



Series <i>100 Administration</i>	Effective Date <i>01/22/2018</i>	Review Date <i>Three Years</i>	Directive Number 101.8
Chapter <i>101 Organization and Management</i>			<input type="checkbox"/> New Directive <input checked="" type="checkbox"/> Revised <small>Revisions in <i>italics</i></small>
Reviewing Office <i>Planning and Deployment</i>			
References			

ADMINISTRATIVE REPORTS

101.8 - 1 POLICY

It is the policy of the *Detroit Police* Department to maintain reports and records that measure, analyze, or provide an accounting of activities performed or conducted. This directive outlines the commanding officer's duty to ensure that the timely preparation of all reports inclusive, but not limited to, those listed in the following sections are completed. All reports shall be completed on the first day of the month unless otherwise specified. After review by the commanding officer, the monthly reports shall be distributed as indicated.

101.8 - 2 Forms

Planning and Deployment shall evaluate and make recommendations to executive officers on all new forms and reports and those to be revised. All requests shall be made through official channels to *Planning and Deployment*.

101.8 - 2.1 Consolidated Report of Gas, Oil, and Alcohol (C of D 153 RE)

This report shall be prepared in duplicate, and is used for compiling the quantity of gasoline, oil, and alcohol used during the month. The worksheet containing the tabulations of the preceding month *shall be forwarded to Fleet Management by Detroit General Services Department (GSD)*.

101.8 - 2.2 Mobilization Notification Sheet

1. Commanding officers are responsible for the preparation of a detailed mobilization plan for the notification of all *members* assigned to their commands.
 - a. Prior to the first of each month, that portion of the plan which deals with the notification of off-duty *members* (Mobilization Notification Sheet) shall be updated and distributed as necessary;
 - b. Group members shall be given a copy of the Mobilization Notification Sheet, which affects them;
 - c. Mobilization Notification Sheets shall not contain the addresses of *members*;
 - d. *Precinct* patrol, special operations, and *precinct detective units (PDU)* shall individually prepare a Mobilization Notification Sheet for each platoon; *and*

101.8 Administrative Reports

- e. A copy of the Mobilization Notification Sheet shall be retained *at each individual command/precinct*.

101.8 - 2.3 Monthly Assignment Sheet

Commanding officers are responsible for the preparation of a Monthly Assignment Sheet for all *members* assigned to their commands.

- a. Prior to the first of each month, a Monthly Assignment Sheet shall be prepared containing the names of the *members*, badge numbers, leave days, etc.;
- b. *Precinct* patrol, special operations, and *precinct detective units (PDU)* shall individually prepare a monthly assignment sheet for each platoon;
- c. *An original* Monthly Assignment Sheet shall be retained *at each command with one* posted on the command's bulletin board *and an additional copy kept at the precinct/command desk, and*
- d. At the end of the month the original copy of each Monthly Assignment Sheet shall be filed with the corresponding Activity Logs (DPD250). *Commands that do not use Activity Logs shall retain the original Monthly Assignment Sheets for three (3) years.*

101.8 - 2.4 Assigned Vehicle Maintenance Report (DPD251)

Each commanding officer shall designate a vehicle maintenance officer who shall be responsible for regular inspections of all assigned vehicles for preventive maintenance and repairs required on the basis of mileage and visual inspections.

- a. Each command shall keep accurate records of such inspections by preparing the Assigned Vehicle Maintenance Report;
- b. These records shall be reviewed by the commanding officer; and
- c. Distribution shall be as directed on the form, and one (1) copy shall be retained by the concerned command.

101.8 - 2.5 Summary of Liquor, Gambling and Vice Activities (DPD419)

Using information obtained from the Activity Log - Liquor, Vice, and Gambling (DPD63), a Summary of Liquor Gambling and Vice Activities shall be submitted monthly.

- a. The original shall be forwarded to the deputy chief, *Detective Bureau*;
- b. A copy shall be forwarded to the commanding officer of *Vice*;
- c. One (1) copy shall be forwarded to the concerned deputy chief; and
- d. One (1) copy shall be retained by the commanding officer submitting the report.

101.8 - 2.6 Computer Personnel Listings

- 1. Technical Support shall distribute computerized personnel listings to any Department command upon receipt of a Request for Computerized Information Form (DPD475), approved by a commander or above.

101.8 Administrative Reports

2. If the personnel listings are to include the home address or phone number of the personnel involved, the request shall not be honored by Technical Support unless it has the approval of the Chief of Police or the assistant chief *of the Office of Support Operations*.
3. In addition, the commanding officer of any command receiving such computerized listing will ultimately be held responsible for the security or destruction of the listing upon the termination of the need.