

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject MANAGEMENT INFORMATION	Policy Number GB-6
		Effective Date 08-22-08
Related Information	Supersedes GB-6 (10-02-98)	

PURPOSE

The purpose of this Policy is to establish procedures regarding the management of information that includes the preparation of administrative and management reports and assigns responsibilities for the compilation and dissemination of those reports.

POLICY

It is the Policy of the Office to ensure that management of information regarding daily, weekly, monthly, quarterly, and annual operational activities and statistics are communicated throughout the Office and to any mandated outside agencies.

DEFINITIONS

None

PROCEDURES

1. **Data Parameters:** Procedures shall be developed which provide for a continuous flow of timely, accurate, and relevant data reflecting all significant activities of the Office. The management information system of the Office shall include the following:
 - A. A method for the collection, presentation, and dissemination of statistical data necessary for management functions. Data sources include, but are not limited to, the following:
 1. Calls for service.
 2. Offense reports.
 3. Arrest/booking records.
 4. Uniform Crime Reports.
 - B. An administrative reporting program to ensure the regular and periodic communication of data and information through the chain of command. The reporting program shall consist of the following:
 1. Daily Reports: These reports shall provide a summary of significant occurrences during the previous 24 hours. Their purpose shall be to provide personnel with timely information regarding major crimes, accidents, arrests, and inmate population.

2. **Monthly Reports:** Monthly reports shall provide the commanders of organizational components of the Office with an accounting of activities in their divisions during the previous month. These reports should provide comparative data between monthly and year-to-date activities in the previous month and the same month of the previous year.
- C. Quarterly and annual reports which will be retained in Administration Command and be available for inspection.
 1. **Quarterly Reports:** Quarterly reports shall provide an accounting of activities during the previous quarter. These reports should provide comparative data between quarterly and year-to-date activities in the recent quarter and the same quarter of the previous year for items such as planning, staffing, and budgetary and fiscal matters.
 2. **Annual Reports:** Annual reports should provide useful comparative data and statistics, and assist in accounting for activities of the Office. These reports should also provide information regarding long-term trends for crime analysis and for evaluating the effectiveness of various components. Annual report information will be included in the fourth quarter report for the calendar year.
2. **Strategic Planning:** Once a year the Office will hold a strategic planning retreat attended by the executive staff. During the retreat, goals and objectives will be established for each bureau by the respective bureau commanders, and will be conveyed to their subordinates by memorandum or at a staff meeting.
3. **Command Briefings:** The dates and times of executive command briefings shall be designated by the Sheriff or his designee. Command briefings will be attended by the Sheriff, or his designee; bureau commanders, or their representatives; and other personnel as requested.
4. **Command Staff Meetings:** Large scale command staff meetings will be conducted periodically on an as-needed basis. Attendance will be by invitation and generally not subject to delegation.
5. **Staff Meetings:** Staff meetings should be conducted by each component on a monthly basis or as needed. These monthly meetings will be used for the exchange of information, discussion of issues or unusual occurrences, review of recent accomplishments, and other topics as appropriate. The following guidelines are recommended for conducting Office staff meetings:
 - A. The meeting should have a designated moderator.
 - B. When appropriate, an agenda should be prepared and distributed to participants.
 - C. Adequate time should be allocated to cover the objectives of the meeting.
 - D. The recording of minutes should be considered in decision-making meetings.
6. **Employee Committees:** A bureau or division commander may establish an employee committee to meet and discuss topics of interest or concern to the employees.