



WRITTEN DIRECTIVE	No. PD14-0102	Page: 1 of 5
Subject: MANAGEMENT INFORMATION SYSTEM	Effective Date:	02-05-14
	Supersedes/ Amends:	PD10-0102
	Reference:	ADDENDUM 11.4.1, 11.4.3, 12.1.4, 15.1.3, 15.2.1, 15.25.2, 16.1.2, 43.1.1, 15.3.1



11.4.1 / 11.4.3

I. Purpose

The purpose of this directive is to establish a management information system for the Lynchburg Police Department.

II. Policy

It shall be the policy of the Lynchburg Police Department to provide an administrative reporting system for reliable management information on the activities of the department and to ensure that all analytical reports are disseminated to affected organizational bureaus/units.

III. Procedure

12.1.4

A. INFORMATION SHARING

1. The IBR Information Hot Sheet will be computer generated and available on the police server.
 - a. The information contained in this sheet will be confidential.
 - b. Any distribution of this information outside of the department must be approved by the Chief of Police.
2. The IBR Information Hot Sheet will display a list of recently reported occurrences to include, but not be limited to:
 - a. homicide, rape and other forcible sexual assaults, aggravated assault, robbery, burglary, stolen vehicles, and larcenies where there is a high probability of recurrence based on previously monitored criminal activity (i.e. larceny from vehicles, larceny from construction sites, etc.)
 - b. investigative assignments
 - c. other important crime-related information (i.e. timing information, modus operandi, suspect description, point of entry, etc.).
3. The IBR Information Hot Sheet will be reviewed as needed for purposes of:
 - a. briefing employees on crime patterns and trends
 - b. fostering information flow and coordinated effort among departmental components, and

- c. identifying research and planning needs.

B. MONTHLY REASSESSMENT OF DEPARTMENT STAFFING ALLOCATION

15.1.3 / 16.1.2 / 15.3.1

1. The staffing allocation, including the determination of the current assignment/availability factor, for purposes of determining the overall numbers of personnel for the department, *and* for each organizational component within the department will be discussed at the Monthly Divisional meeting conducted by the Chief of Police.

C. OPERATIONAL PERIOD REPORTS

2. Each division/unit supervisor will be responsible for submitting an operational period report for their respective division/unit, to include information concerning:
 - a. activities pertaining to division/unit responsibilities as established in the written directive entitled *Department Organization and Structure* (PD-0104), with patrol divisions placing special emphasis on notable criminal activity and notable community policing activities, or directed patrol in response to order maintenance/nuisance abatement activities
 - b. administrative matters (i.e., problem identification, including what has been done to resolve the issue, noteworthy accomplishments of employees, etc.)
 - c. an update related to established goals and objectives.
3. Completed operational period reports will be submitted on a schedule determined by the bureau Deputy Chief.
 - a. As determined by the Deputy Chief, operational reports will be submitted:
 - 1) monthly,
 - 2) quarterly or
 - 3) at the end of rotational periods e.g. 6-weeks when patrol units rotate shifts
4. Unit Lieutenants or Sergeant must submit the operational period report to their respective division Captain no later than 10 days after the operational period ends.
5. Division Captains must submit the operational period report to their bureau Deputy Chief 15 days after the operational period ends.
6. Deputy Chiefs will submit bureau reports to, and on a schedule determined by, the Chief of Police.
4. Each Deputy Chief will be responsible for analyzing the information submitted from his respective divisions/units to:
 - a. address concerns raised in problem identification (i.e. what has been done to resolve the issues or concerns)
 - b. determining if specified goals and objectives are being achieved

15.2.2, 11.4.1

c. analyze staffing and personnel to ensure they are properly allocated according to workload demands

