

CITY OF ANDERSON POLICE DEPARTMENT

Anderson, South Carolina

DIRECTIVE TYPE General Order	EFFECTIVE DATE December 30, 2009	NUMBER 501.1
SUBJECT General Management		
REVISED December 30, 2009		
REFERENCE SCLEA Chapter 5	AMENDS/SUPERSEDES All Others	
DISTRIBUTION All Personnel	RE-EVALUATION DATE Annual	NO. PAGES 4

A. Purpose

To address management principles of a general nature.

B. Policy

It shall be the policy of the City of Anderson Police Department to assign accountability for administrative reports, agency forms, and accreditation activities. In addition, the agency shall establish annual goals, objectives and multi-year plans that will be made available to all affected personnel.

C. Procedures

1. Administrative Reports include (but are not limited to):
 - a. Daily Report to the Chief
 - b. Monthly Activity Report
 - c. Police Department Annual Report
 - d. Time Sheets
 - e. Criminal Intelligence Bulletins

D. Reports (SCLEA 5.1a-e & 5.2)

1. Administrative Reports

a. Daily Report to the Chief

1. Person Responsible: Division Lieutenants/Sergeants where applicable.
2. Purpose: To provide information on daily activities of officers.
3. Frequency: Compiled daily at the end of each shift.
4. Distribution: Division Captains and the Chief

b. Monthly Activity Reports

1. Person Responsible: Division Captains.
2. Purpose: To summarize shift and division activity on a monthly basis.
3. Frequency: Monthly.
4. Distribution: Chief of Police

c. Agency annual report

1. Person responsible: Technical Services.
2. Purpose: To provide statistical information within the City of Anderson Police Department on yearly reports.
3. Frequency: Each calendar year or as needed by the Division Captains within the City of Anderson Police Department.
4. Distribution: Chief of Police and Division Captains.

d. Time Sheets

1. Person Responsible: Administrative Assistant to the Chief and supervisors under each Division.
2. Purpose: To document work hours and exceptional activities (i.e. vacation, sick leave, training, and other days off).
3. Frequency: Bi-Weekly.
4. Distribution: Turned in to the Chief's Administrative assistant and forwarded to Finance.

e. Criminal Intelligence Bulletins

1. Person Responsible: Investigation Lieutenant.
2. Purpose: To monitor and document trends in criminal activity as they relate to specific areas within the city.
3. Frequency: Monthly.
4. Distribution: Agency wide circulation and posting.

E. Goals and Objectives

1. Annual Agency Goals and Objectives
 - a. As part of the annual budget process, all Division Captains and senior staff advisors will submit in writing to the Chief of Police, goals and objectives for their function for the coming fiscal year. These goals and objectives will be updated annually and submitted along with budget recommendations normally by the end of February of each year.
 - b. In the City of Anderson Police Department's annual report, Division Captains and senior staff members will evaluate the progress made toward the attainment of goals and objectives from the previous year.
 - c. Approximately mid-way through the fiscal year, the Command Staff will meet and:
 - (1) Review the budgetary process;
 - (2) Evaluate the status of the current operating budget;
 - (3) Evaluate the progress made toward the attainment of goals and objectives for the current fiscal year; and
 - (4) Prepare for the development of the upcoming operating budget.
 - d. Established goals and objectives are available to all agency personnel through Division captains and senior staff.

F. Multi-Year Planning


1. The Agency will maintain a multi-year plan which will include:
 - a. Long-term goals and operation objectives;
 - b. Anticipated workload and population trends; and
 - c. Anticipated personnel levels.

G. Accreditation Reporting System

1. The Accreditation Manager is responsible for ensuring that the periodic reports, reviews and other activities mandated by applicable accreditation standards are accomplished on a timely basis.
2. The City of Anderson Police Department Self-Assessment Program may be utilized to assist the Accreditation Manager in complying with accreditation reporting requirements.

3. Each Division Captain will conduct an annual self-assessment of his/her responsibilities. This self-assessment will be provided to the Accreditation Manager by January 31 of each year.
4. The Accreditation Manager will conduct a quarterly assessment of compliance with Accreditation standards.

By order of:



Martin D. Brown, Chief of Police

12-30-2009
Date