing copies of such reports to all affected units as well as any additional personnel listed in the appendix to this order.

- B. All personnel will assist in the Accreditation process directly or indirectly by submitting the appropriate reports and conducting inspections as they are required, and ensuring that all related documentation is forwarded through the chain of command.