



Administrative Data Plan

Templates to Organize your Information and Data



Administrative data provides details on core operations and resources. This includes budgeting, hiring, retention, and retirements, human resource data, and performance metrics. Think of this data as your overall diagnostics on what is working and what is not.

Executive Summary

This template data plan summarizes standardized reporting requirements for police agency administrative operations. It defines key performance indicators, reporting frequencies, and data sources across **six critical operational areas** to support informed decision-making by police leadership.

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Administrative Data For Policing

1. Hiring and Retirements

Key Metrics

- Staffing Levels
 - Current authorized positions vs. filled positions
 - Vacancy rates by division/unit
 - Time-to-fill for open positions
 - Cost per hire
- Hiring Pipeline
 - Applications received (monthly/quarterly)
 - Interview-to-offer conversion rates
 - Background investigation completion times
 - Pre-employment screening pass/fail rates
- Retention & Attrition
 - Annual turnover rate by division
 - Average tenure by rank/position
 - Exit interview findings and trends
 - Retirement eligibility projections (5-year outlook)

Reporting Schedule

- Monthly: Vacancy reports, hiring pipeline status
- Quarterly: Detailed staffing analysis, cost metrics
- Annually: Comprehensive workforce planning report

Data Sources

- HR management system
- Payroll system
- Exit interviews
- Background investigation records

2. Recruitment Procedures and Academy Completion

Key Metrics

- Recruitment Effectiveness
 - Recruitment source effectiveness (job fairs, online, referrals)
 - Demographic diversity of applicant pool
 - Cost per qualified applicant
 - Recruitment campaign ROI
- Academy Performance
 - Academy enrollment vs. graduation rates
 - Time to complete training programs
 - Training scores and performance rankings
 - Post-academy field training completion rates
 - First-year officer retention rates
- Quality Metrics
 - Background investigation findings
 - Psychological evaluation results
 - Physical fitness test results
 - Academic performance indicators

Reporting Schedule

- Monthly: Academy progress reports

- Quarterly: Recruitment effectiveness analysis
- Annually: Comprehensive recruitment and training assessment

Data Sources

- Training management system
- Recruitment tracking database
- Academy records
- Field training officer evaluations

3. Fleet Management

Key Metrics

- Fleet Utilization
 - Vehicle availability rates
 - Mileage per vehicle/unit
 - Fuel consumption and costs
 - Vehicle assignment optimization
- Maintenance Operations
 - Scheduled vs. unscheduled maintenance
 - Average repair turnaround time
 - Maintenance cost per vehicle
 - Vehicle downtime hours
 - Warranty claim success rates
- Fleet Lifecycle
 - Vehicle age and condition assessments
 - Replacement schedule adherence
 - Total cost of ownership per vehicle

- Accident/damage incident rates

Reporting Schedule

- Weekly: Vehicle availability status
- Monthly: Maintenance and cost reports
- Quarterly: Fleet utilization analysis
- Annually: Fleet replacement planning

Data Sources

- Fleet management system
- Maintenance records
- Fuel card data
- Insurance claims
- GPS/telematics data

4. Training Compliance

Key Metrics

- Mandatory Training Compliance
 - Completion rates by training type
 - Training deadline adherence
 - Make-up training requirements
 - Training hours per officer annually
- Training Program Effectiveness
 - Training evaluation scores
 - Knowledge retention assessments
 - Post-training incident analysis

- Instructor performance ratings
- Professional Development
 - Specialized training participation
 - Certification maintenance rates
 - Educational advancement tracking
 - Leadership development program progress

Reporting Schedule

- Monthly: Compliance dashboard
- Quarterly: Training effectiveness analysis
- Annually: Comprehensive training program review

Data Sources

- Learning management system
- Training records database
- Certification tracking system
- Performance evaluation data

5. Internal Affairs

Key Metrics

- Case Management
 - Number of complaints received (by source, type)
 - Case resolution timeframes
 - Investigation backlog
 - Repeat complaint patterns
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- Outcome Analysis
 - Disposition categories (sustained, not sustained, etc.)
 - Disciplinary action trends
 - Officer improvement plan effectiveness
 - Complaint resolution satisfaction
- Risk Assessment
 - Early warning system triggers
 - Officer risk profile analysis
 - Trend analysis by division/shift
 - Preventive intervention effectiveness

Reporting Schedule

- Monthly: Case status and disposition reports
- Quarterly: Trend analysis and risk assessment
- Annually: Comprehensive internal affairs review

Data Sources

- Internal affairs case management system
- Disciplinary action records
- Early warning system
- Citizen feedback systems

6. Individual Division Performance Metrics

Key Metrics by Division Type

Patrol Operations

- Response times (average, by priority level)

- Calls for service volume and trends
- Officer productivity measures
- Community contact statistics
- Proactive vs. reactive activity ratios

