

I. Report Format for T.C.S.U. Target Proposals

- A. Project or Problem Statement - All reports should begin with a statement identifying what issue will be addressed. For example, if the issue or request is for additional manpower in the Detective Section, simply stated, the problem statement would read: "A Request for Additional Manpower in the Investigation Section."
- B. Background - This is a mandatory for all reports.
1. It establishes the purpose.
 2. It sets the stage for an integrated, logical approach to handling the issue in the report.
 3. It identifies the connecting links between and among previous special orders, general orders, or memorandums and the specific issue in the report.
 4. It recites, where applicable, a chronology of events and decisions leading up to the present and current issue in the report.
- C. Legal Considerations - Some issues will involve a degree of legal exploration. It is important, where even remotely appropriate, that this paragraph be included with a clear identification of the legal issues involved and the nature of the conclusions reached.
- D. Financial Considerations - Many issues will require a discussion of financial consideration.
1. This paragraph should assess all cost effects: federal, state, city.
 - a) All costs which will affect the police department's budget should be referenced by fund, program and line item in the current annual budget.
 - b) If the cost of a specific project will exceed the budget authorization or was not budgeted at all, clear justifications and recommendations for handling must be presented.
 - c) When it is predicted that a given fund will "save" funds, clearly indicate if the "savings" will involve a reduction in resources and corresponding cost outlay or simply involve a shift in resources to other work within the organization. For instance, if a proposed program will eliminate the need for a given position, will the employee be transferred to other work, or will the employee be laid off and the position abolished?
- E. Public Information - Some projects may gain the attention of the public. If it appears the project will gain public attention and therefore questions, the Department Public Information

Officer should be notified. This will probably be necessary in few reports.

- F. Considerations - This paragraph is used extensively in most reports to cover general issues that are not addressed in other paragraphs mentioned or described above. Avoid overusing this paragraph. The preferred alternative is to attempt to break the issue down into substantive parts and title each paragraph accordingly. For instance, if the project is to obtain grant money for the SEP program, attempt to divide, arrange, and title the paragraphs according to important issues involved in order to highlight them for selective review by the reader, rather than lumping them all under a general paragraph titled "Considerations."
- G. Advantages/Disadvantages - Most issues will and should involve a discussion of both advantages and disadvantages. Present clear, balanced and objective thought to identify all potentially adverse considerations or favorable considerations.
- H. Alternative Courses of Action - Some issues will involve acceptable alternative courses of action, notwithstanding the preferred course of action. When appropriate, identify these alternatives; describe them fully with both arguments and supporting data.
- I. Recommendations - Most reports should contain a paragraph that recommends a course of action. Some reports, however, such as those which simply convey information about, clarification of, or a status report on a given issue will not require a paragraph on recommendation and the nature of recommendation will be made in consultation with the person(s) submitting the report.

Revised: August 2006

Director Charles J. Gift

TCSU TARGET PROPOSAL FORMAT

TO:

FROM:

DATE:

SUBJECT:

BACKGROUND PROBLEM STATEMENT

LEGAL CONSIDERATION

FINANCIAL CONSIDERATIONS

PUBLIC INFORMATION

OTHER CONSIDERATIONS

ADVANTAGES/DISADVANTAGES

ALTERNATIVE COURSES OF ACTION

RECOMMENDATION

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T.C.S.U.

TARGET PROPOSAL

Location of target: _____

Type of criminal activity: _____

Cities involved in operation: _____

Persons targeted:

Name: _____

Name: _____

Residence: _____

Residence: _____

Physical Description:

Physical Description:

Name: _____

Name: _____

Residence: _____

Residence: _____

Physical Description:

Physical Description:

Beginning date: _____

Expected Ending Date: _____

Number of persons needed: _____

Number of man hours needed: _____

Equipment needed: _____

Money needed: _____

T.C.S.U.
STATUS REPORT

DATE: _____

TARGET # _____

OPERATION: _____

LOCATION: _____

DETAILS: _____

PARTICIPATING AGENCY _____

RPT # _____

RPT # _____

MAN HOURS: _____ EXPENSE \$ _____

INITITATING AGENCY: _____

RPT # _____

SUPERVISOR SIGNATURE: _____

DATE _____

ATTACH ATM RECEIPTS FOR EITHER WITHDRAWALS AND/OR DEPOSITS.

**THIS REPORT MUST BE SUBMITTED EVERY 30 DAYS UNTIL TARGET IS CLOSED.
MAXIMUM LENGTH IS 6 MONTHS.**

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