

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 540-S

REFERENCE STANDARDS:	82.1.1	82.1.2	82.1.3
	82.1.4	82.1.5	82.2.1
	82.2.2	82.2.3	82.2.4

SUBJECT: Records Bureau

POLICY: It is the policy of the Hanover Park Police Department to establish procedures for the maintenance, security, and dissemination of all records.

PURPOSE: The purpose of this order is to direct the administration of the records function within the Department.

DEFINITIONS:

CHRI: Criminal History Record Information. CHRI is information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, information, or other formal criminal charges, and any dispositions arising there from (i.e., sentencing, correctional supervision, and release).

Freedom of Information Act: Title for Illinois Compiled Statutes 5 ILCS 140, et seq.

CJIS: Criminal Justice Information System. CJIS is a regional computerized police records system administered by the DuPage County Information Authority. CJIS provides local police departments with a centralized data processing and systems resource for service, equipment and consulting. CJIS allows its users to automatically:

- Store and retrieve data.
- File and retrieve arrest information.
- Maintain "on-line" offense and incident records.
- Produce management reports.
- Collect Illinois Uniform Crime Report (I-UCR) data and transmit the data to the Illinois Department of Law Enforcement.
- Search arrest and incident records.
- Access the State of Illinois Law Enforcement Agencies Data System (LEADS).
- Access arrest and incident records of other agencies on the CJIS system.

POLICE OPERATIONS MANUAL

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VILLAGE OF HANOVER PARK

Rescinds:

Auth:

I. PRIVACY AND SECURITY PRECAUTIONS (82.1.1a)

A. The privacy and security regulations of the Hanover Park Police Department's Records Bureau are in accordance with the following:

1. Local Records Act (Illinois Compiled Statutes 50 ILCS 205).
2. Illinois Uniform Conviction Act (Illinois Compiled Statutes 20 ILCS 2635).
3. Freedom of Information Act (Illinois Compiled Statutes 5 ILCS 140).
4. Open Records Act (Illinois Compiled Statutes 820 ILCS 40).
5. The privacy and security of criminal history record information (CHRI) is in accordance with the US Department of Justice Regulations, Code 28, Part 20, and as governed through the Illinois Law Enforcement Agencies Data System (LEADS) User's Agreement.

B. Privacy and security of records are ensured through the following:

1. Compliance with the legal requirements and confidentiality of juvenile records requires that the following guidelines and statutes be adhered to: (82.1.1a)
 - a. All arrest and identification records pertaining to juveniles will be kept separate from adult records. (82.1.1a) (82.1.2a)
 - b. Expungment of juvenile arrest records can only be accomplished by valid court order. The Records Section in accordance with guidelines set forth in Illinois Compiled Statutes 705 ILCS 405/1-9 and 705 ILCS 405/5-915 will handle all expungement. (82.1.2e)
 - c. The disposal of all juvenile records will be accomplished in accordance with guidelines set by the State of Illinois. (82.1.2d)
 - d. The confidentiality of law enforcement records is strictly governed by Illinois Compiled Statutes 705 ILCS 405/7.
 - e. The Records Bureau is responsible for the collection, dissemination and retention of juvenile records. All requests for access to juvenile records will be forwarded to the Investigative Bureau supervisor for review and approval.
2. The following guidelines and statutes will be followed regarding the collection, dissemination and retention of fingerprints, photographs and other forms of identification relating to juveniles.
 - a. Juveniles 13 years of age or older who are being processed for Part 1 and Part II offenses will be fingerprinted according to established guidelines.
 - b. Fingerprints will be recorded utilizing the Criminal Apprehension Booking System, (CABS) workstation located in the processing room of the department's holding facility. The juvenile's name, date of birth, and charge shall be listed in the appropriate sections.
 - c. Adult fingerprint procedures shall be followed for all juveniles who are arrested or taken into custody before their 18th birthday for the following offenses:

