

	SFASU POLICE DEPARTMENT	
	Policy 1.6 Departmental Reports	
	Effective Date: 04/12/19	Replaces:
	Approved: John Fields, Jr. Chief of Police	
	Reference: IACLEA 16.1.3	

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 retained. 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. Monthly National Incident-Based Reporting System (NIBRS): A monthly NIBRS form is compiled by the CID sergeant and a copy provided to the Chief of Police for review. The original is submitted to the Texas Department of Public Safety.
- B. Annual Report: The annual report is compiled by the Chief of Police and/or his/her designee. The report contains summary information required by both policy and law. The annual report is forwarded through the administrative approval process to the university president for presentation to the board of regents.

The annual report is used to determine the following:

1. Personnel allocation
2. Police staffing levels
3. Statistical information on other related activities and problems.

IV. POLICE RECORDS

- A. A single sequential incident number from the department's Report Management System (RMS) is assigned to each call for service.
- B. All field, incident, offense, or accident reports are automatically assigned a number and the numbers are unique to each incident to ensure the efficient recovery of the report (IACLEA 16.1.3).

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 university'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 the university and 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 through the chain of command. In creating a new form or revising an existing one, care must be exercised to make sure that the new or revised form does not conflict with any university policies or other forms.
- C. The Chief of Police must approve all departmental forms.