

	SAN MARCOS POLICE DEPARTMENT	
	Policy 1.6 Departmental Reports	
	Effective Date: May 4, 2019	Replaces:
	Approved: _____ <div style="text-align: center;">  Chief of Police </div>	
	Reference:	

I. POLICY

The department is required to maintain records of operations for purposes of investigation and the prosecution of offenders. Records that concern the internal operations of the department must also be kept. It is the intent of the department to provide a reporting system through which quality management and administrative decisions may be made.

II. PURPOSE

The purpose of this policy is to describe the periodic reports and records prepared by the department and their retention schedules.

III. ADMINISTRATIVE REPORTS

- A. Quarterly Report: The chief will provide a quarterly report to the city manager. This report contains information specified by the chief of police.
- B. Monthly Crime Report: A monthly crime report is compiled by the records supervisor or designee using National Incident Based Reporting System (NIBRS) standards and a copy provided to the chief of police. The original of this report is submitted electronically to the Texas Department of Public Safety.
- C. Annual Report: The annual report is compiled by the chief of police. The report contains an annual summary of the quarterly report information and other information that is required by both policy and law including racial profiling and use of force data. The annual report is forwarded to city manager for presentation to the city council.

IV. POLICE RECORDS

A single sequential incident number is assigned to each call for service. Any field report, incident report, offense report, or accident report is assigned the associated incident number.

V. DESTRUCTION AND RETENTION OF RECORDS

Texas state law provides a criminal penalty for willful destruction, mutilation, or alteration of public information. Destruction or removal of documents and records of the department shall be made only in accordance with the city's records retention schedule.

VI. DEPARTMENTAL FORMS

- A. The department shall develop standard forms to be used by officers to assure uniform and consistent reporting of enforcement and enforcement related activities, and to satisfy the requirements of state and federal agencies.
- B. Departmental forms may be created by the unit needing the form if a form does not yet exist. Any personnel in the department may suggest revisions to an existing form or propose a new form. Proposals and suggestions are submitted to the employee's supervisor. In creating a new form or revising an existing one, care must be exercised to make sure that the new or revised form in no way conflicts with any city policies or other forms.
- C. The chief of police or designee must approve all departmental forms.