POLICE DEPARTMENT
HANOVER PARK, ILLINOIS

DIRECTIVE: 510-S

REFERENCE STANDARDS: 11.4.1   11.4.2   11.4.3

SUBJECT: Administrative Reporting Program

PURPOSE: The purpose of this order is to establish a management information system that provides a continuous and accurate flow of information to be used in management decision-making and problem solving. This is important in predicting workloads, determining manpower and other resource needs, and preparing budgets.

DEFINITIONS:

Annual Reports: The components of annual reports include, but are not limited to:
- Recap of yearly activity.
- Major accomplishments of each organizational component.
- Crime rate statistics.
- Fiscal activity recap.
- Comparative data on activity and trends.

Daily Bulletin: The components of Daily Bulletin include, but are not limited to:
- Incident reports.
- Daily verbal briefings.
- Daily log sheets.

Monthly Reports: The components of monthly reports include, but are not limited to:
- Written monthly recaps of activity.
- Written case management status reports.
- Written monthly project updates.
- Illinois Uniform Crime Report (IUCR).

Quarterly Reports: The components of quarterly reports include, but are not limited to:
- Quarterly section recaps.
- Quarterly progress reports on attainment of goals and objectives.
- Quarterly division/section reports.
- Comparative data on activity and trends.

I.   ADMINISTRATIVE REPORTING PROGRAM (11.4.1)

A. The Hanover Park Police Department uses the WebRMS/HxGN Records Management System provided by the DuPage County Emergency Telephone Systems Board (ETSB). WebRMS/HxGN provides statistical and data summaries used for the Department's administrative reporting system. Reporting is accomplished through the completion and distribution of the reports listed in Appendix A. (11.4.1a, b, c, d, e) Common reports include, but are not limited to:

   1. Daily Bulletin.
      Daily Bulletins are a summary of incidents occurring during the previous 24-hour period. Reports on significant and/or exceptional incidents will be made through the chain of command.
      a. Field/shift supervisors will ensure that reports on exceptional incidents are completed on all incidents that are noteworthy or require dissemination to other shifts.

   2. Monthly reports.
      Monthly reports provide supervisors with an opportunity to account for unit activities, discuss administrative matters, highlight achievements or problems, provide comparative data, etc.
      a. Each organizational section will prepare a monthly report and forward the report to the Crime Analysis unit for inclusion in the Monthly Report.
      b. Monthly reports will be forwarded to the Chief of Police for dissemination. (11.4.1e)

   3. Annual report.
      Annual reports are prepared by the Crime Analysis Unit and forwarded through the chain of command to the Chief of Police. These reports may summarize monthly reports and should provide comparative data and statistics that, together, account for the activities of the Department and from which an annual Department report will be prepared.

II. FORMS ACCOUNTABILITY

A. The transfer of monies or property, criminal and non-criminal, and other documentation requires a means of tracking the transactions. The Department shall develop and utilize various control methods to ensure accountability for certain Departmental transactions and records.

B. The Deputy Chief of Support Services is responsible for developing and implementing procedures to ensure the accountability of all Department forms, including the establishment of a written record of all forms, form numbers and subsequent form revisions. A master file containing an original copy of each form in use shall also be maintained. The forms management function is designed to ensure that only necessary and essential forms are retained in use and that all others are eliminated. (11.4.2)

   1. The Support Services Sergeant shall be responsible for the development and modification of all forms used by the Department. (11.4.1b)

2. The review process for new or modified forms shall include personnel in the components who will use and process the forms.

3. All forms will be reviewed and evaluated on as needed, and at a minimum, on a tri-annual basis. The Report Writing Manual, DIR 200-P, shall be updated as necessary.

4. The final approval for all new or modified forms shall rest with the Chief of Police.

5. The Sergeant of Support Services is responsible for maintaining a list of all Departmental forms and monitoring the need for a particular type of form.

C. Accountability of certain Department reports and forms will be maintained in the following manner:

1. A numbering system shall be used to identify and account for official reports of incidents and offenses.

2. Serialized citations for parking, traffic, criminal and ordinance violations shall be utilized.

3. The following items shall be signed out by personnel in the Records Section when issued and shall list the starting and ending serial numbers:
   a. Uniform traffic citations.
   b. Non-traffic complaints.
   c. Parking violation citations.

4. The Support Services Sergeant is responsible for audits of skipped or missing citations and is to notify the Deputy Chief of Support Services, in writing, of these citations so that follow-up can be initiated.

D. Shift supervisors and the Day Shift Patrol Lieutenant are responsible for the control of report submission and the status of delayed or returned reports, which shall be closely coordinated with the Support Services Sergeant to assure timely return of reports.

III. REVIEW OF MANDATED REPORTS AND ACTIVITIES (11.4.3)

A. The Accreditation Manager shall be responsible for ensuring that periodic reports, reviews, and other activities mandated by applicable accreditation standards are accomplished. The listing of the inspections are outlined in Appendix A.

