

*Maryland- National Capital Park Police
Prince George's County Division*

DIVISION DIRECTIVE

TITLE DIVISION WRITTEN COMMUNICATIONS SYSTEM			PROCEDURE NUMBER PG900.0
SECTION Reporting Procedures	DISTRIBUTION A	EFFECTIVE DATE 10/15/04	REVIEW DATE 10/15/06
REPLACES PG900.0 "Division Written Communications System", issued 02/15/02			
RELATED DIRECTIVES PG306.0, 306.1	REFERENCES CALEA 1, 13	AUTHORITY Commander Larry M. Brownlee, Sr. – Division Chief	

I. PURPOSE

This directive defines the Division's written communications system by establishing a format for written directives and procedures for the Division's administrative reporting systems, as well as providing for the proper control, organization, indexing and distribution of directives and other material developed under this system.

II. POLICY

Information management is critical to providing reliable reports to be used in management decisions. An administrative reporting system is necessary to provide all members of the Division with information regarding the Division's activities and trends. It is the policy of this Division that information regarding significant occurrences, statistical, and data summaries will be provided by way of daily, monthly, quarterly, and annual reports.

III. PROCEDURES

A. Definitions

1. Operations Manual- An official manual, issued by the Division, intended to contain all directives and other official operational communications of the Division.
2. Division Directive- A document issued by the Chief, Park Police Division, that announces the adoption and/or revision of specific

**DIVISION WRITTEN COMMUNICATION SYSTEM
PG900.0**

Division Polices and procedures. Division Directives will contain all mandatory current policies and procedures of the Division and will be issued to all employees to whom they pertain. Only the Chief, Park Police Division, has the authority to issue, modify and approve written directives.

3. Interim Directive- Document issued by the Chief, Park Police Division that announces or establishes procedures relating to a specific event or circumstance of a temporary or self-canceling nature. Interim Directives may also contain any mandatory policy or procedure that is either known or expected to last six (6) months or less.
4. Personnel Order- Document issued to announce personnel changes and/or transfers within the Division. This may come from an Assistant Chief or the Chief, Park Police Division.
5. Division Memoranda- A document, written or electronic, issued to provide information, clarification or general information to all or selected Division employees. Division Memoranda may be issued through any command staff. They shall not be utilized to establish Division policy without the consent of the Chief, Park Police Division. This does not preclude their use to establish or modify procedures for an individual unit/section.
6. Standard Operating Procedure (SOP)- A set of procedures issued by an Assistant Chief or designee, which guides the daily operation of a specific operation and is issued to only the Division employees to whom it pertains and other Assistant Chief's.
7. Administrative Reports- Reports designed to provide information within the Division on a day-to-day operational basis as well as provide a mechanism to report Division activities outside the immediate structure of the Division. Examples of administrative reports include daily reports, monthly reports, annual reports, and so on.
8. Written Communication- Any or all of the above items.
9. Employee- All sworn and civilian Division personnel.

B. Control and Distribution

1. All affected employees will be issued copies of every Division Directive, Interim Directive, personnel order, memoranda and standard operating procedure.

**DIVISION WRITTEN COMMUNICATION SYSTEM
PG900.0**

2. Distribution Codes

One or more of the following letter codes will be assigned to all Division Directives and Interim Directives to identify which employees the written communication shall be issued to:

A	-	All personnel
O	-	Officers
C	-	Civilians

3. Document Control

- a. The Accreditation Manager will maintain the master file of all Division Directives and Interim Directives.
- b. The Office of the Division Chief, will maintain the master file of all personnel orders.
- c. The originator will maintain the master copy of Division Memoranda.
- d. The Accreditation Manager will be provided with a copy of all SOP's and revisions issued by the respective Area Operations Assistant Chief or designee.
- e. The Accreditation Manager will be provided with a copy of all Administrative Reports, Personnel Orders, and Division Memoranda that affect ANY policy or procedure.

C. Responsibility

1. All employees will read and become familiar with all written communications which are issued to them. It is the responsibility of each employee to contact their immediate supervisor if they do not understand any specific directive, memoranda, procedure or order and obtain any necessary clarification.
2. All employees will sign, on the appropriate form, for all Division and Interim Directives issued and shall maintain their manual in an updated and accurate condition.
3. Sworn personnel shall immediately place all issued Division and Interim Directives in their Operations Manuel and shall maintain their manual in an updated and accurate condition.
4. Civilian employees will maintain an updated file of those written communications that are issued or given to them.
5. The Office of the Division Chief, will maintain a record of all written communications issued to all employees.

**DIVISION WRITTEN COMMUNICATION SYSTEM
PG900.0**

6. Line supervisors will conduct annual inspections of the operations manuals, of their employees, to ensure that they are accurate and up-to-date.
7. The authority to issue, modify, rescind and approve all directives is vested in the Chief, Park Police Division, only, unless otherwise specifically delegated during the Chief's absence.

