
CHAMPAIGN POLICE DEPARTMENT

POLICY AND PROCEDURE

POLICY NUMBER: 11.4

SUBJECT: GENERAL MANAGEMENT AND ADMINISTRATION EFFECTIVE DATE: 10/01/09
REVISED DATE:

REFERENCE ILEAP: N/A

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PURPOSE:

The purpose of this policy is to establish a management information system which 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:

Daily Reports: The components of daily reports include, but are not limited to:

- Recap of activity reported to department.
- Chronological listing of complaints, arrests and criminal activity.

Weekly Reports: The components of weekly reports include, but are not limited to:

- Written weekly recaps of activity.
- Written case management status reports.
- School Resource Officer Unit report.
- Traffic Unit report.
- Narcotics Unit report.
- Exceptional employee performance.

Annual Report: The components of annual report include, but are not limited to:

- Recap of yearly activity.
- Major accomplishments of each organizational component.
- Crime rate statistics.
- Fiscal activity recaps.
- Comparative data on activity and trends.

POLICY:

11.4.1 ADMINISTRATIVE REPORTING PROGRAM

- A. The Champaign Police Department operates and maintains a management information system, which at a minimum provides statistical and data summaries of departmental activities and an administrative reporting system. This is accomplished through the completion and distribution of the following reports:

1. Daily Media Reports.

Daily reports consist of a list of complaints, requests for police service, arrests, and criminal activity within the previous 24 hours, commencing at 2400 hours daily.

- a. Daily Media Reports are available online through the City's website and can also be accessed through CAD at various workstations within the Police Department.
- b. On a daily basis, the Records Division will distribute copies of the Daily Media Report to the Chief of Police, all three Deputy Chiefs, Patrol Lieutenants, and the Investigations Division. The report is also to be made available in the media room.

2. Weekly Reports.

Weekly reports provide unit supervisors and district commanders with an opportunity to review and account for unit activities, discuss administrative matters, highlight achievements or problems, provide comparative data, and establish objectives for the next reporting period, etc.

- a. The Crime Analysis Unit will complete a weekly report highlighting activities and reports from the past 7 days.
- b. Weekly reports will be disseminated electronically to all personnel for review.
- c. Weekly activity will also be reviewed and discussed during weekly Staff Meetings.

3. Annual Report.

The Annual Report is prepared by the Deputy Chief of Operational Support for the Chief of Police. This report provides comparative data and statistics that account for the activities of the department. The report may also include a yearly department overview by the Chief of Police.

- a. The completed report will be forwarded to the City Manager as documentation of the department's annual activity.
- b. A copy of the annual report will also be posted on the Police Department's web site.

11.4.2 FORMS ACCOUNTABILITY

- A. The transfer of monies or property, criminal and non-criminal, and other documentation requires a means of tracking those transactions. The Department shall develop and utilize various control methods to ensure accountability for certain Departmental transactions and records.
- B. The Deputy Chief of Professional Standards is responsible for developing and implementing procedures to ensure the accountability of all Departmental forms, including the establishment of a written record of all forms and subsequent form revisions. A master file containing an original 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.
 - 1. The Deputy Chief of Professional Standards shall be responsible for the development, modification, and accountability of all forms used by the Department.
 - 2. The review process for new or modified forms shall include personnel in the components who will use and process the forms.
 - 3. The final approval for all new or modified forms shall rest with the Chief of Police.
 - 4. All forms will be reviewed and evaluated on a periodic basis.
 - 5. The Deputy Chief of Professional Standards is responsible for maintaining a list of all Departmental forms and monitoring the need for a particular type of form.
- C. Accountability of certain Departmental reports and forms will be maintained in the following manner:
 - 1. A sequential numbering system shall be used to identify and account for official reports of incidents and offenses.
 - a. The complaint/report number is coded as follows:
 - (1) Agency designator – One (1) digit.
 - (2) Year of report - Two (2) digits.
 - (3) Sequential report number – Five (5) digits.
 - b. The incident numbers are generated by METCAD
 - 2. Serialized citations for parking and traffic tickets shall be utilized.
 - 3. City ordinance violations shall require a sequential reporting number.
- D. Shift Supervisors, Unit Supervisors, and District Commanders are responsible for the control of report submission and the status of delayed or returned

reports, which shall be closely coordinated with the Records section to assure timely return of reports.

11.4.3 ACCREDITATION REPORTING

- A. The Accreditation Manager shall be responsible for ensuring that all reports, reviews, and activities required by accreditation standards are completed in a timely manner.
- B. A system to track reports, reviews, and activities required for accreditation shall be utilized.

11.4.4 COMPUTER SOFTWARE, HARDWARE AND DATA

- A. All computer data shall be considered police-related and shall be governed by policies on the release of departmental information.
 - B. All hardware, software, and data (such as confidential information, software, copyrighted software documentation, and systems developed by City personnel) must be secured to prevent unauthorized access, theft, and illegal or unauthorized duplication.
 - C. Computer software, hardware, and data are controlled by the City's APs (Administrative Policies). All personnel are required to abide by the City APs, particularly regarding the introduction of software or data from non-secure sources.
 - D. Computers shall be used to conduct City business. However, incidental and occasional personal use shall be permitted.
 - 1. Computer hard drives are subject to unannounced inspections as deemed necessary by the Chief of Police.
 - 2. Software may not be duplicated or reproduced for use on other department computers, for personal use, or for any other purpose without approval. Programs will be copied only within the licensing agreement.
 - E. Computerized criminal history record access is controlled through the use of passwords and related technology.
 - F. The dissemination of computerized criminal history information conforms to the rules and regulations outlined in the Illinois Law Enforcement Agencies Data System (LEADS) user's agreement.
- #### **11.4.5 SERIOUS INCIDENT NOTIFICATION**
- A. The appropriate District Commander, the Deputy Chief of Operations, and the Chief of Police will be promptly notified and informed by, or at the specific direction of, a shift supervisor any time when the following occurs:
 - 1. Criminal homicide, attempts, and/or questionable deaths.
 - 2. Serious injury or death of a City employee.
 - 3. Serious injury or death of prisoners.

4. Incidents when a member of City Council is a victim of an accident, injury, or crime.
 5. A natural or man-caused disaster.
 6. Evacuation of persons from a building or area.
 7. Social or political issue demonstrations or confrontations which involve the City.
 8. Barricaded person.
 9. Hostage situation.
 10. Highly visible public suicide or threat.
 11. City vehicle accidents resulting in serious personal injury or damage to property.
 12. Unusual events that would result in public attention or concern.
- B. When appropriate, the Chief of Police will, in turn, make a timely notification to the City Manager.
- C. Any time that a Shift Supervisor feels that he cannot arrive at a prompt and proper decision, the appropriate District Commander will be contacted.
- D. The Deputy Chief of Operations will notify the Chief of Police of any incident which may result in a liability issue with the Department, or which may spark increased public or media interest. The Chief of Police will be notified directly anytime the Deputy Chief of Operations is unavailable.

ISSUING AUTHORITY



R.T. Finney
Chief of Police
Champaign Police Department