



# Lansing Police Department Manual

## 200.2 - ANNUAL REPORT

*Administrative Procedure*

*Effective Date: 12/2016*

*Rescinds: 02/2001*

### 1 PURPOSE

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3 The purpose of this procedure is to establish guidelines for creating the system by which statistics will be  
4 compiled for preparation of the Department Annual Report. City Charter requires this report be submitted  
5 annually to the Mayor and City Council by the Board of Police Commissioners.  
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### 7 ELEMENTS OF THE ANNUAL REPORT

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9 The Annual Report required by the [Lansing City Charter 5-301.7](#) shall contain “an analysis of the status  
10 and needs of the works, services and properties under its control.” This may include any new systems  
11 implemented, additional equipment acquired, new policies and procedures adopted, or any revision in  
12 current operations.  
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### 14 COLLECTION OF DATA

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16 All Division Commanders shall prepare a Monthly Report to be submitted to the Chief of Police. The  
17 monthly report shall provide the necessary statistics and information (as required by the Chief) to present  
18 the accomplishments of the Division during the month. This information will be utilized in the preparation  
19 of the Annual Report.  
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### 21 FORMAT OF REPORT

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- 23 • The Department Crime Analysis Personnel will assist in providing the statistical information needed  
24 by each Division Commander to prepare their section of the Annual Report.
  - 25 • Division Commanders will forward their final reports to the Administrative Assistant of the Chief of  
26 Police who will compile the final draft of the Annual Report and submit it to the Chief of Police for  
27 final approval.  
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### 29 DISTRIBUTION OF REPORT

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- 31 • Each year the Annual Report will be submitted to the Board of Police Commissioners for approval  
32 on or before the May Board meeting.
  - 33 • Upon approval by the Board, the Annual Report will be completed and available no later than June  
34 1st of each year.
  - 35 • Copies of the Annual Report will be provided to the Mayor, City Council members, the Board of  
36 Police Commissioners, the Administrative Staff Members of the Lansing Police Department, and  
37 other interested parties.