- 1) Unlawful use of weapons (as defined under Article 24 of the Criminal Code of 1961).
 - 2) Class X or Class 1 felony.
 - 3) Forcible felony (as defined in Section 2-8 of the Criminal Code of 1961).
 - 4) Class 2 or greater felony under the Cannabis Control Act, the Illinois Controlled Substances Act, or Chapter 4 of the Illinois Vehicle Code, pursuant to Section 5 of the Criminal Identification Act.
- d. Juvenile fingerprint records are intended for in-house purposes only and will not be forwarded to any outside agency for criminal history purposes unless required by lawful court order. However, they may be used for specific comparison purposes in the formal investigation of criminal offenses.
 - e. Juveniles who meet the fingerprint requirements described above will be photographed or have a digital image taken. Juvenile photographs and digital images are to be numbered and logged, using an appropriate juvenile booking number.
 - f. If used, juvenile arrest processing material will be forwarded to the Records Section for inclusion in a separate file.
 - g. The release and transmittal of fingerprints, photographs or digital images are governed by the Illinois Compiled Statutes 705 ILCS 405/1-7.
3. The Hanover Park Police Department Records Bureau is a secure, locked area. (82.1.1a)
 - a. Access is limited through the use of keyed locks.
 - b. Access to the record files, archives, is allowable to the civilian Records Bureau personnel and personnel designated by the Deputy Chief of Support Services. Personnel with the rank of Lieutenant or higher, the Administrative Secretary and the Court Services Coordinator shall have authorization. The on-duty patrol supervisor and the supervisor assigned to the Investigative Unit shall have authorization only when personnel from the clerical staff are not available.
 - c. Computer access is controlled through the use of passwords and related technology.

II. RECORDS RETENTION SCHEDULE (82.1.3)

- A. The Department follows a records retention schedule that is consistent with the State of Illinois Local Records Act retention schedule upon completion of a review (Illinois Compiled Statutes 50 ILCS 205 1/).
1. For records management purposes and in accordance with the regulations of the State of Illinois and Cook County Local Records Commission the following retainment period of Department records is established:

<u>Type of Record</u>	<u>Retainment Period</u>
Dispatch sheets	2 years
Miscell-X Cards	2 years

Payroll sheets	2 years
I-UCR Summaries	1 year (except annual reports)
Night Park Log	1 year
Bond Receipts	2 years
Court Dockets	2 years
Transmittal sheets	1 year
Cafeteria Court sheets	1 year
Daily Bulletin	1 year
Accident Reports (Microfilm)	7 years
Incident/Offense (Microfilm)	7 years
Arrest Files (Microfilm)	7 years

2. In cases of active warrants or where there is no statute of limitation on the crime (incident/offense) there will be no limit for retainment.

III. UNIFORM CRIME REPORTING SYSTEM (82.1.4)

- A. The Hanover Park Police Department participates in the Illinois and US Uniform Crime Report programs. The DuPage County Justice Information Authority through CJIS, based on an established reporting schedule, supplies statistical data to the IUCR system.

IV. ACCESSIBILITY TO RECORDS INFORMATION (82.1.1b)

- A. The Records Bureau is staffed 24 hours per day, seven days per week by Records Bureau personnel. All central records information, services and computers are accessible to operations personnel at all times subject to the limitations contained within this directive.

V. REPORT STATUS PROCEDURE (82.1.5)

- A. All incidents assigned by DU-COMM Communications are documented by means of an Incident Report Number.
- B. All case documentation must be reviewed by supervisors.
- C. All original copies of reports will be maintained in the Records Bureau. These reports may only be removed from the Records Bureau in the event they are needed for court or pursuant to subsection 3, below.

1. If the report is needed for court, the Court Services Coordinator will remove the original report from the central record file and a status card will be inserted in the file to indicate the reports location.
 2. The status card will remain in the appropriate record file until the original report is returned.
 3. The Investigative supervisor may authorize that an original report be stored in the Investigations Bureau.
- D. If a report requires a follow-up investigation by the reporting officer, the officer will attempt to complete the investigation in a timely fashion. Generally, this follow-up should be completed in ten days.
- E. The Investigations Bureau Supervisor is responsible for assigning cases for investigative case control.
- F. On a periodic basis, the Support Services Division Lieutenant shall conduct a documented audit and evaluation that focuses on the requirements described in this Directive. This report shall be distributed to the Management Staff and include, but not be limited to:
1. Solicited input from representatives of each Bureau regarding suggested needs or changes to existing reports.
 2. Listings of significant report writing errors and repetitive report writing problems for all employees to review.
 3. Suggested changes to the WebRMS/HxGN Users Manual.
- G. The purpose of the audit and evaluation is to improve the overall quality of police reports. It is a method of informing all personnel about problems with police reports so that improvements may be made.

