UW Whitewater Police

	General Management and Administration	Number: 11.4	No. Pages: 2
	Special Instructions:		
	Approved By: Chief Kiederlen	Effective Date: 11/28/2003	Revised Date: 8/23/2022	Revision number: 2

I. Purpose

The purpose of this General Order is to provide guidance and direction on the general management and administration of the Department.

II. Policy

It is the policy of the UW-Whitewater Police Department (UWWPD) to maintain data appropriate to assist in the development of strategies, policies, procedures and goals for the continued improvement of services to our community.

III. Procedure

A. The following annual, monthly, and daily reports will comprise the core of the department's administrative reporting system. Additional sources of information should be sought out and utilized as necessary to provide complete, factual data for decision-making.
  1. The Chief or designee shall ensure the development and publishing of the department's "Annual Report" at the end of each fiscal year. This report will be made available to the community and will provide information related to the department's mission.
  2. The Administrative Specialist will compile a monthly Incident Based Report (IBR) on or before the 15th of each month. This report is used to submit crime data to state and federal government authorities.
  3. The Administrative Assistant will compile a daily "Incident Summary" report. This report is used to transmit daily activity summaries, including all reported crimes, to the campus community via an electronic system.
B. The Chief shall have the sole authority to approve the development, modification, or review of department forms. UWWPD Administrative Staff shall be responsible for the actual development or modification of department forms and shall maintain an up-to-date master copy of each form used by personnel in the course and scope of their duties. This order does not apply to forms controlled by another government agency or entity.