

Administrative Reporting System Procedure

103.1 PURPOSE AND SCOPE

To establish an Administrative Reporting System that provides management with information regarding agency activities.

103.2 GENERAL

Information gathered from within the agency provides the basis for determining the need to continue or change programs, policies and procedures. It is also essential for determining staffing and resource allocation, predicting workloads, and fiscal management. Many of the reports listed in this procedure may also be mandated by law.

It is the responsibility of all in command to ensure the accuracy of the information and data that is gathered.

Division Commanders and their designees are responsible for ensuring that required administrative reports are submitted in a timely manner. Division Commanders are also responsible for identifying other activities within their divisions that require tracking and generation of a report.

103.3 ADMINISTRATIVE REPORTING SYSTEM

The following charts identify the various reports by title, author, frequency and distribution:

103.3.1 OFFICE OF THE CHIEF OF POLICE

Report Title	Author	Frequency	Distribution
CCW Permits	PSU Lieutenant	Ongoing	Chief of Police DOJ
Analysis Crime Data	Crime Analysis	Ongoing	Command Staff
Robbery/Burglary/Auto	Crime Analysis	On Request	On Request
Beat Map/Crime Stats	Crime Analysis	On Request	Intranet
Auto Theft Report	Crime Analysis	On Request	Intranet
Case Listing by Beat	Crime Analysis	On Request	Intranet
Warrants Report	Crime Analysis	Bi-Weekly	Intranet
Parolee Report	Crime Analysis	On Request	Intranet
Overtime Report	Payroll - Finance	On Request	Chief of Police and Division Commanders
Personnel Report	Personnel and Training Sergeant	Monthly	Chief of Police
Probationers and Search	Crime Analysis	Monthly	Email
Comparative Month/Year	Crime Analysis	Monthly	Chief of Police

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Sex Registrant Mapping	Crime Analysis	On Report	Intranet
Independent Audit	Finance	Annually	Chief of Police
Staff Inspection	Personnel and Training Lieutenant	Annually	Command Staff
Bias-Based Profiling	Personnel and Training Lieutenant	Annually	Command Staff
Use of Force Analysis	PSU Lieutenant	Bi-Annually/Annually	Chief of Police
URSUS Use of Force (12525.2 (a) Govt. Code)	PSU Lieutenant	Annually	DOJ
Employee Grievances	PSU Lieutenant	Annually	Chief of Police
I.A. Investigations	PSU Lieutenant	Annually	Chief of Police
Employee Early Warning	PSU Lieutenant	Annually	Chief of Police
Pursuit Analysis	PSU Lieutenant	Annually	Chief of Police
Computer System Audit	IT Staff	Annually	Accreditation Manager
Recruitment Plan	Personnel and Training Lieutenant	Annually	Command Staff
Lethal Weapons Training	Personnel and Training Lieutenant	Annually	Command Staff
Use of Force Policy	Personnel and Training Lieutenant	Annually	Command Staff
ICS Training	Personnel and Training Sergeant	Annually	Command Staff
Legal Update Training	Personnel and Training Lieutenant	Annually	Command Staff
Less Lethal Weapons	Personnel and Training Sergeant	Annually	Command Staff
Military Equipment (Government Code § 7070 to 7072)	Personnel and Training Lieutenant	Annually	City Council & Public View on Website via Chief of Police

103.3.2 FIELD OPERATIONS DIVISION

Report Title	Author	Frequency	Distribution
Daily Report	Watch Commanders	Per Shift	Department Wide Via Intranet
RIPA Stop Data (Gov. Code, § 12525.5)	Officers	Per Shift	DOJ Via UCPD Supervisors
After Action Reports:	CRU Commander or Watch Commander	Per Incident	PSU Division Commander

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Less Lethal use during demonstrations (First Amendment policy & 13652.1 (a) PC)	CMT, SWAT or Patrol Watch Commander	Within 60 days of incident	City Website via PSU Lieutenant
Pursuit Report and	On-duty Supervisor	Per Incident	PSU Division Commander
Forcible Stopping (PIT)	Watch Commander	Per Incident	PSU Division Commander
Critical Incident	CRU Commander	Quarterly	Division Commanders Accreditation Manager
Unit and Team Statistics	Field Operations Supervisor	Monthly	Division Commander
Community Involvement	Division Commander	Quarterly	Division Commander
Staff and Equipment	Watch Commanders	Quarterly	Division Commander
Inspection Firearms	Armorer	Annual	Personnel and Training Sergeant
Crime Prevention	Division Commander	Annual	Division Commander
Citizen Survey	Division Commander	Every 3 Years	Command Staff
Expenditure	Office Coordinator	Monthly	Command Staff
Hate Crime Report	Records Supervisor	Monthly	Command Staff
Criminal Intelligence	Criminal Investigation Lieutenant	Annual	Command Staff
Juvenile Enforcement and	Criminal Investigation	Annual	Command Staff
THF Annual Review, (15 CCR 1280)	THF Supervisor	Every two years	Division Commander
BSCC THF Custody Logs	Lead PSO	Monthly	Emailed to: [REDACTED]
Review of THF Supplemental Procedures in Policy 900.33 (15 CCR 1029)	THF Supervisor	Every two years	Division Commander

103.3.3 SUPPORT SERVICES DIVISION

Report Title	Author	Frequency	Distribution
Per Diem Employees -	Payroll - Finance	Bi-Weekly	Support Services Manager
NIBRS/UCR/ FBI Reporting	Records Supervisor	Monthly	Command Staff and DOJ
Incoming Call Statistics	Communications Liaison	Monthly	Command Staff

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Inspection - Alternate	Facilities Manager	Monthly	Support Services Manager
Unit Statistics	All Supervisors	Monthly	Support Services Manager
Crime Scene Technician	CSTs	Monthly	Property and Evidence Supervisor
Evidence/Property Room	Property and Evidence Supervisor	Annual	Command Staff
Property Room Audit	Property and Evidence Supervisor	Annual	Command Staff and DOJ
CLETS Misuse	PSU Lieutenant	Annual	Command Staff and DOJ
Temporary Detention	THF Supervisor	Every 3 Years	Command Staff
California Values Act Immigration Data (72782 Govt. Code)	Investigations Lieutenant	Yearly	DOJ

103.3.4 DEPARTMENT WIDE

Report Title	Author	Frequency	Distribution
UCPD Annual Report	Chief of Police	Annual	Intranet, City Hall and Internet
Use of Force Report;	All Divisions	Per Incident	PSU, Chief of Police
After Action Report;	All Divisions	Per Incident	Command Staff
Line Inspections	All Divisions	Semi-Annual	Unit Supervisors
Evaluation, Goals and	All Divisions	Semi-Annual	Command Staff
Updating Goals and	All Divisions	Annual	Command Staff
Specialized Assignment	All Divisions	Annual	Command Staff
Budget	All Divisions	Annual	Command Staff
Workload Assessment	All Divisions	Every 3 Years	Command Staff

103.4 REVISIONS

Procedure Adopted: May 18, 2018

Revised: January 17, 2020

Revised : January 17, 2022