



Tulsa Police Department

This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

Policy # 301B Attachment

Effective Date 01/14/2026

Policy Name Directives, Departmental Roster, & Administrative Reports
– Attachment

Approved Date 01/13/2026

Approved by Dennis Larsen, Chief of Police

Previous Date 11/01/2024

Table of Administrative Reports

Report	Description	Prepared By	Routing	Frequency and Due Date
Absentee Notice Forms	Records Absent Personnel	All Personnel	Supervisor	Per Incident
Active Threat Policy and Training review	Review of policies related to active threats	IMT Commander	Chief of Police	Annually
After Action Report	Major Incident Summary	Incident Commander	Chief of Police	Per Incident
Assault of Officer Review	Review of assaults on officers	DTI Lead Instructor	Chief of Police	Annually
Beat Study	Assist in personnel allocation as it relates to patrol	PSAU	Operations Bureau Deputy Chief	Annually
Bomb Squad After Action	Bomb Incident Summary	Bomb Squad Team Leader	Bomb Squad Commander	Per Incident
Budget Reports	Yearly Budget Requests	Division Admin Personnel	Police Personnel/Budget	Annually
CALEA Report	Update on CALEA Compliance and Progress	Accreditation Manager	Chief of Police	Quarterly
Case Clearance Report	Requests to Clear Cases	Investigator	Supervisor	Per Incident
Citizens Attitude and Opinion Survey	Citizens Attitude and Opinion Survey	Community Engagement Lieutenant	Chief of Police	Biennial
Citizen Ride Along Program	Citizen Ride w/Officer	Citizen	Ride Along Coordinator	Per Incident
Complaint Report	Citizen Complaints	All Personnel	Chief of Police	Per Incident
Crime Prevention Programs Review	Evaluate the continued need of individual programs	Community Engagement Lieutenant	Chief of Police	Biennial
Criminal Intelligence Processes Review	Review of the process used to gather intelligence	ARTIC Commander or designee	Investigations Bureau Deputy Chief	Annually
Critical Incident Analysis Review	Review of After-Action Report to Identify Corrective Actions	Critical Incident Review Board	Chief of Police	Per Incident
Critical Incident Equipment Inspection	Inspection of equipment to ensure it is in good working order	Divisional Equipment Specialists	Division Commander	Quarterly
Critical Incident Summary	Personnel Action and Equipment Usage During Critical Incidents	Responding Personnel	Incident Commander	Per Incident
Daily Field Activity Reports	Daily Field Highlights	Shift Commander	Chief of Police	Each Shift-On Intranet

Report	Description	Prepared By	Routing	Frequency and Due Date
Departmental Goals	Goals for the Department	Chief's Section	Chief of Police	Annually
Department Inventory Surplus/Transfer Forms	Records Inventory Changes	Division Admin Personnel	Safety/Equipment Officer	Per Incident
Division Personnel File Review	Identify Items That Require Purging	Supervisor	Division Commander	Annually
Divisional Objectives	Objectives to meet Departmental Goals	Division Commander	Chief's Section	Annually
Divisional Objective Reviews	Evaluate the progress made toward the attainment of the Divisional Objectives	Division Commander	Chief's Section	Annually
Elective In-Service	Request for Training	All Personnel	Admin. Sergeant	Per Incident
Elective In-Service Change Form	Request to Change Classes	All Personnel	In-Service Coordinator	Per Incident
Elective In-Service Evaluation	Evaluate Classes	All Personnel	In-Service Coordinator	Per Incident
Employee Evaluations	Annual Evaluations	Supervisor	Division Commander	Annually
Employee Exit Clearance	Exit Checklist	Supervisor	Police Personnel/Budget	Per Incident
ETAP Report	Employee Tracking & Assistance Program	IA	Chief of Police	Quarterly
ETAP Evaluation	ETAP Annual Review for Public and Employees	Chief of Police and FOP lodge Representatives	Chief of Police	Annually
FTO DOR	Daily Activity	FTO	FTO Supervisor	Daily
FTO Supervisor SOR	Supervisor Weekly Observation Report	FTO Supervisor	FTO Coordinator	Weekly
FTO End of Phase	End of Phase Summary	FTO	FTO Supervisor	Per Training Phase
FTS Supervisor DOR	Supervisor Daily Observation Report	FTS Supervisor	FTO Coordinator	Daily
Grievance Analysis	Annual Review of all Grievances	Chief's Executive Officer	Chief's Section	Annually
Holiday Personal Leave Request	Request for Holiday Leave	All Personnel	Supervisor	Per Incident
Incident Report	Crime Report	All Personnel	Supervisor	Per Incident
Inspection of Equipment used in Critical Incidents	Inventory and Inspection for Operational Readiness	Divisional Equipment Specialists	Division Commander	Quarterly
Interoffice Correspondence	Information/ Requests/ Directions	All Personnel	Supervisor	Per Incident
Job Description Review	Review of job descriptions	Chief's Section	Chief of Police	Every 4 years
Juvenile Program Evaluation	Review/Evaluate Juvenile Enforcement & Prevention Programs	Community Engagement Lieutenant	Chief of Police	Annually
Leave Report	Leave Requests	All Personnel	Supervisor	Per Incident