B. The necessary Department personnel will be informed what report(s) they are responsible for and when they are due.

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1. If the report has not been submitted by the due date, a written notice will be sent to the responsible party as well as to the Chief of Police advising them that the report is overdue.

2. The Chief of Police will decide the appropriate action on a case-by-case basis.

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Hanover Park Police Department - Administrative Reports (11.4.1)

Report Description (a)	Responsibility (b)	Purpose (c)	Frequency (d)	Distribution (e)	CALEA
Active Drug Cases	Inv. Supervisor	Summarize Active Drug Cases	Quarterly	Chief of Police	43.1.6
Advance Funds Audit	Lt. Sup. Services	Account for Social Service Funds	Quarterly	DC Sup. Services	17.4.2
After Action Report (Hostage/Barricated)	Incident Commander	Review Major Incident Response	Per Incident	Chain of Command	46.1.4
After Action Report (Special Event)	Assigned Supervisor	Summarize Details of Event	Per Event	Chain of Command	46.1.10
Agency Demographic Report	Accreditation Manager	Analyze Agency vs. Available Workforce	Annual	CALEA Files	
Annual Report	Crime Analyst	Summarize Significant Unit Events	Annual	Chief of Police	11.4.1
Bail Bond Audit/Inspection	Lt. Sup. Services	Account for Bail Bonds	Monthly	DC Sup. Services	17.4.2f
Bias-Based Profiling Complaint Review	DC Sup. Services	Review Complaints of Profiling	Annual	Chief of Police	1.2.9
Budget Recommendations	DC Sup. Services	Propose Funding Needed for Unit	Annual	DC Sup. Services	17.2.2
CALEA Annual Report	Accreditation Manager	Summarize Accreditation Status/Activity	Annual	CALEA	
Central Records Computer Audit	DC Sup. Services	Inspect Records Computer Security	Annual	Chief of Police	82.1.6
Citizen Survey	Crime Prev. Ofc.	Obtain Citizen Opinions of Agency	Three Years	Chief of Police	45.2.4
Communications Center-Alternate Power	DuComm Director	Verify Proper Function of Gernerator	Monthly	Accreditation Manager	81.3.2
Community Involvement Report	Crime Prev. Ofc.	Summarize Community Programs	Quarterly	Lt. Sup. Services	45.2.2
Court Key/Date Assignments	Court Services Coord.	Inform Personnel of Court Calendars	Annual	All Personnel	
Crime Data/Intelligence Reports	Crime Analyst	Inform of Crime/Offender Trends	As Needed	Chain of Command	15.1.1
Crime Prevention Report	Crime Prev. Ofc.	Summarize Unit Activities	Annual	Lt. Sup. Services	
Crime/Accident Scene Processing	ET/Case Officer	Process and Document Crime Scene	Per Incident	Chain of Command	83.2.6
CRT Equipment Inventory	CRT Commander	Inspect Tactical Equipment	Monthly	DC Operations	46.1.8
Department Forms Review	Lt. Sup. Services	Review Need for Department Forms	Annual	Chain of Command	11.4.2
Disciplinary Actions Review	Chief of Police	Review Employee Discipline	Annual	Accreditation Manager	26.1.8
Division/Unit Activity Summary	Selected Supervisors	Inform Village of Significant Activities	Weekly	Chief of Police	
Drug Forfeiture Fund Review	DC Sup. Services	Inspect Fund Use and Balance	Monthly	Chief of Police	
Emergency Equipment and Supplies	Lt. Sup. Services	Verify Condition of Emer. Equip/Supplies	Monthly	DC Sup. Services	46.1.8
Employee Performance (Probationary)	All Supervisors	Evaluate Employee Performance	Quarterly	Chain of Command	35.1.3
Employee Performance (Regular)	All Supervisors	Evaluate Employee Performance	Annual	Chain of Command	35.1.2
Escape of Prisoner Being Transported	Duty Supervisor	Report Specifics of Transport Escape	Per Incident	Chain of Command	70.1.7
Evidence/Property Annual Audit	DC Sup. Services	Audit of Property Held in Evidence	Annual	Chief of Police	84.1.6c
Evidence/Property Control Proecures Insp.	DC Sup. Services	Inspect Procedures for Evidence Control	Semiannual	Chief of Police	84.1.6a
Fire Equipment Visual Inspection	Duty Supervisor	Verify Condition of Fire Equipment	Weekly	Chain of Command	72.3.1a
Firearms Qualifications	Range Supervisor	Report Qualifications Completion	Quarterly	DC Sup. Services	
Fiscal Management Status	Finance Department	Verify/Report Status of Dept. Finances	Monthly	Accreditiation Manager	17.4.1
Goals and Objectives Update	Chief of Police	Review and Update Goal/Objective Status	Annual	Village Manager	15.2.1
Grievances Analysis	Chief of Police	Review Employee Grievances	Annual	HR Director	25.1.3
Holding Facility Fire Detection	Building Maintenance	Inspection of Fire Alarm System	Semiannual	Chief of Police	72.3.1b
Holding Facility Inspection	Duty Supervisor	Inspect Jail for Cleanliness/Pests	Daily/As Needed	Chain of Command	72.3.3
Holding Facility Inspection	Duty Supervisor	Inspect Jail for Supplies (Incl. First Aid)	Weekly	Chain of Command	72.6.2
Holding Facility Inspection	Duty Supervisor	Inspect Jail for Weapons/Contraband	Weekly	Chain of Command	72.4.6
Holding Facility Threat	Patrol Commander	Report/Review Threat Incidents	Per Incident	Chain of Command	72.4.11

