Rockville City Police Department
GENERAL ORDER

Subject GENERAL MANAGEMENT		Procedure G.O. # 2 - 11
Authorizing Signature	**Effective** **03-01-03**	**Total Pages** **3**

I. POLICY

Effective and efficient administrative practices and procedures in the Rockville City Police Department will help ensure that appropriate information flows when and where needed and that management decisions are based on the best available information. In addition, coordinated administrative activities will reduce the possibility of duplication, overlap, possible gaps, and wasted effort. Accordingly, all employees must be aware of the general administrative practices and procedures of the department.

II. PURPOSE

The purpose of this General Order is to describe the general administrative practices and procedures of the Rockville City Police Department.

III. PROCEDURES

A. Management Information System

1. The department's management information system includes the flow of information, written and oral, between individuals, shifts, or bureaus and the Chief's office. This information facilitates and provides information to be used in management decision-making.

2. Information may flow in an assortment of forms, be stored in a range of places and formats, and may be utilized by a variety of department employees in many different ways. To avoid duplication, overlapping, gaps, or wasted effort, it is important that all employees have an understanding of, and support the department information system.

3. The management information system includes reports relating to personnel activities and needs used in predicting workload, determining staffing and resource needs, and in budget preparation. The system includes information as to the effective accomplishment of the law enforcement function such as offenses, incidents and arrest reports, statistical and data summaries of specific department activities, dispatch records, etc.

4. The management information system incorporates both manual and computerized systems to prepare, store, and make available needed data.

5. Monthly and yearly reports may specifically be used in setting department goals and objectives and in assisting in developing short term and long-range objectives.

B. Administrative Activities Reporting

1. The Rockville City Police Department maintains an administrative activity-reporting program that includes daily, monthly, and annual reports. This program is designed to provide management information on activities of the Department. It further ensures communication of information up and down the chain of command. See appendix "A" for a complete listing of these administrative reports.

2. The Accreditation Manager is responsible for ensuring that periodic reports, reviews and other activities mandated by the accreditation standards are accomplished.

IV. FORMS MANAGEMENT/ACCOUNTABILITY

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

A. The management and control of forms maintained by the Rockville City Police Department shall be the responsibility of the Administrative Services Bureau Commander. The Administrative Services Bureau Commander shall be responsible for:

1. Keeping a list of all departmental forms in use

2. Assigning form numbers to new forms

3. Monitoring the need for a particular type of form

B. Since the use of a form is usually described in a policy or procedure, the Chief of Police will carefully analyze the use of any new form at the time the related policy is approved.

C. Personnel wishing to design and implement new forms, or revise an existing form, will submit a copy of the proposed form to the Administrative Services Bureau Commander who will be responsible for:

1. Ensuring that the format is consistent with the record maintenance/data processing requirements of the department.

2. Ensuring that the information captured on the form is not duplicative.

3. Overseeing the review process for new or modified forms to include input from the components that will use the forms.

4. Obtaining approval or disapproval for the form(s) from the Chief of Police.

5. Providing the appropriate form number.

6. Deleting any form(s), which the new or revised form may rescind.

7. Ensuring that a Training Bulletin is written about the new form, if necessary.

D. The Administrative Services Bureau Commander will schedule and implement a review and evaluation process annually to revise and update departmental forms, as necessary.

E. Once a form has been adopted and is in use, the Administrative Services Bureau is responsible for ensuring that a sufficient stock of forms is procured and maintained to meet department needs.

1. Supervisors are responsible for ensuring that sufficient forms are available for their shift and for oncoming shifts.

2. Each employee has a responsibility to ensure that sufficient forms are available for use prior to each tour of duty.

3. An inspection of the supply of all department forms will take place each week by the Administrative Services Bureau.

F. Accountability must be maintained for certain pre-numbered forms used by the department. These forms include, but are not limited to Maryland Uniform Complaint and Citations, Maryland Safety Equipment Repair Orders, Parking Tickets, Uniform Criminal/Civil Citations, and Notice of Violations.

1. These forms are generally published in books of 25 each. The Administrative Services Bureau is responsible for the issuance of these books.

2. Each officer is accountable for each form in the book and must properly issue each numbered form. If necessary, forms may be voided. If voided, the officer must turn in the form along with a VOID TICKET/CITATION FORM (RCPD Form # 170).

3. Officers must ensure that they have a sufficient number of books on hand at the beginning of each tour of duty.

4. Forms from any enforcement book that are pre-numbered will not be loaned to or borrowed from another officer.