Report	Description	Prepared By	Routing	Frequency and Due Date
Major Case Update	Major Case Summary	Investigator	Supervisor	Per Incident-On Intranet
Mayor's Service Report	Service Levels Summary	Chief of Police	Mayor	Quarterly
Monthly Use of Force Report	Monthly Summary of Use of Force	IA	Chief of Police	Monthly
Mid-Year Counseling Report	Counseling all sworn personnel	Supervisor	Division Commander	Annually
Multi-Year Plan	Long Term Goals and Objectives	Chief of Police	Chiefs Section	Annually
NIMS Compliance/Training	Yearly Summary of Management and Maintenance of NIMS/ICS Training and Certifications	NIMS Coordinator	Chief of Police	Annually
Off-Duty Employment	Off-Duty Jobs	All Personnel	Division Commander	Per Incident
Organizational Chart	Divisional Organization	Division Commander	Chief's Section and Accreditation Work Group (AWG)	As Needed
Overtime Requests	Requests for Compensation	All Personnel	Supervisor	Per Incident
Pawn Hold	Hold Pawned Property	All Personnel	Detective Division	Per Incident
Policy/TOG Audit	Review Written Directives	Accreditation Manager	Chief of Police	Annually
Probationary Employee Evaluation	Entry level, temporary employees, early hire APO's, and Reserves	Supervisor	Chief's Section	Quarterly
Property Receipt	Records Seized Property	All Personnel	Property Room	Per Incident
Property Room Audit	Audit of property in the Property Room	IA	Chief of Police	Annually
Property Room Inspection	An Unannounced surprise inspection of the Property Room	IA	Chief of Police	Annually
Pursuit Analysis	Analysis of Pursuits	LEDT Coordinator	Chief Of Police	Annually
Pursuit Report	Pursuit Summary that Documents use of Roadblocks and Forcible Stopping Techniques	Pursuit Monitor	Division Commander	Per Incident
Pursuit Review Report	Details of All Pursuits	Operations Bureau DCOP	Chief of Police	Monthly
Recruiting Analysis	Analysis of recruiting plan on meeting goals	Recruiting Unit	Division Commander	Annually
Recruiting Plan	Plan for meeting employment demographic needs	Recruiting Unit	Division Commander	Annually
Search Warrant Service Report	Search Warrant Service Summary	Supervisor	Division Commander	Per Incident
Selective Traffic Enforcement Review	Review of collision data and enforcement activities	Traffic Enforcement Supervisor	Division Commander	Annually

Report	Description	Prepared By	Routing	Frequency and Due Date
Service Report	Service Levels Summary	Division Admin Personnel	Chief of Police	Quarterly
SOT After Action Report	SOT Incident Summary	SOT Team Leader	SOT Commander	Per Incident
Special Evaluation	Suspended Personnel	Supervisor	Chief's Section	Within 30-60 days of return to duty
Special Evaluation	Employees who do not meet acceptable standards	Supervisor	Chief's Section	Every 90 days until acceptable standards are met
Special Events After Action Report	Special Event Summary	Special Events Coordinator	Division Commander	Per Incident
Specialized Assignment Review	Evaluation of continued need for each assignment	Bureau Deputy Chiefs	Chief of Police	Annually
Supervisor Collision Report	Collision Summary	Supervisor	Chain of Command	Per Incident
IA Annual Report	Complaint Statistics Report, Bias Based Policing Report	IA Admin Coordinator	Chief of Police	Annually
IA Monthly Open Cases	IA Statistics	IA	Chief of Police	Monthly
Use of Force Annual Report	Analysis of Use of Force Reports	Training Division	Chief of Police	Annually
TPD Annual Report	Yearly Summary	Chief's Section	Mayor	Annually
UCR/NIBRS Report	Crime Statistics	ITS Admin Personnel	Chief of Police	Monthly
Uniform and/or Equipment Replacement	Replacement	All Personnel	Admin Sergeant	Per Incident
Uniform/ Vehicle Inspection Checklist	Uniform and Vehicle Inspections	Supervisor	Shift Commander	Semi-Annually
Use of Force Analysis	Annual analysis of Use of Force	DTI Lead Instructor	Chief of Police	Annually
Use of Force Report	Document Use of Force	All Personnel	Supervisor	Per Incident
Use of Force Review Report	Details of all Use of Force	Operations Bureau DCOP	Chief of Police	Monthly
Victim/Witness Needs Review	Documented Review of V/W needs and available services	Detective Division Captain	Chief of Police	Biennial
Warrant Attempt Service Report	Document Attempted Service	All Personnel	Records Section	Per Incident
Watch Change Form	Personnel Report	Supervisor	Admin Sergeant	Per Incident/ Annually
Workload Assessments	Personnel Report	Chief's Designee	Chief of Police	Every 4 years