



WEBER COUNTY SHERIFF'S OFFICE

POLICY AND PROCEDURES

ADMINISTRATIVE REPORTING

EFFECTIVE DATE: 10/07/03 AMENDS/SUPERCEDES: 6.14, 6.15 STANDARD NUMBER: 11.4.1; 11.4.3	REVIEW DATE: 09/06/07 REVISION DATE: 10/10/07 APPROVED: _____ <div style="text-align: right;">Sheriff Signature</div>
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6.14.1 Purpose

To specify an administrative reporting program, to include:

1. a listing of all administrative reports;
2. designation of the position(s) responsible for the formulation of the various report forms;
3. identification of the purpose for each report;
4. report submission frequencies;
5. establishing routing and distribution of various reports;
6. tracking of CALEA assignments, time sensitive reports, and required CALEA commission reporting.

6.14.2 Rationale

Administrative reporting allows the Sheriff's Office to isolate and identify problems and trends, develop pro-active approaches to solving police related community problems and to document various aspects of Sheriff's Office operations and activities.

6.14.3 Policy

- A. All Bureau Commanders will submit monthly reports to the Sheriff by the fifteenth (15th) of the following month. Monthly reports provide specific data regarding productivity, problems, goal status, cases of interest, noteworthy performance, and related data. The Administrative Assistant to the Sheriff will maintain copies of the monthly reports for five (5) years.
- B. Daily activities, as recorded by dispatch personnel (WACDC) and/or processed by the records unit, will be maintained by the Support Services

Manager. When available, a daily and monthly report in computerized format will serve as the basis for the administrative reporting system.

- C. All Section Lieutenants will forward information or submit monthly reports to their respective Supervisors by the tenth (10th) of each month for inclusion in Bureau, Division or Office reports.
- D. It will be the responsibility of the Sheriff or designee to maintain permanent copies of all assigned reports.
- E. All reports approved by the Sheriff for public release will be distributed by the Public Information Officer or person(s) designated by the Sheriff. Annual and Quarterly report information in particular may be disseminated through venues such as but not limited to: local news agencies, Sheriff's Office Web Site etc.
- F. The CALEA accreditation manager shall track the agency wide CALEA assignments, as well as standards assigned to specific individuals. Time sensitive reports shall be noted and tracked. The accreditation manager shall also provide any progress reports to the CALEA commission as necessary.