



ALBUQUERQUE POLICE DEPARTMENT  
FIELD SERVICES BUREAU ORDERS

SOP 4-10

Effective: 11/01/17 Expires: 11/01/18 Replaces: 01/13/16

## 4-10 MONTHLY REPORTS

### 4-10-1 Policy

It is the policy of the Department to obtain statistical information and other pertinent data from each area command/divisions on a monthly basis.

### 4-10-2 Rules

#### A. Submission of Monthly Reports

1. Monthly reports containing statistical information and other pertinent data from each area command/division will be submitted no later than the 10<sup>th</sup> of each month.
2. To meet this deadline, the following procedures and schedule will apply for monthly reporting.
  - a. The last day of each month will be the cut-off date for data to be shown on the monthly report.
  - b. At the discretion of each Area Commander/Division Manager it is their responsibility to establish a completion date for monthly reports that is before the 10<sup>th</sup> of each month.
  - c. Commanders, Lieutenants, and Sergeants will utilize MyPal and Monthly Checklists to generate detailed reports for their assigned personnel and provide documentation of their actions.

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