D. Preparation of Written Communications

1. All Division Directives and Interim Directives will be reviewed by affected Command Staff and the most knowledgeable Division personnel and others, as necessary, to ensure consistency with any other practices, procedure, laws, regulations, and so on, prior to their issue. A written record of this review will be maintained by the Accreditation Manager (with the master copy of each directive).
2. All directives will contain the signature of the Chief, Park Police Division, or designee, as the issuing authority with the issuance date and the review date imposed on the document.
3. Whenever applicable, directives will carry notations directing attention to other related Commission on Accreditation for Law Enforcement Agencies Standards (CALEA). Any written communication that replaces, rescinds, revises or modifies any other communication will contain the proper references.
4. All directives will be written in narrative outline form and will contain, in addition to any other necessary information, a statement of Division policy, if applicable to that topic.
5. A procedure number, starting with the letters 'PG', will be assigned to every directive for the purpose of indexing and maintaining the system in an orderly manner.

E. Review, Revision, and Cancellation

1. All Division Directives will be reviewed every three (3) years, from date of issue, by the Accreditation Manager and, at the Chief's direction, by the appropriate Area Operations Assistant Chief or designee and updated or revised as necessary.
 - a. The Accreditation Manager will review and amend those directives necessary to ensure compliance with any changes in the collective bargaining agreements.

**DIVISION WRITTEN COMMUNICATION SYSTEM
PG900.0**

- b. All Interim Directives will contain a review date no later than six months after the issue date.
2. When an obsolete or rescinded directive is replaced by another directive, this will be so noted at the beginning of the new directive. Employees will purge all obsolete or rescinded directives from their operations manuals.
3. All minimally modified directives will indicate by mark or notation the section or part that is modified unless the changes affect a substantial portion of the directive. If this occurs, a declaratory statement to that effect will appear at the beginning of the directive.
4. Minor changes to directives may be accomplished by the issuance of page revisions, after review by the appropriate chain of command, with the approval of the Chief, Park Police Division.

IV. REPORTS AND FORMS: MANAGEMENT/ACCOUNTABILITY

- A. Types of Division Reports (component responsible for distribution in parentheses; unless otherwise indicated, reports are distributed to all Area Operations Assistant Chiefs):
 1. Daily Reports

Incident Report Log (Records Management Section) and Assistant Chiefs to the Chief, Park Police Division. This report serves as notification of previous day's written incident/crime reports.
 2. Monthly Reports

The following monthly reports are due on the fifth day following the reporting month:

 - a. Field Operations monthly activity report (includes Patrol, Mounted and Bicycle Patrol monthly activities) through the Assistant Chief, Field Operations, to the Chief, Park Police Division. Copy to Executive Services Section.
 - b. Investigative Operations monthly activity report (includes Investigations and Tactical monthly activities) through the Assistant Chief, Investigative Operations, to the Chief, Park Police Division. Copy to the Executive Services Section.
 - c. Support Operations monthly activity report (includes Communications, Training, Technical Services and Volunteer Programs monthly activities) through the

**DIVISION WRITTEN COMMUNICATION SYSTEM
PG900.0**

Assistant Chief, Support Operations, and to the Chief, Park Police Division. Copy to Executive Services Section.

- d. Internal Affairs listing of offenses and punishments on FOP board(s) (if any), as required by the FOP collective bargaining agreement, Section 10-5 (D) and monthly activity report (included Recruiting and Internal Affairs monthly activities) through the Manager, Internal Affairs, to the Chief, Park Police Division. Copy to Executive Services Section.
- e. Uniform Crime Reporting (UCR) (Records Management Section) through the Assistant Chief, Support Operations- Not distributed within the Division. Due to the Maryland State Police by the fifteenth day as required by state law. Park Police Division Chief, or designee, signs off on it.
- f. Office of the Division Chief monthly activity report will be compiled by the Executive Lieutenant along with all other monthly reports stated above and turned into the Chief, Park Police Division.

* Monthly reports provide information for crime analysis, workload and productivity assessments, and in certain instances, fulfill contractual and legal reporting requirements.

3. Quarterly Reports

The following quarterly report is due on the fifth day of the new month for incidents/events occurring during the previous quarter:

Crime Report (Investigative Operations)- tracks crime statistics, arrests, citations, accidents, calls for service, overtime hours, number of POP projects and assignment plans, civilian volunteer hours utilized, and provides a comparative analysis with the previous quarter's activity- distributed to Command Staff and used in budget documentation. Copy to Executive Services Section.

4. Annual Reports

The following annual reports are due as directed:

- a. Annual Crime Report (Support Operations)
- b. Investigative Operations Annual Report
- c. Field Operations Annual Report
- d. Support Operations Annual Report
- e. Internal Affairs Annual Report to the Park Police Division Chief and Area Operations Assistant Chiefs.

