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 10th 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 10th 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.