



**SOUTH COAST BRITISH COLUMBIA
TRANSPORTATION AUTHORITY
POLICE SERVICE**

INFORMATION MANAGEMENT

Effective Date: September 12, 2005

POLICY

Management Information System

1. The South Coast British Columbia Transportation Authority Police Service (SCBCTAPS) will collect and disseminate information about key factors that are critical to accomplishing its strategic objectives, which includes:
 1. statistical and data summaries of its activities, and
 2. an administrative reporting program.

Reporting

2. Information regarding the administrative and operational activities of SCBCTAPS will be reported through a standard and consistent reporting process including:
 1. a daily report,
 2. a monthly report, and
 3. an annual report.

REASON FOR POLICY

3. To manage information within SCBCTAPS in a consistent and efficient manner that will provide information to those who need it and facilitate decision making.
4. To standardize the reporting structure within SCBCTAPS.

PROCEDURES

5. The daily report should provide a summary of significant occurrences during the previous 24 hours to keep personnel informed of major crimes, accidents, arrests, and other important activities.
6. The monthly report should provide an account for activities of each organizational unit during the previous month and may include:
 1. comparative data on activities of the previous month, same month in the previous year and year-to-date;
 2. objective for each organizational unit for the next month.

7. The annual report may be a summary of the monthly reports and should provide comparative data and statistics and account for the activities of SCBCTAPS.

[See also: AA030 – Role and Planning]