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Holding Facility Fire Equipment	DC Sup. Services	Verify Condition of Jail Fire Equipment	Semiannual	Chief of Police	72.3.1a
Incident Command System Analysis	DC Sup. Services	Review Incident Command Plan	Three Years	Chief of Police	46.1.11g
Internal Affairs Statistical Summary	DC Sup. Services	Summary of Internal Investigations	Annual	Chief of Police	52.1.5
Juvenile Enforcement/Prevention Programs	Inv. Commander	Summarize Juvenile Case Actions	Annual	DC Operations	44.1.3
Monthly Crime Report	Crime Analyst	Publish Crime Statistics and Trends	Monthly	Records/Public	11.4.1
Monthly Report	Crime Analyst	Summarize Statistics and Events	Monthly	Chief of Police	11.4.1
Numbered Memo Review	DC Support Services	Review Memos/Dirs. for Continuing Need	Annual	Chief of Police	
Press Releases	DC Sup. Services	Disseminate Information to Media	As Needed	Media Outlets	
Property Report	Case Officer	Inventory Property/Evidence	Per Case	Property Custodian	84.1.1
Property Room Unannounced Inspection	Lt. Support Services	Inspect Evidence Rules Compliance	As Directed	Chief of Police	84.4.6d
Pursuit Driving Analysis	DC Operations	Admin Analysis of Vehicle Pursuits	Annual	DC Operations	41.2.2j
Pursuit Driving Report	Case Officer	Summarize Details of Vehicle Pursuit	Per Incident	Chain of Command	41.2.2
Records Division Inspection/Audit	Lt. Sup. Services	Random Inspection of Records/Files	Quarterly	DC Sup. Services	
Reporting Requirement Tracking	Accreditation Manager	Ensure Admin Reports are Completed	Annual	Chief of Police	11.4.3
Review of Specialized Assignments	DC Operations	Review Need for Positions	Annual	Chief of Police	16.2.1
Review of Active Threat Policies/Training	DC Support Services	Review Active Threat Policies/Training	Annual	Chief of Police	46.1.10e
Roll Call Inspection	Duty Supervisor	Assign and Inspect Personnel	Daily	Records	
Roll Call Inspection	Duty Supervisor	Visual Inspection of Fire Detection Daily		Records	72.3.1
Shift Assignments	Chief of Police	Inform Personnel of Assignment	Annual	All Personnel	
Squad Car Assignments	Patrol Commander	Inform Personnel of Vehicle Assignments	Annual	Schedule Book	
Staff Inspections	DC Support Services	Inspect Organizational Components	Three Years	Chief of Police	53.2.1
Traffic Enforcement Statistics	Traffic Sergeant	Report Current Statistic Levels	Monthly	All Supervisors	
Traffic Unit Summary	Traffic Sergeant	Summarize Traffic Unit Activity	Annual	Patrol Commander	
Training Records–Bias Based Profiling	Lt. Support Services	Verify Training of Personnel	Entry/Annual	Chief of Police	1.2.9
Transfer of Property Custodian Inventory	DC Support Services	Inventory Evidence at Custodian Change	Per Incident	Chief of Police	84.1.6b
Uniform Maintenance Inspection	Lt. Support Services	Inspect and Update Dept. Issued Uniforms	Semiannual	Chain of Command	22.2.8
Unusual Occurance Equipment Inspection	Patrol Commander	Inspect ESDA Equipment	Monthly	DC Sup. Services	46.1.8
Use of Force Analysis/Statistical Summary	DC Operations	Analyze Use of Force Incidents	Annual	Chief of Police	1.3.13
Use of Force Policy Review (Less-Lethal)	DC Sup. Services	Verify Less-Lethal Force Policy/Training	Biennial	Chief of Police	1.3.11
Use of Force Policy Review (Lethal)	DC Sup. Services	Verify Lethal Force Policy/Training	Annual	Chief of Police	1.3.11
Use of Force Report Review	Chain of Command	Review Force Used/Conditions/Report	Per Incident	Chain of Command	1.3.7
Use of Force Report	Case Officer	Summarize Force Used/Conditions	Per Incident	Chain of Command	1.3.6
Vehicle Impoundment Update	Traffic Sergeant	Inform Chief of Impounds Status	Monthly	Chief of Police	
Vehicle Inspection	Day Sergeants	Verify Vehicle Condition/Equipment	Monthly	Chain of Command	
Victim/Witness Needs Analysis	Social Services	Review Citizen Needs/Programs	Three Years	Chief of Police	55.1.2