11.4.1e

d. distributing reports as deemed necessary

43.1.1 D, 45.2.2

D. ANNUAL REPORTS

1. Each Deputy Chief will be responsible for submitting an annual report, which will provide relevant information to account for the activities of the bureau.
2. Each bureau's annual report will:
 - a. be based on events occurring in the twelve month period from January 1 to December 31
 - b. be submitted to the Chief of Police no later than March 1.
 - c. document:
 - 1) a summary of activities pertaining to bureau responsibilities as established in the written directive *Department Organization and Structure*(PD-0104)
 - 2) a summary of administrative matters identified throughout the year including problems identified and corrective action taken
 - 3) notable accomplishments of the bureau in reference to the department's stated mission
 - 4) whether the bureau attained designated goals and objectives for the past fiscal year.
3. Deputy Chiefs may require annual reports on activities of organizational components within their bureaus.
 - a. Such reports will include:
 - 1) the information detailed in section III, C, 2-c
 - 2) other pertinent information requested by the Deputy Chief.
 - b. Such reports will be submitted by February 1.
4. Upon receipt of each bureau's annual report, the Chief of Police will direct pre-designated personnel to:
 - a. collate the information
 - b. gather other information as determined relevant by the Chief of Police (i.e. local crime statistics, personnel changes, grants received, etc.)
 - c. prepare a draft report for review by the Chief of Police

11.4.1e

- d. upon approval by the Chief of Police, make the information available to all department employees in the form of the *Lynchburg Police Department Annual Report*.
5. The report may be used for purposes of:
 - a. predicting future workload
 - b. identifying and projecting
 - c. preparing budgets
 - d. providing an informational resource.

15.2.1

E. GOALS AND OBJECTIVES

15.1.3

1. In the 4th quarter of each calendar year, the Chief of Police will meet with the Deputy Chiefs to discuss possible department goals for the next fiscal year and evaluate the multi-year plan.
2. Following this meeting, each Deputy Chief will be responsible for:
 - a. providing each of their employees the opportunity to make recommendations for the development of the department's goals, the bureau's objectives, and strategies to meet such goals and objectives
 - 1) A *goal* is a broad statement of the accomplishments necessary to support and fulfill the department's mission.
 - 2) An *objective* is a specific statement which describes measurable programs and activities necessary to achieve the stated goals.
 - 3) *Strategies* are those specific tasks that will be utilized to impact the objectives.
 - b. submitting the recommended goals, objectives and strategies to the Chief of Police.
3. After review and evaluation of the proposals, the Chief of Police will designate the department's goals, objectives and strategies for the upcoming fiscal year.
4. The designated goals will provide the basis for budget formulation for the following fiscal year (starting July 1).
5. Designated goals, objectives and strategies will be published and distributed to all employees.

11.4.1e

F. OTHER ADMINISTRATIVE REPORTS

1. Other required administrative reports are detailed in departmental directives dealing with specific duties of various bureaus, units or functions.
2. Distribution of other administrative reports will be at the discretion of the Chief of Police or the Deputy Chief of Police.

11.4.1e

11.4.3

2. A listing of all regularly required administrative reports will be maintained for reference on a report schedule located under the Directives folder on the LPD Server.
3. All time sensitive reports and activities will be the responsibility of the assigned person(s) as listed on the report schedule located under the Directives folder on the LPD server. Personnel are expected to review the schedule periodically to ensure they are familiar with any report or activity expected of them
4. The Accreditation Manager will maintain the report schedule to ensure the appropriate report or activity has been completed.
 - a. Personnel completing time sensitive reports or activities electronically will forward a copy to the Accreditation Manager.
 - b. If a scheduled report or activity is determined to be delinquent, the Accreditation Manager will contact the responsible person for that particular report or activity.
 - c. Activities not requiring a report, (i.e. inspection of critical incident equipment) can be confirmed by contacting the assigned person.
 - 1) Many of these activities are required as proofs for CALEA standards.
 - 2) The Accreditation Manager will ensure these activities are being done as he routinely maintains these files throughout the year.
5. A reassessment of the distribution of department personnel will be conducted as directed by the Chief of Police for components other than patrol and investigator positions.

16.1.2

6. Documented workload assessments will be conducted at least every 3 years to determine appropriate staffing within both bureaus.

Original Signed

Parks H. Snead
Chief of Police

February 5, 2014

Date