VI. FIELD REPORTING SYSTEM (82.2.1)

- A. Department employees shall use the appropriate field reports to document incidents and investigations. Employees are to refer to the WebRMS/HxGN Users Manual for detailed reporting instructions. The WebRMS/HxGN Users Manual provides guidelines for the following: (82.2.1a)
1. Criteria indicating when reports must be written.
 2. The forms to be used in field reporting.
 3. Information required in field reports.

4. Procedures to be followed in completing field reports.
 5. The procedure for submitting and processing field reports.
- B. The Records Section maintains a repository of records that include, but are not limited to: (82.2.1b)
1. Offense reports.
 2. Arrest reports.
 3. Traffic crash reports.
 4. Traffic citations.
 5. Parking citations.
 6. Arrest jackets.
 7. Warrants.
 8. Summonses.
- C. Reports and records that document police activity will include the following information: (82.2.1c)
1. The date and time of the initial report.
 2. The name (if available) of the citizen requesting the service or the victim or complainant's name.
 3. The nature of the incident.
 4. The nature, date, and time of action taken (if any) by Department employees.
- D. The Hanover Park Police Department utilizes the State of Illinois Traffic Crash Report on all reported traffic accidents meeting the State requirements.
- E. Traffic crash-related offense and/or supplemental reports will be filed using the appropriate Department form.

VII. INCIDENT REPORTING (82.2.2)

- A. Every incident in one or more of the following categories, if alleged to have occurred within the jurisdiction of the Hanover Park Police Department, is to be reported:

1. Citizens' reports of crimes. (82.2.2a)
 2. Citizen complaints. (82.2.2b)
 3. Citizen requests for services when: (82.2.2c)
 - a. An employee is dispatched.
 - b. An employee is assigned to investigate.
 - c. An employee is assigned to take action at a later time.
 4. Criminal and non-criminal cases initiated by officers. (82.2.2d)
 5. Incidents involving arrests, citations, or summonses. (82.2.2e)
 6. Follow up actions and investigatory activities.
- B. Appropriate reporting of the incidents described in paragraph A of this section shall be determined by the nature of the incident, the action taken, and the results realized.
- C. All reports of incidents forwarded to the Records Bureau shall be recorded and maintained according to a numbering system that provides the assignment of a unique identification number to each incident, regardless of the number of persons reporting the incident. (82.2.1d)

VIII. CASE REPORT NUMBERING SYSTEM (82.2.3)

- A. All calls for service (citizen reports of crime, citizen complaints, etc.) and officer-initiated calls shall be issued a computer generated call for service number generated by DuComm at the time the incident is reported. The computer numbering system will begin with the letters HP followed by the last two digits of the current year. The remaining six numbers shall be a sequential number beginning with 000001. Each number thereafter shall be consecutive and shall be separate and distinct for each incident.
- B. Records personnel are responsible for ensuring that all report numbers issued are properly recorded in the Records system during the review process.

IX. SUPERVISORY REPORT REVIEW

- A. Every written report submitted by an employee of the Department will be reviewed by a supervisor of the section or unit to which the employee is assigned. The initial reviewer will document the approval of the report on the report form. (82.2.1e)
- B. All incident reports submitted will be carefully reviewed by the supervisor and checked for the following:

1. Crime elements are detailed.
 2. Criminal procedures are documented.
 3. Departmental directives are adhered to.
 4. Completeness.
 5. Clarity.
 6. Legibility.
 7. Grammar and spelling.
- C. Reports not approved will be returned to the employee for required corrections. The on-duty patrol supervisor will be responsible for ensuring that all reports are completed and submitted to records personnel prior to the end of their tour of duty. Police employees are responsible for checking the computerized report writing system for reports returned for correction each day worked or as otherwise directed by a supervisor.

X. CASH BONDS

- A. Records employees will secure, all cash bonds received from officers that have been posted by defendants on criminal/traffic charges until the on-duty supervisor reviews each bond and related paperwork. (17.4.2e)
- a. Any discrepancy in the amount received from officers will be immediately reported to the on-duty supervisor.
- B. The Records employee shall process paperwork and deposit the cash bond in the secured safe in the Radio Room.
- C. The records employee designated by the Deputy Chief of Support Services shall prepare the documentation necessary to transmit the cash bonds to the appropriate Clerk of the Circuit Court twice a week.

XI. REPORT AND RECORD DISTRIBUTION (82.1.1c) (82.2.4)

- A. Approved reports will be forwarded to the Records Bureau for processing.
- B. The Records Section shall be responsible for the release and distribution of all police reports and records.
1. Internal distribution.
 - a. Administrative Division.

