



# Rhode Island State Police General Order – 2B

<i>Section:</i>	<b>Administration – General Management</b>
<i>Article:</i>	<b>2 – Management Reporting</b>
<i>Title:</i>	<b>Administrative Reporting System</b>
<i>Special Instructions:</i>	

## I. PURPOSE

The Administrative Reporting System of the Rhode Island State Police is designed to provide the administrative officers and staff with information on the activities of the Division in a timely manner. It is intended to ensure communications through the chain-of-command and is essential to the efficient operation of the Division.

## II. POLICY

The reports required to be prepared and published, per this policy, must be completed by the employee or his/her designee, in the designated frequency to ensure the efficient operation of the Division.

## III. PROCEDURES

### A. DAILY REPORTING

1. AM REPORT - Patrol Commanders/ Assistant Patrol Commanders and the Detective Commander or designee are responsible for the reporting of daily activity and events to Division personnel for the previous 24-hour period. This shall be done via electronic mail on the Rhode Island State Police – Wide Area Computer network each day. The purpose of this report is to keep Division personnel informed of unusual and/or important activities, major crimes, arrests or motor vehicle accidents that occur within the state.
2. PRESS RELEASE - Patrol Commanders/ Assistant Patrol Commanders and the Detective Commander or designee shall summarize and post the daily activity and events to the “Division’s Daily Press Release” section on the Division’s website for review by the media and general public. The posting shall:
  - i. Not include the date of birth, only the age of the arrestee;
  - ii. Not include names of juveniles and victims;
  - iii. Not include an arrest of a sensitive nature.
3. UNUSUAL OCCURRENCES - Unusual occurrences at the patrol and detective unit level should be reported to the District or Detective

Commander as they happen. The determination of what constitutes an unusual occurrence must rest with the Patrol Commander/Assistant Patrol Commander/Unit Supervisor/ Night Executive Officer.

- B. WEEKLY REPORTS - Patrol Commanders/Assistant Patrol Commanders and the Detective Commander or designee are responsible for preparing weekly reports for submission to Headquarters. These weekly reports include, but are not limited to:

<b>Weekly Reports</b>	<b>Purpose</b>	<b>Distribution</b>
Interdepartmental Mail	Communication	Addressee
Outgoing USPS Mail	To be mailed	HQ Outgoing Mail
Overtime	Document overtime	Central Management Office
Time sheets	Document time worked	Central Management Office
Weekly programs	Future staffing	District Commanders
Overtime Request Sheet	Request overtime	DOT/TMC Detail Office

- C. MONTHLY REPORTS - Each Patrol Commander/Unit Supervisor, or designee, is responsible for preparing a monthly report for submission to Headquarters. The monthly report will cover the period from the first calendar day of each month, up to and including the last calendar day of each month. The report will be due no later than the second Sunday of the following month. The monthly report may also permit Division staff commanders to identify the objectives of their patrols/units for the next month. The monthly report will include, but not be limited to:

<b>Monthly Patrol Bureau Reports</b>	<b>Purpose</b>	<b>Distribution</b>
Commuting and Cruiser mileage & Condition report	Demonstrate miles traveled	Fleet/Supply Administrator
Rifle Inventory	Accountability	Administrative Services
Juvenile Detention Data Summary Report	Monitoring by Public Safety Grants Administration Office	UCR Manager
UCR reports	Document FBI statistics	UCR Manager

D. QUARTERLY REPORT

At the end of each quarter, each Patrol Commander, or designee, and Detective Commander, or designee, is responsible for submitting a certification sheet authorizing the UCR Manager to generate the appropriate reports.

E. ANNUAL REPORTS

1. ANNUAL REPORT - In accordance with Rhode Island General Law 42-28-6, 1956, as amended, the Superintendent of State Police shall annually, make a report to the General Assembly listing the activities of the Division. The Superintendent shall also make such reports to the Governor, as the Governor shall request. The Planning, Research & Accreditation Unit shall be responsible to develop and prepare the Division's Annual Report.
2. DIVISION AND UNIT GOALS AND OBJECTIVES - The process of setting annual and multi-year goals and objectives will be used to further the stated mission of the Division.
  - a. Personnel Reporting Requirements:
    - i. All Commissioned Officers and Unit Supervisors shall develop annual and multi-year goals and objectives for the Division and for their respective organizational components.
    - ii. Other Division employees are encouraged to submit annual and multi-year Division and Unit goals and objectives.
  - b. The Planning, Research & Accreditation Unit will annually request Division and Unit goals and objectives that shall be documented and forwarded, through the proper channels. Submissions must be consistent with the Division's mission and prepared as an adjunct to the preparation of the next fiscal year budget. Submissions must be specific and approved by the next higher authority in the chain of command.
  - c. No later than 60 days after receipt of Division and Unit goals and objectives, the Long-Range Planning Committee shall meet to review and approve the annual and multi-year Division and Unit goals and objectives. Upon review of the Long-Range Planning Committee, all goals and objectives shall be forwarded to the Superintendent for final approval.
  - d. Upon final approval of the Superintendent, a listing of all approved goals and objectives shall be made available to all Division employees.

3. PROGRESS REPORT TOWARD ANNUAL GOALS - By the end of the first quarter of the succeeding year, Patrol Commanders and Unit Supervisors shall forward a written report to the Planning, Research & Accreditation Unit listing the progress made toward the attainment of their previously submitted Unit annual goals and objectives. The Planning, Research & Accreditation Unit will subsequently compile a cumulative progress report which will be submitted to the Command Staff for evaluation. Any unattained goals and objectives shall be incorporated into the following fiscal year's goals and objectives.

F. OTHER REPORTS

1. WORKLOAD ASSESSMENT - The Administrative Officer shall be responsible to conduct a documented workload assessment of all organizational components every four (4) years to include a conclusion of findings and a recommendation for distribution/allocation of personnel.

The assessment shall include, but not limited to, the analysis of the following information:

- a. Data from each organizational component to include the number of personnel assigned;
  - b. The number of incidents handled per barracks/unit;
  - c. Crime statistics and locations from the records management system (RMS) and computer-aided dispatch (CAD) system;
  - d. Traffic statistics to include enforcement and crash data;
  - e. The population and geographical size of patrol area served;
  - f. Amount of support services provided to the Division and other state or public safety agencies.
2. CITIZEN SATISFACTION SURVEY - The Community outreach liaison, or designee, shall provide the Superintendent documented results from the online citizen satisfaction once every two years. The results shall include overall agency performance, overall competency of agency employees, citizens' perception of officers' attitudes and behavior, community concern over safety and security within the agency's service area, citizens' recommendations and suggestions for improvements.

By Order of Colonel Manni



A handwritten signature in black ink, appearing to read "J. Manni", written over a horizontal line.

James M. Manni  
Colonel  
Superintendent