Investigations

- Case clearance rates by crime type
- Average case closure time
- Case assignment and workload distribution
- Evidence processing times
- Conviction rates for cleared cases

Traffic Enforcement

- Citation issuance rates
- Accident response and investigation times
- DUI enforcement statistics
- Traffic safety initiative outcomes
- Court appearance compliance

Community Relations

- Community engagement event participation
- Public complaint/commendation ratios
- Social media engagement metrics
- Community partnership program effectiveness
- Public satisfaction survey results

Cross-Division Metrics

- Resource Utilization
 - Overtime usage and costs
 - Equipment utilization rates
 - Facility usage optimization
 - Technology system performance
- Performance Standards
 - Goal achievement rates
 - Quality assurance scores
 - Peer evaluation results
 - Supervisory assessment ratings

Reporting Schedule

- Daily: Operational dashboards
- Weekly: Activity summaries
- Monthly: Performance scorecards
- Quarterly: Comprehensive division analysis
- Annually: Strategic performance review

Data Sources

- Computer-aided dispatch (CAD) system
- Records management system (RMS)
- Performance management system
- Budget and financial systems
- Community feedback platforms

Implementation Recommendations

Technology Infrastructure

1. Integrated Dashboard: Develop executive dashboard combining all key metrics
2. Automated Reporting: Implement automated report generation where possible
3. Data Quality Controls: Establish data validation and quality assurance procedures
4. Mobile Access: Ensure key reports are accessible via mobile devices

Governance Structure

1. Data Governance Committee: Establish oversight committee for data standards
2. Regular Review Cycles: Schedule periodic review of metrics relevance
3. Training Programs: Provide data literacy training for command staff
4. Continuous Improvement: Regular feedback loops for report optimization

Success Factors

- Clear data definitions and calculation methods
- Consistent data collection procedures
- Regular training on data interpretation
- Integration with strategic planning processes
- Commitment to data-driven decision making

Implementation Phases for Administrative Reporting

Phase 1: Foundation Reports (Months 1-3)

1. Fleet Management - Vehicle Availability

Why First:

- Immediate operational impact - no vehicles means no patrol capability
- Data usually already exists in maintenance systems
- Quick wins demonstrate value of data-driven approach
- Relatively non-controversial to implement

Start With:

- Weekly vehicle availability status
- Monthly maintenance cost reports
- Vehicle downtime tracking

2. Staffing Levels (Hiring & Retirements)

Why Second:

- Critical for daily deployment decisions
- Usually tracked in some form already
- Essential for budget planning and resource allocation
- Builds foundation for workforce planning

Start With:

- Current authorized vs. filled positions by division

- Monthly vacancy reports
- Basic turnover tracking

Phase 2: Operational Excellence (Months 4-6)

3. Training Compliance - Mandatory Training

Why Third:

- Legal and liability risk mitigation
- Often required by state regulations
- Data typically exists in training management systems
- Clear compliance/non-compliance metrics

Start With:

- Monthly compliance dashboard for critical training
- Training deadline adherence tracking
- Make-up training requirements

4. Division Performance - Patrol Operations

Why Fourth:

- Core police function metrics
- CAD/RMS systems usually capture this data
- Demonstrates operational improvements
- Builds credibility for more complex reporting

Start With:

- Response time reports

- Daily/weekly operational dashboards
- Basic productivity measures

Phase 3: Strategic Management (Months 7-12)

5. Internal Affairs - Basic Case Management

Why Fifth:

- Important but politically sensitive
- Requires careful change management
- Benefits from having other reporting systems established first
- Demonstrates commitment to accountability

Start With:

- Monthly case status reports
- Basic disposition tracking
- Simple trend analysis

6. Recruitment and Academy Performance

Why Last:

- More strategic/long-term focus
- Complex metrics requiring baseline establishment
- Benefits from having workforce data established first

Start With:

- Academy graduation rates
- Basic recruitment source tracking

- New officer retention rates

Success Strategy Recommendations

- Quick Wins Approach: Start with reports that show immediate, visible improvements in operations. Fleet availability and staffing reports often reveal easy fixes that demonstrate the value of data analysis.
- Data Quality First: Begin with data you're most confident in. Don't try to report on data that's incomplete or unreliable - it undermines credibility.
- Automation Priority: Focus first on reports that can be automated from existing systems rather than requiring manual data collection.
- Executive Buy-In: Start with metrics that directly support command staff's immediate concerns - usually staffing, vehicle availability, and response times.

The key is building momentum and demonstrating value quickly, then expanding the program once you've established credibility and refined your processes and data maturity. Each phase builds the foundation for the next, creating a sustainable data-driven culture.

Conclusion

This administrative data plan provides a comprehensive framework for police agency internal operations management. Regular implementation of these reporting standards will enable informed decision-making, improved operational efficiency, and enhanced accountability across all administrative functions.
