

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 542-S

REFERENCE STANDARDS: 82.1.6

SUBJECT: Record Management Information System

PURPOSE: To establish a reliable information system that is available and applicable to all department personnel. The management system will include, at a minimum, a method of collecting statistical and data summaries of departmental activities as well as an administrative reporting program. Some aspects of the management information system may be computer assisted. Access to the department management system will be available to all department employees on an as need basis.

I. COMPUTER ASSISTED MANAGEMENT SYSTEM

- A. The extent of access into the computer assisted management system will be determined on an individual case basis by an employee's job requirements.
- B. The Deputy Chief of Support Services will have the responsibility of determining the extent of each individual's access into the computer-assisted management information system.
 - 1. At a minimum, an annual review will be made to verify all passwords, access codes, or access violations to maintain the integrity of the system and security of the records contained within the system. (82.1.6)
- C. All department personnel, by utilizing their individualized assigned password, may access the system to their authorized level on an as needed basis.
- D. All department personnel are encouraged to use the computer-assisted management information system to its fullest extent.
- E. The system will provide a variety of programs capable of computing statistical summaries of the department's activity.

II. ADMINISTRATIVE REPORTING PROGRAM

- A. At a minimum, the computer assisted management information system will include the following:
 - 1. A listing of all administrative reports;

2. The department employee responsible for the report;
 3. A statement of the purpose of the report;
 4. Distribution of the report; and
 5. The frequency of the report.
- a. **DAILY BULLETIN** – The Daily Bulletin is a summary of each patrol shifts tour of duty for a specific day. Each Daily Bulletin will list the case report number, type of offense, a brief summary of the incident, the officer handling the matter, initials of the clerk recording the data, and the initials of the supervisor approving the entry.
The desk receptionist/clerical personnel will complete the Daily Bulletins from the information supplied by the reports of the officers handling the incidents. Distribution of the Daily Bulletins shall be to the on-coming patrol shifts to be read at each roll call. The 3rd Shift clerk is responsible for distributing the completed Daily Bulletin to the Administrative offices, Investigative Bureau, Patrol Supervisor, Human Services unit, and maintaining the Media Log book.
The on-coming patrol supervisor will read the current and prior day's Daily Bulletin during roll call presentations disseminating pertinent information regarding the community's activity.
 - b. **MONTHLY REPORT** – Each month, the Intelligence Officer will submit to the Chief of Police an account of the department's activity for the prior month. The report prepared will include, at a minimum:
 - 1) Patrol Bureau activity that will list Part I and II Crime Index on calls investigated, Crime Index arrest report, Motor Vehicle collision reports, selective calls for service, parking enforcement, etc. These activities will also be compiled in year-to-date format.
 - 2) Investigative Bureau activity to include a year-to-date and month-to-month activity summary on Part I and II crimes investigated
 - 3) A summary of various activities performed by members of the department to include crime prevention programs, tactical unit summary, social services summary, etc.The Chief of Police may also request from other units summary activity for inclusion in the Monthly Report.
 - c. **ANNUAL REPORT** – The Annual Report will be compiled of all activity reported in the Monthly Reports to include an overview of the department's goals and objectives.