**DIVISION WRITTEN COMMUNICATION SYSTEM
PG900.0**

- * Annual reports provide information for crime analysis, workload and productivity assessments, training requirements, and planning and budgetary processes.

5. Periodic Reports

The following reports are prepared when and as needed:

- a. Operations Duty Officer, ODO Report by E-Mail (weekend ODO)- to Assistant Chief, Field Operations.
 - b. Commander's Report- original and/or E-Mail to the Chief, Park Police Division.
 - c. Reports of Investigation for Use of Force, Division vehicle collisions, and pursuits- through appropriate chain of command to Park Police Division Chief.
 - d. Investigative Operations Reports- to all command staff, supervisors, and Executive Services Section.
 - e. Injury Reports- disseminated through chain of command.
 - f. Intelligence Report (Intelligence Officer)- distributed on a "need to know" basis.
 - g. Investigative Report for follow-up investigations- disseminated and approved by Investigative Operations Supervisor, Investigative Operations Manager, and Assistant Chief, Investigative Operations.
 - h. Vehicle Seizure Recommendation Report by Investigator assigned to the vehicle seizure investigation- disseminated and approved by the Investigative Operations Supervisor, Investigative Operations Manager, and the Assistant Chief, Investigative Operations, prior to being sent to the Chief, Park Police Division.
 - i. Internal Affairs Report- to the Chief, Park Police Division and Area Operations Assistant Chiefs.
 - j. Clips from the print media (Public Information Officer) – to the Chief, Park Police Division and Area Operations Assistant Chiefs.
 - k. Press releases (Public Information Officer) – disseminated after approval of the Chief, Park Police Division or designee.
- * Periodic reports serve as notification of specific actions taken by agency personnel, or incidents, investigations, or conditions that directly affect or involve agency personnel.

**DIVISION WRITTEN COMMUNICATION SYSTEM
PG900.0**

B. Division Forms: Management/Accountability

The forms management function is designed to ensure that only necessary and essential forms are retained in use and that others are eliminated.

1. The management and control of forms maintained by the Division shall be the responsibility of the Accreditation Manager, or other designee. The Accreditation Manager, or other designee shall be responsible for:
 - a. Keeping a list of all Division forms in use.
 - b. Assigning form numbers to new forms.
 - c. Monitoring the need for a particular type of form.
2. Since the use of a form is usually described in a policy or procedure, the Assistant Chief's, will carefully analyze the need for any new form before related policy is approved.
3. Division personnel wishing to design and implement new forms, or revise an existing form, will submit a copy of the proposed form to the Accreditation Manager which will be responsible for:
 - a. Ensuring that the format is consistent with the records maintenance/data processing requirements of the Division.
 - b. Ensuring that the information captured on the form is not duplicative.
 - c. Overseeing the review process for new or modified forms to include input from the Division components that will use the forms.
 - d. Obtaining approval or disapproval for the form by the Assistant Chief's.
 - e. Providing the appropriate form number.
 - f. Deleting any form(s) that the new or revised form may rescind.
 - g. Ensuring that a Division Directive or Division Memoranda is issued with procedures for use of the new form, if necessary.
4. The Accreditation Manager, or designee will annually review, evaluate, revise and update Division forms, as necessary.
5. Once a form has been approved for use, the Records Management Section is responsible for ensuring that a sufficient stock of forms is procured and maintained to meet Division needs.

**DIVISION WRITTEN COMMUNICATION SYSTEM
PG900.0**

- a. Supervisors are responsible for ensuring that sufficient forms are available for their upcoming shifts.
 - b. Each employee has a responsibility to ensure that sufficient forms are available for use prior to each tour of duty.
 - c. An inspection of the supply of all Division forms will take place each week by the on-duty supervisor and/or designee.
6. Accountability must be maintained for certain pre-numbered forms and citations used by the Division's officers in the performance of their duties. This accountability is a function of the Records Management Section and is detailed within the unit's Standard Operating Procedure.

V. CALEA REPORTS AND REVIEW

- A. Compliance with reporting and review requirements mandated by the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) standards will be monitored by the Divisions Accreditation Manager.
- B. The Division has a Management Information Tracking System for ensuring that periodic reports, reviews, and other activities are accomplished. The system identifies periodic reports by:
 1. Type of report.
 2. Period of report.
 3. Employee responsible for the report.
 4. Reports due by month.
 5. Reports due by Accreditation Standard.
 6. The Accreditation Manager identifies and corrects instances where a requirement is not met.
- C. CALEA-mandated reporting requirements may be found in the manual "*Standards For Law Enforcement Agencies.*"
- D. See Appendix A for complete listing of recurring Division reports and related CALEA standards.

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