



**OFFICE OF THE DIRECTOR
THE UNIVERSITY OF TEXAS SYSTEM POLICE
POLICIES AND PROCEDURES MANUAL**



TITLE: MONTHLY AND CALENDAR YEAR REPORT		
POLICY NUMBER: A-8	EFFECTIVE DATE: 09/01/04	RESCINDS / AMENDS: IV-74-1 12/1/90
RELATED LAWS:		RELATED STANDARD(S) / RULE(S):

I. PURPOSE:

To combine and present current and accurate data on the activities of police departments at component institutions.

II. POLICY:

- A. Each police department shall submit to the Office of the Director of Police a completed Report of Offenses known to the police not later than the tenth day of the month following the month covered in the report. (Report Form DP #31 is attached.)
- B. The Calendar Year Report will be submitted to the Office of the Director of Police (also on Form DP #31) not later than January 31 following the close of the calendar year. This report covers the calendar year accounting period from January 1 through December 31.
- C. Completion of the above report shall be in accordance with the “Monthly Report Form Instructions Manual,” distributed by this office.

Roy R. Baldrige

Roy R. Baldrige
Director of Police

REVIEWED BY OFFICE OF GENERAL COUNSEL:

Robert Giddings

APPROVED:

Lewis W. Wright

Lewis W. Wright

Associate Vice Chancellor for Business Affairs