- b. Investigative Bureau.
 - c. Social Services Bureau.
 - d. Other Village Departments.
- 2. External distribution.
 - a. Crash Reports.
 - 1) With the exception of fatal crashes, crash reports can be released at any time after a Record Request form, Appendix A, has been completed by the requester. Reports of fatal crashes are only to be released with the approval of the Deputy Chief of Support Services or the Deputy Chief of Operations.
- C. All records personnel have authorization to release reports to Department personnel, other law enforcement agencies upon verification, the State's Attorney's office and the Village Prosecutor's office.
- D. Release of case reports and dispositions to the public and/or any other agency must have a Freedom of Information Act (FOI) Request Form, Appendix B, completed by the requestor and submitted.
 - 1. FOI Request forms received by department personnel will be signed and dated at the appropriate location on the form.
 - 2. All FOI Request forms will be forwarded to the Village Clerk's Office within one working day.
 - 3. The Village Clerk's Office or the Village Legal Department will make the determination of whether the record will be released, based on the Illinois Freedom of Information Act.
 - 4. In the event that the requested record is eligible for release, a written request from the Village Clerk's Office or Legal Department will be forwarded to the Police Department Records Division. The record will be located and a photocopy will be provided to the requesting village department without unnecessary delay.
 - 5. The Village Clerk will respond to the original requestor as to the release of the requested record, and when applicable charge the appropriate fees.
 - 6. Questions by those who have filed FOI Requests will be directed to the Village Clerk's Office at telephone extension 4220.
 - 7. All telephone requests for special reports/studies should be forwarded to the Deputy Chief of Support Services.
 - 8. Pursuant to 725 ILCS 5/107A-2(k), any electronic recording made during a lineup that is compiled by any law enforcement agency, as required by this statute, shall be confidential and exempt from public inspection and copying, as provided under

Section 7 of the Freedom of Information Act, and the recording shall not be transmitted to any person except as necessary to comply with this statute.



Village of Hanover Park
2121 West Lake Street, Hanover Park, IL 60133
630-372-4200 Phone & 630-372-4215 Fax
www.hpil.org

FREEDOM OF INFORMATION ACT REQUEST FORM

Written request for inspection or copying of Public Records pursuant to the Freedom of Information Act.
If you do not use this form, you must provide your request in writing.

(Please print or type)

Name of person making request: _____

Address: _____

City, State, Zip: _____

Daytime telephone number: _____

or e-mail address: _____

Describe the Public Records you are requesting:

Date of incident: _____ Address of incident: _____

Report Number: _____

Full name of person(s) involved: _____ Date of birth: _____

_____ Date of birth: _____

Do you want copies made: Yes No (If there is a fee for copies, it must be paid prior to their release. Fees, if applicable, are posted in the Office of the Village Clerk and on our website: www.hpil.org).

Will you use part or all of the records: to sell, to solicit, or advertise for sales or services? Yes ___ No ___

Are you any of the following: news media, not-for-profit organization, scientific or academic institution?
Yes ___ No ___

Signature of person making request

Date

The Village of Hanover Park will respond to the above request within five (5) business days from the date this request is received.

OFFICE USE ONLY FORWARD TO THE FOIA OFFICER UPON RECEIPT. NOTE DATE RECEIVED.

Request received: __/__/__ FOIA Office received: __/__/__ Approved __/__/__ By: _____

By: _____ Period for response expires: __/__/__ Copies: _____ Amt. Due: _____

Dept.: _____ Route to: _____/____/____ Denied: __/__/__ By: _____

Route to: _____ Denial Ltr.Sent: __/__/__

Comments: _____



Hanover Park Police Department

Traffic Crash

Records Request Form

(Please print or type)

Name of person making request: _____

Address: _____

City, State, Zip: _____

Daytime telephone number: (Home) _____ (Work) _____

Crash Report Requested

Date of Incident: _____

Location of Incident: _____

Report Number: _____

Other Person Involved: _____

FEES MUST BE PAID AT TIME OF REQUEST

Traffic Accident Report = \$5.00

Traffic Accident Reconstruction Report = \$20.00

Reports may be picked up within seven (7) working days or report will be mailed within seven (7) working days.

OFFICE USE ONLY

Accepted/Fees paid: \$ _____

Check #: _____ for \$ _____ returned.

Person taking request: _____ Date: _____

Request: _____ Approved _____ Denied

Reason for denial: _____

By: (Print name) _____ Signature: _____ Date: _____

Approved by: _____