## **GREELEY POLICE DEPARTMENT**

General Order 224.00 Reviewed: 02/23

## 224.00 MANAGEMENT INFORMATION SYSTEM

- The reporting system will encompass three basic reporting mechanisms.
  - <u>Daily Reporting</u>: Supervisors will use the department's e-mail system to provide notification concerning situations of interest that occur throughout the day.
  - Monthly Reports: Deputy Chiefs will be responsible for preparing a monthly report directed to the Chief of Police. The monthly reports will provide statistical and narrative information concerning topics approved by the Chief of Police.
  - o <u>Annual Reports</u>: Annual reports will contain a total statistical review and narratives to support the requested information.

General Order 224.00 <u>MANAGEMENT INFORMATION SYSTEM</u>			Reviewed: 02/23
Authorized by Adam Turk, Chief of Police			
Effective Date: February <u>13</u> , 2023			
Signature	Date: _	2/14/2023	