



DEPARTMENTAL
GENERAL
ORDER

Effective Date
1 Nov 06

Index as:

A-7

Annual Report
Departmental Report, Annual
Management Report, Annual

ANNUAL MANAGEMENT AND DEPARTMENTAL REPORTS

The purpose of this order is to set forth Departmental policy and procedures for submitting and reviewing annual calendar year information from individual functional units and inter-agency task forces within the Oakland Police Department.

I. POLICY

It shall be the policy of the Department to annually collect performance data from all functional units within the Department for review by the Chief of Police. The information shall be used to create an Oakland Police Department Annual Report for dissemination to the public.

II. RESPONSIBILITIES

A. Bureau of Administration

1. The Bureau of Administration Director or designee shall:
 - a. No later than the first Friday in December, prepare a Memorandum from the Chief of Police for distribution to all functional units in the Department, directing the submittal of an Annual Management Report to their respective Division commander or manager no later than January 31st of the following year; AND
 - b. Prepare a schedule that will allow Chief of Police and the Bureau Deputy Chiefs/Director to meet with individual Division and/or independent section commanders, managers, and/or supervisors to thoroughly review the submitted Annual Management Reports. These meetings shall be scheduled for the first three weeks in March, or on such dates as to comport with the Chief's daily schedule.

- c. Assign staff to compile the individually submitted Annual Reports into a consolidated Oakland Police Department Annual Report by July 30th.
 - d. Coordinate the procurement of supplies and services for the printing and binding of paper copies, making of compact disc copies, and Departmental website posting of the Annual Report.
- B. Bureau Deputy Chiefs/Director shall:
 - 1. Review the annual information reports submitted by Divisions under their purview.
 - 2. Coordinate with the Bureau of Administration Director or designee on the meeting schedule noted in Section II, A, 1, b of this order.
- C. Division and/or independent section commanders, managers, and/or supervisors shall:
 - 1. Collect and review the Annual Management Reports of their subordinates.
 - 2. Collate the information into an executive summary, attaching the unit reports as individual appendices.
 - 3. Forward the report to their respective Bureau Deputy Chief/Director no later than February 15th.
- D. Chief of Police
 - 1. During the first three weeks of March, or at such times and dates as to comport with his/her schedule, meet with the Bureau Deputy Chiefs/Director and the respective commanders/managers and/or supervisors to review the Annual Management Report submissions.
 - 2. Complete the review process and approve the submissions no later than 10 April.
 - 3. Upon approval, forward the appropriate sections of the reports/documents to the Bureau of Administration for production and publication of an Oakland Police Department Annual Report for release to the public.

III. REPORT CONTENT

All units shall include the following information as part of their Annual Management Report:

A. Mandatory Information

All Annual Management Reports shall contain the following information:

1. Staffing (authorized versus actual, sworn and professional staff)

This section details changes to staff and staffing challenges, i.e., long-term injury/illness absences, temporary reassignments, hiring freezes, promotions, retirements [(identify name, rank, years of service, and type of retirement (service or disability))].

2. Fiscal Management Report

This section contains an analysis chart of the unit's budget appropriation and expenditures from the preceding fiscal year (1 Jul–30 Jun).

Charts shall consist of the following four (4) column headings:

a. Unit Appropriation Categories (Column 1):

- 1) O&M;
- 2) Grants;
- 3) Personnel (excluding overtime); and
- 4) Overtime.

b. Budget Appropriation (Column 2) – Enter the dollar amount budgeted for the previous fiscal year.

c. Actual Expenditures (Column 3) – Enter the dollar amount of actual expenditures for the previous fiscal year.

d. Difference (Column 4) – Enter the difference between the actual expenditure (column 3) and the budget appropriation (column 2).

Any negative difference (overspending) (column 4) shall require narrative explanations.

Exemplar:

Appropriation Categories	Budget Appropriation	Actual Expenditures	Difference
O&M			
Grants			
Personnel (excluding O/T)			
Overtime			

3. Training Received and/or Provided by Unit Personnel

This section includes the subject of the training, number of persons trained, and the length of the training (in hours).

4. Significant Accomplishments

This section contains a narrative of the unit's deeds to include, but not limited to, on-going programs, new programs, special projects, and a list of achievements and awards received by the unit or individual personnel assigned to the unit.

5. Productivity Performance Data

This section contains specific unit-related output statistics, such as citations issued, vehicles towed, warrants cleared, arrests, and attendance at community meetings.

6. Other Performance Data

This section includes "other" data which may indicate a need for corrective action (i.e., uses of force, discharging of firearms, personnel complaints, vehicle pursuits, preventable vehicle collisions).

7. Plans, Expectations, and Goals

This section contains a narrative of the unit commander's current "State of the Unit," and his/her plans, expectations, and goals for the coming year.

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B. Optional Information

Optional information may be included in the Annual Management Report and may contain material, such as:

1. Photographs of unit personnel engaged in their operational duties.
2. Copies of letters received from the public/other agencies recognizing the work of staff.

By order of

Wayne G. Tucker
Chief of Police

Date Signed: _____